



**Edward  
River**  
COUNCIL

**I hereby give notice that an Ordinary Meeting of Council will be held on:**

**Date:** Thursday, 19 July 2018  
**Time:** 9.00am  
**Location:** Council Chamber 180 Cressy Street  
Deniliquin

# **BUSINESS PAPER**

**Ordinary Council Meeting**

**19 July 2018**

**Adam McSwain  
General Manager**



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Ordinary Council Meeting - 21 June 2018

Extraordinary Council Meeting - 5 July 2018



**Edward  
River**  
COUNCIL

# **MINUTES**

**Ordinary Council Meeting**

**21 June 2018**

**MINUTES OF EDWARD RIVER COUNCIL  
ORDINARY COUNCIL MEETING  
HELD AT THE PRETTY PINE RECREATION RESERVE  
ON THURSDAY, 21 JUNE 2018 AT 9.00AM**

**PRESENT:** Cr Norm Brennan (Mayor), Cr Pat Fogarty (Deputy Mayor), Cr Peta Betts, Cr Marg Bull, Cr Norm McAllister, Cr Nick Metcalfe, Cr Mac Wallace

**IN ATTENDANCE:** Adam McSwain (General Manager), Caroline Wallis (Director Corporate Services), Oliver McNulty (Director Infrastructure)

**1 ACKNOWLEDGEMENT OF COUNTRY**

**2 STATEMENT OF PURPOSE**

**2018/116 APOLOGIES AND REQUESTS FOR LEAVE OF ABSENCE**

**RESOLUTION**

Moved: Cr Nick Metcalfe

Seconded: Cr Peta Betts

That the apologies tendered for the non-attendance from Councillor Ashley Hall and Councillor Peter McCrabb be accepted.

**CARRIED**

**2018/117 DISCLOSURE OF INTEREST**

Clr Wallace declared an interest in Item 11.11.

**2018/118 CONFIRMATION OF MINUTE FROM PREVIOUS MEETING**

Clr McAllister pointed out a mistake in the previous meeting - on the 1<sup>st</sup> resolution Clr McCrabb seconded a motion however he was not present. Clr Metcalf agreed to second that motion

Adam pointed out that the DA in the previous minutes should have stated at 22,000litre water tank rather than a 22litre water tank.

**RESOLUTION**

Moved: Cr Pat Fogarty

Seconded: Cr Norm McAllister

That the minutes of the Ordinary Council Meeting held on 17 May 2018 with noted changes be confirmed.

**CARRIED**

**2018/119 RESOLUTIONS OF COUNCIL**

**RESOLUTION**

Moved: Cr Norm McAllister

Seconded: Cr Pat Fogarty

That Council note the information in the Resolutions of Council June 2018 update.

**CARRIED**

**2018/120 MAYOR AND GENERAL MANAGER MEETINGS**

**RESOLUTION**

Moved: Cr Pat Fogarty

Seconded: Cr Mac Wallace

That Council note the information.

**CARRIED**

**2018/121 CENTRAL MURRAY REGIONAL LIBRARY QUARTERLY MEETING****RESOLUTION**

Moved: Cr Peta Betts

Seconded: Cr Norm McAllister

That Council note the minutes of the Central Murray Regional Library Quarterly meeting held 11 May, 2018 in the Mathoura Visitor and Business Centre.

**CARRIED**

**2018/122 MAKING OF RATES AND ANNUAL CHARGES 2018-2019****RESOLUTION**

Moved: Cr Norm McAllister

Seconded: Cr Pat Fogarty

That Council:

In accordance with the relevant sections of the *Local Government Act 1993* (Act), ordinary rates for the following rating categories, for the period 1<sup>st</sup> July 2018 to the 30<sup>th</sup> June 2019, shall now be made by resolution:

It is hereby recommended that Council make and levy an Ordinary Rate of 1.0021 cents per dollar of land value on all rateable land with a base rate of \$423.00 per property within Deniliquin Township area sub-categorised as **DENILIQUN RESIDENTIAL**. Base rate will represent 43.7% of the DENILIQUN RESIDENTIAL Ordinary Rate category.

It is hereby recommended that Council make and levy an Ordinary Rate of 0.8151 cents per dollar of land value on all rateable land with a base rate of \$423.00 per property within the Deniliquin Rural Residential local government area sub-categorised as **DENILIQUN RESIDENTIAL RURAL**. Base rate will represent 32.56% of the DENILIQUN RESIDENTIAL RURAL Ordinary Rate category.

It is hereby recommended that Council make and levy an Ordinary Rate of 1.4385 cents per dollar of land value on all rateable land with a base rate of \$346.00 per property within Deniliquin sub-categorised as **DENILIQUN RESIDENTIAL MIXED DEVELOPMENT**. Base rate will represent 48.71% of the DENILIQUN RESIDENTIAL MIXED DEVELOPMENT Ordinary Rate category.

It is hereby recommended that Council make and levy an Ordinary Rate of 0.4009 cents per dollar of land value with a **MINIMUM RATE** of \$457.00 per property on all rateable land within Conargo, Wanganella, Booroorban, Blighty and Pretty Pine sub-categorised individually as **CONARGO RESIDENTIAL**.

It is hereby recommended that Council make and levy an Ordinary Rate of 2.7025 cents per dollar of land value on all rateable land with a **MINIMUM RATE** of \$524.00 per property within the Deniliquin Township area sub-categorised as **DENILIQUN BUSINESS**.

It is hereby recommended that Council make and levy an Ordinary Rate of 2.733 cents per dollar of land value on all rateable land per property within the Deniliquin Township area sub-categorised as **DENILIQUN BUSINESS MIXED DEVELOPMENT**.

It is hereby recommended that Council make and levy an Ordinary Rate of 0.4009 cents per dollar of land value on all rateable land per property with a **MINIMUM RATE** of \$457.00 within the former Conargo Council area sub-categorised as **CONARGO BUSINESS**.

It is hereby recommended that Council make and levy an Ordinary Rate of 0.9907 cents per dollar of land value on all rateable land per property within the former Deniliquin Council local government area sub-categorised as **DENILIQUN FARMLAND DRY**.

It is hereby recommended that Council make and levy an Ordinary Rate of 1.2947 cents per dollar of land value on all rateable land per property within the former Deniliquin Council local government area sub-categorised as **DENILIKUIN FARMLAND IRRIGABLE**.

It is hereby recommended that Council make and levy an Ordinary Rate of 0.4697 cents per dollar of land value and a **MINIMUM RATE** of \$457.00 on all rateable land per property within the former Conargo Shire Council local government area sub-categorised as **CONARGO FARMLAND DRY**.

It is hereby recommended that Council make and levy an Ordinary Rate of 0.6290 cents per dollar of land value and a **MINIMUM RATE** of \$457.00 on all rateable land per property within the former Conargo Shire Council local government area sub-categorised as **FARMLAND LOW MIL IRRIGATION**.

It is hereby recommended that Council make and levy an Ordinary Rate of 0.9135 cents per dollar of land value and a **MINIMUM RATE** of \$457.00 on all rateable land per property within the former Conargo Shire Council local government area sub-categorised as **FARMLAND HIGH MIL IRRIGATION**.

It is hereby recommended that Council make and levy an Ordinary Rate of 0.5454 cents per dollar of land value and a **MINIMUM RATE** of \$457.00 on all rateable land per property within the former Conargo Shire Council local government area sub-categorised as **FARMLAND LOW MURRAY/MURRUMBIDGEE**.

It is hereby recommended that Council make and levy an Ordinary Rate of 0.7622 cents per dollar of land value and a **MINIMUM RATE** of \$457.00 on all rateable land per property within the former Conargo Shire Council local government area sub-categorised as **FARMLAND HIGH MURRAY/MURRUMBIDGEE**.

It is hereby recommended that Council make and levy an Ordinary Rate of 0.5375 cents per dollar of land value and a **MINIMUM RATE** of \$457.00 on all rateable land per property within the former Conargo Shire Council local government area sub-categorised as **FARMLAND MURRUMBIDGEE GROUNDWATER**.

It is hereby recommended that Council make and levy an Ordinary Rate of 0.9053 cents per dollar of land value and a **MINIMUM RATE** of \$457.00 on all rateable land per property within the former Conargo Shire Council local government area sub-categorised as **FARMLAND MURRAY GROUNDWATER**.

It is hereby recommended that Council make and levy an Ordinary Rate of 0.8511 cents per dollar of land value and a **MINIMUM RATE** of \$457.00 on all rateable land per property within the former Conargo Shire Council local government area sub-categorised as **FARMLAND PRIVATE SCHEME IRRIGATION**.

It is hereby recommended that Council make and levy an Ordinary Rate of 0.4888 cents per dollar of land value and a **MINIMUM RATE** of \$457.00 on all rateable land per property within the former Conargo Shire Council local government area sub-categorised as **FARMLAND LOW COLEAMBALLY IRRIGATION**.

It is hereby recommended that Council make and levy an Ordinary Rate of 0.7116 cents per dollar of land value and a **MINIMUM RATE** of \$457.00 on all rateable land per property within the former Conargo Shire Council local government area sub-categorised as **FARMLAND HIGH COLEAMBALLY IRRIGATION**.

In accordance with *Section 535 of the Local Government Act 1993* (herein referred to as "the Act"), that Annual Water Supply charges, pursuant to the provisions of Sections 501 of the Act, for the 1<sup>st</sup> July 2018 to 30<sup>th</sup> June 2019, shall now be made by resolution:

It is hereby recommended that Council make and levy **Non-potable water access charges** of \$97.00 for availability to the Non-potable water supply at Conargo, Wanganella and Boooroban

It is hereby recommended that Council make and levy **Non-potable water usage charges** of \$0.67 cents per kilolitre for usage of the Non-potable water supply at Conargo, Wanganella and Boooroban

It is hereby recommended that Council make and levy a **Non-potable water connection charge** of \$315.00 for a new connection to the main supply at Conargo, Wanganella and Booorooban

It is hereby recommended that Council make and levy a **Non-residential 20mm connection size Filtered Water Access Charge** of \$293.66 per annum and levied for each supply to the property, or multiples of each charge if the property is deemed to have multiple supplies/connections for non-residential Properties in the former Deniliquin Council area sub-categorised as **NON RESIDENTIAL**

It is hereby recommended that Council make and levy a **Non-residential 25mm connection size Filtered Water Access Charge** of \$475.60 per annum and levied for each supply to the property, or multiples of each charge if the property is deemed to have multiple supplies/connections for non-residential Properties in the former Deniliquin Council area sub-categorised as **NON RESIDENTIAL**

It is hereby recommended that Council make and levy a **Non-residential 32mm connection size Filtered Water Access Charge** of \$613.98 per annum and levied for each supply to the property, or multiples of each charge if the property is deemed to have multiple supplies/connections for non-residential Properties in the former Deniliquin Council area sub-categorised as **NON RESIDENTIAL**

It is hereby recommended that Council make and levy a **Non-residential 40mm connection size Filtered Water Access Charge** of \$783.10 per annum and levied for each supply to the property, or multiples of each charge if the property is deemed to have multiple supplies/connections for non-residential Properties in the former Deniliquin Council area sub-categorised as **NON RESIDENTIAL**

It is hereby recommended that Council make and levy a **Non-residential 50mm connection size Filtered Water Access Charge** of \$994.76 per annum and levied for each supply to the property, or multiples of each charge if the property is deemed to have multiple supplies/connections for non-residential Properties in the former Deniliquin Council area sub-categorised as **NON RESIDENTIAL**

It is hereby recommended that Council make and levy a **Non-residential 80mm connection size Filtered Water Access Charge** of \$1763.00 per annum and levied for each supply to the property, or multiples of each charge if the property is deemed to have multiple supplies/connections for non-residential Properties in the former Deniliquin Council area sub-categorised as **NON RESIDENTIAL**

It is hereby recommended that Council make and levy a **Non-residential 100mm connection size Filtered Water Access Charge** of \$2,185.30 per annum and levied for each supply to the property, or multiples of each charge if the property is deemed to have multiple supplies/connections for non-residential Properties in the former Deniliquin Council area sub-categorised as **NON RESIDENTIAL**

It is hereby recommended that Council make and levy a **Non-residential Raw Water Access Charge** of \$350.04 per annum and levied for each supply to the property, or multiples of each charge if the property is deemed to have multiple supplies/connections for non-residential Properties in the former Deniliquin Council area sub-categorised as **NON RESIDENTIAL**

It is hereby recommended that Council make and levy a **Residential Raw Water Access Charge** of \$175.28 per annum and levied for each supply to the property, or multiples of each charge if the property is deemed to have multiple supplies/connections for Residential Properties in the former Deniliquin Council area in the area sub-categorised as **RESIDENTIAL**.

It is hereby recommended that Council make and levy a **Non-residential Raw Water Usage Charge** of \$0.72 cents per kilolitre for non-residential Properties in the former Deniliquin Council area sub-categorised as **NON RESIDENTIAL**

It is hereby recommended that Council make and levy a **Residential Raw Water Usage Charge** of \$0.72 cents per kilolitre for Residential Properties in the former Deniliquin Council area in the area sub-categorised as **RESIDENTIAL**.

It is hereby recommended that Council make and levy a compulsory annual fixed charge for a **Residential 20mm connection size Filtered Water Access Charge** of \$350.04 per annum and levied for each supply to the property, or multiples of each charge if the property is deemed to have multiple supplies/connections for residential properties in the former Deniliquin Council area in the area sub-categorised as **RESIDENTIAL**.

It is hereby recommended that Council make and levy a **Residential Filtered Water Usage Charge** of \$0.97 cents per kilolitre up to 800 kilolitres for residential Properties in the former Deniliquin Council area sub-categorised as **RESIDENTIAL**.

It is hereby recommended that Council make and levy a **Residential Filtered Water Usage Charge** of \$1.38 cents per kilolitre over 800 kilolitres for residential Properties in the former Deniliquin Council area sub-categorised as **RESIDENTIAL**.

It is hereby recommended that Council make and levy a **Community Land Raw Water Usage Charge** of \$0.05 cents per kilolitre for community land Properties in the former Deniliquin Council area sub-categorised as **COMMUNITY LAND**.

In accordance with Section 535 of the *Local Government Act, 1993* (herein referred to as "the Act"), that an Annual Charge pursuant to the provisions of Section 501 of the Act, known as the **Sewerage Supply Charges**, for the availability of the service, on each rateable assessment on land within the designated sewerage supply areas.

It is hereby recommended that pursuant to the provisions of Section 501 of the Act, that Council make and levy **Sewerage Supply Charges**, for the availability of the service, on each rateable assessment on land within the designated sewerage supply areas as follows: -

A compulsory annual fixed charge of **\$842.00** be made and levied for availability to the sewerage supply system (known as the **Sewerage Access Charge**) and levied for each supply to the property, or multiples of each charge if the property is deemed to have multiple supplies/connections in the area sub-categorised as **RESIDENTIAL**.

A compulsory annual fixed charge of **\$842.00** be made and levied for availability to the sewerage supply system (known as the **Sewerage Access Charge**) and levied for each supply to the property, or multiples of each charge if the property is deemed to have multiple supplies/connections in the area sub-categorised as **NON RATEABLE RESIDENTIAL**.

A compulsory annual fixed charge of **\$842.00** be made and levied for availability to the sewerage supply system (known as the **Sewerage Access Charge**) and levied for each supply to the property, or multiples of each charge if the property is deemed to have multiple supplies/connections in the area sub-categorised as **NON RATEABLE NON RESIDENTIAL**.

A compulsory annual fixed charge of **\$842.00** be made and levied for availability to the sewerage supply system (known as the **Sewerage Access Charge**) and levied for each supply to the property, or multiples of each charge if the property is deemed to have multiple supplies/connections in the area sub-categorised as **NON RESIDENTIAL**.

A compulsory annual fixed charge of **\$421.00** be made and levied for all properties within a seventy-five (75) meter radius from a Low Pressure Sewer System. 50% of this charge paid will be credited against Headworks Charges when the property connects to a Council Sewer System.

A volume usage charge of \$1.45 per kilolitre be made and levied for each supply to the property, or multiples of each charge if the property is deemed to have multiple supplies/connections in the area sub-categorised as **NON RESIDENTIAL**.

In accordance with Section 535 of the *Local Government Act* (herein referred to as "the Act"), that a **Domestic Waste Management Service Charge** pursuant to the provisions of Sections 496, 501, 501 and 504 of the Act, shall now be made by resolution;

It is hereby recommended that the charge, for the period **1<sup>st</sup> July 2018 to 30<sup>th</sup> June 2019**, be made upon each parcel of rateable land within the garbage collection area for which the service is available for the regular removal of waste as approved by Council as follows:

- Domestic Waste Collected - **\$352.10** made for the availability of one bin per property for

the Category **RESIDENTIAL** and **NON RESIDENTIAL**.

- Domestic Waste Collected - **\$341.20** for each additional bin per property including flats (Charged per flat).
- Domestic Waste Uncollected - **\$84.05** made on **RESIDENTIAL VACANT LAND**.
- Domestic Waste Uncollected - **\$84.05** made on non-residential Business where other arrangements for Waste Collection have been made.

In accordance with Section 535 of *the Local Government Act, 1993* (herein referred to as “the Act”), that a **Stormwater Management Service Charge**, pursuant to the provisions of Section 496A of the Act, and clause 125A and clause 125AA of the Local Government (General) Regulation 2005, shall now be made by resolution.

It is hereby recommended that a **Stormwater Management Service Charge of:**

**\$25.00** be made and levied, for the period **1<sup>st</sup> July 2018 to 30<sup>th</sup> June 2019**, on each parcel of urban property that is liable for the charge, whether the works or service is either provided or proposed to be provided: or

**\$25.00** be made and levied, for the period **1<sup>st</sup> July 2018 to 30<sup>th</sup> June 2019**, on each parcel of urban state property that is liable for the charge, whether the works or service is either provided or proposed to be provided.

**\$12.50** be made and levied, for the period **1<sup>st</sup> July 2018 to 30<sup>th</sup> June 2019** for a lot in a strata scheme categorised as **RESIDENTIAL**.

It is hereby recommended that in accordance with the provisions of Section 566 of *the Local Government Act, 1993*, that the **interest rate** to apply to overdue rates and charges for the period **1<sup>st</sup> July 2018 to 30<sup>th</sup> June 2019**, will be charged at **7.50%** per annum on a daily basis.

It is hereby recommended In accordance with section 566 of the Act, the **interest rate** to apply to overdue **DEBTORS** for the period **1<sup>st</sup> July 2018 to 30<sup>th</sup> June 2019**, will be charged at **7.50%** per annum on a daily basis.

It is hereby recommended that Council adopts the Fees and Charges 2018/2019, having considered all submissions received. Administrative amendments to the Fees and Charges document are required as follows:

- the volume usage charge for sewerage is on a per kilolitre basis
- amend “the Flying School up to 2x aircraft operated by the business from airport” on page 18 to correct a typing error
- Remove “as per quote” from the first row in Contribution to Construction Works on page 25 to correct a typing error
- The liquid trade waste for food waste disposal charge on page 41 is \$22 “per kilogram”
- Update the Stormwater charge classification to ‘statutory’ and amend the charge to \$25 and add the statutory fee of \$12.50 for a lot in a strata scheme (residential)
- Amend the statutory animal registration fees in accordance with the Companion Animals (Adjustment Fee Amounts) Amendment Notice 2018.

**CARRIED**

**2018/123 ADOPTION OF STRATEGIC PLANS - DELIVERY PROGRAM, OPERATIONAL PLAN AND RESOURCE STRATEGY****RESOLUTION**

Moved: Cr Pat Fogarty

Seconded: Cr Margaret Bull

That Council, having considered all submissions received relating to the exhibited documents by the closing date of 5pm on the 3<sup>rd</sup> of June 2018:

1. Makes the following administrative changes to the Service Charges panel on page 126 of the combined Delivery Program 2018-2021 and Operational Plan 2018-2019:
  - a. Add a statutory stormwater charge of \$12.50 for a lot in a strata scheme – residential
  - b. Change the statutory stormwater charge to \$25.00
  - c. Amend Domestic waste uncollected by adding the words ‘non-residential business with other waste collection arrangements’
2. Adopts the combined Delivery Program 2018-2021 and Operational Plan 2018-2019, inclusive of the changes outlined in this report
3. Adopts the Asset Management Strategy
4. Adopts the Workforce Management Plan
5. Adopts the Long Term Financial Plan

**CARRIED**

**2018/124 FIXING OF FEES 2018 - COUNCILLORS AND MAYOR****RESOLUTION**

Moved: Cr Norm McAllister

Seconded: Cr Mac Wallace

That Council fix and pay Councillor and Mayor fees for the period 1 July 2018 to 30 June 2019 in accordance with the maximum fee allowed by the Local Government Remuneration Tribunal as follows:

**Councillor fee** fixed at \$11,860 per annum

**Mayor fee** fixed at \$37,740 per annum being made up of the maximum Councillor fee plus the maximum additional fee for the Mayor

**CARRIED**

**2018/125 INVESTMENT REPORT AS AT 31 MAY 2018****RESOLUTION**

Moved: Cr Pat Fogarty

Seconded: Cr Norm McAllister

That Council:

1. Note and receive the Report on Investments totaling \$41,834,399 inclusive of cash at bank for day-to-day operations;
2. Note that actual interest received for the month of May 2018 was \$66,610.
3. Note that accrued interest earned to 31 May 2018 but not yet received was \$620,347.

**CARRIED.**

**2018/126 ENVIRONMENTAL SERVICES PROJECTS QUARTERLY REPORT****RESOLUTION**

Moved: Cr Mac Wallace

Seconded: Cr Peta Betts

That Council receive the Environmental Service Projects Quarterly Report. .

**CARRIED**

**2018/127 LOCAL HERITAGE FUNDING 2017/18 SUMMARY REPORT - COMPLETED PROJECTS****MOTION**

Moved: Cr Nick Metcalfe

Seconded: Cr Margaret Bull

That Council note the information.

**CARRIED**

**2018/128 ENVIRONMENTAL SERVICES REPORT - MAY 2018****RESOLUTION**

Moved: Cr Peta Betts

Seconded: Cr Mac Wallace

That Council notes the Environmental Services report for May 2018.

**CARRIED**

At 9.52am, Cr Mac Wallace left the meeting.

**2018/129 DENILQUIN PUBLIC SPACE STRATEGY AND EDWARD RIVER OPEN SPACE STRATEGY****RESOLUTION**

Moved: Cr Pat Fogarty

Seconded: Cr Margaret Bull

That Council:

1. Delete recommendation 32 of the Edward River Open Space Strategy relating to land in Wanganella and any other parts of the strategy that relate to this recommendation be amended.
2. Adopt the Denilquin Public Space Strategy and the Edward River Open Space Strategy; and
3. Respond to the authors of the submissions on the Denilquin Public Space Strategy and the Edward River Open Space Strategy.
4. Note the great work that Julie has done in preparation of reports.

**CARRIED**

At 10.00am, Cr Mac Wallace returned to the meeting.

**2018/130 OPEN AND PUBLIC SPACE STRATEGIC WORKING GROUP - ADDITIONAL MEMBERS****RESOLUTION**

Moved: Cr Norm McAllister

Seconded: Cr Nick Metcalfe

That Council:

1. Amend the Open and Public Space Working Group Charter to include a representative from Cressy Street businesses;
2. Invite Ms Pam Wettenhall, Ms Janet Burne and Ms Kate Smith to join the Open and Public Space Strategic Working Group; and
3. Confirm Mr John Conallin as the representative of the Lagoons Group on the Open and Public Space Strategic Working Group.

**CARRIED**

**2018/131 STRONGER COMMUNITIES FUND-MAJOR PROJECTS PROGRAM AND THE STRONGER COUNTRY COMMUNITIES PROGRAM -JUNE PROGRESS REPORT****RESOLUTION**

Moved: Cr Peta Betts

Seconded: Cr Mac Wallace

That Council note the Stronger Communities Fund- Major Projects Program and the Stronger Country Communities Program- Progress Report for June 2018.

**CARRIED**

**2018/132 SALE OF SURPLUS MOTOR VEHICLE VX PRADO****RESOLUTION**

Moved: Cr Pat Fogarty

Seconded: Cr Nick Metcalfe

That Council

1. Approve the sale of the surplus motor vehicle 07/2016 VX Prado DFJ-46K to Mr Barry Barlow for the sum of \$59,110
2. Note that the funds generated from the sale of this vehicle will be returned to Councils General Fund.

**CARRIED**

**2018/133 STRONGER COMMUNITIES FUND – MAJOR PROJECTS****RESOLUTION**

Moved: Cr Norm McAllister

Seconded: Cr Pat Fogarty

That Council note the Stronger Communities Fund - Major Projects Program and the Stronger Country Communities Program - Progress Report for June 2018.

**CARRIED**

**2018/134 CONFIDENTIAL MATTERS****RESOLUTION**

Moved: Cr Norm McAllister

Seconded: Cr Pat Fogarty

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

- Contract 2.19.249 – Design and Construction of Lagoon to River Walk
- Plant Replacement
- Updated Memorandum of Understanding between Council and Brisbane West Wellcamp Airport Pty Ltd.

Council moved into Confidential at 10.07am

**2018/135 CONTRACT 2.19.249 - DESIGN AND CONSTRUCTION OF LAGOON TO RIVER WALK****RESOLUTION**

Moved: Cr Norm McAllister

Seconded: Cr Mac Wallace

That Council:

1. Not accept any tender submissions for Contract 2.19.249 – Design and Construction of Lagoon to River Walk, in accordance with Clause 178(1) of the *Local Government (General) Regulations*, since all submitted tender prices were greater than the grant funding for the project;
2. Authorise the General Manager to negotiate with Deni Sand and Soil Pty Ltd and Danspec Civil, with a view to entering into a contract to deliver the contract at a reduced price, in accordance with Clause 178(3)(e) of the *Local Government (General) Regulations*;
3. Declare the reasons for not entering into a fresh tender process being that both tender submissions were of a suitable quality but exceeded the allowable budget;
4. Determine that as both tenders received were of a suitable quality negotiations will be entered into with both companies; and
5. Receive a further report regarding this matter.

**CARRIED**

**2018/136 PLANT REPLACEMENT****RESOLUTION**

Moved: Cr Norm McAllister

Seconded: Cr Mac Wallace

That Council

1. accept the tender submitted by GCM Agencies Pty Ltd for the purchase of a backhoe for the contract price of \$141,768 including GST
2. accept the tender submitted by Sewerquip Pty Ltd for the purchase of a Ranger R50D-70 and optional remote-control dock for the contract price of \$77,242 including GST
3. approve the increase in budget of \$40,000 ex GST for the purchase of the backhoe from \$90,000 to \$130,000 and fund this from savings in Council's Plant Replacement Program
4. approve the increase in budget of \$5,000 ex GST for the purchase of the water snorter from \$65,000 to \$70,000 and fund this from savings in Council's Plant Replacement Program
5. note table 5 that updates Council on the status of the Plant Replacement Program for 2017/2018.

**CARRIED**

**2018/137 UPDATED MEMORANDUM OF UNDERSTANDING BETWEEN COUNCIL AND  
BRISBANE WEST WELLCAMP AIRPORT PTY LTD**

**RESOLUTION**

Moved: Cr Peta Betts

Seconded: Cr Mac Wallace

That Council

1. Enter into an updated Memorandum of Understanding, as attached to this report, with Brisbane West Wellcamp Airport Pty Ltd for the provision of airfreight services between Deniliquin Airport and Brisbane West Wellcamp Airport
2. Approve the Mayor and General Manager to sign the Memorandum of Understanding

**CARRIED**

**2018/138 RESOLUTION**

Moved: Cr Mac Wallace

Seconded: Cr Peta Betts

That Council moves out of Closed Council into Open Council at 10.32am

**CARRIED**

**CLOSE OF MEETING**

The Meeting closed at 10.32.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 21 June 2018.

.....  
**CHAIRPERSON**



**Edward  
River**  
COUNCIL

# **MINUTES**

**Extraordinary Council Meeting**

**5 July 2018**

**MINUTES OF EDWARD RIVER COUNCIL  
EXTRAORDINARY COUNCIL MEETING  
HELD AT THE COUNCIL CHAMBER 180 CRESSY STREET DENILIQUIN  
ON THURSDAY, 5 JULY 2018 AT 9.00AM**

**PRESENT:** Cr Norm Brennan (Mayor), Cr Pat Fogarty (Deputy Mayor), Cr Peta Betts, Cr Marg Bull, Cr Ashley Hall, Cr Peter McCrabb, Cr Nick Metcalfe, Cr Mac Wallace

**IN ATTENDANCE:** Adam McSwain (General Manager), Caroline Wallis (Director Corporate Services), Oliver McNulty (Director Infrastructure)

**1 ACKNOWLEDGEMENT OF COUNTRY**

**2 STATEMENT OF PURPOSE**

**2018/139 APOLOGIES AND REQUESTS FOR LEAVE OF ABSENCE**

**RESOLUTION**

Moved: Cr Mac Wallace  
Seconded: Cr Nick Metcalfe

That the apology tendered for non-attendance from Councillor Norm McAllister be accepted.

**CARRIED**

**2018/140 CONFIDENTIAL MATTERS**

**RESOLUTION**

Moved Cr Peter McCrabb  
Seconded Pat Fogarty

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

**Tender Award - Splash Park - DSC**

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

Council moved into closed council at 9.30am

**CARRIED**

**2018/141 TENDER AWARD - SPLASH PARK - DSC****RESOLUTION**

Moved Cr Peter McCrabb

Seconded Cr Peta Betts

That Council:

1. Accepts the tender from FBD PTY LTD, ATF WFBD TRADING TRUST TRADING AS WATER FEATURES BY DESIGN for Contract 2.19.253 – DESIGN & CONSTRUCTION OF A SPLASH PARK - DENILQUIN SWIM CENTRE for the total lump sum of \$434,500 including GST;
2. Authorise the General Manager and Mayor to sign and affix the Common Seal of Edward River Council to the contract documentation for Contract 2.19.253 – DESIGN & CONSTRUCTION OF A SPLASH PARK - DENILQUIN SWIM CENTRE; and
3. Authorise the General Manager to approve variations to the contract to cover contingencies of up to 10% of the contract amount.

**CARRIED**

**2018/142 RESOLUTION**

Moved Councillor Betts

Seconded Councillor Wallace

That Council moves out of Closed Council into Open Council at 9.12am.

**CARRIED**

**CLOSE OF MEETING**

**The Meeting closed at 9.12am**

**The minutes of this meeting were confirmed at the Ordinary Meeting of the Edward River Council held on 19 July 2018.**

.....  
**CHAIRPERSON**

**6 BUSINESS ARISING FROM MINUTES**

**7 DEPUTATIONS**

Nil

**8 CORRESPONDENCE**

Nil

**9 MAYORAL MINUTES**

Nil

**10 PUBLIC FORUM**

**11 REPORTS FROM OFFICERS****11.1 MAYOR AND GENERAL MANAGER MEETINGS****File Number:****Author:** Belinda Perrett, Executive Assistant**Authoriser:** Adam McSwain, General Manager**RECOMMENDATION**

That Council note the Mayor and General Manager meetings for June 2018.

**BACKGROUND**

The report details meetings undertaken by the Mayor and General Manager on behalf of Council during June 2018.

<b>Mayor and General Manager meetings June 2018</b>			
<b>Date</b>	<b>Participants</b>	<b>Topic</b>	<b>Council Reps</b>
12 June 2018	Blighty Advancement Committee	Recreation Reserve	Mayor, General Manager
14 June 2018	Deniliquin Police Station	Official Opening	Mayor, General Manager
14 June 2018	County Council Meeting	County Council	Cr Ashley Hall, Cr Nick Metcalfe, General Manager
15 June 2018	Citizenship Ceremony	Citizenship	Mayor, General Manager
18 – 20 June 2018	National General Assembly Canberra	National General Assembly of Local Government	Mayor, General Manager
19 June 2018	Damian Callachor, Deputy PM's Chief of Staff	Deniliquin Airport	Mayor, General Manager
19 June 2018	Sussan Ley MP Parliament House	Farrer Councils Pre-Dinner Drinks	Mayor, General Manager
22 June 2018	Business Chamber Awards	Business Awards	Mayor, Cr Betts, General Manager
23 June 2018	RSL Sub-Brand Centenary Dinner	Guest speaker Major General David McLachlin AO	Mayor, General Manager
25 June 2018	Lions Club Deniliquin Annual Changeover	Dinner	Mayor

28 June 2018	Ochre Health Medical Centre	Meeting with new Practice Manager	Mayor, General Manager
29 June 2018	RAMJO Inaugural Meeting	Jerilderie	Mayor, General Manager

**ISSUE/DISCUSSION**

Nil

**STRATEGIC IMPLICATIONS**

Nil

**COMMUNITY STRATEGIC PLAN**

Nil

**FINANCIAL IMPLICATIONS**

Nil

**LEGISLATIVE IMPLICATIONS**

Nil

**ATTACHMENTS**

Nil

**11.2 RESOLUTIONS OF COUNCIL****File Number:****Author:** Belinda Perrett, Executive Assistant**Authoriser:** Adam McSwain, General Manager**RECOMMENDATION**

That Council note the information in the Resolutions of Council July 2018 update.

**BACKGROUND**

The attached report details the status of open Resolutions of Council.

**ISSUE/DISCUSSION**

Monthly report to update Councillors and community members on the progress of Council Resolutions.

**STRATEGIC IMPLICATIONS**

None

**COMMUNITY STRATEGIC PLAN**

Not applicable.

**FINANCIAL IMPLICATIONS**

Not applicable.

**LEGISLATIVE IMPLICATIONS**

Not applicable.

**ATTACHMENTS**

1. Council Resolutions - July 2018

## Council Meeting Recommendations – June 2018

26 July 2017	Recommendation	Responsibility	Status	Expected Date of Completion
	<b>Consolidation of Operational Depots</b> That Council submit a DA for the expansion of the existing depot site and receive a further report regarding detailed layout and costings following further consultation with staff.	Infrastructure	Architect is appointed. Site survey and survey of adjoining houses is complete. First draft of strategic plan is 90% complete including engineering and drainage. A discussion workshop will be held with all works staff to discuss concept plans in coming weeks.	30 Oct 2018
5 September 2017	Recommendation	Responsibility	Status	Expected Date of Completion
278/17	River Street Drainage. That Council resolves to approve the option to construct additional underground stormwater drainage at the intersection of Rose Street and River Street as detailed within this report; approve the allocation of \$15,000 from the budgeted stormwater drainage capital expenditure towards these works; note that officers will consult with adjoining residents and inform them that Council will provide the plant and labour to construct underground drainage along their front boundaries if the residents agree to provide the required materials.	Infrastructure	Review of design commenced. Councils work crew are pricing this project as tenders submitted exceeded the budget allocation	June 2018

15 Feb 2018	Recommendation	Responsibility	Status	Expected Date of Completion
11/18	Central Murray County Council. That Council Discontinue membership of the Central Murray County Council and advise the Minister for Local Government of this decision. Investigate all available options for the continued provision of noxious weeds to ensure Council is meeting its legislative requirements. That at a minimum the options investigated include a shared service model under the proposed Riverina and Murray Joint Organisation, shared service models with neighbouring Councils and Council delivering the service internally as a single organisation	General Manager	Complete – Following investigation it is proposed that the County Council services for the Edward River Local Government Area be consolidated into Edward River Council	30 June 2018
15 March 2018	Recommendation	Responsibility	Status	Expected Date of Completion
45/18	That Council: Establish an access committee; Invite Intereach and Kurrajong to provide one representative each on the committee; call for expressions of interest from the community to join the committee; Council to receive a report to determine the membership of the committee; and appoint the Mayor or a delegate to be a Councillor representative on this Committee.	Manager Environmental Development	Calls for expressions of interest advertised. No responses received. Possible community members to be contacted to gauge interest.	Further report to Council August 2018
47/18	Central Murray Regional Library Draft Deed of Agreement. That council receive the report	Director Economic Development & Business	The Deed of Agreement was presented at the last CML meeting on 11 May 2018. Amendments were	30 September 2018

	And agree to adopt and sign the draft Central Murray Regional Library Deed of Agreement		identified by Murray River Council to ensure the deed reflects accurate responsibilities of both Councils. Meeting with Acting Director Corporate MRC held 30 May. The draft Central Murray Library Deed of Agreement will need to come back to Council.	
49/18	<p>Deniliquin Airport Project Business Case Report That Council: Receive the Deniliquin Airport Project Final Report prepared by KPMG.</p> <p>2.Lodge an E.O.I seeking \$10 million funding in the Regional Growth Fund and seek matching State funding. 3.Commence discussions with state and federal government in relation to the project. 4.Commence discussions with Brisbane West Wellcamp Airport regarding terms of agreement for the link between Deniliquin Airport and Brisbane West Wellcamp Airport should council proceed with the proposed upgrade. 5.Commence discussions with stakeholders identified in the KPMG report and any other stakeholders that may be identified through this process.</p> <p>6.Seek formal letters of support from commercial partners and investors.</p> <p>7.Further develop the phased approach regarding construction of a business par in the airport precinct. This should include site</p>	Director Economic Development & Business	<p>State Government grant application for \$10 million in funding submitted. Federal Government seeking \$10 million in funding submitted</p> <p>Meetings held in Canberra to push project and meetings with State Government Ministers will be undertaken in August.</p>	Ongoing

	<p>planning for a large indoor farming operation.</p> <p>8.Develop a detailed risk management plan for the project to address or mitigate all identified risks.</p> <p>9.Further develop financial modelling for the project to understand project costs depending on the level of government or private funding able to be received.</p> <p>10.Request a further report be prepared for council updating on the outcome of each of the above items prior to further progressing the project.</p>			
<b>51/18</b>	<p>Retirement Village Project Tender</p> <p>That Council Approve the delegation for the General Manager to award a contract to the preferred contractor to carry out works to the proposed retirement village site on the land, situated between Harfleur, Poitiers, Hardinge and Napier Streets.</p> <p>2.Note that this contract is likely to be in excess of \$150,000</p> <p>3.Note that a further report will be presented to Council to inform them of the outcomes of the tender process and this project.</p>	Director Economic Development & Business	<p>Process progressing.</p> <p>Sale to Council of the second piece of land is still progressing and not yet finalised.</p>	30 July 2018
<b>55/18</b>	<p>Retirement Village Project Update – Confidential</p> <p>That Council; Receive the report;</p> <p>Inform the preferred applicant in relation to their expression of interest to finance, design, build, own, and operate a retirement Village at Deniliquin, that they are the preferred respondent and that council agrees to provide a period of exclusivity for the preferred applicant to enter negotiations with council and to undertake further due diligence.</p>	Director Economic Development & Business	<p>Preferred applicant advised. Initial meeting held and due diligence period underway</p>	30 June 2018

	Provide delegated authority to the General Manager to enter negotiations with the preferred applicant and to prepare a draft development agreement for further consideration by council.			
19 April 2018	<b>Recommendation</b>	<b>Responsibility</b>	<b>Status</b>	<b>Expected Date of Completion</b>
77/18	That Council: Commits to a process of reviewing and updating the condition rating and valuations for all its assets as part of the 2018/19 and 2019/20 Operational Plans; Allocate unspent funds from the Asset Management Plan project in the 2017/18 Operational Plan to the Asset Condition Rating project as part of the 2018/19 Operational Plan; and Provides funding in the 2019/20 Operational Plans to undertake a revaluation of all of Council's assets.	Director of Infrastructure	Council Asset Management Steering Committee has had its first meeting. Peak consulting continuing to work on the project to complete new asset plan for Edward River which will provide the information and data for this work/	Nov 2018
78/18	That Council in line with Clause 178 of the Local Government (General) Regulation 2005: Decline to accept any of the tenders submitted for contract no 2.19.247 for <i>construction of Deniliquin Senior Housing Development</i> as the tender submitted did not offer fair value for the works outlined. Enter negotiations with suitable qualified contractors to complete the proposed works within an	Director of Infrastructure	A project manager has been appointed and he is working through the items with a local contractor to initially remove all contaminated soils and then commence further civils works	October 2018

	agreed timeframe. Note that negotiations will only proceed with contractors pending an extension of time for the funding agreement			
<b>79/18</b>	That Council: Support the Deniliquin Children's Centre Inc application to get a licence for use of part 7307 DP1147655 for recreation purposes That Council seek public comment of the proposed licence for 28 days Receive a further report following the public consultation period.	Manager Engineering	Process on hold until Crown Land legislation changes are implemented. Will progress in July/August 2018	30 September 2018
<b>80/18</b>	That Council: Prepare a planning proposal to amend the Deniliquin Local Environmental Plan 2013 in accordance with section 3.33 of the Environmental Planning and Assessment Act 1979 to insert an additional permitted use for Lot 114 DP756310, 227 Augustus Street, Deniliquin; Forward the planning proposal to the Minister for Planning and Infrastructure in accordance with section 3.34(1) of the Environmental Planning and Assessment Act 1979. Request that the local plan making functions in relation to this planning proposal be delegated to Council.	Manager Environmental Development	Gateway determination issued 29 May 2018. Council liaising with the Department of Planning about specific definition for the type of general industry to occur on the subject site.	31 December 2018
<b>84/18</b>	That Council: Awards Tender 2.19.246 for the Deniliquin CBD, Riverfront, Lagoon and Town Entrance Masterplan to Group GSA for the total lump sum submitted. Authorise the Mayor and General Manager to sign and affix the Common Seal of Edward River Council to the contract documentation	Manager Environmental Development	Complete	Complete

	for Tender 2.19.246 for the Deniliquin CBD, Riverfront, Lagoon and Town Entrance Masterplan.			
<b>17 May 2018</b>	<b>Recommendation</b>	<b>Responsibility</b>	<b>Status</b>	<b>Expected Date of Completion</b>
<b>97/18</b>	That Council endorse the Draft Bushfire Prone Land Map 2018 for certification by the Commissioner of the NSW rural Fire Service (RFS).	Manager Environmental Development	Certification by RFS has been requested.	31 October 2018
<b>107/18</b>	That Council 1.Adopt the Draft Edward River Council Economic Development Strategy 2018-2021 2.Place the Draft plan on public exhibition, opening on Friday 18 May 2018 and concluding at 5pm on Sunday 17 June 2018	Manager Community and Economic Development	Draft ERC Economic Development Strategy is on exhibition and feedback will be considered for inclusion.	August 2018
<b>113/18</b>	Deniliquin Ethanol Plant That Council: Approve the sale of lots two and three of the land Council hold title over in Gheringhap for \$300,000 Approve the Mayor and General Manager signing and applying the Council seal to sell lots two and three in Gheringhap Recover from Dongmun the \$18,000 currently held in trust Do not proceed with the sale of lot one of the land in Gheringhap until 30 June 2018 Following 30 June 2018 if the loan provided to Dongmun Greentech (inclusive of all associated costs) is not re-paid in full proceed with the sale of the remaining land in Gheringhap	General Manager	\$18,000 recovered. 10% deposit (\$30,000) received for land, contract signed and remaining funding will be paid to Council on 28 June 2018. Working with Dongmun to progress the project	30 June 2018

123/18	<p>Adoption of Strategic Plans – Delivery Program, Operational Plan and Resource Strategy. That Council, having considered all submissions received relating to the exhibited documents by the closing date of 5pm on the 3<sup>rd</sup> of June 2018:</p> <p>1.Makes the following administrative changes to the Service Charges panel on page 126 of the combined Delivery Program 2018-2021 and Operational Plan 2018-2019:</p> <p>a.Add a statutory stormwater charge of \$12.50 for a lot in a strata scheme – residential b.Change the statutory stormwater charge to \$25.00 c.Amend Domestic waste uncollected by adding the words ‘non-residential business with other waste collection arrangements’</p> <p>2.Adopts the combined Delivery Program 2018-2021 and Operational Plan 2018-2019, inclusive of the changes outlined in this report 3.Adopts the Asset Management Strategy 4.Adopts the Workforce Management Plan 5.Adopts the Long Term Financial Plan</p>	Director Corporate Services	<p>1Changes made; pending upload onto website 2 as above 3 as above 4 as above 5 as above</p>	30 July 2018
130/18	<p>That Council: 1.Amend the Open and Public Space Working Group Charter to</p>	Manager Environmental Development	Complete	Complete

	<p>include a representative from Cressy Street businesses;</p> <p>2. Invite Ms Pam Wettenhall, Ms Janet Burne and Ms Kate Smith to join the Open and Public Space Strategic Working Group.</p> <p>3. Confirm Mr John Conallin as the representative of the Lagoons Group on the Open and Public Space Strategic Working Group.</p>			
<b>132/18</b>	<p>Sale of Surplus Motor Vehicle VX Prado</p> <p>That Council approve the sale of the surplus motor vehicle 07/2016 VX Prado DFJ-46K to Mr Barry Barlow for the sum of \$59,110 and note that the funds generated from the sale of this vehicle will be returned to Councils General Fund</p>	Director of Infrastructure	This sale is progressing	August 2018
<b>135/18</b>	<p>Contract 2.19.249-Design and Construction of Lagoon to River Walk</p> <p>That Council not accept any tender submissions for Contract 2.19.249 – Design and Construction of Lagoon to River Walk, in accordance with Clause 178(1) of the <i>Local Government (General) Regulations</i>, since all submitted tender prices were greater than the grant funding for the project; Authorise the General Manager to negotiate with Deni Sand and Soil Pty Ltd and Danspec Civil, with a view to entering into a contract to deliver the contract at a reduced price, in accordance with Clause 178(3)(e) of the <i>Local Government (General) Regulations</i>; Declare the</p>	Director of Infrastructure	This is the subject of a separate report	July 2018

	reasons for not entering into a fresh tender process being that both tender submissions were of a suitable quality but exceeded the allowable budget; Determine that as both tenders received were of a suitable quality negotiations will be entered into with both companies; and Receive a further report regarding this matter.			
<b>136/18</b>	<p>Plant Replacement</p> <p>That Council accept the tender submitted by GCM Agencies Pty Ltd for the purchase of a backhoe for the contract price of \$141,768 including GST; accept the tender submitted by Sewerquip Pty Ltd for the purchase of a Ranger R50D-70 and optional remote-control dock for the contract price of \$77,242 including GST; approve the increase in budget of \$40,000 ex GST for the purchase of the backhoe from \$90,000 to \$130,000 and fund this from savings in Council's Plant Replacement Program; approve the increase in budget of \$5,000 ex GST for the purchase of the water snorter from \$65,000 to \$70,000 and fund this from savings in Council's Plant Replacement Program; note table 5 that updates Council on the status of the Plant Replacement Program for 2017/2018</p>	Director of Infrastructure	These purchases are progressing	August 2018
<b>137/18</b>	<p>Updated Memorandum of Understanding between Council and Brisbane West Wellcamp Airport Pty Ltd.</p> <p>That Council enter into an updated Memorandum of Understanding, as attached to this report, with Brisbane West Wellcamp Airport Pty Ltd for the provision of airfreight services between</p>	General Manager	Complete	Complete

	Deniliquin Airport and Brisbane West Wellcamp Airport and approve the Mayor and General Manager to sign the Memorandum of Understanding			
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### 11.3 FRIENDS OF THE PEACOCKS

**Author:** Belinda Perrett, Executive Assistant

**Authoriser:** Adam McSwain, General Manager

#### **RECOMMENDATION**

That Edward River Council accept the offer of Steph Cattnach to rehome the one Guinea Fowl and one Gold Chinese Pheasant.

#### **BACKGROUND**

The Friends of the Peacocks Committee was established following public consultation.

The Committee held two meetings and the minutes from these meetings follow.

#### **ISSUE/DISCUSSION**

The discussion was where to relocate the three remaining birds housed in the Waring Gardens and the best location for rehoming.

Following the passing away of the remaining Peacock, the conditions surrounding the rehoming of the birds altered as the Guinea Fowl and Gold Chinese Pheasant need to be enclosed at night to keep them safe from predators.

Reassessing the submissions received with this in mind, Steph Cattnach has the best location for rehoming the birds. A discussion with Steph has confirmed that she is very happy to rehome them.

#### **STRATEGIC IMPLICATIONS**

Nil

#### **COMMUNITY STRATEGIC PLAN**

Aligns with Outcome 3 – A valued and enhanced natural environment.

#### **FINANCIAL IMPLICATIONS**

A DA has been lodged for the removal of the aviary and this cost has been budgeted. The DA is subject of a separate report as part of the July Council meeting.

#### **LEGISLATIVE IMPLICATIONS**

Nil

#### **ATTACHMENTS**

1. Minutes 16 May 2018
2. Minutes 31 May 2018

**MINUTES OF THE MEETING OF THE EDWARD RIVER COUNCIL FRIENDS OF  
THE PEACOCKS COMMITTEE HELD ON WEDNESDAY 16 MAY 2018 IN THE  
COUNCIL CHAMBERS, COMMENCING AT 12NOON**

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**MEMBERS PRESENT:**

Mayor Norm Brennan, General Manager Adam McSwain, Mr Alex Pascoe, Mrs Tracey Pascoe

**COUNCIL STAFF PRESENT:**

Mrs Belinda Perrett

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**EXPRESSIONS OF INTEREST**

Expressions of interest to rehome the birds received from:

1. Kerrin Doidge, Boonoke Station, Deniliquin
2. Steph Cattnach, property located just outside Hay.
3. Will Murray, Quiamong, Conargo

Each expression of interest were discussed and a decision made that the interested people be contacted and asked for:

- photos of the area where the birds would be housed,
- if the property is not owned by the interested party, do they have permission from the property owner to extend this offer
- are there other peacocks currently located in this area

Meeting closed at 12.30pm.

Next meeting Thursday May 31, 2018 12noon

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This is page No 1 of the Minutes of the meeting of the Tidy Towns Committee held on 10 April 2018.

Chairperson

**MINUTES OF THE MEETING OF THE EDWARD RIVER COUNCIL FRIENDS OF THE PEACOCKS COMMITTEE HELD THURSDAY 31 MAY 2018 IN THE GENERAL MANAGERS OFFICE COMMENCING AT 12NOON**

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**MEMBERS PRESENT:**

Mayor Norm Brennan, General Manager Adam McSwain.

Mr Alex Pascoe and Mrs Tracey Pascoe replied via email as to their preferred rehoming location.

**COUNCIL STAFF PRESENT:**

Mrs Belinda Perrett

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**CORRESPONDENCE RECEIVED:**

Hi Belinda,

We would be happy to house the Peacock, Guinea fowl and Gold Chinese Pheasant. We have approximately 15 Peacocks that roam freely around the homestead. They have been here for many years and roost in the old Gum Trees that surround the gardens. It is the perfect life for a Peacock.

Jim Hermiston who owns Quiamong does not have any objection to rehoming the additional birds. We do not keep them in cages though.

Please feel free to call me if you have any further questions.

Regards,

Will Murray  
– May 24, 2018



**From:** Steph Cattnach <

**Date:** 28 May 2018 at 3:30:02 pm AEST

**To:** [belinda.parent@edwardriver.nsw.gov.au](mailto:belinda.parent@edwardriver.nsw.gov.au)

**Subject:** Peacock adoption

Hi Belinda,

I have included 4 pics of our bird enclosure and surrounding garden. As you can see we already have a few guinea fowls who r just lovely and hens plus one rooster. The kids and I r so excited to be down to the last 3. We love our birds and the 3 you are rehoming would be well looked after.

Kind regards

Steph Cattnach

**MINUTES OF THE MEETING OF THE EDWARD RIVER COUNCIL FRIENDS OF THE PEACOCKS COMMITTEE HELD THURSDAY 31 MAY 2018 IN THE GENERAL MANAGERS OFFICE COMMENCING AT 12NOON**



Expression of Interest number three, Kerrin Doidge has moved from the Edward River Council area. Kerrin would still be interested however does not have secure fencing now and does not currently have any peacocks.

**CORRESPONDENCE – Tracey and Alex Pascoe**

Hi Belinda

Alex and I have looked at and discussed the applications for re-homing the remaining 3 birds from Waring Garden Aviary and would like to offer our opinion via this email instead of sitting down in a meeting as we're sure your time and that of the Mayor and Mr McSwain is valuable.

Whatever is decided we think the birds would be well looked after by each of the applicants but feel the peacock would be at home at the Conargo property and this would also keep the birds within the shire.

Thank you so much for the opportunity to have our say in such an important part of Deniliquin history and we are happy to assist further in any way if needed.

Kind regards,

Tracey Pasco

**MINUTES OF THE MEETING OF THE EDWARD RIVER COUNCIL FRIENDS OF  
THE PEACOCKS COMMITTEE HELD THURSDAY 31 MAY 2018 IN THE GENERAL  
MANAGERS OFFICE COMMENCING AT 12NOON**

**OUTCOMES**

Following the recommendation provided by the community representatives, the offer extended by Will Murray to rehome the birds will be accepted.

**GENERAL BUSINESS**

Deniliquin Veterinary Clinic was contacted to determine the current health of the birds and best ways of transportation.

The Peacock currently has lice. Treatment will commence, and the bird should be in good health within two weeks.

The smaller birds can be placed in cages with a covering and the peacock would be happily transported in the Rangers Vehicle which is fitted with an animal hub.

A final report to be taken to council June 21, 2018.

Meeting closed 12.20pm.

**11.4 INVESTMENT REPORT 30 JUNE 2018****Author: Caroline Wallis, Director Corporate Services****Authoriser: Caroline Wallis, Director Corporate Services****RECOMMENDATION**

That Council:

1. Note and receive the Report on Investments totaling \$44,366,898 inclusive of cash at bank for day-to-day operations;
2. Note that actual interest received for the month of June 2018 was \$359,030.
3. Note that accrued interest earned to 30 June 2018 but not yet received was \$337,559.

**BACKGROUND**

The purpose of this report is to update Council on the investment of surplus funds and interest earned as required in Regulation No 264 (Part 19) of the Local Government Act 1993.

All investments have been made in accordance with Council's Policy, Section 625 of the Local Government Act 1993, and Regulation No 264.

As at 30 June 2018, Council has a total of \$44,366,898 in invested funds and cash at bank. This balance does not include unpresented receipts or cheques.

Interest received from investments during the month of June 2018 was \$359,030 consisting of \$5,591 for on-call/ bank accounts and \$353,439 for term deposits. Year to date interest received to 30 June 2018 for Edward River Council is \$1,103,036. Accrued interest of \$337,559 has been earned to 30 June 2018 but is not yet received as these investments mature in later months.

To optimise returns and to reduce exposure to risk, Council is investing surplus funds prudently in authorised financial institutions under current legislation in accordance with the Council's Investment Policy.

**ISSUE/DISCUSSION**

At 30 June 2018 Council investments had a carrying value of \$44,366,898 as detailed in the attachment.

The cash and investments balances are restricted as follows:

**Internal Restrictions**

Infrastructure replacement	\$ 3,112,631
Plant replacement reserve	\$ 1,798,670
Recreation reserves/villages	\$ 1,113,000
Employee entitlements	\$ 692,727
Land Development Fund	\$ 400,000
Airport Development	\$ 291,447
Deposits, retentions and bonds	\$ 234,875
Other internal reserves	\$ 764,076
<b>Total Internal Restrictions</b>	<b>\$ 8,407,426</b>

**External Restrictions**

Water supplies fund	\$ 8,439,584
Sewerage services fund	\$ 4,855,390
Tip remediation	\$ 1,300,000
Business promotion levy	\$ 20,716
Unexpended Merger Funds	\$ 10,033,269
Library fund	\$ 358,184
Other external reserves	\$ 136,506
<b>Total External Restrictions</b>	<b>\$ 25,143,649</b>

**Unrestricted Funds** \$ 10,815,823

**Total Funds** \$ 44,366,898

Reserve balances are preliminary and will be impacted by end of financial year movements.

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

<b>Fund Name</b>	<b>Bank and Investments</b>	<b>Percentage</b>
General	\$ 31,071,924	70.03%
Water	\$ 8,439,584	19.02%
Sewer	\$ 4,855,390	10.94%
<b>Total Funds</b>	<b>\$ 44,366,898</b>	<b>100.00%</b>

Investments matured during June 2018 – refer to attachment.

**STRATEGIC IMPLICATIONS**

Investments have been made in accordance with Council's investment policy, which was adopted on 17 May 2017.

All investments have been made in accordance with Section 625 of the Local Government Act 1993 and Regulation No. 264.

Under Council's investment policy, investments are made with a range of banks, with Council funds invested with a single institution not going above a percentage of the total portfolio as follows:

50%	A1+ rated institutions			
45%	A1 rated institutions			
40%	A2 rated institutions			
20%	A3 rated institutions			
10%	Unrated institutions	authorised	deposit	taking

**COMMUNITY STRATEGIC PLAN**

n/a

**FINANCIAL IMPLICATIONS**

Current low interest rates will reduce expected investment revenue.

**LEGISLATIVE IMPLICATIONS**

n/a

**ATTACHMENTS**

1. Investment Report Attachment 30 June 2018

## Schedule of Investments

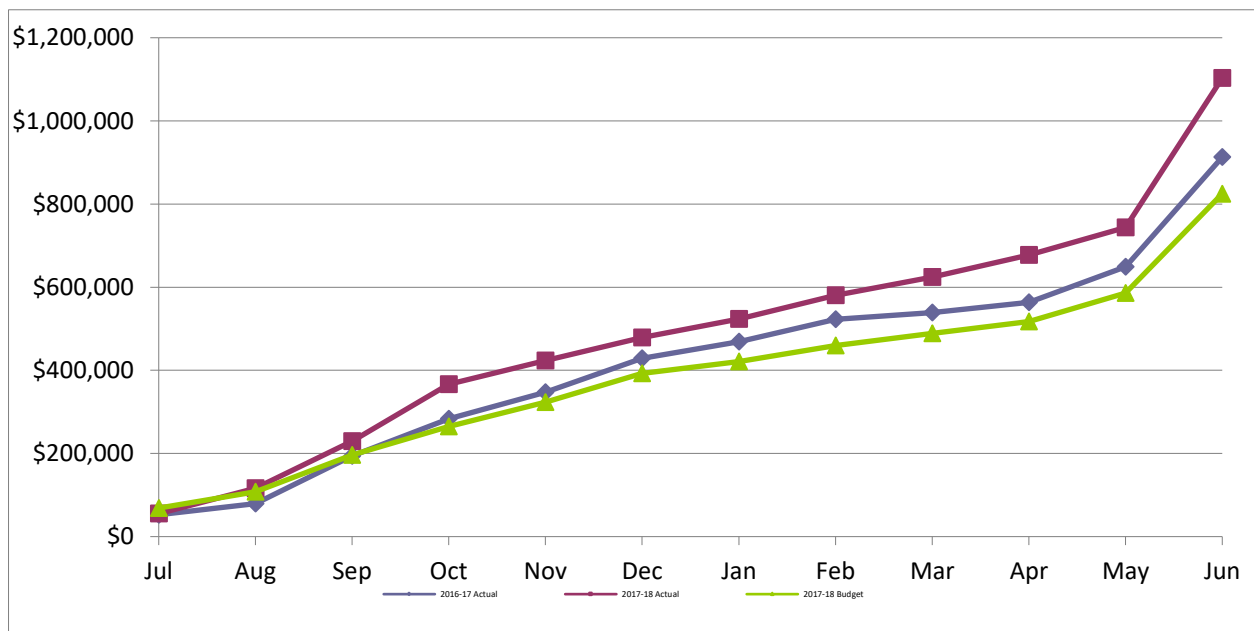
This Report is at date 30-June-2018										
Financial Institution		Account No.	Rating at End of Month (S&P)	Date Invested	Maturity Date	Days	Rate	Face Value Amount	% of Portfolio	Estimated Interest
<b>On-Call/ CMT Accounts</b>										
Westpac Business Cheque Plus Account	Deniliquin	032-870 16-6545	A1+	N/a	N/a	365	0.01%	413,148.41	0.93%	Monthly
Westpac Business Cash Reserve	Deniliquin	032-870 17-9231	A1+	N/a	N/a	365	0.70%	2,250,000.00	5.07%	Monthly
Westpac 31 Day Notice Account	Deniliquin	032-870 23-2696	A1+	N/a	N/a	365	2.50%	2,103,573.91	4.74%	Monthly
Commonwealth Bank General Fund	Conargo	062-533 000 000 10	A1+	N/a	N/a	365	0.00%	344,206.60	0.78%	Monthly
Commonwealth Bank Business On Line Acc	Conargo	062-533 101 511 17	A1+	N/a	N/a	365	0.60%	3,411,970.06	7.69%	Monthly
NAB Business Cheque Account	Deniliquin	89-575-7273	A1+	N/a	N/a	365	0.00%	12,846.94	0.03%	Monthly
Macquarie Bank - Rates	Deniliquin	3005-79778	A1+	N/a	N/a	365	0.00%	8,795.53	0.02%	Monthly
Macquarie Bank - Water	Deniliquin	2643-18940	A1+	N/a	N/a	365	0.00%	1,399.64	0.00%	Monthly
AMP Business Saver Account	Edward River	939-200 164957532	A1+	N/a	N/a	365	1.80%	2,065,956.82	4.66%	Monthly
<i>Total Oncall/ CMT Accounts</i>								<b>10,611,897.91</b>	<b>23.92%</b>	
<b>Term Deposits</b>										
St George	Deniliquin	354032747	A1+	10-Sep-17	04-Sep-18	359	2.60%	1,250,000.00	2.82%	31,965.75
St George	Deniliquin	354775348	A1+	07-Oct-17	02-Oct-18	360	2.55%	1,500,000.00	3.38%	37,726.03
St George	Deniliquin	355276209	A1+	02-Sep-17	02-Sep-18	364	2.60%	1,000,000.00	2.25%	25,928.77
St George	Deniliquin	355296525	A1+	12-Sep-17	11-Sep-18	364	2.59%	1,000,000.00	2.25%	25,829.04
Westpac	Deniliquin	033-621 357900	A1+	21-Nov-17	27-Nov-18	371	2.53%	3,000,000.00	6.76%	77,147.67
Westpac	Conargo	032-870 22-6835	A1+	29-Mar-18	31-Jul-18	124	2.45%	500,000.00	1.13%	4,161.64
Westpac	Conargo	032-870 22-6448	A1+	19-Dec-17	24-Jul-18	217	2.50%	1,000,000.00	2.25%	14,863.01
Westpac	Conargo	032-870 22-2287	A1+	10-Oct-17	16-Oct-18	371	2.59%	1,500,000.00	3.38%	39,488.63
Westpac	Conargo	032-870 22-8830	A1+	10-Apr-18	10-Jul-18	91	2.49%	1,000,000.00	2.25%	6,207.95
Westpac	Edward River	032-870 23-4616	A1+	21-Nov-17	27-Nov-18	371	2.53%	1,000,000.00	2.25%	25,715.89
Commonwealth Bank	Conargo	062-533 37543602	A1+	17-Apr-18	17-Dec-18	244	2.71%	500,000.00	1.13%	9,058.08
National Australia Bank	Conargo	24-710-0644	A1+	27-Apr-18	25-Jan-19	273	2.60%	500,000.00	1.13%	9,723.29
National Australia Bank	Edward River	31-162-5542	A1+	08-Aug-17	08-Aug-18	365	2.45%	750,000.00	1.69%	18,375.00
<b>Total A1+ Deposits</b>								<b>14,500,000.00</b>	<b>32.68%</b>	
AMP Bank	Deniliquin	085241479-427214	A1	16-Jan-18	23-Oct-18	280	2.65%	1,005,000.00	2.27%	20,430.41
AMP Bank	Edward River	286870456-429501	A1	27-Feb-18	28-Aug-18	182	2.60%	1,000,000.00	2.25%	12,964.38
AMP Bank	Edward River	933904831-467929	A1	29-May-18	04-Dec-18	189	2.75%	1,000,000.00	2.25%	14,239.73
AMP Bank	Edward River		A1	27-Jun-18	23-Jan-19	210	2.85%	1,000,000.00	2.25%	16,397.26
AMP Bank	Edward River	2 Deposits	A1	27-Jun-18	26-Feb-19	244	2.85%	2,000,000.00	4.51%	38,104.11
<b>Total A1 Deposits</b>								<b>6,005,000.00</b>	<b>13.53%</b>	
Bendigo and Adelaide Bank	Deniliquin	2112060	A2	28-Nov-17	04-Sep-18	280	2.50%	1,000,000.00	2.25%	19,178.08
Bendigo and Adelaide Bank	Deniliquin	105306781	A2	05-Dec-17	04-Dec-18	364	2.60%	1,000,000.00	2.25%	25,928.77
Bendigo and Adelaide Bank	Edward River	15774555/157745696	A2	17-Jun-18	21-Aug-18	65	2.40%	1,000,000.00	2.25%	4,273.97
Bendigo and Adelaide Bank	Edward River	157745894	A2	17-Jun-18	19-Feb-19	247	2.80%	500,000.00	1.13%	9,473.97
Bendigo and Adelaide Bank	Edward River	157745951/157746033	A2	17-Jun-18	19-Mar-19	275	2.83%	1,000,000.00	2.25%	21,321.92
Bendigo and Adelaide Bank	Edward River	157746082/157746124	A2	17-Jun-18	23-Apr-19	310	2.83%	1,000,000.00	2.25%	24,035.62
Bendigo and Adelaide Bank	Edward River	157746140/157746199	A2	17-Jun-18	21-May-19	338	2.83%	1,000,000.00	2.25%	26,206.58
Bendigo and Adelaide Bank	Edward River	157746223	A2	17-Jun-18	18-Jun-19	366	3.15%	500,000.00	1.13%	15,793.15
Bank Australia	Edward River	313-140 138363486	A2	16-Jan-18	16-Jul-18	180	2.60%	1,000,000.00	2.25%	12,821.92
Bank Australia	Edward River	313-140 138364459	A2	17-Apr-18	16-Oct-18	182	2.60%	750,000.00	1.69%	9,723.29
ME Bank (RIM)	Edward River	11379100	A2	08-May-18	13-Nov-18	189	2.72%	1,000,000.00	2.25%	14,084.38
Defence Bank Limited	Edward River	171548852	A2	27-Mar-18	25-Sep-18	182	2.65%	500,000.00	1.13%	6,666.66
<b>Total A2 Deposits</b>								<b>10,250,000.00</b>	<b>23.10%</b>	
BananaCoast Credit Union	Deniliquin	112214	NR	11-Jul-17	10-Jul-18	364	2.80%	500,000.00	1.13%	13,961.64
Police Credit Union	Edward River	72668	NR	27-Feb-18	28-Aug-18	182	2.65%	1,000,000.00	2.25%	13,213.70
Police Credit Union	Edward River	69759	NR	12-Jun-18	15-Jan-19	217	2.90%	500,000.00	1.13%	8,620.55
Police Credit Union	Edward River	71966	NR	15-May-18	20-Nov-18	336	2.90%	1,000,000.00	2.25%	26,695.89

## Investments matured during June 2018

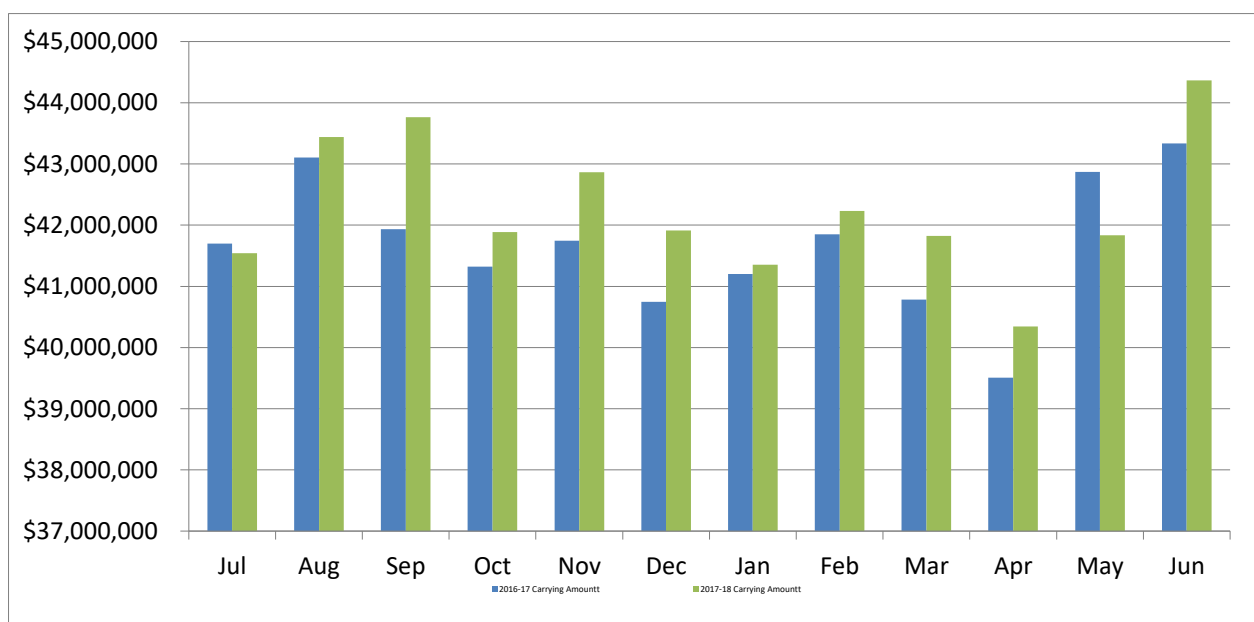
Matured/ Redeemed Investments

Financial Institution	Date Invested	Maturity Date	Days	Interest Rate	Amount	Actual Interest Received	Action Taken
<b>Jun-18</b>							
Police Credit Union	06-Jun-17	12-Jun-18	371	2.90%	500,000	14,738.36	Rolled over for 7 months @ 2.90%
Bendigo and Adelaide Ban	17-Jun-16	17-Jun-18	743	3.15%	5,000,000	314,766.60	Rolled over for various maturity dates @avg 2.83%
ING Bank (Curve)	25-Jul-17	26-Jun-18	336	2.60%	1,000,000	23,934.25	Switched to AMP for 210 days @ 2.85%
						<b>353,439.21</b>	

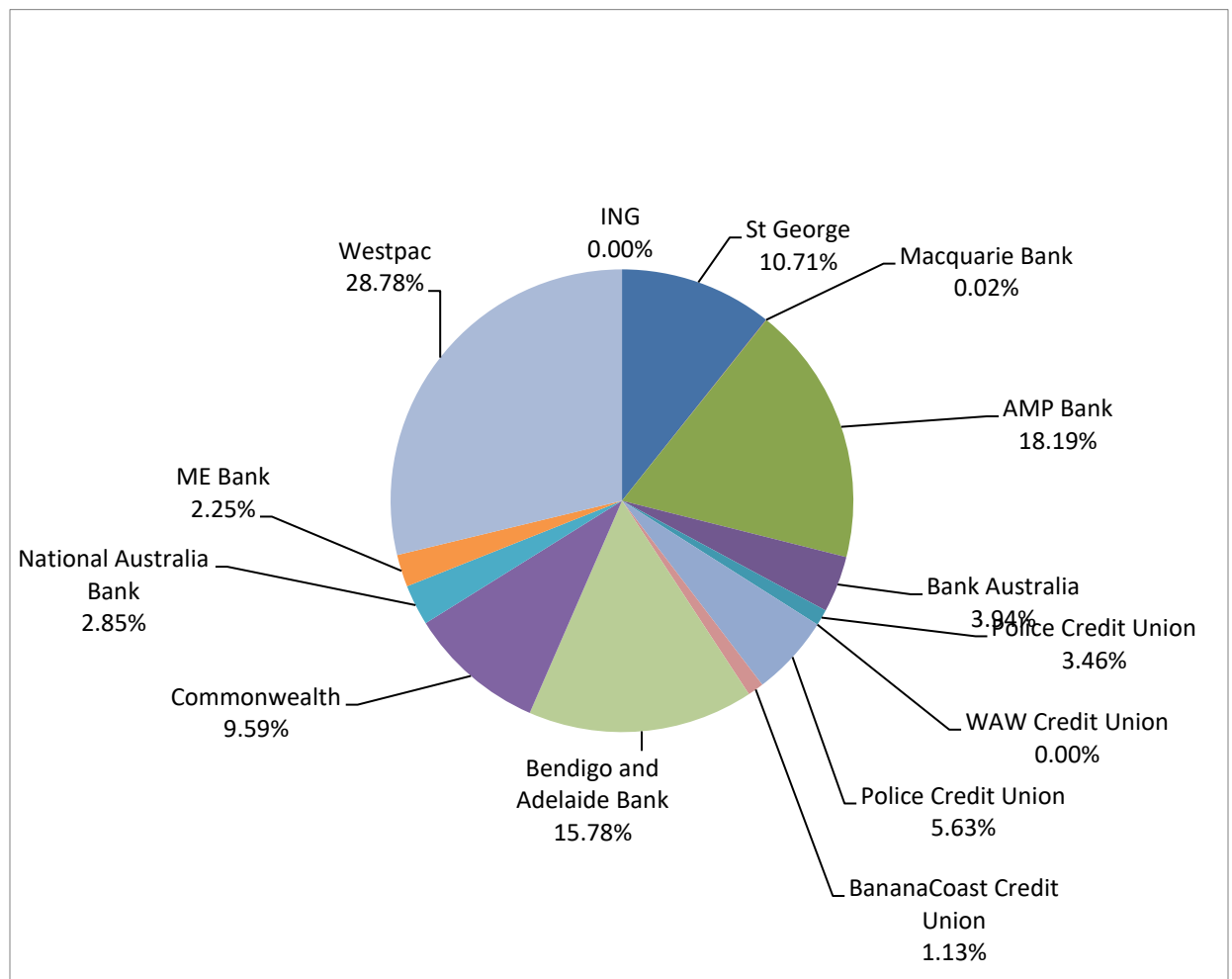
## Actual year to date investment revenue earned



## Total funds invested



## Cash and investments total breakup by institution



**11.5 FEES AND CHARGES 2018-2019****Author:** Caroline Wallis, Director Corporate Services**Authoriser:** Caroline Wallis, Director Corporate Services**RECOMMENDATION**

That Council resolves to put on public exhibition for a minimum of 28 days, the Fees and Charges for 2018-2019 with the following amendments:

- (a) The addition of a Property Card fee of \$25.95
- (b) The addition of “units of measure” to the waste fees and charges to clarify the charges (note, no changes to the charges are required)
- (c) Set the Memorial Rose Garden perpetual lease fee at \$1,096.
- (d) Replace section 149 planning certificates with section 10.7 planning certificates

**BACKGROUND**

The Fees and Charges have been made by Council for 2018-2019. The draft Fees and Charges 2018-19 document was put out on public exhibition for Council to consider community feedback or submissions. The final Fees and Charges 2018-19 were made and adopted by Council on 19<sup>th</sup> June 2018.

Since adopting the Fees and Charges 2018-19, recent feedback has been received from some staff and a community member to indicate amendments should be made.

To comply with the Local Government Act 1993, the amended Fees and Charges 2018-19 are required to be put on public exhibition for another 28-day period, to allow for additional community feedback or submissions to be made. Following this period of public exhibition, the Council will consider all comments, feedback and submissions before resolving to make and adopt the amended Fees and Charges 2018-19.

**ISSUE/DISCUSSION**

Recent feedback indicates the adopted Fees and Charges 2018-19 should be reviewed and amended to correct an omission of a fee, add additional information to clarify some waste charges, and make a correction to a fee.

The details of the recommended changes are as follows:

1. The addition of a Property Card Fee of \$25.95 which is charged for providing copies of property cards (refer page 19 of the Attachment).
2. The addition of units of measures for some of the waste charges to make it clearer for staff and service users how the fee is calculated. No changes to the dollar values are required. The additional information is in the “Fee” column alongside the dollar amount. The relevant section of the Fees and Charges 2018-19 document (page 41 – 43 of the Attachment) and demonstrated below.

Waste Depot Charges		Generic Fee Description	Pricing Policy	GST inc	Fee
Waste Depot Charges	Number				
Green Waste that can be burnt	1	Waste disposal fee - garbage tip, recycling or transfer station	F	Y	Free for Edward River Residents
Domestic waste	1	Waste disposal fee - garbage tip, recycling or	F	Y	Free for Edward

		transfer station			River Residents
Domestic waste	1	Waste disposal fee - garbage tip, recycling or transfer station	F	Y	Free for Edward River Residents
Construction & Demolition waste	1	Commercial waste single service charge	F	Y	\$51.00 per cubic metre
Construction & Demolition waste	1	Commercial waste single service charge	F	Y	\$67.00 per cubic metre
Commercial & Industrial waste	1	Commercial waste single service charge	F	Y	\$14.00 per cubic metre
Commercial & Industrial waste	1	Commercial waste single service charge	F	Y	\$67.00 per cubic metre
Refrigerators/Freezers/Air Conditioners	1	Waste disposal fee - garbage tip, recycling or transfer station	F	Y	\$30.00 each
Tyres – Car	1	Waste disposal fee - garbage tip, recycling or transfer station	F	Y	\$9.00 each
Tyres – Truck	1	Waste disposal fee - garbage tip, recycling or transfer station	F	Y	\$14.00 each
Tyres – Tractor	1	Waste disposal fee - garbage tip, recycling or transfer station	F	Y	\$23.00 each
Car Bodies	1	Waste disposal fee - garbage tip, recycling or transfer station	F	Y	\$33.00 each
Disposal of rubbish in incorrect area tip		Fine for non-compliance	F	Y	\$67.00 each
3 or more axle compactor truck	1	Waste disposal fee - garbage tip/recycling/transfer station	F	Y	\$29.00 each
All mattresses	1	Waste disposal fee - garbage tip/recycling/transfer station	F	Y	\$22.00 each
Minimum charge /all waste	0.5	Waste disposal fee - garbage tip/recycling/transfer station	F	Y	\$5.00 per cubic metre
All batteries	1	Waste disposal fee - garbage tip/recycling/transfer station	F	Y	\$5.00 each
All gas cylinders	1	Waste disposal fee - garbage tip/recycling/transfer station	F	Y	\$9.00 each
Asbestos (from within the Deniliquin Municipality only)	1	Waste disposal fee - garbage tip, recycling or transfer station	F	Y	\$126.00 cubic metre
Contaminated soil (with the approval of the EPA test results required)	1	Waste disposal fee - garbage tip, recycling or transfer station	F	Y	\$126.00 cubic metre
Dumping of Animals and Skins	1	Waste disposal fee - garbage tip, recycling or transfer station	F	Y	\$37.00 per cubic metre

3. The Memorial Rose Garden Perpetual Lease fee for 2018 -19 has been incorrectly set at \$110. This fee should be \$1,096. Refer page 25 of the Attachment.
4. The section 149 planning certificates have been amended to reflect the legislative reference changes and are now referred to as section 10.7 certificates. Refer page 19 of the Attachment.

**STRATEGIC IMPLICATIONS**

Nil

**COMMUNITY STRATEGIC PLAN**

Nil

**FINANCIAL IMPLICATIONS**

Nil

**LEGISLATIVE IMPLICATIONS**

Placing the change on public exhibition for 28 days prior to adoption meets the requirements of the Local Government Act 1993.

**ATTACHMENTS**

1. **Fees and Charges 2018-19**

Building/Environmental Planning		Generic Fee Description	Pricing Policy	GST Inc (Y/N)	Fee
Development Application Fees (Not including inspections)					
Up to \$5,000		Development Application fee for building, works or demolition	S	N	\$110.00
\$5,001 - \$50,000	\$170 plus \$3.00 for each \$1,000 (or part of \$1,000) of the estimated cost	Development Application fee for building, works or demolition	S	N	\$170.00 Minimum
\$50,001 - \$250,000	\$352 plus \$3.64 for each \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$50,000	Development Application fee for building, works or demolition	S	N	\$352.00 Minimum
\$250,001 - \$500,000	\$1,160 plus \$2.34 for each \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$250,000	Development Application fee for building, works or demolition	S	N	\$1,160.00 Minimum
\$500,001 - \$1,000,000	\$1,745 plus \$1.64 for each \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$500,000	Development Application fee for building, works or demolition	S	N	\$1,745.00 Minimum
\$1,000,001 - \$10,000,000	\$2,615 plus \$1.44 for each \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$1,000,000	Development Application fee for building, works or demolition	S	N	\$2,615.00 Minimum
More than \$10,000,000	\$15,875 plus \$1.19 for each \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$10,000,000	Development Application fee for building, works or demolition	S	N	\$15,875.00 Minimum

Construction Certificate Fee (Not including inspections)					
Not exceeding \$5,000		Fee for a Construction Certificate	P	Y	\$95.00
\$5,001 - <\$100,000	\$95.00 plus \$4.00 per \$1,000 or part thereof by which the cost exceeds \$5,000	Fee for a Construction Certificate	P	Y	\$95.00 Minimum
\$100,001 - \$250,000	\$658 plus \$3.00 per \$1,000 or part thereof by which the cost exceeds \$100,000	Fee for a Construction Certificate	P	Y	\$658.00 Minimum
More than \$250,000	\$1,316.00 plus \$2.00 per \$1,000 or part thereof by which the cost exceeds \$250,000	Fee for a Construction Certificate	P	Y	\$1,316.00 Minimum
Combined Development/Construction Certificate Application (Not including inspections)					
Application to be charged at 50% of Development Application Fee + 100% of Construction Certificate Fee (Not including Inspections) - only applies to Class 1 and 10 structures i.e. dwellings and ancillary structures - carports etc.		Development Application and construction certificates bundled fee			As quoted
Complying Development Certificates (Not including inspections)					
Not exceeding \$5,000		Application fee for complying development certificate (CDC)	P	Y	\$95.00
\$5,001 - \$100,000	\$95.00 plus \$5.00 for each \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$5,000	Application fee for complying development certificate (CDC)	P	Y	\$95.00 Minimum
\$100,001 - \$250,000	\$826.00 plus \$4.00 for each \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$100,000	Application fee for complying development certificate (CDC)	P	Y	\$826.00 Minimum
\$250,001 - \$500,000	\$1,696 plus \$3.00 for each \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$250,000	Application fee for complying development certificate (CDC)	P	Y	\$1,696.00 Minimum
More than \$500,000	\$2,805.00 plus \$2.00 for each \$1,000 (or part of \$1,000) by which the estimated cost	Application fee for complying development	P	Y	\$2,805.00

	exceeds \$500,000	certificate (CDC)			Minimum
Swimming Pool		Application fee for complying development certificate (CDC)	P	Y	\$236.00
Industrial Change of Use		Application fee for complying development certificate (CDC)	P	Y	\$236.00
Commercial Change of Use		Application fee for complying development certificate (CDC)	P	Y	\$236.00
Bed and Breakfast		Application fee for complying development certificate (CDC)	P	Y	\$236.00
Subdivision (No Additional Lots Created)		Subdivision certificate fee	P	Y	\$236.00
Compliance Certificate and Inspections (as required under Sec 109E of the EP&A Act 1979)					
Inspection		General inspection fee for Complying Development Certificate	P	Y	\$101.00
Compliance Certificate		Fee for a Compliance Certificate.	P	Y	\$101.00
Occupation Certificate					
Occupation Certificate		Occupation Certificate fee	P	Y	\$101.00
Local Government Approvals (matters requiring approval under Sec 68 of the LGA)					
Section 68 Application		Fee to carry out activities under Section 68 LG Act	P	N	\$164.00
Section 68 Compliance Inspection		Fee to carry out water inspection under Section 68 LG Act	P	N	\$101.00
Development involving Construction of Dwelling House with an Estimated Value of \$100,000 or Less					
Development involving construction of a dwelling house with an estimated value of \$100,000 or less		Development application fee for erection of a dwelling house, where estimated cost is	S	N	\$455.00

		\$100,000 or less			
Residential Flat Development					
An additional fee, not exceeding \$3000, is payable for development involving an application for development consent, or an application for the modification of the development consent, that is referred to a design review panel (per cl248 EP&A Reg 2000)		Additional fee - residential flat development referral to design review panel	S	N	\$3,000.00
Development Application for the Erection of Signs					
Plus \$93 for each sign to be erected in excess of one; or the fee is calculated in accordance with the Development Application Fee table – whichever is the greater (per cl246B(2) EP&A Reg 2000)		Development application fee for the erection of signs	S	N	\$285.00 Minimum
Development involving the Subdivision of Land (cl249 EP&A Reg 2000)					
New Road	Plus \$65 per additional Lot	Development application for subdivision of land (not a strata subdivision) involving the opening of a public road	S	N	\$665.00 Minimum
No New Road	Plus \$53 per additional Lot	Development application for subdivision of land (not a strata subdivision) not involving the opening of a public road	S	N	\$330.00 Minimum
Strata	Plus \$65 per additional Lot	Development application fee for a strata subdivision	S	N	\$330.00 Minimum
Subdivision Certificate Fee		Subdivision certificate fee	P	Y	\$134.00
Development not Involving the Erection of a Building, the Carrying on of Work, the Subdivision of Land or the Demolition of a Building or Work (per cl250 EP&A Reg 2000)					
Maximum Fee		Development application fee for development not involving the erection of a building, works, subdivision of land or demolition of a building or work	S	N	\$285.00

Additional Fee for a Designated Development				
In addition to any fee payable under Part 15 Division 1 of the EPA Reg 2000 (cl251 EP&A Reg 2000)	Additional fee - designated development	S	N	\$920.00
Advertising Fees for Development Applications (cl252 EP&A Reg 2000) – Maximum Fee Applicable				
Designated Development	Maximum fee for giving notice required for the designated development	S	N	\$2,220.00
Advertised Development	Maximum fee for giving notice required for the advertised development	S	N	\$1,105.00
Prohibited Development	Maximum fee for giving notice required for the prohibited development	S	N	\$1,105.00
Development that is required to be advertised in accordance with an environmental planning instrument or development control plan and is not designated, advertised or prohibited development	Maximum fee for giving notice required for development that is not designated, advertised or prohibited development	S	N	Maximum of \$1,105.00 (Note: FULL COST RECOVERY Fee of \$ 350.00– GST Included)
Council must refund any part of the above fees paid for advertising under cl252 EP&A Reg that is not spent in advertising the development				
Post consent advertising (fee to be decided on a cost recovery basis if it is agreed that this type of advertising is required or warranted)	Additional fees—development requiring advertising	P	N	\$320.00
Additional Fees for Development that Requires Concurrence (cl252A EP&A Reg 2000)				
An additional processing fee up to a maximum of \$140, plus a concurrence fee of \$320 for payment to each concurrence authority, in respect of an application for development that requires concurrence under the Act or an environmental planning instrument	Additional processing fee for development requiring concurrence	S	N	As Quoted

Additional Fees for Integrated Development (cl253 EP&A Reg 2000)				
An additional processing fee up to a maximum of \$140 plus an approval fee of \$320 for payment to each approval body are payable in respect of an application for integrated development	Additional processing fee for development that is integrated development	S	N	As Quoted
Fees for Review of Decision to Reject a Development Application (cl257A EP&A Reg 2000)				
Fee for an application under section 82B for a review of a decision is as follows:				
Estimated cost of development is under \$100,000		S	N	\$55.00
Estimated cost of development is between \$100,000 and \$1,000,000		S	N	\$150.00
Estimated cost of development is over \$1,000,000		S	N	\$250.00
Request for Review of Determination (cl257 EP&A Reg 2000)				
Maximum fee for a request for a review of a determination under section 82A of the Act is:	Review of determination of a development application			
1) In the case of a request with respect to a development application that does not involve the erection of a building, the carrying out of a work or the demolition of a work or building, 50% of the fee for the original development application, and		S	N	As Quoted
2) In the case of a request with respect to a development application that involves the erection of a dwelling house with an estimated cost of construction of \$100,000.00 or less, \$190.00 and		S	N	\$190.00
3) In the case of a request with respect to any other development application as set out in the table below:		S	N	
4) Plus an additional amount of not more than \$620.00 if notice of the application is required to be given under s82A of the Act		S	N	
Up to \$5,000	Review of determination of development application	S	N	\$55.00

\$5,001 - \$250,000	\$85.00 plus \$1.50 for each \$1,000 (or part of \$1,000) of the estimated cost	Review of determination of development application	S	N	\$85.00 Minimum
\$250,001 - \$500,000	\$500.00 plus \$0.85 for each \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$250,000	Review of determination of development application	S	N	\$500.00 Minimum
\$500,001 - \$1,000,000	\$712.00 plus \$0.50 for each \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$500,000	Review of determination of development application	S	N	\$712.00 Minimum
\$1,000,001 - \$10,000,000	\$987.00 plus \$0.40 for each \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$1,000,000	Review of determination of development application	S	N	\$987.00 Minimum
More than \$10,000,000	\$4,737.00 plus \$0.27 for each \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$10,000,000	Review of determination of development application	S	N	\$4,737.00 Minimum
Application for a Modification of Consent (cl258 EP&A Reg 2000)					
The maximum fee for an application under section 96(1) of the Act		Fee for Modification of consent	S	N	\$71.00
The maximum fee for an application under section 96(1A) or 96AA(1) of the Act which in the opinion of Council is of minimal environmental impact – Whichever is the lesser	\$645 or 50% of the fee for the original DA, whichever is the lesser	Fee for Modification of consent	S	N	As Quoted
The maximum fee for an application under section 96AA(1) or 96(2) of the Environmental Planning and Assessment Act 1979 for the modification of a development consent is (which is not of minimal environmental impact):					
1 If the original fee for the application was less than \$100.00, 50% of			S	N	As Quoted

that fee; or					
2 If the fee for the original application was \$100.00 or more:					
(a) in the case of an application with respect to a development application that does not involve the erection of a building, the carrying out of a work or the demolition of a work or building, 50% of the fee for the original development application, and			S	N	As Quoted
(b) in the case of an application with respect to a development application that involves the erection of a dwelling house with an estimated cost of construction of \$100,000 or less, \$190.00, and			S	N	\$190
(c) in the case of an application with respect to any other development application as set out in the table below					
Up to \$5,000		Fee for Modification of consent	S	N	\$55.00
\$5,001 - \$250,000	\$85.00 plus \$1.50 for each \$1,000 (or part of \$1,000) of the estimated cost	Fee for Modification of consent	S	N	\$85.00 Minimum
\$250,001 - \$500,000	\$500.00 plus \$0.85 for each \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$250,000	Fee for Modification of consent	S	N	\$500.00 Minimum
\$500,001 - \$1,000,000	\$712.00 plus \$0.50 for each \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$500,000	Fee for Modification of consent	S	N	\$712.00 Minimum
\$1,000,001 - \$10,000,000	\$987.00 plus \$0.40 for each \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$1,000,000	Fee for Modification of consent	S	N	\$987.00 Minimum
More than \$10,000,000	\$4,737.00 plus \$0.27 for each \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$10,000,000	Fee for Modification of consent	S	N	\$4,737.00 Minimum

An additional fee, not exceeding \$760.00 is payable for development to which clause 115(3) applies		Fee for Modification of consent	S	N	\$760.00
Review of Modification Application					
Review of Modification Application Fee - an application under S96AB for a review of a decision is 50% of the fee that was payable in respect of the application that is the subject of the review.			S	N	50% of Original Fee
Modification of a Construction Certificate					
Minor Change - e.g. Rearrangement of a window or change in area		Fee for Modification of consent, plan or certificate	S	N	\$82.00
Major Area	\$660 or 50% of the fee for the original CC, whichever is lesser	Fee for Modification of consent, plan or certificate	S	N	\$660.00
Modification of a Complying Development Certificate					
Minor Change - e.g. Rearrangement of a window or change in area		Fee for Modification of consent, plan or certificate	P	N	\$84.00
Major Area	\$677 or 50% of the fee for the original CDC, whichever is lesser	Fee for Modification of consent, plan or certificate	P	N	\$677.00
Building Certificate (cl260 EP&A Reg 2000)					
For Class 1 and Class 10 Buildings - \$250 for each dwelling contained in the building or in any other building on the allotment		Application fee for Building Certificate	S	N	\$250.00
In a case where the applicant relates to a part of a building and that part consists of an external wall only or does not otherwise have a floor area		Application fee for Building Certificate	S	N	\$250.00
Any other class of building - not exceeding 200 square metres		Application fee for Building Certificate	S	N	\$250.00
Any other class of building - exceeding 200 square metres and less than 2000	Plus an additional 50 cents per square metre over 200 square metres	Application fee for Building Certificate	S	N	\$250.00 Minimum

square metres					
Any other class of building - exceeding 2,000 square metres	Plus an additional 7.5 cents per square metre over 2000 square metres	Application fee for Building Certificate	S	N	\$1,165.00 Minimum
Where more than one inspection of the building is required before issuing a building certificate		Application fee for Building Certificate	S	Y	\$90.00
When an application for a building certificate is made:					As quoted
a) where a development consent, complying development certificate or construction certificate was required for the erection of the building and no such consent or certificate was obtained					
b) where a penalty notice has been issued for an offence under s76A(1) of the Act in relation to the erection of the building and the person to whom it was issued has paid the penalty required by the penalty notice in respect of the alleged offence (or if the person has not paid the penalty and has elected to have the matter dealt with by a court, enforcement action has been taken against the person under Division 4 or Part 4 of the Fines Act 1996)					
c) where order 2,12,13,15,18 or 19 in the table to section 121B of the Act has been given in relation to the building unless the order has been revoked on appeal					
d) where person has been found guilty of an offence under the Act in relation to the erection of the building					
e) where the court has made a finding that the building was erected in contravention of a provision of the Act					
Additional fee payable for the above in the total of the following amounts					
a) the amount of the maximum fee that would be payable if the application were an application for development consent, or a complying					

development certificate (if appropriate), authorising the erection or alteration of any part of the building to which the application relates that has been erected or altered in contravention of the Act in the period of 24 months immediately preceding the date of application					
b) the amount of the maximum fee that would be payable if the application were an application to Council for a construction certificate relating to the erection or alteration of any part of the building to which the application relates that has been erected or altered in contravention of the Act in the period of 24 months immediately preceding the date of the application. (cl26093A&3B) EP&A Reg 2000)					
Copy of Building Certificate (cl261 EP&A Reg 2000)					
Copy of Building Certificate	Copy of a Building Certificate	S	N		\$13.00
Copy of Document Map or Plan held by Council (cl262 EP&A Reg)					
Certified copy of document map or plan held by Council referred to in S150(2) Act	Fee for Certified Copy of document, map or plan	S	N		\$53.00
Copy of document map or plan held by Council (Plan search etc)	Fee for Certified Copy of document, map or plan (50% refund should no plans be available)	F	N		\$50.00
Land Rezoning Application & Change of Precinct (DCP)					
LEP amendment	All costs to be paid by proponent once the \$1200.00 has been expended	Amendment fee - LEP	P	N	\$1,200.00
Registration of COMPLYING DEVELOPMENT CERTIFICATE or Part 4A Certificates where Council is not the Consent Authority (cl263(2) EP&A Reg 2000)					
Registration of COMPLYING DEVELOPMENT CERTIFICATE OR Part 4A Certificates where Council is not the Consent Authority (cl263(2) EP&A Reg)	Registration fee	S	N		\$36.00

Principal Certifying Authority Appointment				
Where Council is not the consent authority	Fee to appoint Council as PCA	F	Y	\$96.00
Compliance Inspection as per Consent Conditions				
Compliance Inspection as per Consent Conditions	Development consent compliance inspection fee	F	Y	\$101.00
Section 64 Contributions				
Water Headworks	Developer Contribution under s. 64	F	N	\$3,528.00
Sewer Headworks	Developer Contribution under s. 64	F	N	\$4,383.00
Planning and Policy Fees				
Provision of planning, health and building documentation (copies)	Fee for accessing or printing required information	P	N	As quoted
Temporary Suspension of Alcohol Free Zones or Alcohol Prohibited Areas				
Development Application for temporary suspension of alcohol free zones or alcohol prohibited areas - inclusive of advertising and staff resources	Fee for temporary suspension of alcohol free zones or alcohol prohibited areas - all inclusive	F	N	\$535.00
Caravan Park and Manufactured Home Estate Inspections (per S608(s) Local Government Act 1993)				
Determination of application for approval to operate a caravan park, camping ground or manufactured home estate (greater than 12 sites). Fee per site	Fee to Operate a caravan park or camping ground, manufactured home estate	F	N	\$9.00
OR				
Application for renewal or continuation of an approval to operate a caravan park, camping ground or manufactured housing estate or for periodical inspection required as a condition of approval to operate a caravan park, camping ground or manufactured housing estate or for a periodic inspection required as a condition of approval to operate (greater				

than 17 sites). Fee per site					
Determination of application for approval to operate a caravan park, camping ground or manufactured home estate (less than 12 sites)		Fee to Operate a caravan park or camping ground, manufactured home estate	F	N	\$104.00
Application for renewal or continuation of an approval to operate a caravan park, camping ground or manufactured housing estate or for a periodic inspection required as a condition of approval to operate (17 sites or less)		Fee to Operate a caravan park or camping ground, manufactured home estate	F	N	\$104.00
Issuing replacement Approval	New Proprietor	Fee to Operate a caravan park or camping ground, manufactured home estate	F	N	\$57.00
Inspection fee for Manufactured Homes, Unregisterable Moveable Homes, or associated structures and issuing a Certificate of Compliance		Fee to Operate a caravan park or camping ground, manufactured home estate	F	Y	\$101.00
New Proprietor					
Re-Inspection because of Non-compliance		Fee to Operate a caravan park or camping ground, manufactured home estate	F	Y	\$101.00
Inspection fee and issue of Certificate of Compliance on any associated structure not included in above installed on a site		Fee to Operate a caravan park or camping ground, manufactured home estate	F	Y	\$101.00
Re-Inspection because of Non-compliance		Fee to Operate a caravan park or camping ground, manufactured home estate	F	Y	\$101.00
Inspection fee relating to roads, amenities blocks, fencing, drainage and other matters (per half hour or part thereof)		Fee to Operate a caravan park or camping ground, manufactured home estate	F	Y	\$46.00
Health Inspection Fees					
Place of shared accommodation		Includes boarding house, a common lodging house, a house let in lodgings and a backpacker’s hostel (prescribed under LG Act 1993)	F	N	\$115.00

Hairdresser / Barber Shop Annual License for				
Skin Penetration Inspection	Skin Penetration Registration - Annual fee	F	N	\$131.00
Other Charges – Bonds				
Landscaping	Bond	R	N	\$1,201.00
Relocation of a Building	Bond	R	N	\$3,544.00

Food Premises and Miscellaneous Inspections				
Food Premises Inspection Fee	Food premises inspection fee	F	Y	\$153/1st hour or part thereof, \$110 per hour after first hour
Food Premises Re-Inspection Fee	Food premises re-inspection fee			\$100.00
Improvement Notice	Food premises Improvement notice fee including inspection	S	Y	\$330.00
Community / Charity / Non-Profit	General food premises inspection fee	N/A	Y	No Charge
Mobile Food Vendors (prescribed under LG Act 1993)	General food premises inspection fee	F	Y	\$92.00

Private Swimming Pools – Council Inspection Program – Swimming Pools Amendment Act				
Initial Inspection		N/A	N/A	No charge
First Follow Up Inspection		S	N	\$50.00
Second Follow Up Inspection		S	N	\$100.00
Registration of private swimming pool on NSW Swimming Pool Register	Fee for registration of private swimming	S	N	\$10.00

	pool			
<b>Inspections for properties being sold or leased</b>				
Initial Inspection	Fee under NSW Swimming Pools Amendment Act 2012	S	N	\$150.00
First Follow Up Inspection	Fee under NSW Swimming Pools Amendment Act 2012	S	N	\$100.00
Duplicate Certificate of Compliance		S	N	\$13.00
Resuscitation Chart	Fee for signs	F	N	\$24.00
<b>Miscellaneous Inspection</b>				
Inspection (Fire Safety, etc)	Fire Safety Audit Fee	P	Y	\$201.00 Per hour or \$148.00 Minimum Fee
<b>Storm Water Charges</b>				
Stormwater Charge on Residential Properties		S	N	\$25.00
Stormwater Charge on Strata Scheme Residential		S	N	\$12.50
<b>Aerodrome</b>	<b>Generic Fee Description</b>	<b>Pricing Policy</b>	<b>GST Inc (Y/N)</b>	<b>Fee</b>
<b>Aerodrome</b>				
Arrival Tax (on restoration of Regular Passenger Transport Service)	Use of Facilities – Airport	P	Y	\$7.00
Casual hangarage per night	Use of Facilities – Airport	P	Y	\$26.00
Departure Tax (on restoration of Regular Passenger Transport Service)	Use of Facilities – Airport	P	Y	\$7.00

Hangarage per annum		Use of Facilities – Airport	P	Y	\$1,957.00
Hangar Site Annual Lease Costs - Single		Use of Facilities – Airport	P	Y	\$984.00
Hangar Site Annual Lease Costs - Double		Use of Facilities – Airport	P	Y	\$1,476.00
Parking of aircraft in open – Per annum		Use of Facilities – Airport	P	Y	\$743.00
Permit Fees per Plane per annum (maximum \$1,600.00)		Use of Facilities – Airport	P	Y	\$487.00
Flying School up to 2x aircraft operated by the business from airport		Use of Facilities – Airport	P	Y	\$2,812.00
Flying School up to 5x aircraft operated by business from airport		Use of Facilities – Airport	P	Y	\$10,316.00
Flying School over 5x aircraft operated by business from airport		Use of Facilities – Airport	P	Y	\$20,632.00
Flying School (itinerate) not operating business from airport per plane plus permit fee		Use of Facilities – Airport	P	Y	\$668.00
Hangar Connection to Electricity Access Fee	Per Annum	Connection Fee for Power (Additional to Infrastructure contribution and does not include power usage).	P	Y	\$65.00
<b>Civic Services</b>		<b>Generic Fee Description</b>	<b>Pricing Policy</b>	<b>GST Inc (Y/N)</b>	<b>Fee</b>
<b>Land Information Fees</b>					
Section 603 Rates & Charges Due (in accordance with S.603 of the LGA)		Fee for accessing or printing required information	S	N	\$80.00
Urgent Request applicable to all Certificates (in addition to certificate fee)		Fee for accessing or printing required information	F	N	\$90.00
Special Meter Reading - Section 603		Fee for accessing or printing required information	F	Y	\$50.00

Copy of Rates Notice	Fee for accessing or printing required information	F	N	\$16.00
Extraction from Valuation Book	Fee for accessing or printing required information	F	Y	\$16.00
Section 10.7(2) Planning Certificate	Fee for accessing or printing required information	S	N	\$53.00
Section 10.7(5) Planning Certificate	Fee for accessing or printing required information	S	N	\$80.00
Dwelling Entitlement Search	Fee for accessing or printing required information	P	N	\$84.00
Development Approvals Information	Fee for accessing or printing required information	F	N	\$55.00
Property Card Fee	Fee for providing copies of property cards	F	Y	\$25.95
Section 121ZP EP&A Act	Fee for accessing or printing required information	F	N	\$55.00
Section 735A LG Act	Fee for accessing or printing required information	F	N	\$55.00

Animal Management – Companion Animal Registration – Dogs and Cats (Lifetime Registration)				
Entire (undesexed) Companion Animal	Companion animals registration fee	S	N	\$207.00
Entire (undesexed) Companion Animal less than 6 months old	Companion animals registration fee	S	N	\$57.00
Desexed Companion Animal	Companion animals registration fee	S	N	\$57.00

Entire Companion Animal owned by a Registered Breeder who is a Member of the Royal NSW Canine Council or NSW Cat Fancier's Association	Companion animals registration fee	S	N	\$57.00
Restricted and dangerous dog enclosure inspection fee	Companion animals registration fee	S	N	\$153.00
Pensioner Concession (desexed animal only)	Companion animals registration fee	S	N	\$24.00
Pound/ Shelter Animal	Companion animals registration fee (50% Discount)	S	N	\$28.50
Dog Registration Exemptions (microchipping and registration is required)				
A person who trains or keeps a dog for use as a guide or assistant for a person who is blind or partially blind, or who is deaf or partially deaf	Companion animals registration fee	S	N/A	No Charge
Training assistance dogs owned by a person who is blind or partially blind, or who is deaf or partially deaf	Companion animals registration fee	S	N/A	No Charge
A person who uses a dog for working rural properties or for driving stock	Companion animals registration fee	S	N/A	No Charge
Greyhounds registered under the Greyhound Harness and Racing Act 2004	Companion animals registration fee	S	N/A	No Charge
Companion Animals Impounding Fees				
<b>Unregistered Dog</b>				
Release Fee	Impounding fees - release fee for animals	F	N	\$65.00
+ Microchipping and Vet Fee	Fee for elected veterinary services	F	Y	Cost + 10%
+ Appropriate Registration Fee	Companion animals registration fee	S	N	Refer Above
<b>Registered Dog</b>				
Release Fee – First Offence	Impounding fees - release fee for animals	F	N	\$57.00

Release Fee - Second & Subsequent Offence	Impounding fees - release fee for animals	F	N	\$68.00
Release Fee – Third Offence	Impounding fees - release fee for animals	F	N	\$90.00
Maintenance Charge (Companion Animals Act) – Per Day	Companion animals – animal care fee	F	N	\$16.00
<b>Surrender of Companion Animals</b>				
Surrender of Companion Animals to Council	Surrender of Animal	F	N	\$77.00
<b>Traps/Cages Hire</b>				
Deposit	Bond	F	N	\$34.00
Hire Per Week	Sale of animal-related equipment	F	Y	\$14.00
<b>Stock Impounding Fees</b>				
Impounding (sheep, pigs, goats) per head per day	Impounding fee - care of animals	F	N	\$49.00
Impounding Large Stock	Impounding fee - large stock per head per day	F	N	\$60.00
Release Fee – First Offence	Impounding fees - release fee for animals per head	F	N	\$88.00
Release Fee - Second & Subsequent Offence	Impounding fees - release fee for animals per head	F	N	\$109.00
Maintenance Fee (Sheep, Pigs, Goat)		F	N	\$9.00
Maintenance Fee (Cow, Bull, Horse)		F	N	\$12.00
Conveyance Fee (Sheep, Pigs, Cow, Goat, Horse)		F	N	Cartage fee plus 15%
<b>Other Impounding Fees</b>				
Sign - release impounded sign		F	N	\$84.00

Second and subsequent Offence		F	N	\$112.00
Vehicle Impounding Fees				
Abandoned Vehicle Impounding		P	Y	\$140.00
Abandoned Vehicle – Towing		P	Y	Tow charges plus \$90
Release Impounded Vehicle		P	Y	\$123.00
Council Microchipping Fees				
Special Promotion Days	Impounded and Companion animals - Microchipping fee	F	Y	Free
Normal Fee	Impounded and Companion animals - Microchipping fee	F	Y	\$60.00
Microchip Gift Voucher	Microchip Gift Voucher	P	Y	\$60.00
Burying of Dead Animals (Dead Stock Pit)				
Small Animals – per head (Sheep, Goats etc)	Waste disposal fee - Dead stock pit	P	Y	\$31.00
Large Animals – per head (Cattle, Horses etc)	Waste disposal fee - Dead stock pit	P	Y	\$57.00
Cemetery Fees				
For the purpose of this Schedule 'Interment' includes the sinking of the grave, the placement of the coffin or ashes therein, backfilling of the grave and removal of debris. Interment fees, subject to such reduction as the General Manager may authorise in particular cases where hardship can be demonstrated				
General Cemetery				
Land for Grave	Burial site reservation fee	P	Y	\$888.00

Single Grave Interment	Interment	F	Y	\$925.00
Triple Depth Interment	Interment	F	Y	As per quote
Double Grave Interment	Interment	F	Y	\$1,032.00
Oversize Grave	Interment	F	Y	\$1,088.00
Interment of body - Penalty Rates, Weekends & Public Holidays	Interment	F	Y	\$327.00
Re-opening of Grave for Second Interment	Exhumation fee	F	Y	\$1,032.00
Removal/replacement of Monument for excavation (works to be undertaken by a Monumental Mason)	Monument removal/replacement		Y	As per quote
Re-opening and Closing a Vault	Exhumation fee	F	Y	As per quote
Reception of Ashes for Burial (Existing Grave)	Interment of ashes fee	F	Y	\$262.00
Removal of Deceased from One Part of Cemetery to Another	Exhumation fee	F	Y	At cost
Permission to Erect Monument	Monumental / Headstone permit fee	P	N	\$110.00
Columbarium				
Perpetual Lease Fee	Fee for wall niche	F	Y	\$241.00
Interment Fee	Interment	F	Y	\$241.00
Cost of Plaque	Fee for plaque	F	Y	As per quote
Lawn Cemetery – Land for Each Grave and Perpetual Maintenance				
Perpetual Lease Fee	Burial site reservation fee	F	Y	\$1,117.00
Single Grave Interment	Interment	F	Y	\$891.00
Double Grave Interment	Interment	F	Y	\$1,000.00
Oversize Grave	Interment	F	Y	\$1,037.00

Install Plaque	Fee for plaque	F	Y	\$166.00
Interment of Body – Penalty Rates, Weekends & Public Holidays	Interment	F	Y	\$327.00
Re-opening of Grave for Second Interment	Exhumation fee	F	Y	\$979.00
Re-opening of Grave for Second Interment - Penalty Rates, Weekends & Public Holidays	Exhumation fee	F	Y	\$327.00
Cost of Plaque	Fee for plaque	F	Y	As per quote plus 10%
Memorial Rose Garden				
Perpetual Lease Fee	Burial site reservation fee	P	Y	\$1096.00
Interment Fee	Interment	F	Y	\$262.00
Cost of Plaque	Fee for plaque	F	Y	As per quote
Cost of Rose	Accessories fee	F	Y	\$98.00
Contribution to Construction Works				
Contribution by adjoining landowners to be 50% of footpath construction cost.				
Paved footpaths per square metre	Works charge - Council initiated	P	Y	\$83.00
Kerb and Gutter per square metre	Works charge - Council initiated	P	Y	\$83.00
Standard 3 metre Vehicle Crossing in Existing K&G	Works charge - Council initiated	P	Y	\$610.00
Vehicle Crossing greater than 3 metres	Works charge - Council initiated	P	Y	As per quote
Concrete Driveway per square metre 150mm thick	Works charge - Council initiated	P	Y	As per quote

Fire Hazard Removal				
Fire Hazard Reduction Service Fee	New fee to cover Council costs when property owners do not comply with direction from Council to clean up their properties requiring Council to do the work. This is the only situation that Council shall undertake Fire Hazard Reduction. Minimum fee based on 4 hours work @ \$130/hr (including staff, plant and tipping fees etc.)	F	Y	As per quote - Minimum Charge \$533.00
Government Information Public Access Act (GIPA)				
Application Fee	Fee for accessing or printing required information	S	N	\$30.00
Processing Rate – Per Hour Rate	Fee for accessing or printing required information	S	N	\$30.00
Internal Review (Appeal)	Fee for accessing or printing required information	S	N	\$40.00
Amendment of Records		S	N	Nil
General Fees				
Returned Cheque fee (Inclusive of Bank Charges)	Dishonoured Cheque/Payment/Credit Card incl Admin Fee	F	Y	Bank dishonour charges plus \$15.00 Admin Fee
Facsimile within Australia:				
Transmission – First Page	Use of General Equipment fee - Civic or other	F	Y	\$5.50
For each subsequent page	Use of General Equipment fee - Civic or	F	Y	\$2.00

	other			
Reception of first page	Use of General Equipment fee - Civic or other	F	Y	\$3.00
Reception of subsequent pages	Use of General Equipment fee - Civic or other	F	Y	\$1.00
Photocopying				
Photocopying A4 – Black & White (per page)	Use of General Equipment fee - Civic or other	F	Y	\$0.45
Photocopying A4 – Colour (per page)	Use of General Equipment fee - Civic or other	F	Y	\$2.00
Photocopying A3 – Black & White (per page)	Use of General Equipment fee - Civic or other	F	Y	\$1.50
Photocopying A3 – Colour (per page)	Use of General Equipment fee - Civic or other	F	Y	\$4.10
Plan Copying A2 – Black & White (per page)	Use of General Equipment fee - Civic or other	F	Y	\$8.50
Plan Copying A1 – Black & White (per page)	Use of General Equipment fee - Civic or other	F	Y	\$10.50
Plan Copying A0 – Black & White (per page)	Use of General Equipment fee - Civic or other	F	Y	\$16.00
Sundry Debtors Overdue Interest Charges				
Sundry Debtor charges that remain due and payable after the due date will incur interest calculated on a daily basis, in accordance with section 566(3) of the Act.	Administration Fee	F	Y	7.5%

Merchant Card Surcharge (based on percentage of total amount transacted by credit card)					
Merchant Credit Card Surcharge		Merchant service fee			
DEFT Transactions conducted through Macquarie Bank		Administration fee - As a percentage of the transaction amount	F	Y	1.50%
Over the Counter Transactions conducted at Civic Centre		Administration fee - As a percentage of the transaction amount	F	Y	0.60%
NOTE: Does not apply to debit card transactions					
Community Gardens					
Replacement of Lost Key	Per Occasion	Fee for replacement of key for Community Gardens	F	Y	\$27.00
Hire of Council Facilities					
Casual Users Insurance for Facilities other than Parks and Gardens	Per Occasion	Fee for Public Liability Insurance	F	Y	\$168.00
Casual Users Insurance for Parks and Gardens	Per Occasion	Fee for Public Liability Insurance	F	Y	\$84.00
Hire of Trestles (each)			F	Y	\$12.00
Cleaning and Rubbish Removal (All Hirings) NB - The cost for cleaning & rubbish removal will be deducted from the bond. An Invoice will be raised for amounts in excess of the bond paid.		Cleaning and Rubbish removal	F	Y	At cost
Key Replacement - lost or not returned	Per Key		F	Y	\$27.00
Key Bond	Per Key		F	Y	\$52.00
Hire of Portable Audio Visual Screen and Equipment – Community Groups only					
Hire of Portable Audio Visual Screen and Equipment		Fee for hiring of Audio Visual Screen &	F	Y	\$183.00

	Equip			
Bond for Hire of Portable Audio Visual Screen and Equipment	Bond	R	Y	\$262.00
Town Hall				
Hire of Hall (Half Day)	Not available for Hire until further notice	P	Y	\$136.00
Hire of Hall (per day)	Not available for Hire until further notice	P	Y	\$273.00
Hire of Kitchen (per Day)	Not available for Hire until further notice	P	Y	\$120.00
Hire of Town Hall extra room (ex-South West Arts Office)	Not available for Hire until further notice	F	Y	\$120.00
Pre-booking Set Up (per Day)	Not available for Hire until further notice	F	Y	\$137.00
Pre-booking Set Up (per Half Day)	Not available for Hire until further notice	F	Y	\$69.00
Damage Deposit – Booking Application contains a contractual clause to cover any damage.	Bond	P	N	Damage at cost
Evidence of Public Liability policy to be lodged with Application				
Booking Deposit/Cleaning Bond – Not refundable in event of cancellations less than 30 days from the date of booking. (Refund is at Council's discretion)	Bond	P	N	\$231.00
State or Federal Elections	Not available for Hire until further Notice			N/A
Multi Arts Centre				
As per Lease Agreement	Use of Facilities – other	P	Y	As per Lease

Town Band Hall					
Hire of Town Band Hall	Per week	Use of Facilities - other	P	Y	\$55.00
Peppin Heritage Centre					
Use of Garden for Receptions		Use of Facilities - other	P	Y	\$188.00
Use of PHC Grounds for photos or other approved uses		Use of Facilities - other	P	Y	\$76.00
Main Hall Hire – per day or any part thereof		Use of Facilities - other	P	Y	\$188.00
Cleaning Bond (refund is at Council's discretion)		Bond	P	N	\$219.00
Use of PHC Grounds for Ceremony (up to 45 Chairs)		Use of Facilities – other	P	Y	\$114.00
Use of grassed area at Peppin Heritage Centre		Use of Facilities - other	P	Y	\$128.00
Electricity Charges for Peppin Heritage Centre grassed area			F	Y	At Cost
Council Premises Hire					
Council Chambers (per day or part thereof) during office hours Monday to Friday		Use of Facilities - Civic centre	F	Y	\$88.00
Gardens, Reserves and Sporting Grounds					
<b>Hardinge Street</b>					
Leased to Deniliquin Rams Football & Netball Club		Use of Facilities – Sport	P	Y	\$16.00
<b>Rotary Park</b>					
Deniliquin Soccer Club	Per annum	Use of Facilities - Sport	P	Y	\$894.00
Other approved activities	Per day	Use of Facilities - Sport	P	Y	\$120.00
Other approved activities	Bond - Refundable at Council discretion	Bond	P	Y	\$236.00
<b>Scott's Park/Rocket Park</b>					

Other approved activities	Per day	Use of Facilities - Sport	P	Y	\$120.00
Other approved activities	Bond - Refundable at Council discretion	Bond	P	Y	\$236.00
Waring Gardens Wedding Ceremony etc		Use of Facilities – other	P	Y	\$123.00
Edward River Oval – approved activities per day		Use of Facilities – other	P	Y	\$126.00
Edward River Oval – Bond (Refundable at Council discretion)		Bond	P	N	\$230.00
Cleaning and Rubbish Removal (All Hirings) NB - The cost for cleaning & rubbish removal will be deducted from the bond. An Invoice will be raised for amounts in excess of the bond paid.		Cleaning and Rubbish removal	F	Y	At Cost
Wheelie Bin Hire includes delivery and collection. NB - Bins can only be supplied where rubbish collection is available. Any daily servicing of bins is to be arranged by the Hirer		Wheelie Bin Hire per Bin	F	Y	\$18.00
Power - access and any use within 24-hour period from time of access		Electricity Usage per Day per unit accessed	F	Y	\$33.00
Other Edward River Council parks and gardens		Use of Facilities – other	F	Y	
Requests for signage - Depot Staff to drop off signs and pick up		Signage	F	Y	\$210.00
Note: Council may consider the waiver of hire fees for non-profit activities					
<b>Memorial Park</b>					
P & A Society – Annual Show	Per annum	Use of Facilities - other	P	Y	\$1,091.00
	Per show day	Use of Facilities - other	P	Y	\$439.00
	Electricity – at cost	Use of Facilities - other	F	Y	At Cost
	Reinstatement of grounds – at cost	Use of Facilities - other	F	Y	At Cost
P & A Society – Sheep Dog Trials	Per day	Use of Facilities - other	P	Y	\$198.00

	Electricity at Cost	Use of Facilities - other			At cost
Knock Out Sport Carnivals – Miscellaneous Activities to be Considered on Merit	Per day	Use of Facilities - Sport	P	Y	As per quote
Deniliquin District Cricket Association	Per annum	Use of Facilities - Sport	P	Y	\$1,061.00
Deniliquin Rovers Football & Netball Club	Per annum – Ground Hire	Use of Facilities - Sport	P	Y	\$1,061.00
	Electricity usage for oval lights	Use of Facilities - Sport	F	Y	At Cost
Deniliquin Collectors Club	Per annum	Use of Facilities - other	P	Y	\$419.00
	Per day for Rally (waived in 2011/12)	Use of Facilities - other	P	Y	\$198.00
Deniliquin Netball Association	Per annum	Use of Facilities - Sport	P	Y	\$534.00
Equestrian Events	Bond - Refundable at Council discretion	Bond	P	N	\$6,079.00
	Including Tent Pegging – Per day	Use of Facilities - Sport	P	Y	\$419.00
Circuses and other approved activities	Including Cleaning – Per day	Use of Facilities - Trade, business or entertainment.	P	Y	\$1,091.00
	Bond - Refundable at Council discretion	Bond	P	N	\$534.00
	Electricity usage		P	N	At Cost
<b>Recreation Reserves</b>					
Booroorban		Hall hire fee	F	Y	\$23.00
Wanganella		Hall hire fee	F	Y	\$262.00
Pretty Pine		Hall including Kitchen, Cool room	F	Y	\$367.00

		Hall hire fee - Hall only	F	Y	\$210.00
		Hall hire fee - Half day	F	Y	\$52.00
		Hall hire fee - Full day	F	Y	\$105.00
		Kitchen only hire fee – Cool room, utensils, crockery, cutlery & toilets	F	Y	\$157.00
		BBQ hire only	F	Y	\$27.00
Blighty	Club Rents	Club rentals - Blighty Football + power at cost	F	Y	\$1,572.00
		Club rentals - Blighty Netball	F	Y	\$2,096.00
		Club rentals - Blighty Tennis	F	Y	\$1,049.00
		Extra club functions per event	F	Y	\$157.00
		Deniliquin Children's Centre	F	Y	\$68.00
Blighty	General Hire	Tennis rooms and courts	F	Y	\$84.00
		Tennis rooms and courts	F	Y	\$32.00
		Main Hall	F	Y	\$136.00
		Meeting Room	F	Y	\$84.00
		Main Hall and Kiosk	F	Y	\$262.00
	Private functions	\$472 plus \$200 bond to be paid on booking. Bond refundable subject to the premises being left clean and no damage  Functions booked by schools, service clubs and charities may be discounted by negotiation with the Management	F	Y	\$472.00

		Committee			
Conargo Memorial Hall	Functions	To hire all facilities (\$200 bond)	F	Y	\$367.00
		To hire hall only (\$200 bond)	F	Y	\$210.00
		To hire kitchen only (\$200 bond)	F	Y	\$157.00
		To hire outside facilities	F	Y	\$79.00
Conargo Memorial Hall	Meeting hire	To hire for meetings - half day	F	Y	\$52.00
		To hire for meetings - full day	F	Y	\$105.00
		Functions booked by schools, service clubs and charities may be discounted by negotiation with the Management Committee			
Kayak and Bike Hire					
Single Kayak		\$16 per hour, \$10 per additional hour, \$50 per day	F	Y	\$16.00
Double Kayak		\$30 per hour, \$10 per additional hour, \$70 per day	F	Y	\$32.00
Bike Hire		2 Hours per person	F	Y	\$10.00
Bike Hire		2 Hours per family	F	Y	\$15.00
Bike Hire		4 Hours per person	F	Y	\$27.00
Bike Hire		4 Hours per family	F	Y	\$47.00
Bike Hire		8 Hours per family	F	Y	\$79.00

## Private Works

## Condition of Undertaking Works:

No works to be undertaken without written application and the authority and the authority of the General Manager

2. Payment for works must be lodged on the quoted cost of the work, (works > \$10,000 – refer to condition 3) prior to the work being commenced, except where a written order is submitted by a public organisation or authority or special arrangements agreed to by the General Manager or Director of Technical Services.

3. Works > \$10,000 will not be commenced unless suitable payment/progress payment arrangements have been approved by the General Manager or Director of Corporate Services.

## Statement of Rates for Private Works

**Note** Section 67 of the Local Government Act 1993 empowers councils to undertake works on private land. Council is required to fix an amount or rate for the carrying out of the works after considering the actual costs of performing the work and the current market rates relevant to such works. If the amount for which, or the rate at which, it proposes to carry out the works is less than the amount or rate so fixed, the decision to carry out the works is made by resolution of the council at an open meeting before the work is carried out

Item of Plant					
Loader	\$159.00 Hourly	F	Y		\$159.00
Backhoe	\$142.50 Hourly	F	Y		\$142.50
Grader	\$211.00 Hourly	F	Y		\$211.00
Dozer	\$218.00 Hourly	F	Y		\$218.00
Self-propelled Roller (Tonne)	\$150.00 Hourly	F	Y		\$150.00
Large Jetpatcher Truck	\$150.00 Hourly plus materials	F	Y		\$150.00
	Emulsion				\$1.20 / litre
	7mm pre-coated aggregate				\$75.00 / tonne

Vibrating Roller Pad Food	\$146.00 Day	F	Y	\$146.00
Vibrating Roller Smooth Drum	\$146.00 Day	F	Y	\$146.00
Tractors	\$139.00 Day	F	Y	\$139.00
Slasher (Berend)	\$45.00 Hourly	F	Y	\$45.00
Road Broom	\$45.00 Hourly	F	Y	\$45.00
Wacker	\$186.00 Day	F	Y	\$186.00
Cement Mixer	\$76.00 Day	F	Y	\$76.00
Trucks – Water Cart 12,000 Litre	\$174.00 Hourly	F	Y	\$174.00
Trucks – Water Cart 18,000 Litre	\$196.00 Hourly	F	Y	\$196.00
Truck – Low Loader 145	\$4.00 per km (over 100 kms)	F	Y	\$4.00
	\$4.50 per km (under 100 kms)	F	Y	\$4.50
	\$186.00 per hour	F	Y	\$186.00
Truck – Tipping	\$5.00 per km/per metre	F	Y	\$5.00
	\$25.00 per km/per metre on an incremental scale	F	Y	\$25.00
Traffic Lights	\$82.00 per day	F	Y	\$82.00
Note: Council has the discretion to quote for Private Work outside of the above rates subject to Council receiving a benefit for the work				
Private Works (In Kind)				
Deniliquin Jockey Club	Free mower hire (no wages)			
Deniliquin Motorcycle Club	Cost recovery/dry hire			
Deniliquin Golf Club	Cost recovery/dry hire			

Deniliquin Rodeo Club		Cost recovery/dry hire			
Deniliquin Car Club		Cost recovery/dry hire			
Deniliquin Gun Club		Cost recovery/dry hire			
Deniliquin Tennis Club		Cost recovery/dry hire			
Deniliquin Collectors Club		Cost recovery/dry hire			
Deniliquin P & A Society		Plant hire (watercart) – no cost			
Schools		Minor plant hire/gravel			
Nursing Home		Minor plant hire/gravel			
Hire of Plant (During Ordinary Working Hours)					
As per quote		Plant and machinery hire fee	F	Y	As per quote
Noxious Weeds					
As per quote		Noxious week spraying fee	F	Y	As per quote
Property Transfer					
Copies of Property Transfers on a Monthly Basis (per annum)	Certified Valuers Only	Fee for accessing or printing required information	F	Y	\$344.00
Reinstatement Works					
Kerb and Gutter per Lineal Metre		Works charge - owner/developer initiated	F	Y	\$163.00
Foot paving per Square Metre		Works charge - owner/developer initiated	F	Y	\$163.00
Research Activities					
Historical/Cemetery Research	Per hour or part thereof	Fee for utilisation of staff for various activities	P	Y	\$65.00

Undertake Activity on Public Road				
Permit to undertake activity in public road reserve not impacting on Council assets.	Road Activity Permit Fee - new fee based on 1 hour of staff time to review the request and undertake sit inspection.	P	N	\$63.00
Road Opening Fees				
Permit to open for water connection, stormwater drain, culvert, driveway construction or any other purpose	Road Opening Permit fee	P	N	\$152.00
Permit to open on nature strip area only for the above purposes	Road Opening Permit fee	P	N	\$82.00
Reinstatement, if required will be carried out at the private works rates applicable		F	Y	As Quoted
Temporary Road Closure				
Installation and removal of traffic control measures such as barriers, boards and signage, including hiring of boards and signs.	Traffic Control measures - installation and removal	F	Y	As Quoted
Special Event Application	Permit fee to hold a special event	P	Y	\$251.00
Traffic Management				
Traffic Management Plan Preparation Fee - Simple plan, 1 page based on standard TCP.	Fee for service	F	Y	\$126.00
Traffic Management Plan Preparation Fee - Complex Plan, 1 page or more requiring changes to standard TCP's.	Fee for service	F	Y	As per quote
Hire Fee per Day - Signs/Bollards/Traffic Cones - to be quoted on complexity of TCP requirements. Basic plan for work in CBD areas would be \$25/day.	Fee for service dependant on numbers	F	Y	Min Cost \$28.00/Day
Tender Documents				
Tender Documents - Electronic Copy	Tender documents fee	P	Y	Nil

Tender Documents - Hard Copy		Tender documents fee	P	Y	\$68.00
Banner Poles Hardinge Street & Davidson Street					
Supply and installation of banners, including supply of banner			F	Y	As per quote
Domestic Waste Management		Generic Fee Description	Pricing Policy	GST Inc (Y/N)	Fee
Environmental Monitoring and Inspection Fee					
Waste Policy to be determined		To be determined	N/A	N/A	To be determined
Sale of Rubbish Bins					
Supply of new or additional bin		Fee for waste bin hire	F	Y	\$136.00
Waste Depot Charges					
<b>Waste Depot Charges</b>	<b>Number</b>				
Green Waste that can be burnt	1	Waste disposal fee - garbage tip, recycling or transfer station	F	Y	Free for Edward River Residents
Domestic waste	1	Waste disposal fee - garbage tip, recycling or transfer station	F	Y	Free for Edward River Residents
Domestic waste	1	Waste disposal fee - garbage tip, recycling or transfer station	F	Y	Free for Edward River Residents
Construction & Demolition waste	1	Commercial waste single service charge	F	Y	\$51.00 per cubic metre
Construction & Demolition waste	1	Commercial waste single service charge	F	Y	\$67.00 per tonne
Commercial & Industrial	1	Commercial waste single service charge	F	Y	\$14.00 per cubic

waste					metre
Commercial & Industrial waste	1	Commercial waste single service charge	F	Y	\$67.00 per tonne
Refrigerators/Freezers/Air Conditioners	1	Waste disposal fee - garbage tip, recycling or transfer station	F	Y	\$30.00 each
Tyres – Car	1	Waste disposal fee - garbage tip, recycling or transfer station	F	Y	\$9.00 each
Tyres – Truck	1	Waste disposal fee - garbage tip, recycling or transfer station	F	Y	\$14.00 each
Tyres – Tractor	1	Waste disposal fee - garbage tip, recycling or transfer station	F	Y	\$23.00 each
Car Bodies	1	Waste disposal fee - garbage tip, recycling or transfer station	F	Y	\$33.00 each
Disposal of rubbish in incorrect area tip		Fine for non-compliance	F	Y	\$67.00 each
3 or more axle compactor truck	1	Waste disposal fee - garbage tip/recycling/transfer station	F	Y	\$29.00 each
All mattresses	1	Waste disposal fee - garbage tip/recycling/transfer station	F	Y	\$22.00 each
Minimum charge /all waste	0.5	Waste disposal fee - garbage tip/recycling/transfer station	F	Y	\$5.00 per cubic metre
All batteries	1	Waste disposal fee - garbage tip/recycling/transfer station	F	Y	\$5.00 each
All gas cylinders	1	Waste disposal fee - garbage tip/recycling/transfer station	F	Y	\$9.00 each

Asbestos (from within the Deniliquin Municipality only)	1	Waste disposal fee - garbage tip, recycling or transfer station	F	Y	\$126.00 cubic metre
Contaminated soil (with the approval of the EPA ,test results required)	1	Waste disposal fee - garbage tip, recycling or transfer station	F	Y	\$126.00 cubic metre
Dumping of Animals and Skins	1	Waste disposal fee - garbage tip, recycling or transfer station	F	Y	\$37.00 per tonne
Asbestos/Waste from outside the Edward River Council municipality to be quoted on request					
Green Waste that can't be burnt is to be charged at the same rate as general waste					
Inert waste such as clean fill suitable for cover material – Free of Charge					
Sewerage		Generic Fee Description	Pricing Policy	GST Inc (Y/N)	Fee
Sewerage Charges					
Residential Charge		Sewer Residential Access Charge	F	N	\$842.00
Low Pressure Sewerage System Access		Sewer Residential Access Charge	F	N	\$421.00
Non-Residential – Access Charge		Sewer Non-Residential Access Charge	F	N	\$842.00
Non-Residential – Volume Charge		Sewer Non-Residential Usage Charge	F	N	\$1.45 per kl
Sewerage Dual Occupancy Charge					
Dual Occupancy Residences		Dual Occupancy Residences Sewerage	F	N	100% of Sewerage Charge

Sewerage Works and Inspection				
<b>Sewer Testing</b>				
Other Buildings	Sewer and drainage inspection	P	Y	\$113.00
Sewer connections as per quote however for a minimum fee of	Sewer connection charge	P	N	\$476.00
Sewer Drainage Diagrams	Fee for accessing or printing required information	P	N	\$36.00
Truck Wash Facility				
Truck wash fee (per minute)	Use of General Equipment fee - Civic or other	F	Y	\$1.00
Truck wash key	Use of General Equipment fee - Civic or other	F	Y	\$44.00
<b>Water</b>	<b>Generic Fee Description</b>	<b>Pricing Policy</b>	<b>GST Inc (Y/N)</b>	<b>Fee</b>
Supply of Water from Council Water Supply System (per kilolitre)				
Supply of Water from Council water supply system (per kilolitre)	Draw water from a council water supply or a standpipe or sell water so drawn	P	Y	\$8.00
Avdata Water Supply access key	Draw water from a council water supply or a standpipe or sell water so drawn	P	Y	\$44.00
Water Supply				
Water Meter Testing Fee (refunded if meter reading is found to be inaccurate by more than 3%)	Fee to carry out water supply, sewerage and stormwater drainage work	F	Y	\$230.00
Pressure flow test application and fire service tests (service point on Council's main)	Fee to carry out water supply, sewerage and stormwater drainage work	P	N	\$131.00
Water Meter Readings as part of sale of property	Fee to carry out water supply, sewerage	P	Y	\$50.00

	and stormwater drainage work			
Tenant Water Meter Reading Fee	Fee to carry out water supply, sewerage and stormwater drainage work	F	Y	\$50.00
Turn off Mains for Plumber	Fee to carry out water supply, sewerage and stormwater drainage work	F	Y	\$104.00
Plugging, Removal or Abandonment 20mm to 50mm of service at the meter	Fee to carry out water supply, sewerage and stormwater drainage work	F	Y	\$154.00
Plugging, removal of Service from main	Fee to carry out water supply, sewerage and stormwater drainage work	F	Y	As per quote
Back Flow Prevention Device Inspection – 20mm to 100mm	Fee to carry out water supply, sewerage and stormwater drainage work	F	N	\$286.00
Water Connection (filtered and raw water) up to 25mm				
With under-bore	Fee to carry out water supply, sewerage and stormwater drainage work	F	N	As per quote
Part road	Fee to carry out water supply, sewerage and stormwater drainage work	F	N	As per quote
Nature-strip	Fee to carry out water supply, sewerage and stormwater drainage work	F	N	As per quote
Removal of water limiting device	Fee to carry out water supply, sewerage and stormwater drainage work	F	N	As per quote
Water Supply Non-Potable (Conargo, Wanganella & Boooroban)				
Access charge	Fee for water supply	F	N	\$97.00
Usage charge	Fee for water supply	F	N	\$0.67c per kl
Connection to main supply	Fee for water supply	F	N	\$315.00

Dual Occupancy Residences		Dual Occupancy Residences Water Access Charges	F	N	100% of sewer charge
Liquid Trade Waste		Generic Fee Description	Pricing Policy	GST Inc (Y/N)	Fee
Application Fees					
Category 1		Liquid Trade Waste Application fee	S	N	\$109.00
Category 2		Liquid Trade Waste Application fee	S	N	\$219.00
Category 3		Liquid Trade Waste Application fee	S	N	\$328.00
Annual Fees					
Category 1 Discharger		Liquid Trade Waste Access Charge	S	N	\$95.00
Category 2 Discharger		Liquid Trade Waste Access Charge	S	N	\$189.00
Large Discharger		Liquid Trade Waste Access Charge	S	N	\$629.00
Industrial Discharger		Liquid Trade Waste Access Charge	S	N	\$189.00 to \$629.00
Re Inspection Fee		Trade Waste Inspection Fee	S	N	\$89.00
Liquid Trade Waste Usage Charges for Discharge with Prescribed Pre-Treatment					
Category 1 Discharger with appropriate equipment		Liquid Trade Waste Usage Charge	S	N	Nil
Category 1 Discharger without appropriate pre-treatment		Liquid Trade Waste Usage Charge	S	N	\$1.70/kl
Category 2 Discharger with appropriate pre-treatment		Liquid Trade Waste Usage Charge	S	N	\$1.70/kl
Category 2 Discharger without appropriate pre-treatment		Liquid Trade Waste Usage Charge	S	N	\$15.60/kl

Non-Compliance Charges for Category 3					
pH coefficient 0.38 to be calculated with equation 3 in the Liquid Trade Waste Policy (refer to equation 4 & 5 in Trade Waste Policy for other parameters)		Liquid Trade Waste Usage Charge	S	N	To be calculated
Excess Mass Charge					
Aluminium		Liquid Trade Waste Usage Charge	S	N	\$0.78/kg
Ammonia		Liquid Trade Waste Usage Charge	S	N	\$2.31/kg
Arsenic		Liquid Trade Waste Usage Charge	S	N	\$78.12/kg
Barium		Liquid Trade Waste Usage Charge	S	N	\$39.06/kg
Biochemical Oxygen demand - up to 600mg/L (for greater than 600mg/L refer to equation no 2.)		Liquid Trade Waste Usage Charge	S	N	\$0.78/kg
Boron		Liquid Trade Waste Usage Charge	S	N	\$0.78/kg
Bromine		Liquid Trade Waste Usage Charge	S	N	\$15.62/kg
Cadmium		Liquid Trade Waste Usage Charge	S	N	\$361.68/kg
Chloride		Liquid Trade Waste Usage Charge	S	N	No Charge
Chlorinated hydrocarbons		Liquid Trade Waste Usage Charge	S	N	\$39.06/kg
Chromium		Liquid Trade Waste Usage Charge	S	N	\$26.03/kg
Cobalt		Liquid Trade Waste Usage Charge	S	N	\$15.91/kg
Copper		Liquid Trade Waste Usage Charge	S	N	\$15.91/kg
Fluoride		Liquid Trade Waste Usage Charge	S	N	\$3.91/kg
Formaldehyde		Liquid Trade Waste Usage Charge	S	N	\$1.60/kg

Oil and Grease (Total O & G)		Liquid Trade Waste Usage Charge	S	N	\$1.40/kg
Herbicides/defoliant		Liquid Trade Waste Usage Charge	S	N	\$782.06/kg
Iron		Liquid Trade Waste Usage Charge	S	N	1.60/kg
Lead		Liquid Trade Waste Usage Charge	S	N	\$39.06/kg
Lithium		Liquid Trade Waste Usage Charge	S	N	\$7.82/kg
Manganese		Liquid Trade Waste Usage Charge	S	N	\$7.82/kg
Mercaptans		Liquid Trade Waste Usage Charge	S	N	\$78.12/kg
Mercury		Liquid Trade Waste Usage Charge	S	N	\$2,607.38/kg
Methylene Blue Active Substance (MBAS)		Liquid Trade Waste Usage Charge	S	N	\$0.78/kg
Molybdenum		Liquid Trade Waste Usage Charge	S	N	\$0.78/kg
Nickel		Liquid Trade Waste Usage Charge	S	N	\$26.03/kg
Total Kjeldahl Nitrogen (TKN)		Liquid Trade Waste Usage Charge	S	N	\$0.19/kg
Organoarsenic Compounds		Liquid Trade Waste Usage Charge	S	N	\$783.24/kg
Pesticides General (excludes organochlorins & organophosphates)		Liquid Trade Waste Usage Charge	S	N	\$783.24/kg
Petroleum Hydrocarbons (non-flammable)		Liquid Trade Waste Usage Charge	S	N	\$2.61/kg
Phenolic Compounds (non-chlorinated)		Liquid Trade Waste Usage Charge	S	N	\$7.82/kg

Phosphorus (Total P)		Liquid Trade Waste Usage Charge	S	N	\$1.60/kg
Polynuclear Aromatic Hydrocarbons (PAHs)		Liquid Trade Waste Usage Charge	S	N	\$15.91/kg
Selenium		Liquid Trade Waste Usage Charge	S	N	\$54.97/kg
Silver		Liquid Trade Waste Usage Charge	S	N	\$1.44/kg
Sulphate (SO <sub>4</sub> )		Liquid Trade Waste Usage Charge	S	N	\$0.15/kg
Sulphide		Liquid Trade Waste Usage Charge	S	N	\$1.60/kg
Sulphite		Liquid Trade Waste Usage Charge	S	N	\$1.73/kg
Suspended Solids (SS)		Liquid Trade Waste Usage Charge	S	N	\$1.00/kg
Thiosulphate		Liquid Trade Waste Usage Charge	S	N	\$0.28/kg
Tin		Liquid Trade Waste Usage Charge	S	N	\$7.82/kg
Total Dissolved Solids (TDS)		Liquid Trade Waste Usage Charge	S	N	\$0.06/kg
Uranium		Liquid Trade Waste Usage Charge	S	N	\$7.82/kg
Zinc		Liquid Trade Waste Usage Charge	S	N	\$15.91/kg
Tankered Waste					
Septic pump out at Sewer Treatment Plant - Septage		Septic tank effluent disposal fee	P	Y	\$25.00/kl
Septic pump out at Sewer Treatment Plant - Effluent		Septic tank effluent disposal fee	P	N	\$3.00/kl
Chemical Toilet effluent disposal at Sewer Treatment Plant		Chemical Toilet effluent disposal fee	S	N	\$18.00/kl \$18.00 minimum charge

Food Waste Disposal Charge					
Food waste disposal charge		Liquid Trade Waste Usage Charge	S	N	\$22.00/kg
Central Murray Regional Library		Generic Fee Description	Pricing Policy	GST Inc (Y/N)	Fee
Reservations					
Reservations	All stock	Fee for accessing required information	P	N	\$1.60
Inter-Library Loans	Per item	Fee for accessing required information	P	N	\$5.00
(plus any special costs levied by lending library or requested by the borrower: fast track, photocopying etc.)					
Photocopying and Printing – Per Page					
Printing/Photocopying A4 – Black & White		Use of General Equipment fee - Civic or other	F	Y	\$0.30
Printing/Photocopying A4 – Colour		Use of General Equipment fee - Civic or other	F	Y	\$1.00
Printing/Photocopying A3 – Black & White		Use of General Equipment fee - Civic or other	F	Y	\$0.60
Printing/Photocopying A3 – Colour		Use of General Equipment fee - Civic or other	F	Y	\$1.65
Printing/Photocopying A4 – Black & White (Double-sided)		Use of General Equipment fee - Civic or other	F	Y	\$0.45
Printing/Photocopying A4 – Colour (Double-sided)		Use of General Equipment fee - Civic or other	F	Y	\$1.85
Printing/Photocopying A3 – Black & White (Double-sided)		Use of General Equipment fee - Civic or other	F	Y	\$1.10
Printing/Photocopying A3 – Colour (Double-sided)		Use of General Equipment fee - Civic or	F	Y	\$2.65

	other			
Printing/Photocopying A3 – Black & White (Double-sided)	Use of General Equipment fee - Civic or other	F	Y	\$1.10
Printing/Photocopying A3 – Colour (Double-sided)	Use of General Equipment fee - Civic or other	F	Y	\$2.65
Microfilm/Fiche – Printout	Use of General Equipment fee - Civic or other	F	Y	\$0.65
Scanning – per page (A4)	Use of General Equipment fee - Civic or other	F	Y	\$0.65
Facsimile/Email				
Facsimile within Australia:				
Transmission – First Page	Use of General Equipment fee - Civic or other	F	Y	\$5.50
For each subsequent page	Use of General Equipment fee - Civic or other	F	Y	\$2.00
Reception of first page	Use of General Equipment fee - Civic or other	F	Y	\$3.00
Reception of subsequent pages	Use of General Equipment fee - Civic or other	F	Y	\$1.00
Sending email – from staff computer for customer	Use of General Equipment fee - Civic or other	F	Y	\$3.80
Computers				
Public Computers	Use of General Equipment fee - Civic or other	S	N	No Charge

Overdue Items					
Books	per day	Administration Fee	P	N	\$0.20
Video/DVD	per day	Administration Fee	P	N	\$0.50
Charge for Items not Returned after Overdue Notice Issued, or Damaged Beyond Repair					
Recommended retail price of item plus GST (plus any overdue charge)			F	Y	At Cost
Tuition, Book Covering and Laminating					
Research or Computer tuition	per Hour	Fee for utilisation of staff for various activities	F	Y	\$50.00
Organised or Group Tuition					At Cost
Book Covering	A4 size	Fee for utilisation of staff for various activities	F	Y	\$3.00
Book Covering	Larger than A4	Fee for utilisation of staff for various activities	F	Y	\$4.00
Laminating	A4 size	Fee for utilisation of staff for various activities	F	Y	\$2.00
Laminating	Credit card size	Fee for utilisation of staff for various activities	F	Y	\$1.00

### 11.6 UPDATE TECHNOLOGY ONE PROJECT IMPLEMENTATION

**Author:** Caroline Wallis, Director Corporate Services

**Authoriser:** Caroline Wallis, Director Corporate Services

#### RECOMMENDATION

That the report outlining progress of the Technology One System reimplementation is received and noted for information.

#### BACKGROUND

The Tech One reimplementation project, named the Phoenix Project (internally) commenced in March 2018. An update is provided in the following report so that the Council is brought up to date on the progress made so far, and the immediate next steps being undertaken by officers and the project team.

#### ISSUE/DISCUSSION

##### 1. Conargo Rates Data Migration

The Tech One reimplementation project commenced in February 2018. The first activity was the former Conargo Council rating data migration. This important activity was completed in May, with all property records successfully migrated from Practical into Tech One. The rates officer is progressively cleaning up old and superfluous data, such as duplicate name records, and this work will continue throughout the Phoenix Project. Whilst not urgent work, it is important to have a 'clean' data base.

##### 2. Health Checks

The next activity completed was health checks for the Property and Rating, ECM (our electronic data management system) and Financial and Supply Management modules of Tech One. The health checks involved the project team reviewing the configuration of the module, conducting workshops with the subject matter experts (SMEs), analysing issues and performance, and documenting recommendations. The health check reports are now being reviewed to develop action plans for each module.

During the health check workshops, the SMEs reported some quick wins and fixes that could be made immediately. However most of the actions that are needed for each module will require input from all stakeholders, the development of business rules requiring significant input from SMEs, and process mapping and system configuration that will require the expertise of information management staff. These actions are required before training is delivered to staff to ensure that the change management process is successful.

For example, if the module is not configured correctly with agreed business rules in place and staff are trained and encouraged to use the module, the users may become disenchanted if the system doesn't do what has been promised and are likely to revert to their current ways of doing business. Adequate time spent in the engagement of all stakeholders in planning, configuration and documentation of process will reap rewards later. This was highlighted recently when staff met with SMEs from another council and heard about the ongoing problems being experienced due to inadequate stakeholder engagement during the planning and decision-making phase of their implementation.

##### 3. Immediate Next Steps

Looking ahead, the project management team will meet in mid-July and action planning will commence. Issues we face include resourcing of expertise to free up the SMEs to step aside from their day to day work when needed to implement the action plan. The biggest risk area is in the rates area, as processing rates enquiries is a specialised field and locating external relief from other councils or agencies has been unsuccessful so far. Efforts to source suitable relief are

continuing. A longer-term strategy involves cross-skilling of internal staff which is underway currently in debtors and rates processing.

### **a) Customer Request Management (CRM)**

Workshops with the staff have been completed, and the solution design is underway. Configuration is under development. Most of the activities required for this module are still to be completed.

The business process mapping will include setting service levels for customer enquiries. This includes setting parameters for response times for each service, criticality measures (what constitutes an urgent request), workflows (automatically assigning tasks to staff members), escalation points (when to escalate to the next level) and complaints processes.

This process is expected to take several weeks, dependant on key stakeholder availability.

### **b) Business rules are being developed for the ECM module.**

1. The records staff have commenced reviewing the business classification system (BCS) in the document management indexes to ensure compliance with the State Records Act. The BCS is based on document retention rules set out by the State Records Office.

2. The BCS consists of three levels – the Function, the Activity and the Subject. The Function and Activity is set up according to the Scoping Notes and Keywords for Councils, as set out by the State Records Office. This approach is consistent with best practice records management currently in place in Victoria and is the best way to structure our BCS. The BCS is therefore set at the Function and Activity levels, and users will have little input into the descriptors used for these first two levels in the BCS. However, at the third level (the Subject level) users will be consulted by our records staff to determine if the Subject descriptor is meaningful. Once documents are registered to the Subject level, the Subject cannot be deleted. It is therefore important to ensure that the Subject descriptor meets our business needs.

3. Records staff will involve each department in setting up their Subject level descriptors and are starting the consultation with the Library staff. Any Subject that does not contain any records and is not meaningful to the users, will be removed from the BCS. This approach will remove all superfluous Subject indexes to simplify the structure of the BCS. If required in the future, the Subject can be added back. If feedback received is that a Subject descriptor needs to be renamed, this can be done easily.

4. The records staff will provide information to the users about the State Records Office guidelines for the BCS and will explain how the structure of the BCS is different to the current department drive set ups. Understanding the difference is a critical part of the change management process to ensure that when staff are using the ECM, they use it in accordance with the BCS rather than the way things were done in the past. The importance of this is critical to good document retention and disposal processes.

### **c) Business Process mapping.**

The business analyst will commence meeting with staff to start mapping each business process. This work is designed to ensure that the configuration and workflows in Tech One align to the business processes. As the configuration is based on the 'out of the box' One Council templates provided by Tech One, changes to the business process is preferred where possible, rather than significant customisation. This approach reduces cost in the future when upgrades to the system are made.

### **d) Policies, procedures and guidelines.**

Policies are being developed by the Information Management and Records teams currently. Policies, procedures and guidelines will be developed for each department throughout the project. If a management practice, procedure or guideline can be developed, avoiding the need to bring a policy document to Council for adoption, for example for internal operational practices, this will occur. This approach is preferable because it allows for swift and efficient updates to the

documentation. Policies will be developed where the document will be subject to external audit or has political and/or community impacts.

### **Other Projects**

#### **4. Water Meter Project**

In addition to the implementation plan and activities undertaken thus far for the Phoenix Project, there is a separate project managed by the engineering department to changeover old water meter infrastructure to new, electronic meters. Whilst the engineering team have been managing the rollout of the new infrastructure, little planning was undertaken relating to how customers with new meters would be invoiced. Once the impacts were realised, the finance team and Information Management department were consulted and the project team engaged to provide specialist assistance with the data migration.

The water meter project data migration into Tech One has proven challenging. Steady progress has been made and we are almost ready to complete a full invoice run in the test environment. Invoices will not be issued until testing demonstrates 100% data stability. Some manual processing may be required for isolated cases if necessary. The deadline set for issuing the invoices is 13<sup>th</sup> July. The invoices will be sent with an insert to highlight key messages for customers. A copy of the draft insert has been circulated to staff and councillors for input prior to publication.

The advantages offered by the new electronic meters include customer access to their water meter data via the My Water website facility. This requires the new meters to transmit data to the My Water website. The My Water website feature will be promoted to customers when the electronic meters are sending consistent and reliable data to the My Water facility. A promotional campaign for the My Water website facility is planned in future months and is being led by the engineering department.

#### **5. Knack Project**

Whilst the Knack project is not directly related to the Phoenix Project, it is mentioned in this report as it does offer another option for Customer Request Management. This would be considered if the Tech One CRM module does not consistently meet Council's business needs in the future.

The Knack project involves the installation and set-up of a web-based system developed by Hepburn Shire Council in Victoria. This system will provide Edward River Council with a Frequently Asked Questions (FAQ) function and a project management and reporting system to increase efficiency for staff and customer enquiries.

Customer service staff travelled to Hepburn Shire Council to view the product in use and talk to key users to get a good feel for what the product could do. Following the visit, the agreement between Hepburn Shire Council and Edward River Council has been signed and implementation is now underway.

The customer service team have provided the data needed for set up and configuration by the developers. Using the template provided, the FAQs are also being developed. Once set up is completed, staff training using a 'train the trainer' approach will be undertaken.

### **Summary**

- The Conargo rates data migration is fully completed.
- Health checks for Property & Rating, ECM and Financials have been completed.
- Action plans for Property & Rating, ECM and Financials are being developed. Detailed timelines for each element are still required to be set.
- Business rules are being developed for the ECM.
- Customer Request Management is under development.
- Business process mapping, policies, procedures, guidelines development has commenced and will be developed for all business areas.

- Water meter project billing due for testing this week. Successful testing required prior to new bills being issued. Communications insert for inclusion with the bills being developed. Advertising being developed. Future work required to launch the My Water website to customers.
- Knack FAQs and project management and reporting is being implemented.

### **STRATEGIC IMPLICATIONS**

The project delivers the outcomes identified in the ICT Strategy.

### **COMMUNITY STRATEGIC PLAN**

The project delivers outcomes of good governance and council leadership.

### **FINANCIAL IMPLICATIONS**

The project is fully funded in years one and two.

### **LEGISLATIVE IMPLICATIONS**

The project strengthens Council's compliance with relevant legislation and regulations.

### **ATTACHMENTS**

Nil

**11.7 REVIEW AND UPDATE OF DELEGATIONS OF AUTHORITY**

**Author:** Caroline Wallis, Director Corporate Services

**Authoriser:** Caroline Wallis, Director Corporate Services

**RECOMMENDATION**

That Council endorse the reviewed and updated Delegations of Authority from the General Manager to Staff (attached to this report).

**BACKGROUND**

The Delegations of Authority from Council to the General Manager (Part 1) and from the General Manager to Council staff (Part 2) are regularly reviewed and updated to reflect changes to legislation, regulations and/or staffing.

Recent changes to the organisation structure and staffing required the delegations to be reviewed and updated accordingly.

No changes to the General Manager's delegations from Council are recommended.

**ISSUE/DISCUSSION**

The Delegations of Authority from Council to General Manager require adoption by resolution of the Council. Section 378 of the Local Government Act 1993 (Act) gives the General Manager the power to delegate functions to staff to allow for efficient and effective administration of the Council. Whilst the General Manager's delegations to staff do not require formal adoption by the Council under the Act, they are presented to Council for endorsement and information.

**STRATEGIC IMPLICATIONS**

Nil

**COMMUNITY STRATEGIC PLAN**

Delegations of Authority contribute to the good leadership of the Council, effective and efficient administration and align to goal 5 of the Community Strategic Plan.

**FINANCIAL IMPLICATIONS**

Nil

**LEGISLATIVE IMPLICATIONS**

The Delegations comply with all statutory requirements.

**ATTACHMENTS****1. Delegations of Authority**



## Edward River Council

# DELEGATIONS OF AUTHORITY POLICY

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**PREAMBLE**

Section 377 of the Local Government Act 1993 (the “Act”) provides:

**377 General power of the council to delegate**

- (1) *A council may, by resolution, delegate to the general manager or any other person or body (not including another employee of the council) any of the functions of the council, other than the following:*
- (a) the appointment of a general manager,*
  - (b) the making of a rate,*
  - (c) a determination under section 549 as to the levying of a rate,*
  - (d) the making of a charge,*
  - (e) the fixing of a fee,*
  - (f) the borrowing of money,*
  - (g) the voting of money for expenditure on its works, services or operations,*
  - (h) the compulsory acquisition, purchase, sale, exchange or surrender of any land or other property (but not including the sale of items of plant or equipment),*
  - (i) the acceptance of tenders which are required under this Act to be invited by the council,*
  - (j) the adoption of an operational plan under section 405,*
  - (k) the adoption of a financial statement included in an annual financial report,*
  - (l) a decision to classify or reclassify public land under Division 1 of Part 2 of Chapter 6,*
  - (m) the fixing of an amount or rate for the carrying out by the council of work on private land,*
  - (n) the decision to carry out work on private land for an amount that is less than the amount or rate fixed by the council for the carrying out of any such work,*
  - (o) the review of a determination made by the council, and not by a delegate of the council, of an application for approval or an application that may be reviewed under section 82A of the Environmental Planning and Assessment Act 1979,*
  - (p) the power of the council to authorise the use of reasonable force for the purpose of gaining entry to premises under section 194,*
  - (q) a decision under section 356 to contribute money or otherwise grant financial assistance to persons,*
  - (r) a decision under section 234 to grant leave of absence to the holder of a civic office,*
  - (s) the making of an application, or the giving of a notice, to the Governor or Minister,*
  - (t) this power of delegation,*
  - (u) any function under this or any other Act that is expressly required to be exercised by resolution of the council.*
- (2) *A council may, by resolution, sub-delegate to the general manager or any other person or body (not including another employee of the council) any function delegated to the council by the Departmental Chief Executive except as provided by the instrument of delegation to the council.*

**PART 1****INTRODUCTION**

(xix) In accordance with section 377 of the Act, the Edward River Council by resolution at its meeting held on October 19<sup>th</sup>, 2017 delegated its powers, authorities, duties and functions as set out in this

**Part 1: Delegations of Authority** to the general manager, the mayor, council committees and other bodies. All council delegations contained in Part 1 are subject to the following limitations:

1. The delegated power, authority, duty or function being performed in accordance with council policy;
2. The delegated power, authority, duty or function being performed in accordance with the Law.

The delegations of council will remain in force until they are revoked or amended by a resolution of the council.

The Council notes that the general manager may delegate his or her powers, authorities, duties and functions at his or her discretion. The general manager's delegations to staff will form Part 2: Delegations to staff by the general manager.

**DELEGATION TO OTHER BODIES**

► **Delegation to Central Murray County Council (Noxious Weeds)**

The Central Murray County Council is delegated authority under section 377 of the Act to exercise and/or perform on behalf of the council the functions and powers of the *Noxious Weeds Act*.

**DELEGATION TO COMMITTEES OF COUNCIL**

Pursuant to section 377 of the Act, the council delegates to the following council committees the functions and responsibilities granted to each committee under a management committee charter adopted by the council:

Council committees:

- Blighty hall
- Booroorban hall
- Conargo hall and recreation ground
- Mayrung hall
- Pretty Pine hall
- Wanganella hall
- Multi Arts Centre
- Edward River Council community garden
- Tidy towns
- Municipal band committee
- Memorial Parks Users Advancement
- Edward River Promotional Advisory
- Edward River Council Heritage
- The Long Paddock
- Australia Day Committee

**DELEGATION TO THE MAYOR**

The mayor, and in the absence of the mayor, the deputy mayor for the period of the mayor's absence, is delegated authority under section 377 of the Act to exercise and/or perform on behalf of the council the following powers, authorities, duties and functions:

**1. Powers or duties under Local Government Act 1993**

To give effect to the law, council's adopted policies, resolutions and directions, provided that such delegation is not sub-delegated without the specific approval of the council or as prescribed under the *Local Government Act 1993*.

**2. Powers or duties under other Legislation**

If, under any other Act other than the Local Government Act 1993, a function is conferred or imposed on the mayor of council, the function is taken to be conferred or imposed on the council and the mayor of the council has delegated authority to exercise and/or perform on behalf of the council the powers, authorities, duties and functions as prescribed under that other Act.

**3. Preside at meetings and functions of council**

To preside at all meetings of the council, committees, community committees and public meetings convened by the council at which the mayor is present, unless the council otherwise appoints another councillor or person to perform this function.

**4. Represent council – Government and other forums**

To represent the council, in conjunction with the general manager, in deputations to government, inquires and other forums where it is appropriate that the mayor should present the council's position.

**5. Sign and execute documents**

To sign correspondence and other documents, subject to the limitation that execution of any documents under council Seal must be carried out in compliance with Regulation 400 of the Local Government (General) Regulations 2005.

**6. Media releases**

To make media statements and issue press releases in respect of council resolutions/recommendations and decisions. The Mayor may delegate this function to the deputy mayor, a specific councillor or the general manager as he or she may determine.

**7. Leave**

To approve applications of leave of absence of the general manager for three or more consecutive business days.

**DELEGATION TO THE GENERAL MANAGER**

The general manager, and in the absence of the general manager their nominee as the acting general manager for the period of the general manager's absence, is delegated authority under section 377 of the Act, to exercise and/or perform on behalf of the council the powers, authorities, duties and functions of the council, subject to the following:

1. The general manager is restrained from carrying out any of those functions of council excluded from delegation by operation of section 377(1) of the Act;
2. The general manager is entitled to carry out any functions delegated to the council by the departmental chief executive or the minister, subject to any express limitations imposed by the departmental chief executive or minister;
3. The delegation to the general manager is limited in accordance with council's adopted policies in force from time to time.

If a function is conferred or imposed on an employee of the council under any other legislation, the function is deemed to be conferred or imposed on the council and is delegated to the general manager.

Specific information on the general manager's delegation is below:

<b>PART A – FINANCIAL MATTERS</b>	
<b>1.</b>	<b>Obtain Quotations and Authorise Purchase Orders</b>  To obtain quotations, authorise the purchase of, and issue official orders for goods, works and services required for the functioning of the council and to incur expenditure for such goods, works and services provided that due provision has been made in the approved budget for the incurring of such expenditure or the incurring of such expenditure is otherwise authorised by council policy or council resolution.
<b>2.</b>	<b>Authorise Payment of Salaries and Wages</b>  To authorise the payment of salaries and wages.
<b>3.</b>	<b>Payment of Contractors and Creditors</b>  To approve or refuse payment to contractors and creditors.
<b>4.</b>	<b>Sign Cheques on Council's Bank Account</b>  To sign or countersign cheques drawn on council's bank accounts.
<b>5.</b>	<b>Check and Certify the Annual Statutory Accounts</b>  To check and certify statutory accounts against the council records.
<b>6.</b>	<b>Authorise Expenditure for Urgent Works</b>  To authorise expenditure outside the budget approved by council in order to undertake urgent works to reduce or eliminate a significant health or safety hazard.
<b>7.</b>	<b>Lodgement of a Cash Bond or Bank Guarantee</b>  The authority to require the lodgement of a cash bond or bank guarantee.

<b>8.</b>	<b>Overdraft Limit</b>  To negotiate council's overdraft limit.
<b>9.</b>	<b>Sale or Disposal of Materials or Equipment</b>  To sell old materials, spoilt or obsolete equipment.
<b>10.</b>	<b>Debt Write Off</b>  To authorise the writing off of uncollectible debts (for charges and sundry debtors) up to a maximum amount of \$2,000.
<b>11.</b>	<b>Issue Accounts</b>  To authorise the issue of accounts for services provided by council.
<b>12.</b>	<b>Borrowings</b>  To authorise application for borrowings from financial institutions at the direction of council and subject to a resolution of council to approve this application.
<b>13.</b>	<b>To Engage Consultants</b>  To engage consultants to assist with council projects, subject to compliance with the Act and the law.
<b>14.</b>	<b>Investment of Money</b>  Arrange the investment of money that is not presently required by the council in a form of investments notified by order of the Minister and published in the Government Gazette.
<b>15.</b>	<b>Write off Accrued Interest</b>  Write off accrued interest on rates and charges in accordance with section 567 of the Act.
<b>16.</b>	<b>Accounts Receivable – Payment by Instalment</b>  To make arrangements with any ratepayer or debtor for payment to be made by reasonable and satisfactory instalments.
<b>17.</b>	<b>Refund of Over-payments</b>  To authorise the refund of all over-payments subject to appropriate certification.
<b>18.</b>	<b>Refund of DA/Construction Certificate Application Fees</b>  To determine the refund of all or part of the fees paid for development where the application is either not proceeded with or is withdrawn prior to determination.
<b>19.</b>	<b>Rebate of Rates</b>  To grant rebates of rates to qualified rateable persons in accordance with the provisions of the Act.

<b>PART B – STAFFING MATTERS</b>	
<b>1.</b>	<b>Recruitment</b> <ul style="list-style-type: none"> <li>• Approve or refuse the appointment, engagement, or promotion of staff, subject to compliance with section 337 of the Act for senior staff</li> <li>• Approve or refuse the use of a recruitment consultant.</li> <li>• Employ casuals to fill short term vacancies.</li> </ul>
<b>2.</b>	<b>Payment of Benefits and Allowances</b> <p>Approve or refuse payment of allowances and employment entitlements and benefits in accordance with the Local Government (State) Award 2017 and applicable employment contracts.</p>
<b>3.</b>	<b>Salary Step Progressions for Staff</b> <p>Approve or refuse salary step progression for staff under the Local Government (State) Award 2017</p>
<b>4.</b>	<b>Dismissal of Employees</b> <p>To dismiss employees or consultants/contractors on such terms that the general manager deems appropriate, provided that prior to the dismissal of senior staff the general manager consults with council in accordance with section 337 of the Act.</p>
<b>5.</b>	<b>Education Assistance</b> <p>Approve or refuse education assistance for council employees.</p>
<b>6.</b>	<b>Flexible Work Arrangements</b> <p>Approve or refuse flexible work arrangements.</p>
<b>7.</b>	<b>Report of Injury</b> <p>Approve or refuse the employer's report of injury to council's workers compensation insurer.</p>

<b>8.</b>	<p><b>Approve Leave</b></p> <p>Approve or refuse leave for council employees having due regard to the proper functioning of the council and maintenance of appropriate levels of service to the public.</p> <p>To grant special leave with or without pay and reasonable out of pocket expenses, in the following cases:</p> <ul style="list-style-type: none"> <li>Professional Body: where staff members are full members of a relevant professional body that is running a conference or meeting – a maximum of five days leave at any one time, with a maximum in any one year of 15 days;</li> <li>Field Days: where it is considered that the machinery to be displayed is of some relevance to council's operations, that senior staff directly associated with the purchase of council's machinery be allowed to attend one day only;</li> <li>Executive of a professional body: where an employee is elected to the executive of a professional body, special leave must fit within the parameters laid down under the professional body category;</li> <li>Courses: Attendance at refresher courses (eg. management courses) to be decided by council in each particular case</li> <li>Emergency Services Leave and Defence Force Reserve Leave at the discretion of the general manager and in accordance with legislation.</li> </ul>
<b>9.</b>	<p><b>Travelling and Subsistence Expenses</b></p> <p>To approve or refuse the payment of travelling and related expenses</p>
<b>10.</b>	<p><b>Replacement of Personal Property</b></p> <p>To approve or refuse claims for the loss of personal property provided that such property was required for the normal performance of the employee's duties and the personal property was lost or destroyed in the course of employment through no fault or negligence of the employee.</p>
<b>11.</b>	<p><b>Employment Outside of Council</b></p> <p>To approve or refuse employees to engage in private employment or contract work outside of their council employment.</p>
<b>12.</b>	<p><b>Request for Use of Council Equipment by Employees</b></p> <p>To determine any requests for use of council equipment by employees</p>
<b>13.</b>	<p><b>Use Intellectual Property created in the Course of Employment</b></p> <p>To refuse, approve or conditionally approve any request by an existing or previous employee of council for the non-exclusive use of intellectual property of the council created by the employee during the course of their employment with council, providing there is no monetary or commercial benefit to the employee.</p>
<b>PART C – GOVERNANCE</b>	
<b>1.</b>	<p><b>Public and Media Statements</b></p> <p>To make or authorise public statements and issue media releases on matters involving the council.</p>

<b>2.</b>	<b>Business Papers</b>  To determine matters which are included in council business papers and Committee papers.
<b>3.</b>	<b>Correspondence</b>  <ul style="list-style-type: none"> <li>• To reply to all routine correspondence that does not require the prior consideration of council.</li> <li>• To exercise discretion in regard to referring correspondence to various council officers for attention.</li> </ul>
<b>4.</b>	<b>Invitation to Address Council</b>  To invite a group or individuals to address any council or council committee.
<b>5.</b>	<b>Public Officer</b>  To appoint council's public officer and to direct the public officer in relation to functions contained within section 343 of the Act.
<b>6.</b>	<b>Destruction of Corporate Documentation</b>  Authority to approve destruction of corporate documentation in accordance with the State Records Act 1998.
<b>7.</b>	<b>Signing of Contracts and Agreements</b>  To sign contracts, deeds and agreements that do not require the council seal.
<b>8.</b>	<b>Enter into Leases, Licences and other legal transactions</b>  Authority to negotiate and enter into any form of lease or licence or other transaction for use of land or assets, subject to compliance with the Act, and subject to the general manager making reasonable enquiries into the appropriate payments to be made to council and consulting with council's solicitor to determine the appropriate format of the legal agreement.
<b>9.</b>	<b>Public Immunisation</b>  To authorise and promote public immunisation campaigns and clinics.
<b>10.</b>	<b>Council Committees</b>  <ul style="list-style-type: none"> <li>• Appoint employee representatives to council committees</li> <li>• Consider and determine matters arising from the council committees</li> </ul>
<b>11.</b>	<b>Receive and investigate complaints</b>  To receive complaints and authorise investigation and action to be taken by the appropriate officer in regard to any complaints or requests received by council.
<b>12.</b>	<b>Respond to Minister and Department</b>  To respond and liaise with the Minister and his/her representatives and the Department in relation to correspondence, inquiries or requests for information.
<b>13.</b>	<b>State Emergency and Rescue Management Act 1989</b>  In accordance with section 28 of the State Emergency and Rescue Management Act 1989, the role of Chairperson of the Local Emergency Management Committee is the general manager.

<b>PART D – OPERATIONAL</b>	
<b>1.</b>	<b>Issue Proceedings</b> <ul style="list-style-type: none"> <li>To initiate or carry on proceedings, to act on behalf of council and to negotiate on matters in issue between parties, and to settle any proceedings in any court or tribunal, including but not limited to the local, district or supreme courts of any state or territory, any industrial relations tribunal or commission, and the land and environment court;</li> <li>To authorise the issue or withdrawal of any penalty infringement notices or complaint or the institution of any proceedings for the recovery of any penalty or the making of any order for or in respect of any offence, nuisance, or any other matter or thing whatsoever which the council might be entitled to recover or seek under any Act or Regulation.</li> <li>To instruct and engage council's solicitors and counsel.</li> </ul>
<b>2.</b>	<b>Notice of Intention and Orders</b> <p>To issue Notices of Intention to Issue Orders and Orders in accordance with the requirements of the Act and Environmental Planning and Assessment Act and all other applicable legislation.</p>
<b>3.</b>	<b>Determination of Development Applications (including Modification Applications)</b> <p>To determine development applications, including modification applications, and all forms of applications for approvals and certificates under all applicable legislation.</p>
<b>4.</b>	<b>Issue of Permits, Certificates or Approvals</b> <p>To approve or refuse the issue of permits, certificates and approvals for activities that are required to be regulated under the provisions of the Act and the Environmental Planning and Assessment Act 1979 or related legislation including, but not limited to:</p> <ul style="list-style-type: none"> <li>Certificates issued under Part 6 of the Environmental Planning and Assessment Act; and</li> <li>Section 68 of the Local Government Act.</li> </ul>
<b>5.</b>	<b>Ministerial delegation of Local Environmental Plan Making Decisions</b> <p>Subject to the Minister delegating functions under section 59 of the Environmental Planning and Assessment Act, and subject to the council resolving to accept the Ministerial delegation, only those functions identified in the Ministerial delegation may be carried out.</p>
<b>6.</b>	<b>Storm water Drainage Works</b> <p>Where the council has approved a subdivision or development application subject to the construction of storm water drainage works that revert to the care, control and management of council, to approve such works upon submission of all necessary plans and documentation.</p>
<b>7.</b>	<b>Implementation of Adopted Operational Plan</b> <p>To implement any work, service or action provided for in the adopted operational and other management plans without further reference to council except for:</p> <ul style="list-style-type: none"> <li>the acceptance of tenders which are required under the Act to be invited by the council, and</li> <li>the determination of priorities where lump sum funding has been provided.</li> </ul>

<b>8.</b>	<b>Funding Application</b>  Authority to sign funding applications once approved by council.
<b>9.</b>	<b>Provision of Witnesses and Information</b>  To determine the fee to be charged for the provision of council's employees as witnesses and/or the supplying of information for court cases.
<b>10.</b>	<b>Removal of Derelict Vehicles</b>  Authority to engage contractors to remove derelict vehicles from roads, road reserves and public places in accordance with the <i>Impounding Act 1993</i> .
<b>11.</b>	<b>Approve Applications for Street Activities and Busking Permits</b>  Authority to approve or refuse: <ul style="list-style-type: none"> <li>• the issue of busking permits;</li> <li>• applications for street stalls or similar activity;</li> <li>• applications for the collection of money for charitable appeals or similar activity.</li> </ul>
<b>12.</b>	<b>Filming/Photography in Parks, Reserves and Public Places</b>  To approve applications to film/photograph in council's parks, reserves and public places subject to the conditions and fees determined by council.
<b>13.</b>	<b>Casual Use of Council Parks, Reserves or Council Property</b>  To approve or refuse applications for the casual use of parks, reserves or property in accordance with council policy (if any) and subject to approved fees (if any).
<b>14.</b>	<b>Government Information (Public Access) Act 2009</b>  To act as council's "principal officer" or appoint council officer(s) to determine applications and provide information to access information in compliance with the Government Information (Public Access) Act 2009.
<b>15.</b>	<b>To Enforce the Payment of Rates</b>  To issue notices under the Act for the recovery of rates.  To approve alternative options for the collection of outstanding rates, including collection of rent in lieu of rates, issuing of proceedings, accepting exchange of land and such other alternatives available to council under the Act.

<b>16.</b>	<b>Rate Books</b>  Authority to: <ul style="list-style-type: none"> <li>• amend the rate and valuation books/records where such amendment is necessary by reason of change of ownership, occupancy or address;</li> <li>• raise or reduce the sum rates owing due to error;</li> <li>• include any land which ought to have been rated;</li> <li>• to write off accrued interest to a maximum of \$50;</li> <li>• act in accordance with the Act to manage the rate books/records and recover rates and charges owing to the council.</li> </ul>
<b>17.</b>	<b>Insurance Claims - Policy Excess</b>  To resolve claims on council's behalf up to the level of the excess applicable to each insurance policy.
<b>18.</b>	<b>Council Property – Notices to Quit</b>  To authorise and sign notices to quit to tenants whose rent arrears exceed four weeks, or to take such alternative action necessary to manage tenants and recover outstanding rent or payments.
<b>19.</b>	<b>Use of Council Owned Properties</b>  To approve or refuse to grant council's consent to a third-party development application that may traverse or impact upon council land.
<b>20.</b>	<b>Maintenance and Repair of Council Properties</b>  To authorise repairs/maintenance of council's buildings, equipment and plant within the limits approved in the annual budget.
<b>21.</b>	<b>Maintenance of Council's Motor Vehicles and Plant</b>  To authorise the expenditure of funds for the repair, maintenance and replacement of council's plant, equipment and vehicles.
<b>22.</b>	<b>Hire of Council Plant</b>  To authorise the letting or hire of any of the council's public works plant, machinery and equipment in accordance with rates determined by council.
<b>23.</b>	<b>Determination of Reserve Price and Disposal of Plant, Equipment and Vehicles by Public Auction, Tender or Trade-in</b>  Authority to approve a sale price for council plant, equipment or vehicles if: <ul style="list-style-type: none"> <li>• the best offer is more than 10% below the reserve price; and</li> <li>• the reserve price has been set by consulting either a valuer, auctioneer, or professional book (ie, Red Book); and</li> <li>• results from previous auctions for similar plant, equipment or vehicles has been considered</li> </ul>

<b>24.</b>	<b>Saleyards</b>  To operate, manage and maintain council's saleyards.
<b>25.</b>	<b>Dividing Fences</b>  To authorise a contribution on behalf of council for not more than one half the cost of fencing a boundary common to land owned by council or under the council's care, control and management subject to two quotations being obtained and subject to the Dividing Fences Act.
<b>26.</b>	<b>Aerodrome/Airport</b>  To operate and maintain the council aerodrome/ airport in accordance with all applicable legislative requirements
<b>27.</b>	<b>Impounding Officer</b>  To exercise the powers of council's impounding officer.
<b>28.</b>	<b>Pruning or Removal of Trees</b>  To approve or refuse applications from residents to prune, top, lop or remove trees either on the applicant's property or council's property subject to the payment of any required fee, if any, and in accordance with council's Tree Preservation Order, if any.
<b>29.</b>	<b>Waste Management Centre (Landfill)</b>  To operate and maintain council's Landfill in accordance with all applicable legislative requirements.
<b>30.</b>	<b>Cemetery/Crematorium</b>  To operate and maintain council's cemetery/crematorium in accordance with all applicable legislative requirements.

**31. Administer Functions provided by other Legislation**

To administer the provisions of the following legislation as they apply to council:

- Children (Education and Care Services National Law Application) Act 2010
- [Community Land Development Act 1989](#)
- [Companion Animals Act 1998](#)
- [Conveyancing Act 1919](#)
- Crown Lands Act 1989
- [Government Information \(Public Access\) Act 2009](#)
- Graffiti Control Act 2008
- [Environmental Planning and Assessment Act 1979](#)
- [Fire Brigades Act 1989](#)
- [Fluoridation of Public Water Supplies Act 1957](#)
- [Food Act 2003](#)
- [Heritage Act 1977](#)
- [Impounding Act 1993](#)
- Land Acquisition (Just Terms Compensation) Act 1991
- [Library Act 1939](#)
- Liquor Act 2007
- Local Government Act 1993
- Local Government (Council Amalgamations) Proclamation 2016
- [Local Government \(General\) Regulation 2005](#)
- Native Title (NSW) Act 1994
- [Protection of the Environment Operations Act 1997](#)
- [Privacy and Personal Information Protection Act 1998](#)
- [Public Health Act 2010](#)

	<ul style="list-style-type: none"> <li>• Plumbing and Drainage Act 2011</li> <li>• Roads Act 1993</li> <li>• Roads Transport Act 2013</li> <li>• Rural Fires Act 1997</li> <li>• <a href="#">State Emergency and Rescue Management Act 1989</a></li> <li>• Swimming Pool Act 1992</li> <li>• <a href="#">Unclaimed Money Act 1995</a></li> <li>• Waste Avoidance and Resource Recovery Act 2001</li> <li>• Water Management Act 2000</li> </ul> <p>This list is not exhaustive. All council staff are required to ensure they are familiar with the relevant legislation and regulations that apply to their roles in Council, in accordance with Council's Legislative Compliance Framework.</p>
<b>32.</b>	<b>Road Rules</b> <p>To administer the provisions of the Road Rules 2014 and Australian Road Rules as they apply to council, subject to any applicable standards, protocols and directions from state government departments and/or NSW police.</p>
<b>33.</b>	<b>Parking Infringement Notices</b> <p>To issue Parking Infringement Notices</p>
<b>34.</b>	<b>Parking Permits</b> <p>To determine applications for parking permits.</p>
<b>35.</b>	<b>Temporary Road Closure</b> <p>To approve temporary road closures where:</p> <ul style="list-style-type: none"> <li>• The temporary road closure is not more than two consecutive days; and</li> <li>• The Road and Maritime Service approves the Traffic Management Plan and grants a road occupancy licence (as required); and</li> <li>• The NSW police approve the closure; and</li> <li>• The application complies with council's policy.</li> </ul>

36.	<p><b>Sign Adjustment</b></p> <p>To undertake the following sign adjustments to:</p> <ul style="list-style-type: none"> <li>• Change old “No Standing” signs to “No Parking” signs as per the Australian Road Rules</li> <li>• Change existing parking restriction times</li> <li>• Move existing signs to a more visible location (eg. Move a sign hidden behind a tree trunk)</li> <li>• Install “repeater”/additional signs (eg. Where there are existing parking restrictions signs, install an additional sign in the middle to emphasise the restrictions).</li> </ul>
37.	<p><b>Special Use Zones</b></p> <p>Authority to approve and/or refuse an application for the following Special Use Zones:</p> <ul style="list-style-type: none"> <li>• Works Zones;</li> <li>• Loading Zones;</li> <li>• Mail Zones;</li> <li>• Motorcycle Parking;</li> <li>• Bus Zone;</li> <li>• Taxi Zone;</li> <li>• Police Vehicles Zone;</li> <li>• Disabled Parking;</li> <li>• Temporary Bus Zones (eg. for Railway Buses);</li> </ul> <p>subject to consent being obtained from the NSW police and in addition;</p> <ul style="list-style-type: none"> <li>• in the instance of Mail Zones, consent is obtained from Australia Post; and</li> <li>• in the instance of Bus Zones, consent is obtained from the State Transit Authority.</li> </ul>
38.	<p><b>Traffic Facilities</b></p> <p>To approve the installation of individual traffic facilities projects, where:</p> <ul style="list-style-type: none"> <li>• the individual traffic facility project forms part of that financial year’s traffic facilities program which has previously been approved; and</li> <li>• Subject to compliance with any applicable council policies.</li> </ul>

<b>39.</b>	<b>Warning Signs</b>  To approve the installation of warning signs as defined in applicable Australian Standards, where <ul style="list-style-type: none"> <li>the proposed sign can be found in Section 3 Warning Signs of the Australian Standard 1742.1-1991 and</li> <li>The NSW police agree with the installation.</li> </ul>
<b>40.</b>	<b>Signs across Driveways</b>  To approve or refuse an application for signs or line marking across a driveway, where the NSW police agree with the approval or refusal.
<b>41.</b>	<b>Traffic Bollards</b>  To approve or refuse an application for the use of traffic bollards.
<b>42.</b>	<b>Vehicular Crossings and Footpath Restorations</b>  To approve or refuse the construction of vehicular crossings and/or restoration works on council land or over council controlled road reserves.
<b>43.</b>	<b>Street Lighting</b>  To approve the installation of additional street lighting facilities and associated charges.
<b>44.</b>	<b>Storm water Drainage Works</b>  To approve or refuse all connections from private property to council's storm water systems where those works are for the sole benefit of the development and do not revert to the control and management of the council.
<b>45.</b>	<b>Variation of Working Hours</b>  To authorise a one-off variation to the restricted hours of building works where: <ul style="list-style-type: none"> <li>urgent building works are required to be carried out;</li> <li>large cranes have to stand on streets;</li> <li>the loading/unloading of materials and pouring of the concrete would otherwise cause interference to traffic; and</li> <li>the work requires the erection or removal of hoarding tower cranes, awnings and the like.</li> </ul>
<b>46.</b>	<b>Positive Covenants, Easements and Section 88B instruments under the Conveyancing Act, 1919</b> <ul style="list-style-type: none"> <li>To approve and sign the grant or removal of a positive covenant or restriction contained in any positive covenant, easement and/or section 88B instrument under the Conveyancing Act 1919;</li> <li>To suspend the operation of any regulatory instrument in reliance upon section 28 of the Environmental Planning and Assessment Act and subject to any council policy and the law.</li> </ul>

<b>47.</b>	<b>Public Notification of Applications</b> <ul style="list-style-type: none"> <li>To determine whether a development application should be exempt from notification, subject to any applicable council policy</li> <li>To determine such persons who own land or who reside in properties that may be detrimentally affected by a development and to ensure such persons are notified in accordance with any council policy.</li> </ul>
<b>48.</b>	<b>Professional Certifications</b> <p>To approve or refuse professional certification from an accredited certifier in respect of complying development or building certification where that certifier is accredited to undertake that particular type of work</p>
<b>49.</b>	<b>Building Professionals Act</b> <p>Authority under section 5 of the Building Professionals Act 2005 to make a recommendation on behalf of council in support of an application to the Board for accreditation to carry out certification work (or the renewal of accreditation) on behalf of council.</p>
<b>50.</b>	<b>Work on Private Land by Agreement</b> <p>To exercise council's power to carry out work on private land, subject to the consent of the owner and/or a legal right for council to carry out the works.</p>
<b>51.</b>	<b>Entering of Premises</b> <p>To enter, and authorise council employees (or other persons) to enter, any premises for the purposes of enabling the council to exercise its functions under any Act.</p>
<b>52.</b>	<b>Water Restrictions</b> <p>Determine water restrictions in accordance with NSW State Government direction</p>
<b>53.</b>	<b>Library Act</b> <p>To exercise all powers of council under the Library Act 1939</p>
<b>54.</b>	<b>Motor Vehicle Fleet</b> <p>To manage council's motor vehicle fleet</p>

**Glossary of Terms**

<b>Act</b>	means <i>Local Government Act 1993</i>
<b>Authority</b>	means any government (state or federal), government department, statutory corporation or other body having power to legally direct the council or its officers
<b>Department</b>	means the Department of Local Government, or any future department (or combined department) carrying out the functions of the present Department of Local Government for the State of New South Wales
<b>Director-General</b>	means the Director-General of the Department of Local Government or the Director-General of any other government department which has the carriage of the administrative functions of the Act and the portfolio of Local Government.
<b>Law</b>	means the requirements of all statutes, rules, ordinances, codes, regulations, proclamations, by-laws, environmental planning instruments, directions and consents of any Authority
<b>Minister</b>	means the Minister for Local Government or any future title given to a ministerial position of a future New South Wales State Government portfolio that includes governance of Local Government.

**PART 2****DELEGATION TO STAFF BY THE GENERAL MANAGER**

In accordance with section 378 of the Act I, **Adam McSwain** delegate the powers, authorities, duties and functions of Council as set out within Column 2 in this Part 2 to the persons who have been employed by Council and hold the named staff positions, or the persons who from time to time hold (or are acting in) the positions named therein as identified in Column 3.

In addition to the delegated powers, authorities, duties and functions of Council expressly delegated by me in this Part 2 to employees of Council, Council employees are delegated the powers, functions and duties of Council in accordance with the job description of the relevant position the staff member holds from time to time.

All delegations made by me as General Manager in this Part 2 are subject to the following limitations:

1. The delegated power, authority, duty or function being performed in accordance with Council Policy and Procedures;
2. The delegated power, authority, duty or function being performed in accordance with the Law;
3. Any limitations on the scope of the power, authority, duty or function delegated to the General Manager by the Council in Part 1;
4. The delegated power, authority, duty or function being performed so as to not exceed monetary limits in accordance with Council's Procurement Policy. Should performance of the delegated function exceed the applicable monetary threshold, the delegate must obtain the approval of their respective superior Manager, Director or General Manager.

The delegations made as General Manager will remain in force until they are revoked or amended by the General Manager.

ADAM MCSWAIN  
**GENERAL MANAGER**  
EDWARD RIVER COUNCIL

Date: 14/12/17

## STAFF ABBREVIATIONS

DIRECTORS, either substantive or acting, within their own portfolios

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<b>DCS</b> .....	Director Corporate Services
<b>DINF</b> .....	Director Infrastructure

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<b>MIM</b> .....	Manager Information Management
<b>MF</b> .....	Manager Finance
<b>MPCS</b> .....	Manager People and Customer Service
<b>MES</b> .....	Manager Environmental Services
<b>MCED</b> .....	Manager Community and Economic Development
<b>MEA</b> .....	Manager Engineering and Assets
<b>MO</b> .....	Manager Operations
<b>FA</b> .....	Financial Accountant
<b>HRAP</b> .....	Human Resources Advisor/Payroll
<b>PCIC</b> .....	Planning and Continuous Improvement Coordinator
<b>PO</b> .....	Planning Officer
<b>BHS</b> .....	Building and Health Surveyor
<b>TLL</b> .....	Team leader – Library
<b>SE</b> .....	Services Engineer
<b>DPE</b> .....	Design & Projects Engineer
<b>SWSO</b> .....	Supervisor Water and Sewerage Operations
<b>SFDSP</b> .....	Supervisor Fleet, Depots and Special Projects
<b>SR</b> .....	Supervisor Roads
<b>SPG</b> .....	Supervisor Parks and Gardens
<b>APA</b> .....	Assets and Procurement Administrator
<b>ECO</b> .....	Engineering and Compliance Officer
<b>RSO</b> .....	Road Safety Officer
<b>TOS</b> .....	Technical Officer Services
<b>F/AO</b> .....	Finance/Admin Officer
<b>CO</b> .....	Creditors Officer
<b>DO</b> .....	Debtors Officer
<b>RO</b> .....	Rates Officer
<b>CSO</b> .....	Customer Service Officer
<b>AO (Inf)</b> .....	Administration Officer (Infrastructure)
<b>AO (ES)</b> .....	Administration Officer (Environmental Services)
<b>BST</b> .....	Building Surveyor- Trainee
<b>RANG</b> .....	Ranger
<b>REC</b> .....	Records Officer

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PART A – FINANCIAL MATTERS		Appointed Delegates
1.	<b>Responsible Accounting Officer</b> To be the designated responsible accounting officer, in accordance with Clause 4 of the Local Government (Financial Management) Regulations 1999, in order to carry out the requirements of the Local Government Act 1993 and the Local Government (Financial Management) Regulations 1999.	FM
2.	<b>Obtain Quotations and Authorise Purchase Orders</b> To obtain quotations, authorise the purchase of, and issue official orders for goods, works and services required for the functioning of the Council and to incur expenditure for such goods, works and services (excluding that for the purchase of major items or works plant, and/or motor vehicles) provided that due provision has been made in the approved budget for the incurring of such expenditure or the incurring of such expenditure is otherwise authorised by Council Policy or Council resolution.	Directors Managers Team leaders (refer to Appendix 1 for financial delegation)
3.	<b>Authorise Payment of Salaries and Wages</b> To authorise the payment of salaries and wages.	Directors MF FA

		F/AO
4.	<b>Payment of Contractors and Direct Creditors</b> To approve or refuse payment to contractors and direct creditors.	Directors MF FA F/AO
5.	<b>Sign Cheques on Council's Bank Account</b> To sign or countersign cheques drawn on Council's bank accounts.	Directors MF FA F/AO
6.	<b>Check and Certify the Annual Statutory Accounts</b> To check and certify statutory accounts against the Council records.	DCS MF FA
7.	<b>Authorise Expenditure for Urgent Works</b> To authorise expenditure outside the budget approved by Council in order to undertake urgent works to reduce or eliminate a significant health or safety hazard.	Directors
8.	<b>Lodgement of a Cash Bond or Bank Guarantee</b> The authority to require the lodgement of a cash bond or bank guarantee.	Directors MES MEA
9.	<b>Overdraft Limit</b> To negotiate Council's overdraft limit.	DCS MF
10.	<b>Sale or Disposal of Materials or Equipment</b> To sell old materials, spoilt or obsolete equipment.	Directors MF MEA MO
11.	<b>Debt Write Off</b> To authorise the writing off of uncollectible debts (for charges and sundry debtors) up to a maximum amount of \$500 per account.	DCS

PART A – FINANCIAL MATTERS		Appointed Delegates
12.	<b>Issue Accounts</b> To authorise the issue of accounts for services provided by Council.	Directors MF DO RO F/AO CO
13.	<b>Borrowings</b> To authorise application for borrowings from financial institutions at the direction of Council and subject to a resolution of Council to approve this application.	DCS MF FA
14.	<b>To Engage Consultants</b> To engage consultants to assist with Council projects, subject to compliance with the Act and the Law.	Directors Managers
15.	<b>Investment of Money</b> Arrange the investment of money that is not presently required by the Council in a form of investments notified by order of the Minister and published in the Government Gazette and in accordance with Council's adopted policy.	MF DCS FA F/O
16.	<b>Write off of Accrued Interest</b> Write off accrued interest on rates and charges if the payment of the accrued interest would cause hardship.	DCS MF FA RO
17.	<b>Accounts Receivable – Payment by Instalment</b> To make arrangements with any ratepayer or debtor for payment to be made by reasonable and satisfactory instalments.	MF DCS RO DO FA
18.	<b>Refund of Over-payments</b> To authorise the refund of all over-payments subject to appropriate certification.	DCS MF
19.	<b>Refund of DA/Construction Certificate/CDC/LAP Application Fees</b> <ul style="list-style-type: none"> <li>▪ To determine the refund of all or part of the fees paid for development or where the application is either not proceeded with or is withdrawn subsequent to assessment.</li> <li>▪ To determine the refund of all or part of a bond lodged with Council in relation to approval conditions.</li> </ul>	MES
20.	<b>Rebate of Rates</b> To grant rebates of rates to qualified rateable persons in accordance with the provisions of the Act.	DCS MF RO DO
21	<b>Approve credit notes</b>	All directors FM FA
22.	<b>Complete all financial certifications</b> To complete all financial certifications required by the Act and Regulations	FM
23	<b>Authorise the reduction for water and wastewater consumption charges up to a maximum amount of \$10,000</b>  To reduce water and wastewater consumption charges.	DINF
24	<b>Waive release fees, maintenance fees and surrender fees (s67 CAA under</b>	MES

	the Companion Animals Act 1998.	
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PART B – STAFFING MATTERS		Appointed Delegates
1.	<b>Recruitment</b> Recommend to the General Manager the appointment of permanent staff.	Directors MPCS
2.	<b>Payment of Benefits and Allowances</b> Approve or refuse payment of allowances and employment entitlements and benefits in accordance with the Local Government (State) Award 2014 and applicable employment contracts.	Directors MPCS Managers Supervisors
3.	<b>Salary Step Progressions for Staff</b> Recommend to the General Manager the approval or refusal of salary step progression for staff under the Local Government (State) Award 2014.	Directors MPCS Managers Supervisors
4.	<b>Higher Duties</b> a) Approve or refuse higher duties for staff under the Local Government (State) Award 2014.  b) Recommend 'discretionary' higher duties to the General Manager	Directors Managers Supervisors  Directors
5.	<b>Disciplinary Action for Employees</b> Recommend to the General Manager appropriate disciplinary action, including the dismissal of employees or consultants/contractors on such terms that the General Manager deems appropriate.	Directors Managers Supervisors
6.	<b>Education Assistance</b> Recommend to the General Manager the approval or refusal of education assistance for Council employees.	Directors Managers
7.	<b>Flexible Work Arrangements</b> Approve or refuse flexible work arrangements.	Directors Managers Supervisors
8.	<b>Report of Injury</b> Recommend to the General Manager the approval or refusal for the employer's report of injury to Council's workers compensation insurer.	Directors MPCS Managers Supervisors
9.	<b>Approve Leave</b> Approve or refuse leave for Council employees having due regard to the proper functioning of the Council and maintenance of appropriate levels of service to the public in accordance with Council's policies.	Directors All managers All supervisors
10.	<b>Travelling and Subsistence Expenses</b> To approve or refuse the payment of travelling and related expenses.	Directors Managers
11.	<b>Replacement of Personal Property</b> To approve or refuse claims for the loss of personal property provided that such property was required for the normal performance of the employee's duties.	Directors Managers

12.	<b>Employment Outside of Council</b> Recommend to the General Manager the approval or refusal for employees to engage in private employment or contract work outside of their Council employment.	Directors Managers
13.	<b>Authorise personal use of Council Equipment by Employees</b> To determine any requests for use of Council equipment for the undertaking of any work by employees.	Directors Managers
14.	<b>Use Intellectual Property Created in the Course of Employment</b> Recommend to the General Manager the refusal, approval or conditionally approval of any request by an existing or previous employee of Council for the non-exclusive use of intellectual property of the Council created by the employee during the course of the employment with Council, providing there is no monetary or commercial benefit to the employee.	Directors Managers
15.	<b>Authorise and co-authorise tax file number declaration forms</b>	MPCS HRAP

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PART C – GOVERNANCE		Appointed Delegates
1.	<b>Act in the Capacity of General Manager</b> To act in the role of General Manager when called upon to do so during periods of absence of the General Manager.	Directors
2.	<b>Public and Media Statements</b> To make or authorise public statements and issue media releases on matters involving the Council with the approval of the General Manager.	Directors Communications officer Managers
3.	<b>Business Papers</b> To determine matters which are included in Council business papers and Committee papers.	Directors Managers
4.	<b>Correspondence</b> To reply to all routine correspondence that does not require the prior consideration of Council and is within the scope of the delegate's position description.	Directors All staff as per PD
5.	<b>Invitation to Address Council</b> a) To invite a group or individuals to address any Council  b) To invite a group or individuals to address a Council Committee.	Directors  Managers
6.	<b>Destruction of Corporate Documentation</b> Authority to approve destruction of corporate documentation in accordance with the State Records Act 1998.	Records officer MIM DCS
7.	<b>Signing of Contracts and Agreements</b> To sign contracts, deeds and agreements that do not require the Council Seal.	Directors
8.	<b>Enter into Leases, Licences and Other Legal Transactions</b> Authority to negotiate and enter into any form of Lease or Licence or other transaction for use of land or assets, subject to compliance with the Act, and subject to the General Manager making reasonable enquiries into the appropriate payments to be made to Council and consulting with Council's solicitor to determine the appropriate format of the legal agreement.	Directors

PART C – GOVERNANCE		Appointed Delegates
9	<b>Receive and Investigate Complaints</b> To receive complaints and authorise investigation and action to be taken by the appropriate officer in regard to any complaints or requests received by Council.	All staff per PD Managers Supervisors TLCS Directors
10	<b>Code of Conduct Coordinator</b> Act as Code of Conduct Coordinator.	DCS
11	<b>Act as council's public officer</b> To act as the public officer in relation to functions contained within section 343 of the Act	DCS
12	<b>Receive and investigate privacy complaints</b>	DCS
13.	<b>Respond to Minister and Department</b> To respond and liaise with the Minister and his/her representatives and the Department in relation to correspondence, inquiries or requests for information.	Directors
14.	<b>Manage the renewal and maintenance of domain names and IP Addresses</b>	MIM
15.	<b>Manage the renewal and maintenance of Australian Communications and Media Authority radio transmissions licences</b> Administer the provisions and cautions as they apply to council and in accordance with the radiocommunications Act 1992.	MIM

PART D – OPERATIONAL		Appointed Delegates
1.	<p><b>Issue Proceedings in Consultation with the General Manager</b></p> <ul style="list-style-type: none"> <li>▪ To initiate or carry on proceedings, to act on behalf of Council and to negotiate on matters in issue between parties, and to settle any proceedings in any Court or Tribunal, including but not limited to the Local, District or Supreme Courts of any State or Territory, any Industrial Relations Tribunal or Commission, and the Land and Environment Court with approval from the General Manager;</li> <li>▪ To authorise the issue or withdrawal of any penalty infringement notices or complaint or the institution of any proceedings for the recovery of any penalty or the making of any order for or in respect of any offence, nuisance, or any other matter or thing whatsoever which the Council might be entitled to recover or seek under any Act or Regulation with approval from the General Manager;</li> <li>▪ To instruct and engage Council's Solicitors and Counsel, subject to approval from the General Manager.</li> </ul>	Directors Managers
2.	<p><b>Notice of Intention and Orders</b></p> <p>To issue Notices of Intention to issue orders and orders under the Act, the <i>Environmental Planning and Assessment Act</i>, Protection of the Environment Operations Act 1997, Companion Animals Act 1998 and Roads Act 1993.</p> <p>a) Issue Notices of Intention to Issue Orders and Orders under section 124 and section 132 the Act for failing to manage excessive vegetation</p>	<p>MES PCIC PO BHS</p> <p>Issued by Rang and Approval by MES</p>
3.	<p><b>Determination of Part 4 applications made under the Environmental Planning and Assessment Act 1979 and relevant regulations.</b></p> <p>Determine an application under Part 4 of the Environmental Planning and Assessment Act except in the following circumstances:</p> <ul style="list-style-type: none"> <li>a. Any designated development;</li> <li>b. Any development application with an estimated value of \$1 million or more;</li> <li>c. Any development application that seeks a variation to a development standard in an LEP or a requirement of a DCP where it would result in a material adverse impact on a person who made a written objection to the application due to non-compliance;</li> <li>d. Any development application where the Council are the applicant, owner, or have the care and/or control of the land on which the application is proposed;</li> <li>e. Any development application which the General Manager or a Councillor requests in writing, prior to determination under delegated authority that it be referred to Council for determination;</li> <li>f. Any development application where a written objection to the proposal has been received during exhibition where mediation has not resolved the issue raised or Council determination has been requested by the objector; and/or</li> <li>g. Any application for modification of consent where Council (or the Land and Environment Court) made the determination on the application, other than: <ul style="list-style-type: none"> <li>▪ Modifications to a Council consent which involve only minor changes; or</li> <li>▪ Modification which, following renotification receive no submissions.</li> </ul> </li> </ul>	<p>MES PCIC PO BHS</p>

4.	<p><b>Issue of Permits, Certificates or Approvals</b> To approve or refuse the issue of permits, certificates and approvals for activities that are required to be regulated under the provisions of the Act and the Environmental Planning and Assessment Act 1979 or related legislation including, but not limited to:</p> <ul style="list-style-type: none"> <li>• Certificates issued under Part 6 of the Environmental Planning and Assessment Act; and</li> <li>• Section 68 of the Local Government Act.</li> </ul>	MES, BHS, PO, PCIC
5.	<p><b>Ministerial Delegation of Local Environmental Plan making Decisions</b> Recommend to the General Manager subject to the Minister delegating functions under section 3.36 of the Environmental Planning and Assessment Act, and subject to the Council resolving to accept the Ministerial delegation, only those functions identified in the Ministerial delegation may be carried out.</p>	DEBD MES
6.	<p><b>Storm Water Drainage Works</b> Where the Council has approved a subdivision or development application subject to the construction of storm water drainage works that revert to the care, control and management of Council, to approve such works upon submission of all necessary plans and documentation.</p>	MEA DINF DE

PART D – OPERATIONAL		Appointed Delegates
7.	<b>Implementation of Adopted Community Strategic Plan</b> To implement any work, service or action provided for in the adopted Community Strategic Plan without further reference to Council except for: <ul style="list-style-type: none"> <li>the acceptance of tenders which are required under the Act to be invited by the Council.</li> </ul>	Directors
8.	<b>Funding Application</b> Authority to sign funding applications and associated documents, once approved by the Council.	Directors Managers
9.	<b>Provision of Witnesses and Information</b> To determine the fee to be charged for the provision of Council's employees as witnesses and/or the supplying of information for Court cases in accordance with council fees and charges adopted by resolution of council.	DCS MPCS
10.	<b>Removal of Derelict Vehicles</b> Authority to engage contractors to remove derelict vehicles from roads, road reserves and public places.	RANG MES DEBD
11.	<b>Approve Applications for Street Activities</b> Recommend to the General Manager to approve or refuse: <ul style="list-style-type: none"> <li>applications for street stalls or similar activity;</li> <li>applications for the collection of money for charitable appeals or similar activity.</li> </ul>	MES MEA
12.	<b>Filming/Photography in Parks, Reserves and Public Places</b> To approve applications to film/photograph in Council's parks, reserves and public places, subject to the conditions and fees determined by Council.	DINF MES
13.	<b>Casual Use of Council Parks, Reserves or Council Property</b> To approve or refuse applications for the casual use of parks, reserves or property in accordance with Council Policy (if any) and subject to approved fees (if any).	DINF MES
14.	<b>Government Information (Public Access) Act 2009</b> a) Proactive release of information; b) Informal access to information; c) To act as Council's "principal officer" to determine and review formal applications and provide information to access information in compliance with the Government Information (Public Access) Act 2009.	a) and b) All staff within their PD  c) DCS, MIM, REC
15.	<b>To Enforce the Payment of Rates</b> <ul style="list-style-type: none"> <li>To issue notices under the Act for the recovery of rates.</li> <li>To approve alternative options for the collection of outstanding rates, including collection of rent in lieu of rates, issuing of proceedings, accepting exchange of land and such other alternatives available to Council under the Act.</li> </ul>	DCS MF RO

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PART D – OPERATIONAL		Appointed Delegates
16.	<b>Rate Books</b> Authority to: <ul style="list-style-type: none"> <li>amend the rate and valuation books/records where such amendment is necessary by reason of change of ownership, occupancy or address;</li> <li>raise or reduce the sum rates owing due to error;</li> <li>include any land which ought to have been rated;</li> <li>to write off accrued interest to a maximum of \$50;</li> <li>act in accordance with the Act to manage the rate books/records and recover rates and charges owing to the Council.</li> </ul>	DCS MF RO DO APA
17.	<b>Insurance Claims – Policy Excess</b> To resolve claims on Council's behalf up to the level of the excess applicable to each insurance policy.	DCS APA DINF
18.	<b>Council Property – Notices to Quit</b> Recommend to the General Manager to authorise and sign notices to quit to tenants whose rent arrears exceed four weeks, or to take such alternative action necessary to manage tenants and recover outstanding rent or payments.	Directors APA
19.	<b>Use of Council Owned Properties</b> To approve or refuse to grant Council's consent to a third-party development application that may traverse or impact upon Council land.	Directors
20.	<b>Maintenance and Repair of Council Properties</b> To authorise repairs/maintenance of Council's buildings, equipment and plant within the limits approved in the annual budget.	DINF MO MEA
21.	<b>Replacement of Council's Motor Vehicles and Plant</b> To authorise the expenditure of funds for the replacement of Council's plant, equipment and vehicles within budget.	DINF
22.	<b>Maintenance of Council's Motor Vehicles and Plant</b> To authorise the expenditure of funds for the repair and maintenance of Council's plant, equipment and vehicles within budget.	DINF MO SFDSP
23.	<b>Hire of Council Plant</b> To authorise the letting or hire of any of the Council's public works plant, machinery and equipment in accordance with rates determined by Council.	DINF MO
24.	<b>Determination of Reserve Price and Disposal of Plant, Equipment and Vehicles by Public Auction, Tender or Trade-in</b> Authority to approve a sale price for Council plant, equipment or vehicles if: <ul style="list-style-type: none"> <li>the best offer is more than 10% below the reserve price; and</li> <li>the reserve price has been set by consulting either a valuer, auctioneer, or professional book (ie, Red Book); and</li> <li>results from previous auctions for similar plant, equipment or vehicles has been considered.</li> </ul>	DINF AP MO

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PART D – OPERATIONAL		Appointed Delegates
25.	<b>Saleyards</b> To operate, manage and maintain Council's saleyards.	Nil
26.	<b>Dividing Fences</b> To authorise a contribution on behalf of Council for not more than one half the cost of fencing a boundary common to land owned by Council or under the Council's care, control and management, subject to two quotations being obtained and subject to the Dividing Fences Act.	Nil
27.	<b>Airstrip</b> To operate and maintain the Council airstrip in accordance with all applicable legislative requirements.	DINF MEA
28.	<b>Impounding Officer</b> To exercise the powers of Council's Impounding Officer.	DEBD MES RANG
29.	<b>Pruning or Removal of Trees</b> To approve or refuse applications from residents to prune, top, lop or remove trees either on the applicant's property or Council's property, subject to the payment of any required fee, if any, and in accordance with Council's Tree Preservation Order, if any.	DINF
30.	<b>Waste Management Centre (Landfill and Transfer Stations)</b> To operate and maintain Council's Landfill and Transfer Stations in accordance with all applicable legislative requirements.	DINF MO SPG
31.	<b>Cemeteries</b> To operate and maintain Council's Cemeteries in accordance with all applicable legislative requirements.	DINF MO SPG
32.	<b>Maintain Cemetery Records</b> Update and maintain Council's Cemetery records in accordance with all applicable legislative requirements.	DINF MO SPG AO (Inf) MPCS CSO CSTLDS
33.	<b>Public Swimming Pools</b> To operate and maintain Council's Public Swimming Pools in accordance with all applicable legislative requirements.	DINF & Contractor MEA
34.	<b>Water Supply System</b> To operate and maintain Council's Water Supply System in accordance with all applicable legislative requirements.	DINF MO MEA SWSO

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PART D – OPERATIONAL		Appointed Delegates
35.	<b>Sewer System</b> To operate and maintain Council's Sewer System in accordance with all applicable legislative requirements.	DIN MEA MO SWSO
38.	<b>Administer Functions Provided by Other Legislation</b> To administer the provisions of the following legislation as they apply to Council:	
	<ul style="list-style-type: none"> <li>Cemeteries and Crematorium Act 2013</li> </ul>	DINF MEA MO SPG CSO MPCS DCS
	<ul style="list-style-type: none"> <li>Children (Education and Care Services National Law Application) Act 2010</li> </ul>	Nil
	<ul style="list-style-type: none"> <li>Community Land Development Act 1989</li> </ul>	DEBD MES PO PCIC
	<ul style="list-style-type: none"> <li>Companion Animals Act 1998</li> </ul>	RANG MES
	<ul style="list-style-type: none"> <li>Conveyancing Act 1919</li> </ul>	DIRECTORS* MES PO PCIC
	<ul style="list-style-type: none"> <li>Crown Lands Act 1989</li> </ul>	MES RANG
	<ul style="list-style-type: none"> <li>Environmental Planning and Assessment Act 1979</li> </ul> Note- BST and AO (ES) have power of entry	MES RANG PCIC BHS PO BST AO (ES)
	<ul style="list-style-type: none"> <li>Fire Brigades Act 1989</li> </ul>	DINF
	<ul style="list-style-type: none"> <li>Fluoridation of Public Water Supplies Act 1957</li> </ul>	DINF, SE, MO, SWSO MEA
	<ul style="list-style-type: none"> <li>Food Act 2003</li> </ul> Note- BST has power of entry	MES, BHS BST, PCIC
	<ul style="list-style-type: none"> <li>Government Information (Public Access) Act 2009</li> </ul>	DCS MIM
	<ul style="list-style-type: none"> <li>Graffiti Control Act 2008</li> </ul>	MES RANG

PART D – OPERATIONAL		Appointed Delegates
	▪ Heritage Act 1977	MES PCIC PO
	▪ Impounding Act 1993	MES RANG
	▪ Library Act 1939	TLL MCED
	▪ Liquor Act 2007	
	▪ Local Government Act 1993	Directors MES RANG BST AO (ES) PCIC BHS PO
	▪ Mine Health and Safety Act 2004	DINF
	▪ Privacy and Personal Information Protection Act 1998	Directors
	▪ Protection of the Environment Operations Act 1997	MES RANG BST PCIC BHS PO
	▪ Public Health Act 2010	MES RANG BST PCIC BHS
	▪ Public Health Regulation 2012	DINF MEA MO SPG CSO MPCS DCS MES
	▪ Roads Act 1993	DINF MEA MO MES RANG
	▪ Roads Transport (General) Act 2005	DINF MEA MO MES
	▪ Rural Fires Act 1997	DINF MEA MO MES RANG
	▪ State Emergency and Rescue Management Act 1989	DINF MEA MO

PART D – OPERATIONAL		Appointed Delegates
	<ul style="list-style-type: none"> <li>Swimming Pools Act 1992</li> </ul>	MES BST PCIC BHS DINF MES MO
	<ul style="list-style-type: none"> <li>The Plumbing and Drainage Act 2011</li> </ul>	DINF MES MO MES BST PCIC BHS
	<ul style="list-style-type: none"> <li>Unclaimed Money Act 1995</li> </ul>	DCS
	<ul style="list-style-type: none"> <li>Unhealthy Building Land Act 1990</li> </ul>	MES, PO, BHS
	<ul style="list-style-type: none"> <li>Water Supply Authorities Act</li> </ul>	DINF, MEA, SWSO
	<ul style="list-style-type: none"> <li>Work Health and Safety Act</li> </ul>	DIRECTORS*
39.	<b>Road Rules</b> To administer the provisions of the Road Rules 2008 and Australian Road Rules as they apply to Council, subject to any applicable standards, protocols and directions from State Government departments and/or NSW Police.	DENG MEA
40.	<b>Parking Infringement Notices</b> To issue Parking Infringement Notices.	RANG MES
41.	<b>Temporary Road Closure</b> To approve temporary road closures where: <ul style="list-style-type: none"> <li>the temporary road closure is not more than two consecutive days; and</li> <li>the Road and Maritime Services approves the Traffic Management Plan and grants a road occupancy licence (as required); and</li> <li>the NSW Police approve the closure; and</li> <li>the application complies with Council's Policy.</li> </ul>	DINF ECO MEA
42.	<b>Sign Adjustment</b> To under the following sign adjustments to: <ul style="list-style-type: none"> <li>change old "No Standing" signs to "No Parking" signs, as per the Australian Road Rules</li> <li>change existing parking restriction times</li> <li>move existing signs to a more visible location (eg move a sign hidden behind a tree trunk)</li> <li>install "repeater"/additional signs (e.g. where there are existing parking restrictions signs, install an additional sign in the middle to emphasise the restrictions).</li> </ul>	DINF ECO MEA

PART D – OPERATIONAL		Appointed Delegates
43.	<b>Special Use Zones</b> Authority to approve and/or refuse an application for the following Special Use Zones: <ul style="list-style-type: none"> <li>▪ Works Zones;</li> <li>▪ Loading Zones;</li> <li>▪ Mail Zones;</li> <li>▪ Motorcycle Parking;</li> <li>▪ Bus Zone;</li> <li>▪ Taxi Zone;</li> <li>▪ Police Vehicles Zone;</li> <li>▪ Disabled Parking;</li> <li>▪ Temporary Bus Zones (e.g. for Railway Buses);</li> </ul> subject to consent being obtained from the NSW Police and in addition: <ul style="list-style-type: none"> <li>▪ in the instance of Mail Zones, consent is obtained from Australia Post; and</li> <li>▪ in the instance of Bus Zones, consent is obtained from the State Transit Authority.</li> </ul>	DINF MEA ECO
44.	<b>Traffic Facilities</b> To approve the installation of individual traffic facilities projects, where: <ul style="list-style-type: none"> <li>▪ the individual traffic facility project forms part of that financial year's Traffic Facilities Program which has previously been approved; and</li> <li>▪ subject to consultation of local residents.</li> </ul>	DINF MEA
45.	<b>Warning Signs</b> To approve the installation of Warning Signs, as defined in applicable Australian Standards, where: <ul style="list-style-type: none"> <li>▪ the proposed sign can be found in Section 3 Warning Signs of the Australian Standard 1742.1-1991; and</li> <li>▪ the NSW Police agree with the installation.</li> </ul>	DINF MEA ECO MO
46.	<b>Signs Across Driveways</b> To approve or refuse an application for signs or line marking across a driveway.	DINF MEA ECO MO
47.	<b>Traffic Bollards</b> To approve or refuse an application for the use of traffic bollards.	DINF MEA ECO MO
48.	<b>Vehicular Crossings and Footpath Restorations</b> To approve or refuse the construction of vehicular crossings and/or restoration works on Council land or over Council controlled road reserves.	DINF MEA TOS
49.	<b>Street Lighting</b> To approve the installation of additional street lighting facilities and associated charges.	DINF MEA TOS
50.	<b>Storm Water Drainage Works</b> To approve or refuse all connections from private property to Council's storm water systems where those works are for the sole benefit of the development and do not revert to the control and management of the Council.	DINF MEA MO SWSO MES BHS PCIC

PART D – OPERATIONAL		Appointed Delegates
51.	<b>Variation of Working Hours</b> To authorise a one-off variation to the restricted hours of building works where: <ul style="list-style-type: none"> <li>▪ urgent building works are required to be carried out;</li> <li>▪ large cranes have to stand on streets;</li> <li>▪ the loading/unloading of materials and pouring of the concrete would otherwise cause interference to traffic; and</li> <li>▪ the work requires the erection or removal of hoarding tower cranes, awnings and the like.</li> </ul>	DEBD MES BHS
52.	<b>Positive Covenants, Easements and Section 88B Instruments under the Conveyancing Act, 1919</b> Recommend to the General Manager to approve and sign the grant or removal of a positive covenant or restriction contained in any positive covenant, easement and/or section 88B instrument under the Conveyancing Act 1919, in accordance with section 28 of the Environmental Planning and Assessment Act and subject to any Council Policy and the Law.	DEBD MES BHS
53.	<b>Public Notification of Applications</b> <ul style="list-style-type: none"> <li>▪ To determine whether a development application should be exempt from notification, subject to any applicable Council Policy.</li> <li>▪ To determine such persons who own land or who reside in properties that may be detrimentally affected by a development and to ensure such persons are notified in accordance with any Council Policy.</li> </ul>	MES, PO
54.	<b>Professional Certifications</b> To approve or refuse professional certification from an Accredited Certifier in respect of Complying Development or Building Certification where that Certifier is accredited to undertake that particular type of work.	MES BHS PCIC
55.	<b>Building Professionals Act 2005</b> Authority under section 5 of the Building Professionals Act 2005 to make a recommendation on behalf of Council in support of an application to the Board for accreditation to carry out certification work (or the renewal of accreditation) on behalf of Council.	MES DINF
56.	<b>Work on Private Land by Agreement</b> To exercise Council's power to carry out work on private land.	DIRECTORS MES, BHS
57.	<b>Entering of Premises</b> To enter, and authorise Council employees (or other persons) to enter, any premises for the purposes of enabling the Council to exercise its functions under any Act.	SES RANG MES PO BHS BHT PCIC AO (ES)
58.	<b>Water Restrictions</b> Recommend to Council Water Restrictions in accordance with NSW State Government direction.	DINF

PART D – OPERATIONAL		Appointed Delegates
59.	<b>Motor Vehicle Fleet</b> To manage Council's motor vehicle fleet.	DINF MO SFDSP
60.	<b>Suspend or cancel the operation of an Alcohol-Free Zone in accordance with section 645 of the Act</b>	MES

## GLOSSARY OF TERMS

<b>Act</b>	means <i>Local Government Act 1993</i>
<b>Authority</b>	means any government (state or federal), government department, statutory corporation or other body having power to legally direct the council or its officers
<b>Department</b>	means the Department of Local Government, or any future department (or combined department) carrying out the functions of the present Department of Local Government for the State of New South Wales
<b>Chief Executive</b>	means the Chief Executive of the Office of Local Government or the Chief Executive of any other government department which has the carriage of the administrative functions of the Act and the portfolio of Local Government
<b>Director-General</b>	means the Director-General of the Department of Local Government or the Director-General of any other government department which has the carriage of the administrative functions of the Act and the portfolio of Local Government.
<b>Law</b>	means the requirements of all statutes, rules, ordinances, codes, regulations, proclamations, by-laws, environmental planning instruments, directions and consents of any Authority
<b>Minister</b>	means the Minister for Local Government or any future title given to a ministerial position of a future New South Wales State Government portfolio that includes governance of Local Government.
<b>Office</b>	means the Office of Local Government, Department of Premier & Cabinet, or any future department (or combined department) carrying out the functions of the present Division of Local Government for the State of New South Wales

## DOCUMENT CONTROL

DOC ID	Details	Date	Resolution No.
	<i>Part 1</i>	19/10/17	
	<i>Part 2</i>	16/12/17	

*Council reserves the right to review, vary or revoke this policy at any time  
This Policy is scheduled for review annually*

## **APPENDIX 1**

### **EXPENDITURE LEVEL DELEGATIONS FOR AUTHORISATION AND PAYMENT**

**APPENDIX 1:****Expenditure Level Delegations for Authorisation and Payment**

Position Title	Current Incumbent	Maximum Authorisation (inc GST) for Requisition of Goods or Services and Works under delegation	Maximum Authorisation (inc GST) for requisition of goods or services approved by council resolution	Authorisation to invest	Authorised to approve petty cash expenditure limited to \$100 per transaction	Approval level for Purchasing of goods and services by purchasing card per month	Power to sign cheques	Power to approve EFT payments
Mayor	Norm Brennan	0	0	0	0	\$2,000	No	No
General Manager	Adam McSwain	\$149,999	unlimited	\$2,000,000	Yes	\$10,000	Yes	Yes
Director Corporate Services	Caroline Wallis	\$149,999	\$250,000	\$2,000,000	Yes	\$7,500	Yes	Yes
Manager Finance	Colleen O'Connor	50,000	\$50,000	\$1,000,000	Yes	\$5,000	Yes	Yes
Financial Accountant	Rindayi Matienga	\$20,000	\$20,000	\$500,000	Yes	0	Yes	Yes
Finance/Admin Officer	Jacinta Hawley	\$3,000	\$3,000	No	No	0	Yes	Yes
Manager People & Customer Service	Helen Flisher	\$20,000	\$20,000	0	Yes	0	No	No
Manager Information Management	Mark Siena	\$50,000	\$50,000	0	No	\$5,000	No	No
Manager Environmental Services	Julie Rogers	\$50,000	\$50,000	0	No	\$5,000	No	No
Planning Officer	Shavaun Tasker	\$5,000	\$5,000	0	No	0	No	No
Building & Health Surveyor	Vacant	\$3,000	\$3,000	0	No	0	No	No
Planning & Continuous Improvement Coordinator	Marie Sutton	\$5,000	\$5,000	0	No	0	No	No
Manager Community & Economic Development	Michelle Cobb	\$50,000	\$50,000	0	Yes	\$5,000	No	No
Director Infrastructure	Oliver McNulty	\$149,999	\$250,000	0	Yes	\$7,500	Yes	Yes
Assets & Procurement Administrator	Michael Todd	\$20,000	\$20,000	0	No	0	No	No
Manager Operations	Warwick Newell	\$50,000	\$50,000	0	No	\$10,000	No	No
Supervisor Water &	Shanon Williams	\$20,000	\$20,000	0	No	0	No	No

Sewerage Operations								
Technical Officer Services	Mark Cook	\$10,000	\$10,000	0	No	0	No	No
Operations, Administration & Stores Officer	Annette Danckert	\$5,000	\$5,000	0	No	\$5,000	No	No
Supervisor Parks & Gardens	Paul Hussey	\$20,000	\$20,000	0	No	\$1,000	No	No
Design & Projects Engineer	Michael Williams	\$20,000	\$20,000	0	No	0	No	No
Administration Officer (Inf)	Nicole Rogers	\$20,000	\$20,000	0	No	0	No	No
Supervisor Roads	Tony Oddy	\$20,000	\$20,000	0	No	0	No	No
Manager Engineering & Assets	Mark Dalzell	\$50,000	\$50,000	0	No	\$5,000	No	No
Technical Officer Survey & Design	Vacant	\$10,000	\$10,000	0	No	0	No	No
Technical Officer Assets	Kevin Campbell	\$10,000	\$10,000	0	No	0	No	No
Supervisor Fleet, Depots & Special Projects	Geoff Pitt	\$20,000	\$20,000	0	No	\$1,000	No	No
Services Engineer	Vacant	\$20,000	\$20,000	0	No	0	No	No
Team Leader General Maintenance	Glenn Beehag	\$5,000	\$5,000	0	No	0	No	No
Team Leader Mechanics	Ricky Hayes	\$10,000	\$10,000	0	No	\$5,000	No	No
Team Leader Water & Sewerage Operations	Adam Goodear	\$5,000	\$5,000	0	No	0	No	No
Team Leader Parks & Gardens	Brad Knight	\$5,000	\$5,000	0	No	\$1,000	No	Np
Executive Assistant	Belinda Perrett	\$5,000	\$5,000	0	Yes	0	No	No
Team Leader Tourism & Culture	Jane Frazer	\$5000	\$5000	0	Yes	0	No	No
Administration Officer (ES)	Margie Butcher	\$1,000	\$1,000	0	No	0	No	No
Ranger	Justin Learmonth	\$1,000	\$1,000	0	No	0	No	No
Team Leader Parks & Gardens	Brad Knight	\$5,000	\$5,000	0	No	\$1,000	No	No
Team Leader Library Services	Ariane Fehring	\$5,000	\$5,000	0	Yes	0	No	No



Community & Economic Development Project Officer	Erica Laing	\$5,000	\$5,000	0	No	0	No	No
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## **APPENDIX 2**

# **CERTIFICATES OF AUTHORITY**

## CERTIFICATE OF AUTHORITY

(for Council officers carrying out enforcement and compliance)

<b>Certificate of Authority</b>		 <b>Edward River</b> COUNCIL	
<b>Name:</b>	<b>Julie Rogers</b>		
<b>Position:</b>	<b>Manager Environmental Services</b>		
<b>Date:</b>			

1. This certificate evidences the delegation of authority granted by the General Manager of Edward River Council to the above named Council Officer.

### Source of Powers

2. The named Council officer is authorised to exercise all powers, authorities, duties and functions of an authorised officer, impounding officer or delegated employee (or such other title describing an employee substantially carrying out the duties of the position of the recipient) pursuant to all Acts of New South Wales (and any applicable Federal legislation) that this certificate identifies and extends to all related Rules and Regulations, including, but not limited to the following:

<i>Environmental Planning and Assessment Act 1979</i>	<i>Local Government Act 1993</i>	<i>Companion Animals Act 1998</i>
<i>Impounding Act 1993</i>	<i>Crown Lands Act 1989</i>	<i>Plumbing and Drainage Act 2011</i>
<i>Protection of the Environment Operations Act 1997</i>	<i>Swimming Pools Act 1992</i>	<i>Heritage Act 1977</i>
<i>Roads Act 1993 and Road Transport (General) Act 2013</i>	<i>Rural Fires Act 1997</i>	<i>Public Health Act 2010</i>
<i>Boarding Houses Act 2012</i>	<i>Graffiti Control Act 2008</i>	<i>Road Rules 2014 NSW Consolidated Regulations – under the Road Transport Act 2013</i>
<i>Food Act 2003</i>		

### Nature and Limitation of Powers

3. The named Council officer has been delegated with the authority to exercise and/or perform on Council's behalf all powers, authorities, duties and functions of all Acts identified in paragraph 2 and any corresponding Rules and Regulations, subject to:
  - (a) any subsequent and contrary resolution of the Council;
  - (b) any subsequent and contrary written or oral direction of the General Manager;
  - (c) any limitation or control placed upon a delegation detailed in paragraph 5 below;

- (d) any limitation or control prescribed within the Council's *Delegations of Authority Manual*.
4. For the purposes of the *Plumbing and Drainage Act 2011*, the named Council officer is an inspector.
5. The named Council officer is limited in the operation of his/her powers, authorities, duties and functions as follows:
- (a) No Limitations
6. If, under any other legislation or planning instrument, a power, authority, duty or function is conferred or imposed on a person in the above named position of the Council officer (or such other title describing an employee substantially carrying out the duties of the position of the named Council officer), that power, authority, duty or function is expressly delegated to the named Council officer.
7. This Certificate of Authority permits the exercise of all powers at the following premises:
- (a) Residential, providing:
- (i) the Council officer has the consent of the owner,
- (ii) the Council officer is exercising a legal power of entry in accordance with one of the prescribed Acts identified in paragraph 2 above;
- (iii) the Council officer is exercising a search warrant,
- (b) Industrial; and
- (c) Business Premises

unless the applicable legislation expressly restrains access.

#### **Identification of Council officer**

8. The named Council officer is identified by the attached photograph and signature.
9. This Certificate of Authority constitutes an 'Identification Card' and a 'written authorisation' for the purposes of any applicable legislation contained in paragraph 2.
10. This Certificate of Authority will be produced by the named Council officer upon request.

#### **Authentication and Application of Authority**

11. This Certificate of Authority is issued by the General Manager of the Council and is endorsed by the execution of this Certificate by the General Manager.
12. This Authority supersedes all prior Certificates of Authority issued to the named Council officer.
13. This Authority will remain in force until:
- (a) withdrawn by the General Manager;
- (b) superseded by a subsequent Certificate of Authority; or
- (c) the named Council officer ceases employment with Council.

By executing this document I acknowledge the contents of this Certificate of Authority and agree to be bound by its controls and limitations.

General Manager

Date.....



Signature of Council officer

*acknowledging delegation*

Date.....

## CERTIFICATE OF AUTHORITY

(for Council officers carrying out enforcement and compliance)

<b>Certificate of Authority</b>		 <b>Edward River</b> COUNCIL	
<b>Name:</b>	<b>Justin Learmonth</b>		
<b>Position:</b>	<b>Ranger</b>		
<b>Date:</b>			

1. This certificate evidences the delegation of authority granted by the General Manager of Edward River Council to the above named Council Officer.

### Source of Powers

2. The named Council officer is authorised to exercise all powers, authorities, duties and functions of an authorised officer, impounding officer or delegated employee (or such other title describing an employee substantially carrying out the duties of the position of the recipient) pursuant to all Acts of New South Wales (and any applicable Federal legislation) that this certificate identifies and extends to all related Rules and Regulations, including, but not limited to the following:

<i>Environmental Planning and Assessment Act 1979</i>	<i>Local Government Act 1993</i>	<i>Companion Animals Act 1998</i>
<i>Impounding Act 1993</i>	<i>Crown Lands Act 1989</i>	<i>Road Rules 2014 NSW Consolidated Regulations – under the Road Transport Act 2013</i>
<i>Protection of the Environment Operations Act 1997</i>	<i>Rural Fires Act 1997</i>	
<i>Roads Act 1993 and Road Transport (General) Act 2013</i>	<i>Graffiti Control Act 2008</i>	

### Nature and Limitation of Powers

3. The named Council officer has been delegated with the authority to exercise and/or perform on Council's behalf all powers, authorities, duties and functions of all Acts identified in paragraph 2 and any corresponding Rules and Regulations, subject to:
  - (a) any subsequent and contrary resolution of the Council;
  - (b) any subsequent and contrary written or oral direction of the General Manager;
  - (c) any limitation or control placed upon a delegation detailed in paragraph 5 below;
  - (d) any limitation or control prescribed within the Council's *Delegations of Authority Manual*.
4. For the purposes of the *Plumbing and Drainage Act 2011*, the named Council officer is an inspector.
5. The named Council officer is limited in the operation of his/her powers, authorities, duties and functions as follows:
  - (a) No Limitations
6. If, under any other legislation or planning instrument, a power, authority, duty or function is conferred or imposed on a person in the above named position of the Council officer (or such other title describing an employee substantially carrying out the duties of the position of the named Council officer), that power, authority, duty or function is expressly delegated to the named Council officer.

7. This Certificate of Authority permits the exercise of all powers at the following premises:

- (a) Residential, providing:
  - (i) the Council officer has the consent of the owner,
  - (ii) the Council officer is exercising a legal power of entry in accordance with one of the prescribed Acts identified in paragraph 2 above;
  - (iii) the Council officer is exercising a search warrant,
- (b) Industrial; and
- (c) Business Premises

unless the applicable legislation expressly restrains access.

**Identification of Council officer**

8. The named Council officer is identified by the attached photograph and signature.
9. This Certificate of Authority constitutes an 'Identification Card' and a 'written authorisation' for the purposes of any applicable legislation contained in paragraph 2.
10. This Certificate of Authority will be produced by the named Council officer upon request.

**Authentication and Application of Authority**

11. This Certificate of Authority is issued by the General Manager of the Council and is endorsed by the execution of this Certificate by the General Manager.
12. This Authority supersedes all prior Certificates of Authority issued to the named Council officer.
13. This Authority will remain in force until:
- (a) withdrawn by the General Manager;
  - (b) superseded by a subsequent Certificate of Authority; or
  - (c) the named Council officer ceases employment with Council.

By executing this document I acknowledge the contents of this Certificate of Authority and agree to be bound by its controls and limitations.

\_\_\_\_\_  
General Manager



Date.....

\_\_\_\_\_  
Signature of Council officer  
*acknowledging delegation*

Date.....

**CERTIFICATE OF AUTHORITY**

(for Council officers carrying out enforcement and compliance)

<b>Certificate of Authority</b>		 <b>Edward River</b> COUNCIL	
<b>Name:</b>	<b>Maggie MCalman</b>		
<b>Position:</b>	<b>Building Surveyor Trainee</b>		
<b>Date:</b>			

1. This certificate evidences the delegation of authority granted by the General Manager of Edward River Council to the above named Council Officer.

**Source of Powers**

2. The named Council officer is authorised to exercise all powers, authorities, duties and functions of an authorised officer, impounding officer or delegated employee (or such other title describing an employee substantially carrying out the duties of the position of the recipient) pursuant to all Acts of New South Wales (and any applicable Federal legislation) that this certificate identifies and extends to all related Rules and Regulations, including, but not limited to the following:

<i>Environmental Planning and Assessment Act 1979</i>	<i>Local Government Act 1993</i>	<i>Plumbing and Drainage Act 2011</i>
<i>Protection of the Environment Operations Act 1997</i>	<i>Swimming Pools Act 1992</i>	<i>Public Health Act 2010</i>
<i>Boarding Houses Act 2012</i>	<i>Food Act 2003</i>	

**Nature and Limitation of Powers**

3. The named Council officer has been delegated with the authority to exercise and/or perform on Council's behalf all powers, authorities, duties and functions of all Acts identified in paragraph 2 and any corresponding Rules and Regulations, subject to:
  - (a) any subsequent and contrary resolution of the Council;
  - (b) any subsequent and contrary written or oral direction of the General Manager;
  - (c) any limitation or control placed upon a delegation detailed in paragraph 5 below;
  - (d) any limitation or control prescribed within the Council's *Delegations of Authority Manual*.
4. For the purposes of the *Plumbing and Drainage Act 2011*, the named Council officer is an inspector.
5. The named Council officer is limited in the operation of his/her powers, authorities, duties and functions as follows:
  - (a) No Limitations
6. If, under any other legislation or planning instrument, a power, authority, duty or function is conferred or imposed on a person in the above named position of the Council officer (or such other title describing an employee substantially carrying out the duties of the position of the named Council officer), that power, authority, duty or function is expressly delegated to the named Council officer.
7. This Certificate of Authority permits the exercise of all powers at the following premises:

- (a) Residential, providing:
  - (i) the Council officer has the consent of the owner,
  - (ii) the Council officer is exercising a legal power of entry in accordance with one of the prescribed Acts identified in paragraph 2 above;
  - (iii) the Council officer is exercising a search warrant,
- (b) Industrial; and
- (c) Business Premises

unless the applicable legislation expressly restrains access.

**Identification of Council officer**

- 8. The named Council officer is identified by the attached photograph and signature.
- 9. This Certificate of Authority constitutes an 'Identification Card' and a 'written authorisation' for the purposes of any applicable legislation contained in paragraph 2.
- 10. This Certificate of Authority will be produced by the named Council officer upon request.

**Authentication and Application of Authority**

- 11. This Certificate of Authority is issued by the General Manager of the Council and is endorsed by the execution of this Certificate by the General Manager.
- 12. This Authority supersedes all prior Certificates of Authority issued to the named Council officer.
- 13. This Authority will remain in force until:
  - (a) withdrawn by the General Manager;
  - (b) superseded by a subsequent Certificate of Authority; or
  - (c) the named Council officer ceases employment with Council.



By executing this document I acknowledge the contents of this Certificate of Authority and agree to be bound by its controls and limitations.

\_\_\_\_\_  
General Manager  
Date

\_\_\_\_\_  
Signature of Council officer  
*acknowledging delegation*

**CERTIFICATE OF AUTHORITY**

(for Council officers carrying out enforcement and compliance)

<b>Certificate of Authority</b>		 <b>Edward River</b> COUNCIL	
<b>Name:</b>	<b>Margie Butcher</b>		
<b>Position:</b>	<b>Administration Officer</b>		
<b>Date:</b>			

1. This certificate evidences the delegation of authority granted by the General Manager of Edward River Council to the above named Council Officer.

**Source of Powers**

2. The named Council officer is authorised to exercise all powers, authorities, duties and functions of an authorised officer, impounding officer or delegated employee (or such other title describing an employee substantially carrying out the duties of the position of the recipient) pursuant to all Acts of New South Wales (and any applicable Federal legislation) that this certificate identifies and extends to all related Rules and Regulations, including, but not limited to the following:

<i>Environmental Planning and Assessment Act 1979</i>	<i>Local Government Act 1993</i>	
---	----------------------------------	--

**Nature and Limitation of Powers**

3. The named Council officer has been delegated with the authority to exercise and/or perform on Council's behalf all powers, authorities, duties and functions of all Acts identified in paragraph 2 and any corresponding Rules and Regulations, subject to:
  - (a) any subsequent and contrary resolution of the Council;
  - (b) any subsequent and contrary written or oral direction of the General Manager;
  - (c) any limitation or control placed upon a delegation detailed in paragraph 5 below;
  - (d) any limitation or control prescribed within the Council's *Delegations of Authority Manual*.
4. For the purposes of the *Plumbing and Drainage Act 2011*, the named Council officer is an inspector.
5. The named Council officer is limited in the operation of his/her powers, authorities, duties and functions as follows:
  - (a) No Limitations
6. If, under any other legislation or planning instrument, a power, authority, duty or function is conferred or imposed on a person in the above named position of the Council officer (or such other title describing an employee substantially carrying out the duties of the position of the named Council officer), that power, authority, duty or function is expressly delegated to the named Council officer.
7. This Certificate of Authority permits the exercise of all powers at the following premises:
  - (a) Residential, providing:

- (i) the Council officer has the consent of the owner,
  - (ii) the Council officer is exercising a legal power of entry in accordance with one of the prescribed Acts identified in paragraph 2 above;
  - (iii) the Council officer is exercising a search warrant,
- (b) Industrial; and
- (c) Business Premises

unless the applicable legislation expressly restrains access.

**Identification of Council officer**

8. The named Council officer is identified by the attached photograph and signature.
9. This Certificate of Authority constitutes an 'Identification Card' and a 'written authorisation' for the purposes of any applicable legislation contained in paragraph 2.
10. This Certificate of Authority will be produced by the named Council officer upon request.

**Authentication and Application of Authority**

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12. This Authority supersedes all prior Certificates of Authority issued to the named Council officer.
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- (a) withdrawn by the General Manager;
  - (b) superseded by a subsequent Certificate of Authority; or
  - (c) the named Council officer ceases employment with Council.

By executing this document I acknowledge the contents of this Certificate of Authority and agree to be bound by its controls and limitations.

\_\_\_\_\_  
General Manager


Date.....

\_\_\_\_\_  
Signature of Council officer  
*acknowledging delegation*

Date.....

**CERTIFICATE OF AUTHORITY**

(for Council officers carrying out enforcement and compliance)

<b>Certificate of Authority</b>		 <b>Edward River</b> COUNCIL	
<b>Name:</b>	<b>Marie Sutton</b>		
<b>Position:</b>	<b>Planning and Continuous Improvement Officer</b>		
<b>Date:</b>			

1. This certificate evidences the delegation of authority granted by the General Manager of Edward River Council to the above named Council Officer.

**Source of Powers**

2. The named Council officer is authorised to exercise all powers, authorities, duties and functions of an authorised officer, impounding officer or delegated employee (or such other title describing an employee substantially carrying out the duties of the position of the recipient) pursuant to all Acts of New South Wales (and any applicable Federal legislation) that this certificate identifies and extends to all related Rules and Regulations, including, but not limited to the following:

<i>Environmental Planning and Assessment Act 1979</i>	<i>Local Government Act 1993</i>	<i>Plumbing and Drainage Act 2011</i>
<i>Protection of the Environment Operations Act 1997</i>	<i>Swimming Pools Act 1992</i>	<i>Heritage Act 1977</i>
<i>Boarding Houses Act 2012</i>	<i>Public Health Act 2010</i>	<i>Food Act 2003</i>

**Nature and Limitation of Powers**

3. The named Council officer has been delegated with the authority to exercise and/or perform on Council's behalf all powers, authorities, duties and functions of all Acts identified in paragraph 2 and any corresponding Rules and Regulations, subject to:
  - (a) any subsequent and contrary resolution of the Council;
  - (b) any subsequent and contrary written or oral direction of the General Manager;
  - (c) any limitation or control placed upon a delegation detailed in paragraph 5 below;
  - (d) any limitation or control prescribed within the Council's *Delegations of Authority Manual*.
4. For the purposes of the *Plumbing and Drainage Act 2011*, the named Council officer is an inspector.
5. The named Council officer is limited in the operation of his/her powers, authorities, duties and functions as follows:
  - (a) No Limitations
6. If, under any other legislation or planning instrument, a power, authority, duty or function is conferred or imposed on a person in the above named position of the Council officer (or such other title describing an employee substantially carrying out the duties of the position of the named Council officer), that power, authority, duty or function is expressly delegated to the named Council officer.
7. This Certificate of Authority permits the exercise of all powers at the following premises:
  - (a) Residential, providing:

- (i) the Council officer has the consent of the owner,
  - (ii) the Council officer is exercising a legal power of entry in accordance with one of the prescribed Acts identified in paragraph 2 above;
  - (iii) the Council officer is exercising a search warrant,
- (b) Industrial; and
- (c) Business Premises

unless the applicable legislation expressly restrains access.

**Identification of Council officer**

8. The named Council officer is identified by the attached photograph and signature.
9. This Certificate of Authority constitutes an 'Identification Card' and a 'written authorisation' for the purposes of any applicable legislation contained in paragraph 2.
10. This Certificate of Authority will be produced by the named Council officer upon request.

**Authentication and Application of Authority**

11. This Certificate of Authority is issued by the General Manager of the Council and is endorsed by the execution of this Certificate by the General Manager.
12. This Authority supersedes all prior Certificates of Authority issued to the named Council officer.
13. This Authority will remain in force until:
- (a) withdrawn by the General Manager;
  - (b) superseded by a subsequent Certificate of Authority; or
  - (c) the named Council officer ceases employment with Council.

By executing this document I acknowledge the contents of this Certificate of Authority and agree to be bound by its controls and limitations.

\_\_\_\_\_  
General Manager

Date.....

\_\_\_\_\_  
Signature of Council officer  
*acknowledging delegation*

Date.....

**CERTIFICATE OF AUTHORITY**

(for Council officers carrying out enforcement and compliance)

<b>Certificate of Authority</b>		 <b>Edward River</b> COUNCIL	
<b>Name:</b>	<b>Michael Maher</b>		
<b>Position:</b>	<b>Ranger</b>		
<b>Date:</b>			

1. This certificate evidences the delegation of authority granted by the General Manager of Edward River Council to the above named Council Officer.

**Source of Powers**

2. The named Council officer is authorised to exercise all powers, authorities, duties and functions of an authorised officer, impounding officer or delegated employee (or such other title describing an employee substantially carrying out the duties of the position of the recipient) pursuant to all Acts of New South Wales (and any applicable Federal legislation) that this certificate identifies and extends to all related Rules and Regulations, including, but not limited to the following:

<i>Environmental Planning and Assessment Act 1979</i>	<i>Local Government Act 1993</i>	<i>Companion Animals Act 1998</i>
<i>Impounding Act 1993</i>	<i>Rural Fires Act 1997</i>	<i>Road Rules 2014 NSW Consolidated Regulations – under the Road Transport Act 2013</i>
<i>Protection of the Environment Operations Act 1997</i>	<i>Graffiti Control Act 2008</i>	
<i>Roads Act 1993 and Road Transport (General) Act 2013</i>		

**Nature and Limitation of Powers**

3. The named Council officer has been delegated with the authority to exercise and/or perform on Council's behalf all powers, authorities, duties and functions of all Acts identified in paragraph 2 and any corresponding Rules and Regulations, subject to:
  - (a) any subsequent and contrary resolution of the Council;
  - (b) any subsequent and contrary written or oral direction of the General Manager;
  - (c) any limitation or control placed upon a delegation detailed in paragraph 5 below;
  - (d) any limitation or control prescribed within the Council's *Delegations of Authority Manual*.
4. For the purposes of the *Plumbing and Drainage Act 2011*, the named Council officer is an inspector.
5. The named Council officer is limited in the operation of his/her powers, authorities, duties and functions as follows:
  - (a) No Limitations
6. If, under any other legislation or planning instrument, a power, authority, duty or function is conferred or imposed on a person in the above named position of the Council officer (or such other title describing an employee substantially carrying out the duties of the position of the named Council officer), that power, authority, duty or function is expressly delegated to the named Council officer.

7. This Certificate of Authority permits the exercise of all powers at the following premises:

- (a) Residential, providing:
  - (i) the Council officer has the consent of the owner,
  - (ii) the Council officer is exercising a legal power of entry in accordance with one of the prescribed Acts identified in paragraph 2 above;
  - (iii) the Council officer is exercising a search warrant,
- (b) Industrial; and
- (c) Business Premises

unless the applicable legislation expressly restrains access.

**Identification of Council officer**

8. The named Council officer is identified by the attached photograph and signature.
9. This Certificate of Authority constitutes an 'Identification Card' and a 'written authorisation' for the purposes of any applicable legislation contained in paragraph 2.
10. This Certificate of Authority will be produced by the named Council officer upon request.

**Authentication and Application of Authority**

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12. This Authority supersedes all prior Certificates of Authority issued to the named Council officer.
13. This Authority will remain in force until:
- (a) withdrawn by the General Manager;
  - (b) superseded by a subsequent Certificate of Authority; or
  - (c) the named Council officer ceases employment with Council.

By executing this document I acknowledge the contents of this Certificate of Authority and agree to be bound by its controls and limitations.

\_\_\_\_\_  
General Manager



Date.....

\_\_\_\_\_  
Signature of Council officer  
*acknowledging delegation*

Date.....

**CERTIFICATE OF AUTHORITY**

(for Council officers carrying out enforcement and compliance)

<b>Certificate of Authority</b>		 <b>Edward River</b> COUNCIL	
<b>Name:</b>	<b>Shavaun Tasker</b>		
<b>Position:</b>	<b>Planning Officer</b>		
<b>Date:</b>			

1. This certificate evidences the delegation of authority granted by the General Manager of Edward River Council to the above named Council Officer.

**Source of Powers**

2. The named Council officer is authorised to exercise all powers, authorities, duties and functions of an authorised officer, impounding officer or delegated employee (or such other title describing an employee substantially carrying out the duties of the position of the recipient) pursuant to all Acts of New South Wales (and any applicable Federal legislation) that this certificate identifies and extends to all related Rules and Regulations, including, but not limited to the following:

<i>Environmental Planning and Assessment Act 1979</i>	<i>Local Government Act 1993</i>	<i>Heritage Act 1977</i>
<i>Protection of the Environment Operations Act 1997</i>	<i>Boarding Houses Act 2012</i>	

**Nature and Limitation of Powers**

3. The named Council officer has been delegated with the authority to exercise and/or perform on Council's behalf all powers, authorities, duties and functions of all Acts identified in paragraph 2 and any corresponding Rules and Regulations, subject to:
  - (a) any subsequent and contrary resolution of the Council;
  - (b) any subsequent and contrary written or oral direction of the General Manager;
  - (c) any limitation or control placed upon a delegation detailed in paragraph 5 below;
  - (d) any limitation or control prescribed within the Council's *Delegations of Authority Manual*.
4. For the purposes of the *Plumbing and Drainage Act 2011*, the named Council officer is an inspector.
5. The named Council officer is limited in the operation of his/her powers, authorities, duties and functions as follows:
  - (a) No Limitations
6. If, under any other legislation or planning instrument, a power, authority, duty or function is conferred or imposed on a person in the above named position of the Council officer (or such other title describing an employee substantially carrying out the duties of the position of the named Council officer), that power, authority, duty or function is expressly delegated to the named Council officer.
7. This Certificate of Authority permits the exercise of all powers at the following premises:
  - (a) Residential, providing:

- (i) the Council officer has the consent of the owner,
  - (ii) the Council officer is exercising a legal power of entry in accordance with one of the prescribed Acts identified in paragraph 2 above;
  - (iii) the Council officer is exercising a search warrant,
- (b) Industrial; and
- (c) Business Premises

unless the applicable legislation expressly restrains access.

**Identification of Council officer**

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9. This Certificate of Authority constitutes an 'Identification Card' and a 'written authorisation' for the purposes of any applicable legislation contained in paragraph 2.
10. This Certificate of Authority will be produced by the named Council officer upon request.

**Authentication and Application of Authority**

11. This Certificate of Authority is issued by the General Manager of the Council and is endorsed by the execution of this Certificate by the General Manager.
12. This Authority supersedes all prior Certificates of Authority issued to the named Council officer.
13. This Authority will remain in force until:
- (a) withdrawn by the General Manager;
  - (b) superseded by a subsequent Certificate of Authority; or
  - (c) the named Council officer ceases employment with Council.

By executing this document I acknowledge the contents of this Certificate of Authority and agree to be bound by its controls and limitations.

\_\_\_\_\_  
General Manager

Date.....

\_\_\_\_\_  
Signature of Council officer  
*acknowledging delegation*

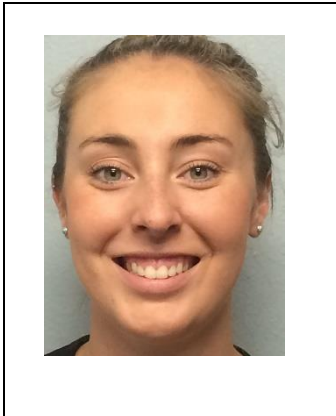
Date.....

# **APPENDIX 3:**

## **SWIMMING POOL CERTIFICATES OF IDENTIFICATION**

**Swimming Pools Regulation 2008****Schedule 1: Certificate of Identification****Swimming Pools Act 1992**

This certifies that **Maggie McCalman**, whose photograph and signature appear below, is an inspector for Edward River Council for the purposes of the *Swimming Pools Act 1992*.



**Maggie McCalman**

The holder of this certificate is empowered, by section 27B or 28 of the [Swimming Pools Act 1992](#), to enter any premises in or on which he or she suspects that a swimming pool is situated and to examine the premises and, in particular, any swimming pool, and any barrier or other means of restricting access to any swimming pool, situated in or on the premises.

This power may be exercised with the consent of the occupier of the premises or, if that consent cannot be obtained, at any time (between 9.00 a.m. and sunset) after 24 hours' notice of the proposed exercise of the power has been given to the occupier of the premises.

The holder of this certificate is not empowered to enter such part of any building as is used for residential purposes, or any moveable dwelling, otherwise than with the consent of the occupier of the building or dwelling or under a search warrant.

\_\_\_\_\_  
General Manager

Date.....

\_\_\_\_\_  
Signature of Council officer  
*acknowledging delegation*

Date.....



**Edward River**  
COUNCIL

## Swimming Pools Regulation 2008

### Schedule 1: Certificate of Identification

#### Swimming Pools Act 1992

This certifies that Marie Sutton, whose photograph and signature appear below, is an inspector for Edward River Council for the purposes of the *Swimming Pools Act 1992*.



**Marie Sutton**

The holder of this certificate is empowered, by section 27B or 28 of the [Swimming Pools Act 1992](#), to enter any premises in or on which he or she suspects that a swimming pool is situated and to examine the premises and, in particular, any swimming pool, and any barrier or other means of restricting access to any swimming pool, situated in or on the premises.

This power may be exercised with the consent of the occupier of the premises or, if that consent cannot be obtained, at any time (between 9.00 a.m. and sunset) after 24 hours' notice of the proposed exercise of the power has been given to the occupier of the premises.

The holder of this certificate is not empowered to enter such part of any building as is used for residential purposes, or any moveable dwelling, otherwise than with the consent of the occupier of the building or dwelling or under a search warrant.

\_\_\_\_\_  
General Manager

Date.....

\_\_\_\_\_  
Signature of Council officer  
*acknowledging delegation*

Date.....

**11.8 MEMORANDUM OF UNDERSTANDING WITH THE DENI UTE MUSTER**

**Author:** Adam McSwain, General Manager

**Authoriser:** Adam McSwain, General Manager

**RECOMMENDATION**

That Council

1. Enter into a three-year Memorandum of Understanding with the Deni Ute Muster

**BACKGROUND**

Council provide annual support to the Deni Ute Muster. In previous years this has been in the form of in-kind support e.g. assistance with grading roads, waste, traffic management plans etc.

This in-kind support, while generally being consistent across years, has never been formalised in an agreement.

**ISSUE/DISCUSSION**

The Deni Ute Muster has approached Council seeking to enter into a three-year Memorandum of Understanding (MOU) to document the support Council will provide to the event and the support the event will provide to Council and the community.

The in-kind support sought from Council is for:

- Traffic management, both planning and implementation
- Waste management
- Maintenance and grading of roads on site
- Use of water trucks
- Liquid waste management

Officers have costed this in-kind support and estimate it will cost \$60,000 annually to provide.

The Ute Muster are also seeking a \$25,000 annual cash contribution to go towards increased marketing and promotion of the event and Deniliquin and the region in general.

The benefits that the Ute Muster will provide to Council and in turn the community are:

- Increased marketing and promotion of the event and region to increase visitation and economic spend locally
- A number of marketing and advertising opportunities as part of the Ute Muster's marketing program
- Access for signage and a trade site at the Ute Muster
- The opportunity to use the site twice per year, in agreement with the Ute Muster

**STRATEGIC IMPLICATIONS**

The Ute Muster is an important economic contributor to the local region. It plays a significant role in marketing and promoting the township of Deniliquin and the broader Edward River region.

**COMMUNITY STRATEGIC PLAN**

A key outcome of the Community Strategic Plan is a 'Prosperous and vibrant economy' with a target to 'develop our key assets to enhance agriculture, boost tourism and support existing business'. The Ute Muster plays a significant part in that and the signing of this MOU will help to further grow and develop the event.

**FINANCIAL IMPLICATIONS**

Through the development of Councils 2018-19 budget support for the Ute Muster was considered. In the budget is an allowance of \$60,000 for in-kind support and \$25,000 cash support. This financial support will be adequate to cover the costs of this MOU.

**LEGISLATIVE IMPLICATIONS**

The proposed contribution to the Ute Muster was included and advertised through Council's 2018-19 budget.

**ATTACHMENTS**

1. Draft MOU - ERC and Ute Muster

# PARTNERSHIP PROPOSAL 2018 - 2020



**Edward  
River**  
COUNCIL

**JOIN US FOR OUR 20TH ANNIVERSARY AND THE  
BIGGEST MUSTER YET!**



[www.deniutemuster.com.au](http://www.deniutemuster.com.au)

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## Proposal Outline.

The Deni Ute Muster presents this proposal to Edward River Council (ERC) for support of the 2018-2020 Deni Ute Musters (the Festival). The proposal is for Edward River Council to become a Major Event Partner and in return for the investment, we will deliver substantial economic and social benefits to our local community and a variety of benefits directly to ERC. The benefits and opportunities delivered to both ERC and the community are outlined in the proposal.

The Festival will continue to seek the support of other government and corporate sector organisations. If additional support is obtained, the Festival will commit to providing Edward River Council Major Event Partner status and will deliver the benefits outlined.

## Creating a mutually beneficial partnership.

Edward River Council's support of the Deni Ute Muster will enable the event to continue to deliver outstanding economic, tourism and community benefits, and will directly deliver several of Council's core objectives and priorities including:

- **Building the local economy** – The Festival is a major tool in building our local economy, through employment, the support of local businesses and the generation of tourism and positive publicity for Deniliquin. The Festival has, and will continue to be Deniliquin's major tourism marketing tool, providing direct visitation outcomes and year-round marketing. The direct economic contribution of the festival is anywhere between \$10million - \$15million per annum. The marketing value that the Deni Ute Muster Currently holds from 2017 is \$3,459,908 with a Social Media Value at \$309,036 (*Please note this value will increase as the valuation process is still in progress*) currently totalling at \$3,768,944.
- **Supporting our community** – The Festival delivers significant community outcomes including volunteer engagement opportunities for a diverse cross section of the local community, substantial fundraising for community organisations (over \$60,000 per annum), and skill development and work experience opportunities for local people, including young people. It contributes to community wellbeing, brings our community together and creates a sense of pride in Deni.
- **Our Environment** – The Muster site is a significant asset and we are seeking to develop a partnership with ERC to ensure the asset is more accessible to the local community and to Council.

Partnering with the Festival will also provide ERC with an opportunity to provide brand recognition of the newly named Edward River Council and the Visit Deni Campaign, this will directly communicate messages to thousands of people throughout the region and the state. Full details of the benefits and opportunities to ERC are outlined in this proposal.

**Supporting a strong and sustainable future for the Muster and Deniliquin.**

A mutually beneficial partnership with ERC will enable the Deni Ute Muster to achieve its mission, and at a relatively low cost to Council, the event will continue to deliver outstanding economic and community outcomes through the reinvigorated Festival.

The goals in our Strategic Plan are closely correlated to Councils, thus creating the ideal partnership opportunity.

**Our Mission:**

To deliver an exceptional music and entertainment festival that celebrates Australian culture, places Deniliquin on the map and provides significant economic and social benefits to our local community.

**Outcomes delivered by the Muster:**

- We will generate substantial community and social capital benefits.
- We will deliver exceptional profile, economic and tourism benefits for our community.
- We will deliver outstanding programming and beneficial partnerships.

**Key Goals and Actions:**

1. **Financial sustainability** – Build a strong and financially stable and sustainable organisation, including reducing debt and costs, identifying new revenue sources and implementing financial controls.
2. **Building our audiences** – Grow and retain our audiences to achieve a “sell-out” event.
3. **Vibrant program** – Deliver high quality programming celebrating rural life and introducing new content to reinvigorate and excite our audiences.
4. **Community and partnerships** – Strengthen and reinvigorate relationships with our key partners, including Council and the local community.
5. **Governance and management** – Implement good governance and management practices.
6. **Site and event operations** – Effectively manage and continuously improve the event operations and the Muster site, including improving community usage of the site, and involvement in the event operations.

## About the Deni Ute Muster.

The Deni Ute Muster encapsulates the diversity and uniqueness of Australian heritage, culture and the fun-loving nature of rural communities. It has made Deni the “Ute Capital of the World “. It delivers an extensive, vibrant and diverse entertainment program that attracts mega stars like Alan Jackson, Cold Chisel, Kelly Clarkson and Keith Urban. It also supports and promotes local and country music talent, and provides a unique opportunity to bring rural people together. Far more than just an entertainment event, the Festival is a major business and community asset for Deniliquin and the region, as the following statistics reveal.

## Brief History

**First Muster:** 1999

**Years of continuous operation:** 19years

**Estimated attendance per annum (1999-2017):** 6,000 to 20,000

## Economic impact

**Estimated annual economic impact of event:** \$10-\$15million

**Estimated economic contribution over 19 festivals:** \$197 Million

**Festival spend on local suppliers and businesses (2017):** \$965,500

*\*Economic impact data is collected through research conducted in conjunction with Destination NSW, the event ticketing system, and post event evaluations.*

*(The Muster has a policy of sourcing locally where products and services are available)*

## Muster Audience (2017)

**Number of attendances over 2 days:** 15,030

**Percentage of visitors from Interstate:** 61%

**Percentage of visitors from NSW:** 23% outside the region

**Percentage of visitors from Event Region:** 16%

**Number of overseas visitors:** 7

## Community and Social Capital Benefits

**Number of local volunteers involved:** Approx. 1,000 (individuals, sporting and community groups, providing social connections and generating community spirit throughout the year and over the festival)

**Total Volunteer Hours per annum:** 67,200

**Donations to community groups in 2016:** \$61,000 donated to 22 groups

**Donations to community since 2008:** \$604,000

**Value of passes and merchandise provided for fundraising in 2017:** \$15,000

**Program support:** Deniliquin High School run the Breathalyser over the festival to help fund Learner Driver Education Programs.

**Charity Support:**

2017 – Can Assist Deniliquin – Can Assist are committed to ensuring that all people in NSW, regardless of where they live, have access to cancer treatment and care. Can Assist Deniliquin Raised Approx. \$8685.

2017 – Deniliquin Mental Health Group

2017 – Navorina Nursing Home

2017 – Burrumbuttock Hay Runners

## Profile.

The Festival is one of Australia's most iconic regional events. It is recognised by tourism and media organisations throughout Australia and has more than any other activity, put Deniliquin on the map. The Festival promotes Deniliquin and the Southern Riverina region, and is a key tourism tool in attracting awareness and visitation to the region.

***The 2017 event media coverage reached 10,448,904 individuals.***

### 2017 Media Breakdown

- A total of **1,878** media reports mentioned the Deni Ute Muster during this period. This coverage had an audience/circulation of **10,448,904**.
- Almost half of this coverage was from internet outlets (**866 articles**, or 47.2% of total coverage), however press coverage accounted for the majority of the potential audience/circulation (**5,489,412**).
- The Majority of the press mentions appeared in New South Wales media outlets (**155 articles**). Most radio and television coverage also appeared in New South Wales outlets with **37** and **224** reports respectively.

- There were also 651 television reports (or 34.7%), 252 press reports (13.4%), and 89 radio reports (4.7%) that mentioned the Muster.
- The Festival was mentioned most on television by Channel 7, with 51 reports, followed by Channel 9, with 21 reports. The leading television compères were Larry Emdur and Kylie Gillies on Channel 7's Morning Show, with 387 syndicated reports broadcast nationally.

## Festival Management.

Deni Play on the Plains Festival Limited is overseen by a constitution, it is governed by a volunteer board of six highly skilled and experienced Directors and a Core management team including a General Manager, Arena Co-ordinator, Media & Marketing Co-ordinator, Finance & Administration Office and an Administration & Merchandise Co-ordinator.

The Festival contracts a wide range on contractors and suppliers, and receives significant community and volunteer support in delivering the event.

## Awards.

### 2017

Meetings and Events Australia – Regional Event of the Year - **TBA**

### 2016

NSW Tourism Awards – Festivals and Events – **Finalist**

### 2015

NSW Tourism Awards – Festival & Events – **Bronze Winner**

Australian Event Awards – **Finalist for Australia's Favourite Event**

Australian Event Awards – **Finalist for Best Regional Event**

NSW/ACT Regional Achievement and Country Awards – **Finalist**

### 2014

Australian Event Awards – Best Regional Event – **Winner**

Deniliquin Business Chamber Awards – Excellence in Innovation – **Winner**

### 2013

Inland Tourism Awards – Festivals and Events – **Inducted into Hall of Fame for consecutively winning this category for 3 years running**

### 2012

Australian Tourism Awards – Festivals and Events – **Gold Winner**

NSW Tourism Awards – Festival and Events – **Gold Winner**

Inland Tourism – Festival and Events – **Gold Winner**

Deniliquin Business Chamber Awards – Tourism Excellence of the year, Festival and Events – **Winner**

### 2011

NSW Tourism Awards – Festival and Events – **Bronze Award**

Inland Tourism Awards Festival and Events – **Gold Winner**

Inland Tourism Awards – Inland Champion – **Winner**

Deniliquin Business Chamber Awards – Most Popular Business - **Winner**

Deniliquin Business Chamber Awards – Excellence in Presentation and Marketing – **Winner**

### 2010

Inland Tourism Awards – Festival and Events – **Gold Winner**

Deniliquin Business Chamber Awards – Excellence in Presentation and Marketing – **Winner**

Deniliquin Business Chamber Awards – Business of the year – **Winner**

## Benefits available to the Edward River Council.

Below are benefits the Deni Ute Muster can provide to the Edward River Council as a Major Event Partner of the Festival. We would be pleased to further negotiate the benefits and opportunities we can deliver for Council and the community.

### Year- Round on-site Edward River Council signage

The Festival will provide Edward River Council with the opportunity to install permanent signage at the Muster Site, including:

- Corporate Centre – ERC logo to be included on Media Wall.
- Merchandise Shed – ERC branded sign on shed.
- Camping access road off Main Drive used by all reserved and general camping patrons – ERC branded sign on fence.

This signage will allow Council to have an association with the event on a year-round basis, and remind users of the site of Council's support of the Festival. The users of the site throughout the year include both locals and external hirers, and we are working to ensure usage is increased throughout the year.

### Signage during the Festival

In addition to the permanent onsite signage, during the Festival the Edward River Council can be provided with the following signage opportunities:

- Up to 6 banners/flags in prominent locations, 2 of which to be placed at gate 2.
- 2 banners in Corporate Hospitality area.
- Scrim to be placed around Festival Arena.
- 15x Deni Ute Muster flags placed around Deniliquin leading up to and over the Festival, which include ERC or Visit Deni logo (flags will be provided by the Deni Ute Muster).

**Signage Note:** *It is expected Council will cover the costs of design, manufacturing and installation of the signs. The Festival management will approve the content, design, size and type of signage prior to installation.*

## Event Activation – Trade Site

Edward River Council will be provided with the opportunity to undertake an activation activity during the event through the provision of a large prominent, powered trade site (ERC to provide their own branded marquee and furniture). This will provide ERC with an opportunity to showcase tourism and community information at the event. ERC can use the site to distribute marketing and other information relating to Deniliquin, the region, or to communicate local messages.

## Corporate Tickets

The Festival will provide Edward River Council with 12 Corporate Weekend Passes (valued at \$7,800). The Corporate Area will provide ERC with the opportunity to meet community leaders, state government partners (Destination NSW) and our other event partners and stakeholders.

## General Admission Tickets

The Festival will provide Edward River Council with 12 General Admission Adult Passes (valued at \$2,988.00)

## Deni Ute Muster Website

The Deni Ute Muster website has on average 45,916 page views per month. This number is expected to grow and a Search Engine Marketing (SEM) campaign will be expanded in 2018.

We will feature Edward River Council as a Major Sponsor on the Partners and Sponsors page, including a logo link to the Council's website. In addition, we offer a "Deniliquin" page under "About" which includes details about Deniliquin and ERC.

## Direct Marketing – Email

The Festival has an active email database of more than 30,000 people used to promote the event. We will provide Edward River Council with the opportunity to contribute content and images to a minimum of 2 post prior to the event date and a minimum of 4 posts throughout the year.

## Social Media Opportunities

**Facebook** - The Festival currently has over 99,000 fans with 100,000 predicted by the Festival. In 2017, to date the Facebook reach was 8,466,158 individuals, with the Facebook paid advertising campaign reaching over 2 million people. The Edward River Council will receive posts upon request given that it works in conjunction with the Deni Ute Muster.

**Instagram** - The Festival currently has around 16,000 followers on Instagram. Throughout the year the Deni Ute Muster will post content that encourages visitation to Deniliquin throughout the year. The Edward River Council will receive posts upon request given that it works in conjunction with the Deni Ute Muster.

### Pocket Program

The Festival will produce a pocket program and will provide Edward River Council with a one page advert (2018 final design is to be provided by 4<sup>th</sup> July to allow for distribution to commence in August), and equivalent advertising space in 2019 and 2020 publications.

### Promotions

The Festival will run a series of prize related promotions in the lead up to the event. These promotions can include information provided by Edward River Council.

### Big Screen

The Edward River Council or Visit Deni Campaign logo and television commercial (TVC) will be included on the Big Screens either side of the Main Stage. (TVC to be provided by ERC).

### Trade Sites

The Edward River Council or Visit Deni Campaign material will be included in all other Events and Festivals that the Deni Ute Muster attends for promotional purposes over the three-year partnership.

### Festival Site Use

Edward River Council will have the opportunity to utilise our expansive Deni Ute Muster site twice a year.

Times and purpose of use will need to be agreed upon with Deni Play on the Plains Festival Ltd.

Edward River Council may not assign or sublease the Deni Ute Muster Site without approval and written consent by Deni Play on the Plains Festival Ltd.

Set up and clean up are at the expense of Edward River Council.

## Media Coverage.

### Radio

The Festival will run radio advertising covering the following regions:

- Albury/Wodonga, Wangaratta, Orange, Wagga Wagga, Bendigo, Mildura, Swan Hill, Geelong, Warrnambool, Shepparton, Ballarat and Sale/Traralgon.
- KIX Country network covers much lovers across VIC, NSW and QLD.
- Major local sponsorship with Edge 102.5.
- Off the Beach Sydney & AFL Nation on air and via social media.
- Nova100 Melbourne Metro Area.

While direct recognition of Edward River Council cannot be provided due to the medium and time limits, the adverts will promote Deniliquin. All radio interviews will encourage visitation to Deniliquin and the region.

### Newspapers and Magazines

The Festival will seek to obtain editorial support through local, state and national newspapers and magazines. Using a professional public relation company, our paid advertising and editorial reach includes publications such as the Weekly Times, Country News, Daily Advertiser and a range of regional newspapers and niche magazines. Deniliquin will be promoted in these opportunities.

### Media Release

Edward River Council will be acknowledged in media releases, and where possible, linkages will be made. While we cannot guarantee Edward River Council will be specifically mentioned, our expert publicist will ensure Deniliquin is heavily promoted.

### Smart Phone APP

Edward River Council will feature a logo on the Sponsors and Partners page of the APP with a link to the ERC website or Visit Deni Campaign Website. The smart phone APP will be available year-round from the APP Store and will feature relevant content over this period.

## Partnership support from Edward River Council.

The Deni Ute Muster is seeking the following support on an annual basis from Edward River Council. In return for this support, the Festival will provide a range of benefits. We would be pleased to discuss other benefits and support available from Council.

As part of the Partnership, we would be pleased to discuss how we can improve access to the event site by the community, and Council if required. This includes the building of the Office/Museum and Coffee shop complex and future plans for the development of an Emergency Management Centre at the site.

### In-Kind support prior to the Festival

Edward River Council will provide the following in-kind support up to a maximum value of \$60,000 annually. Once the \$60,000 in-kind support is allocated or utilised no further in-kind support will be provided. Costings for the in-kind support will be determined by Council based on the actual costs of labour, plant and materials.

#### 1. Grant application support

Council Officer support and assistance with event, tourism and infrastructure grant applications is sought. The Festival is continuously identifying new revenue opportunities and seeks the Council's support in the identification of funding opportunities, the provision of information and assistance with grant writing. The expertise available to Council will increase our capacity to attract funding to ensure the on-going growth and sustainability of the Festival and the site.

#### 2. Heavy Machinery Equipment

The use of Council equipment and personnel is sought for site maintenance throughout the year. While the support required will be somewhat dependent on weather conditions and usage, the following is expected.

- a. Heavy vehicle grader to grade roads on site, twice a year (timing dependent on weather, and required in the months leading up to the Festival).
- b. Machinery and personnel for maintenance.

#### 3. Traffic Management Plan

Provision of ERC traffic personnel, equipment, vehicles and personnel to implement the Traffic Management Plan during the event.

**4. Waste Management**

Edward River Council to supply garbage trucks (1 x 18m side loader, 1 x 6m rear loader, 1x 2m side loader) on site over the Festival with supervisor and operations to provide garbage collection of wheelie bins and general garbage/litter pick up of garbage bags in the camping areas in accordance with the Waste Management Plan.

**5. Liquid Waste**

Pump outs of liquid waste from the Festival site by the company contracted by Deni Ute Muster, disposed at dump points at Edward River Council sewerage facility in accordance with the Waste Management Plan.

**6. Water Trucks**

Provision of water trucks and personal to assist in the management of settling dust from roads within the Festival site (weather dependent).

## Monetary Sponsorship.

A cash contribution of \$25,000 per annum (plus GST) in 2018 to be reviewed in 2019 and 2020, and where opportunities arise, additional buy-in from ERC for specific marketing opportunities associated with the Festival.

The cash component will primarily be allocated to marketing the Festival, Deniliquin and the region, in conjunction with Edward River Council.

### Cash to be spent in the following way:

Radio advertising

In 2017 the Deni Ute Muster reached **4,152,000 individuals** via this advertising medium.

Television advertising

In 2017 the Deni Ute Muster reached **645,500 individuals** via this advertising medium.

Videographer

In 2018 the Deni Ute Muster is looking to employ a Videographer for the duration of the festival to shoot footage of the Muster and Deni. This footage will then be reviewed by the Deni Ute Muster's Publicist and sent out to a database of media outlets.

### Proposed Payment Schedule

Given the cash flow for the event associated with the purchase of tickets, the following payment schedule is proposed:

\$25,000 (plus GST) To be paid on invoice submitted after signing of agreement.

### Annual Review

It is anticipated that an annual review and detailed post event report will be provided by the Festival by early December each year. The annual reporting will include the Festival outcomes, media and marketing exposure and estimated tourism and economic impact assessment (based on Destination NSW survey results and ticket sales).

## Review and Evaluation

- a. Council will assess the achievements against the outcomes within this MOU
- b. Deni Ute Muster will attend a post event evaluation meeting with Council and other authorities following the conduct of the event.
- c. Deni Ute Muster will provide a report to Council within 8 weeks of the conclusion of the event detailing the following information:
  - i. Attendance numbers for the Deni Ute Muster
  - ii. Details of the origin and estimated length of stay of visitors to Deni Ute Muster.
  - iii. Estimates of the economic and tourism impact of the festival applying a jointly agreed methodology used to produce results.
  - iv. Impact assessment on the Deniliquin community (positive and negative impacts).
  - v. Media and marketing obtained for the Edward River region as a result of the event.
  - vi. Detailed event budget, including estimates of direct spend and fundraising contribution to the local community.
  - vii. Details of specific event operational and other issues associated with the event including recommendations for improvements in future years.

## Dispute resolution

- a. In the event of a dispute arising out of a failure to meet any of the obligations required by this MOU, either party may give the other party written notice specifying the details of the dispute. Within 7 days, a representative of both parties will agree to meet to resolve the issue.
- b. If a dispute occurs within two weeks of the event date, both parties will agree to meet to resolve the issue within 2 working days of the notice.
- c. If the dispute is unable to be resolved, the matter will be referred to any form of alternative dispute resolution procedure on which the parties agree. Where a mediator is involved, the parties must agree to comply with the mediators instructions.
- d. The charges for the mediation will be paid equally by the parties.
- e. Council will not enter into a dispute resolution procedure for the following issues:
  - 1. The level of Council's financial and in-kind contribution

## Termination of MOU

- a. If Deni Ute Muster is unable to deliver the outcomes specified in this MOU, Council may review the level of sponsorship and in-kind support provided to the event.
- b. If Council or Deni Ute Muster is in breach of the terms of this MOU this MOU may be terminated in writing by the General Manager of Council.

**11.9 EDWARD RIVER COUNCIL ADVOCACY STRATEGY**

**Author:** Adam McSwain, General Manager

**Authoriser:** Adam McSwain, General Manager

**RECOMMENDATION**

That following a 28 day exhibition process and no submissions being received, Council

1. Adopts the Edward River Council Advocacy Strategy
2. The General Manager and Mayor undertake a program of advocacy in the lead up to the 2019 NSW State Election to highlight key priorities for the Edward River region

**BACKGROUND**

At the May Council meeting as part of the Integrated Planning and Reporting suite of documents a draft Advocacy Strategy was presented to Council and placed on public exhibition from Friday 4 May 2018 until 5pm Sunday 3 June 2018.

**ISSUE/DISCUSSION**

The Advocacy Strategy aligns with the priorities identified in the Community Strategic Plan and focuses on the following projects and priorities:

- Economic Development – Deniliquin Airport Expansion
- Health – Investment in Deniliquin Hospital emergency department and entrance
- Education – Upgrading the Deniliquin High School
- Water – Murray Darling Basin Plan
- Road Safety – Deniliquin Truck Stop
- Mobile Telecoms – Blackspot Improvement Program

With a State Election upcoming in 2019, it is now important that Council commences advocacy efforts to position the Edward River region to attract funding for key community priorities.

**STRATEGIC IMPLICATIONS**

The Advocacy Strategy focuses on areas outside of Council's direct control. This includes health, education and water as key platforms for investment. An action plan to direct Council's approach to advocacy will now be developed.

**COMMUNITY STRATEGIC PLAN**

The projects in the Advocacy Strategy directly align with the priorities identified in the Community Strategic Plan.

**FINANCIAL IMPLICATIONS**

Nil directly attributable to this Strategy.

As part of meetings and advocacy efforts to progress these priority projects it is expected that travel costs to Sydney will be incurred.

**LEGISLATIVE IMPLICATIONS**

The document has been placed out for 28 days public comment with no submissions received.

**ATTACHMENTS**

1. Final Advocacy Strategy



## Advocacy Strategy





2 Edward River Council Advocacy Strategy

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## ADVOCACY STRATEGY



## › Introduction

Edward River Council was proclaimed on 12 May 2016, following the amalgamation of the former Conargo Shire Council and Deniliquin Council into one strong, cohesive and dynamic organisation.

Edward River Council provides services and support to a community of approximately 9,000 permanent residents across a region covering 8,881 square kilometres, including the town of Deniliquin and the six rural villages of Blighty, Booroorban, Conargo, Mayrung, Pretty Pine and Wanganella.

Over the past six months Council have been undertaking a significant amount of consultation with our community as part of developing the suite of Integrated Planning and Reporting documents. Through this consultation and as now represented in the Edward River 2030 Community Strategic Plan, there were several issues and opportunities identified that are outside the control of Council.

To work towards addressing these issues and accessing these opportunities Council have developed this Advocacy Strategy that will be utilised to work with State and Federal Governments to achieve beneficial outcomes for our community.

The areas of particular interest to our community are:

- Health
- Education
- Water
- Road Safety
- Mobile telecom blackspots
- Economic Development

Each of these areas are covered off in this Strategy with the aim of distilling each of these areas down into an actionable project that Council and the community believe would be beneficial to the Edward River Local Government Area and the Murray region as a whole.

Council look forward to working with the NSW Government and Federal Government to achieve some great outcomes for our community.

## › Economic Development - Deniliquin Airport Expansion

### What is Council requesting?

Council are seeking \$20 million in funding, \$10 million from the Federal Government and \$10 million from the NSW State Government for the construction of a new 2 km by 45 metre runway at the Deniliquin airport to allow for the export of local produce.

### Why?

Regional Australia and the farming sector are transitioning to a new period of trade that will be led by customers seeking fresh high-quality food and other services such as training and tourism. Regions that have vision and provide the enablers to service new markets in Australia, China, Southeast Asia and the Middle East are likely to attract investment. A modern regional airport can act as a catalyst for services that we can identify today – but also prepare a region for services of the future.

Given the future direction of food production, creating a new and longer runway at the Deniliquin Airport will lead to increased commercial activity and unlock investment opportunities that are attracted to the prospect of fresh air freight.

A business case has been completed for the project that demonstrates the creation of the new runway to allow freight-dedicated B737's to export from Deniliquin to the Brisbane West Wellcamp Airport and on to Asia will be the catalyst to drive investment and jobs in the region.

### Anticipated cost

The total project cost is anticipated to be \$20 million, this is made up of:

- Runway construction - \$15.5 million
- Support infrastructure - \$4.5 million

The project will achieve the establishment of the following enabling infrastructure:

- Creation of a 2 km long by 45-metre-wide runway capable of landing B737's
- Development of associated supporting infrastructure including;
  - Upgrade of Saleyard's Road, Deniliquin
  - Creation and extension of Wright Brothers Drive – Creation of additional entry point to airport and opening up access to stage 1 of the Business Park development
  - Upgrade of the electrical capacity of the site to cater for the expanded runway and future development of the business park

- Pre-provisioning work of water and sewer for the Business Park development
- Fencing upgrade and CCTV around the site to meet the needs of the increased site usage and required security
- Upgrade of the airport admin/arrival and departure lounge
- Unlocking land at the Deniliquin Airport to be developed into a Business Park

The Business Case projects the following job creation:

- Creation of 2-4 additional FTE staffing and supporting the airport
- Creation of 73 FTE jobs during the construction process
- Creation of 40 FTE in the undercover vegetable growing industry
- Creation of 40 FTE in the Sheep-Beef cattle farming industry
- Creation of 20 FTE in the Dairy cattle farming industry

### Supporting Strategies

Edward River 2030 Community Strategic Plan

Murray Regional Tourism Destination Management Plan

Murray Region Regional Economic Development Strategy

Deniliquin Airport Expansion Business Case

## › Health – Investment in Deniliquin Hospital

### What is Council requesting?

Investment in the Deniliquin Hospital to upgrade the main entrance and relocate and upgrade the emergency entrance and department.

### Why?

Through the development of the Edward River Council Community Strategic Plan the importance of effective health services was raised as a key community priority. The Deniliquin Hospital is a facility that is appreciated by the local community and is well utilised.

Currently the main entrance to the Deniliquin Hospital acts as both the entrance for all patients and all visitors. This includes any patients that are being taken to the hospital to access the emergency department.

This is a poor outcome for both visitors and patients and reduces the professionalism and confidentiality with which the hospital can operate. There are many instances where patients being taken to the emergency department must be wheeled through a publicly accessible foyer and waiting area prior to being able to access the urgent services they require. This upgrade would also provide a designated triage room to allow privacy while assessing patients. Currently, this is conducted in the full view of public and other patients.

Through upgrading the main entrance to the hospital and relocating the emergency entrance this issue can be resolved and provide a far improved health service to the region.

### Options and Anticipated cost

The proposed option to resolve this issue is to upgrade the existing entrance area and relocate the emergency entrance to a new location. It is expected that this project would cost \$1 million to \$1.5 million to complete.

### Regional Benefits

The Deniliquin Hospital services not just Deniliquin and the Edward River Local Government area, but services a broader catchment area of 20,000-30,000 people. The need to ensure that patients being transported to the hospital, in particular in emergency situations, are able to access the services required promptly and privately is of utmost importance. This proposed upgrade will ensure that the hospital meets this requirement and continues to service and support the community for many years to come.

### Supporting Strategies

Edward River 2030 Community Strategic Plan

## › Education – Upgrading the Deniliquin High School

### What is Council requesting?

Investment in the Deniliquin High School to upgrade the science labs, industrial arts/technology centre and the hospitality room.

### Why?

The Deniliquin High School is a great asset to Deniliquin and the broader region. It currently has over 500 students enrolled and achieves great academic results.

Unfortunately, the school has received limited capital investment over the past 20 years and as a result the school infrastructure isn't competitive against more modern schools located in Moama, Echuca and Ballarat. This has resulted in the number of students attending the High School decreasing from 700 to approx. 510 over several years. This outflow of students to other schools and locations directly impacts on the local Deniliquin economy and community. There have been numerous examples of families leaving the region to take their children to more modern school facilities.

The facilities most in need of upgrade at the Deniliquin High School are the science labs, industrial arts/technology area and the hospitality room. These facilities are all in need of significant investment, if this investment is not delivered then the ability for the school to comply with regulations required for delivering science and industrial arts will be unlikely. The ability for the school to teach these courses is critical as so much of the local employment opportunities within Deniliquin and the broader region are related to agriculture, science and hands-on trades like welding and metal work. The inability to undertake these classes at High School will severely restrict students from being able to undertake the classes that most directly relate to

their ability to get a job locally. The flow-on effects from young people having to leave the region they grow up in to find a job are significant both on the local community and economy.

### Anticipated cost

The expected costs are:

- Science Lab - \$1 million
- Industrial arts/technology - \$750,000
- Hospitality - \$500,000

This \$3 million investment will ensure that the schools poorest facilities are improved and many of the classes that most align with local job opportunities will be maintained and improved upon. Improving the facilities at the School will greatly improve the School's ability to increase enrolments and ensure local kids are getting a local education.

### Supporting Strategies

Edward River 2030 Community Strategic Plan

Deniliquin High School - School Plan

Department of Education Strategic Plan 2018-2022

## › Water – Murray Darling Basin Plan

### What is Council requesting?

Council are advocating for the following:

- There should be no further productive water acquisition through buy-backs from the Southern Basin, the impacts on our communities are far too great
- Greater detail is needed on the benefits, uses, and regulation of environmental water
- All regions across the Murray Darling Basin should have the same standard of compliance, metering, and measurement as the systems currently implemented in the Murray system
- The impacts not just on the agricultural sector, but the flow-on impacts to all other sectors have been significant and the current approach to assessing and understanding these impacts has been poor. This must be improved so we can achieve the triple bottom line outcomes originally envisaged.
- Water is the key economic driver of our region and we have already made a significant contribution to water recovery, we believe no further water should be removed

### Why?

In February 2018 the Murray Darling Basin Authority (MDBA) released the Southern Basin Community profiles. Within the Edward River Council Local Government Area, a community profile was completed for Deniliquin. This report found that between 2001 and 2016 the following has taken place:

- Population decreased by 12.2%
- Total workforce decreased by 26.4% (747 FTE)
- Agricultural workforce decreased by 73.1% (791 FTE)
- Agricultural manufacturing workforce increased by 74.7% (70 FTE)
- Non-agricultural private workforce decreased by 16.7% (624 FTE)
- Government services workforces increased by 18.5% (94 FTE)

(Deniliquin Township Community Profile, 2018)

Similar numbers to the Deniliquin Township community profile are seen right across the Southern Basin and Murray-Riverina region. Council acknowledges that across the period of 2001 to 2016 there have been many significant changes to the economic structure of rural and regional communities. In particular, the significant changes being seen in the agricultural sector and the restructuring of this workforce make a contribution to the reduction in population and workforce.

Regardless of these broader impacts, any further reduction in productive water from our region will have significant negative impacts on our entire community, this is not something we can ever support and allow to happen.

### Supporting Strategies

Edward River 2030 Community Strategic Plan

MDBA Community Profiles - Deniliquin Township Community Profile

Basin Plan Socio-economic impacts – Murray Valley – RMCG for the Murray Group

## › Road safety – Truck Stop

### What is Council requesting?

Funding for the development of a truck stop within the Edward River Council Local Government Area. The proposed truck stop would include toilets, showers and be suitable for trucks to stop overnight.

### Why?

The South West region of NSW has seen an increase in road toll from 27 in 2016 to 46 in 2017, this is an increase of 40% which is the largest increase in the State by approx. 25%. Specifically, within the Edward River Local Government area there have been several fatalities related to trucking incidents.

The growth of cotton farming and horticulture and the sustained farming of rice mean that the number of trucks that pass-through Deniliquin and the Edward River region is continuing to increase.

Council have held a forum with a number of local and regional trucking companies and they all agreed that the key risk in the Edward River region is the lack of suitable truck stop facilities. As a result, trucks don't feel comfortable stopping and while not breaking any legislative requirements, are forced to continue driving when they might otherwise wish to stop.

The development of a truck stop will also help to support the local economy by providing a safe place for trucks to park and access local shops and facilities.

The preferred site for this development is at the Deniliquin Saleyards located at Saleyards Road, Deniliquin. The Saleyards is a site that is strategically located and easily accessible by trucks, already has a large amount of hardstand for parking on and is the site of the Deniliquin truck wash. Discussion with trucking companies has confirmed that this is the preferred location.

### Anticipated cost

Located at the Deniliquin Saleyards, the estimated cost is \$500,000. This includes the development and upgrade of:

- Reinforce hardstand area for truck parking
- Upgrade of existing Toilets
- Upgrade of Showers
- Signage
- Upgrade of truck wash (location dependent)
- Upgrade of road access

### Supporting Strategies

Edward River 2030 Community Strategic Plan

## › Mobile telecoms – Blackspot Improvement Program

### What is Council requesting?

Further investment from the Federal and NSW State Governments in removing Mobile Blackspots across regional NSW.

### Why?

The Edward River region agricultural sector produces in excess of \$250 million worth of regional exports annually. This is a significant contributor to the local, regional, State and National economies. In order for these exports to continue to grow and flourish it's critical that improved mobile coverage is provided across the Edward River Local Government area and the broader Murray and Riverina Region.

Increasingly to improve efficiency and effectiveness of farming operations requires the ability to connect to mobile networks. This is due to the growing role that technology is having on farming operations.

Without investment in this critical infrastructure it is likely that the agricultural sector right across regional NSW could become inefficient and uncompetitive against other States and Countries who have access to improved mobile networks. As a result of this improved technology they will be able to enhance efficiency and reduce the competitiveness of NSW agriculture

### Anticipated cost

Council are seeking the NSW Government to establish a suitable funding program for enhancing mobile communications across regional NSW. Council are aware that through the 'Regional Growth Fund' there is a 'Connecting Country Communities' funding program. To date there has been no progress on the delivery of this funding program. Council are requesting that the NSW Government provide suitable funding to this program and commence a process for Councils across regional NSW to be able to apply.

### Supporting Strategies

Edward River 2030 Community Strategic Plan

Edward River Economic Development Strategy

Murray Region Regional Economic Development Strategy





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**11.10 CONARGO HALL COMMITTEE INCORPORATION**

**Author:** Caroline Wallis, Director Corporate Services

**Authoriser:** Caroline Wallis, Director Corporate Services

**RECOMMENDATION**

That Council:

1. agrees to the request of the Conargo Memorial Hall and Recreation Ground Committee to change its status from a Section 355 Committee of Council to an incorporated body,
2. develops a formal agreement with the newly incorporated group to ensure that each party to the agreement understands and adheres to their roles and responsibilities in managing the Conargo hall and recreation ground facility, and
3. reviews the agreement within 12 months to ensure it remains relevant and the facility is being managed appropriately.

**BACKGROUND**

Council received a request from the Conargo Memorial Hall and Recreation Ground Committee (CMH&RG) President, Mr Colin Bull, on June 29<sup>th</sup> 2018 to change its status from a section 355 Committee of the Council to an incorporated body.

The request arose following a significant bequest that was left to the hall committee itself. To secure the bequest for the purpose it was intended, separation from the Council by way of incorporation is the best way forward.

An agreement between the incorporated group and the Council to ensure the facility continues to be well-managed will be developed.

**ISSUE/DISCUSSION**

The bequest was not intended to be received by the Council. It is important to maintain the integrity of the bequeather's wishes. Incorporation of the group ensures the bequest can be managed by the group in the way it was intended and removes any association or influence of the Council.

The roles and responsibilities of the CMH&RG and the Council in managing the Conargo hall facility and grounds is intended to remain unchanged.

A formal agreement between the Council and the newly incorporated group will ensure that the hall and grounds continue to be managed appropriately.

A review of the various forms of agreement that could be used will be undertaken, and the most suitable option/s will be presented to the Council for its decision. Alternatively, the Council may delegate the decision to the General Manager.

The agreement will then be negotiated with the newly incorporated group and will be reviewed within 12 months.

**STRATEGIC IMPLICATIONS**

Nil

**COMMUNITY STRATEGIC PLAN**

Nil

**FINANCIAL IMPLICATIONS**

Nil

**LEGISLATIVE IMPLICATIONS**

Nil

**ATTACHMENTS**

Nil

**11.11 OPEN AND PUBLIC SPACE STRATEGIC WORKING GROUP MINUTES**

**Author:** Julie Rogers, Manager Environmental Services

**Authoriser:** ,

**RECOMMENDATION**

That Council note the minutes from the meeting of the Open and Public Spaces Strategic Working Group held on 21 June 2018.

**BACKGROUND**

The Open and Public Spaces Strategic Working Group met on 21 June 2018 and attachment 1 is the minutes from the meeting.

**ISSUE/DISCUSSION**

N/A

**STRATEGIC IMPLICATIONS**

N/A

**COMMUNITY STRATEGIC PLAN**

N/A

**FINANCIAL IMPLICATIONS**

N/A

**LEGISLATIVE IMPLICATIONS**

N/A

**ATTACHMENTS**

1. Attachment 1 Open and Public Space Strategic Working Group Minutes - 21 June 2018

**MINUTES OF THE MEETING OF THE OPEN AND PUBLIC SPACE STRATEGIC WORKING GROUP HELD IN COUNCIL CHAMBER, 180 CRESSY STREET, DENILQUIN ON THURSDAY 21 JUNE 2018, COMMENCING AT 5.35PM**

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**PRESENT:**

Mayor, Cr Norm Brennan, Mrs Kellie Crossley, Mr Frank White (from 6pm), Mrs Mari Drennan, Mrs Justine Keech, Ms Janet Burne, Mrs Pam Wettenhall

**COUNCIL STAFF PRESENT:**

Mr Adam McSwain (General Manager), Mrs Julie Rogers (Manager Environmental Services), Mr Oliver McNulty (Director Infrastructure),

**ATTENDEES:**

Mr John Holland (GroupGSA), Mr David Dreadon (GroupGSA)

**APOLOGIES**

Cr Marg Bull, Mrs Felicity Michael, Mr John Conallin, Mrs Janet Renehan, Ms Michelle Cobb (Manager Tourism and Economic Development), Ms Kate Smith

**CHAIR OF MEETING:**

The meeting was opened by the acting Chair, Mayor, Cr Norm Brennan.

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**DECLARATION OF MEETING OPEN AND WELCOME TO MEMBERS**

The acting Chair, Mayor, Cr Norm Brennan formally declared the meeting open at 5.35pm and welcomed members to the meeting. The new members of the working group were welcomed and introduced.

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**1 APOLOGIES**

Apologies were received from Cr Marg Bull, Mrs Felicity Michael, Mr John Conallin, Mrs Janet Renehan, Ms Michelle Cobb (Manager Tourism and Economic Development), Ms Kate Smith.

**RECOMMENDATION**

Moved Cr Norm Brennan

That the apologies be accepted.

Seconded Kellie Crossley

**CARRIED**

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**2 CONFIRMATION OF MINUTES**

Moved Norm Brennan

That the Minutes of the Open and Public Space Strategic Working Group meeting held on 26 March 2018 be confirmed as a true and accurate record.

Seconded Kellie Crossley

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**4. BUSINESS ARISING FROM PREVIOUS MINUTES**

There is no business arising from minutes of the previous meeting.

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**5. REPORTS****Masterplans**

GroupGSA presented their initial ideas for the masterplans for discussion with the working group. GroupGSA will now continue working towards producing the masterplan.

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**CLOSURE OF MEETING**

The meeting closed at 7.05pm

**11.12 DRAFT MANAGEMENT OF FERAL AND/OR INFANT COMPANION ANIMALS POLICY****Author:** Julie Rogers, Manager Environmental Services**Authoriser:** ,**RECOMMENDATION**

That Council:

1. Place the draft Management of Feral and/or Infant Companion Animals Policy on exhibition for a minimum period of 28 days; and
2. Receive a report on the outcome of the exhibition of the draft Management of Feral and/or Infant Companion Animals Policy.

**BACKGROUND**

On occasions, companion animals seized by Council are feral and/or an infant animal is of such a young age that it cannot support its own life. The Companion Animals Act (the Act) provides that Council may have a policy which provides a direction on how these animals are to be dealt with, including alternatives to euthanasia and euthanasia (where alternatives are not available) or where it is considered cruel to keep the animal caged for any nominated statutory period defined in the Act. This policy allows Council to deal with these animals without complying with the statutory holding periods for companion animals.

**ISSUE/DISCUSSION**

Council has prepared the draft Management of Feral and/or Infant Animals Policy which defines a feral animal and infant animal and provides direction on how these animals may be dealt with.

**Feral animals**

Council must establish that the animal is feral and make reasonable investigations into its ownership. If ownership cannot be established and it is considered cruel to keep the animal caged for the statutory holding period under the Act, Council can authorise that the animal be euthanised prior to the statutory holding period.

**Infant animals**

Council must establish that the animal is an infant and if its size and age mean that survival long term would be remote, then Council can authorise its euthanasia under the policy. If it is established that the size and age of the animal means that survival is possible through intensive care external of Council's Animal Shelter or, it is in the best interests of the animal to warrant early release, then Council can authorise the release of the infant (as an alternative to euthanasia), subject to the terms of the policy. If no such suitable alternatives exist then Council can also authorise the euthanasia of the infant animal. The release of infant animals prior to the expiration of the statutory holding period as an alternative to euthanasia can only be to approved organisations.

**STRATEGIC IMPLICATIONS**

Nil.

**COMMUNITY STRATEGIC PLAN**

The preparation of this policy is consistent with target 1 of the Community Strategic Plan being 'a great place to live'.

**FINANCIAL IMPLICATIONS**

Nil.

**LEGISLATIVE IMPLICATIONS**

The Act provides for the preparation of this Policy to deal with feral and/or infant companion animals.

**ATTACHMENTS**

1. **Attachment 1 - Draft Management of Feral and/or Infant Companion Animals Policy**

## POLICY OBJECTIVE

The objective of this policy is to provide a mechanism to deal with animals which are feral and a danger for Council staff to handle and/or infant animals which need constant intensive care prior to the expiration of the standard holding period under the Companion Animals Act.

## SCOPE

This policy applies to companion animals that are suspected of being feral and/or being an infant.

## LEGISLATIVE REQUIREMENTS

Companion animals are managed under the Companion Animals Act 1998 (the Act) and Companion Animals Regulation 2008 (the Regulation) and makes provision for the management of companion animals that are suspected of being feral and/or being an infant.

A person who seizes a companion animal under the provisions of the Act, must cause the seized animal to be returned to its owner, delivered to the Council pound, or surrender the animal to an authorised officer of Council within a reasonable time. The Act then provides for procedures in dealing with the animals including statutory holding periods under section 64(1).

In some cases, the animal which has been seized are feral and/or an infant animal is of such a young age that it cannot support its own life and the Act provides that Council may have a policy which provides a clear direction on how these animals are to be dealt with, including euthanasia, alternatives to euthanasia or where it is considered cruel to keep the animal caged for any nominated statutory period as defined in the Act.

## POLICY STATEMENT

### **Feral Companion Animals**

Companion animals accepted into Council's Animal Shelter suspected of being feral must be assessed by Council's Ranger or a veterinarian. The results of the assessment must be documented and signed off by Council's Ranger or a veterinarian to validate that the animal is assessed as a 'feral'.

Should the animal be deemed as a 'feral' and reasonable investigations into its identification have been made, and it is considered cruel to keep the animal caged for the statutory holding period under the Act, Council authorises that the animal may be euthanised prior to the standard statutory holding period.

### **Infant Companion Animals**

Companion animals accepted into Council's Animal Shelter identified as being infant animals must be assessed by either Council's Ranger or a veterinarian. The results of the assessment must be documented and signed off by Council's Ranger or a veterinarian to validate that the animal is assessed as an 'infant'. Should the infant animal be of such a size and age that survival in the long term would be remote, then Council authorises its euthanasia under this Policy.

Should the infant animal be of such a size and age that survival is possible through intensive care external of Council's Animal Shelter or, it is in the best interests of the infant animal to warrant early release, then Council authorises the release of the infant (as an alternative to euthanasia), subject to the early release conditions outlined in this Policy.

If suitable alternatives to euthanasia are not available at the time, then Council authorises the euthanasia of the infant companion animal.

#### Early release as an alternative to euthanasia

Companion animals identified as being an infant may be released on a permanent basis prior to the expiration of the statutory holding period as an alternative to euthanasia, or on the basis that such action is in the best interests for the welfare of the animal.

Early release is subject to the animal only being released to the following organisations:

- Royal Society for the Prevention of Cruelty to Animals NSW (RSPCA);
- Animal Welfare League; and/or
- Animal Rescue Organisation accredited with regulation 16(d) authorisation (as defined in the Companion Animals Regulation 2008).

### ASSOCIATED POLICIES AND PROCEDURES

Nil.

### DEFINITIONS

**Council pound facility:** Includes any pound facility operated by Council or Council's contracted service provider.

**Feral animal:** Means a dog or cat whose owner is unidentified and has been living as a wild animal in undomesticated circumstances and, demonstrates such wild behaviour that handling the animal would pose a risk to staff and be considered cruel to keep the animal caged for a longer length of time than deemed necessary.

**Infant animal:** Means a dog or cat in the first stage of existence and refers to an animal that is not able to feed and fend for itself or is of such age that keeping it within a pound facility would place the animal's welfare at risk.

**Unidentified animal:** Means a dog or cat that has no form of identification contained on or in its body being a microchip or collar and tag containing owner's details.

### POLICY VERSION CONTROL

Policy Title	Manager of Feral and/or Infant Animals Policy
Document ID	
Department	Environmental Services
Function	Ranger Services
Policy Group	Companion Animals
Responsible Officer	Manager Environmental Services
Adopted	
Next revision	

**11.13 DEVELOPMENT APPLICATION 26/18 - DEMOLITION OF EXISTING NETBALL/TENNIS CLUBROOMS AND THE INSTALLATION OF A NEW NETBALL/TENNIS FUNCTION CENTRE AND CHANGEROOMS.**

**Author:** Shavaun Tasker, Planning Officer

**Authoriser:** ,

Division

In accordance with the requirements of the Local Government Act, it is necessary for Council to call a division when voting of any resolution relating to a relevant planning application.

**RECOMMENDATION/S**

That Council: -

1. Approve development application 26/18 for the demolition of the existing netball/tennis clubrooms and the installation of a new netball/tennis function centre and changerooms, on Lot 72 DP756319 (Crown Reserve 88854), Riverina Highway, Blighty dated 30 May 2018 as shown on plan numbered DA26/18 #1 to 4 inclusive and described in details accompanying the development application in accordance with section 4.16 of the Environmental Planning and Assessment Act 1979.
2. Approves development application 26/18 as the development is appropriate on the site given the existing character of the area, and the development will have no significant adverse impacts on the natural or built environments. Community views on this development application were not required to be considered as public exhibition of the application was undertaken and no submissions were received.
3. Impose the following conditions on development application 26/18:

**CONDITIONS OF CONSENT:****1. General / Miscellaneous**

- 1.1 The development shall take place in accordance with the approved plans and documentation, including any notations marked by Council thereon, as referenced in Schedule 1 - List of approved plans attached to DA No. 26/18, and the conditions of consent.  
Reason: To clarify the extent of the consent.
- 1.2 An application for a Construction Certificate is to be submitted to and approved by Council or an accredited Private Certifier prior to any building work commencing. The construction certificate plans are to be consistent with the approved development consent and shall include detailed plans and specifications to demonstrate compliance with the provisions of the National Construction Code Volume 1, 2017 - Building Code of Australia (BCA).  
Reason: Prescribed condition under the Environmental Planning and Assessment Act and Regulations.
- 1.3 The essential fire safety measures as per the attached schedule, or as otherwise determined by the Principal Certifying Authority upon assessment of the Construction Certificate, are to be installed in or on the site of the proposed building to comply with the requirements of the National Construction Code Volume 1 - Building Code of Australia 2017.

Prior to the issue of an occupation certificate the owner must cause the Council to be given a fire safety certificate in relation to each essential fire safety measure. The fire safety certificate is to state in relation to each essential fire safety measure implemented in the building or on the land on which the building is situated:

a) that the measure has been assessed by a person (chosen by the owner of the building) who is properly qualified to do so and

b) that at the date of assessment of the measure was found to be capable of functioning to at least the minimum standard required by the schedule attached to the Construction Certificate.

Note: The owner is responsible for maintenance of the essential fire safety measure for the life of the structure. Annual Fire Safety Statements must be submitted to Council within each twelve-month period from the date of the initial fire safety statement certifying the maintenance standard of the essential fire safety measure installed on the property.

Reason: This is a requirement of Clause 153 of the Environmental Planning & Assessment Regulations.

1.4 No trees are to be removed unless:

- (i) The individual trees or area to be cleared have been delineated on the approved plans; or
- (ii) Removal is required to comply with any other condition of consent in relation to matters such as servicing or firebreaks.

Reason: To clarify the extent of vegetation removal permissible with this consent.

1.5 For the purposes of safety and preventing obstruction, all vehicles being loaded and/or unloaded are to stand wholly within the site.

Reason: To ensure obstruction of roads does not occur.

1.6 All internal fit out of the food premises and associated equipment must be constructed to comply with Australian / New Zealand Food Standards Code Standard 3.2.3 – Food Premises and Equipment and AS 4674-2004 Construction & fit out of food premises. The ongoing operation and maintenance of the food premises must be carried out in accordance with the requirements of the Food Act 2008 & Regulations there under and the Food Standards Code.

Reason: To provide for compliance with the requirements of the Food Act 2008 & Regulations thereunder.

1.7 All stormwater from the roof of the proposed buildings, including the overflow from any rainwater tank, if any, shall be discharged by piping a minimum of 6.0m clear of any dwelling footings, 6.0m clear of the septic tank / AWTS tank and wastewater disposal area, and 3.0m clear of any outbuildings and the property boundaries.

Reason: To ensure adequate disposal of stormwater in a manner that will not affect the footings of the building and will not cause a nuisance to neighbouring properties or affect the on-site wastewater disposal system.

1.8 The plumber and drainer carrying out the work must lodge a “Notice of Work” with Council a minimum of two days prior to commencing work.

Reason: To comply with the Plumbing and Drainage Act 2011.

## **2. Prior to commencement of works**

2.1 The erection of the building the subject of this development consent MUST not be commenced until:

- (a) detailed plans/specifications of the building have been endorsed with a construction certificate by:
  - (i) the Council, or

(ii) an accredited certifier, and

(b) the person having the benefit of the development consent:

(i) has appointed a principal certifying authority, and

(ii) has notified the Council of the appointment, and

(c) the person having the benefit of the development consent has lodged a notice of commencement form with Council. This is to be lodged at least two days prior to commencing the building work.

Reason: These are requirements of the Environmental Planning and Assessment Act and associated Regulations.

2.2 Prior to any works being undertaken in the road reserve a road opening permit is to be obtained from Council.

Reason: To ensure compliance with the Roads Act, which requires the road authority to give permission for an activity within the road reserve.

2.3 Prior to any works being undertaken in the road reserve a road opening permit is to be obtained from Council.

Reason: To ensure compliance with the Roads Act, which requires the road authority to give permission for an activity within the road reserve.

2.4 Prior to the commencement of works, the principal contractor is to ensure that the site has been appropriately protected and secured by a fence or hoarding to prevent access from the street and to prevent the possibility of any unauthorised access in accordance with WorkCover requirements.

Reason: To protect the safety of the public by restricting unauthorised access to the land.

2.5 Prior to the commencement of any site works appropriate erosion and sediment control measures are to be implemented to prevent any sediment from leaving the site, these measures are to be maintained during the construction phase and can only be removed once appropriate stabilization has been completed.

Reason: To prevent water pollution and protect the amenity of the adjoining area, and to comply with the Protection of the Environment Operations Act 1997.

2.6 All plumbing and drainage work shall be carried out in accordance with the requirements of AS3500 National Plumbing and Drainage Code, the Plumbing and Drainage Act 2011, the Plumbing and Drainage Regulation, 2012 and the Local Government (General) Regulation 2005.

All plumbing and drainage work is to be carried out by a NSW licensed Plumber and Drainer.

Reason: To ensure compliance with the requirements of the relevant legislation.

### 3. During construction

3.1 The structure(s) are to comply with the relevant requirements of the Building Code of Australia and the Environmental Planning and Assessment Act 1979.

Reason: This is a prescribed condition of the Environmental Planning & Assessment Act 1979 to ensure compliance with the Building Code of Australia.

3.2 **The following inspections are required for 48 hours notice is to be given to Council or an accredited certifier to enable an inspection to be conducted.**

a) at the commencement of building work, and

b) after excavation for and prior to the placement of, any footings, and

- c) prior to pouring any in-situ reinforced concrete building element , and
- d) prior to covering of the frame work for any floor, wall, roof or other building element
- e) Prior to covering all hot and cold water plumbing and sanitary plumbing and drainage.
- f) prior to waterproofing in any wet areas, and
- g) prior to covering any stormwater drainage connections, and
- h) after building work has been completed and prior to any occupation certificate being issued in relation to the approval.

**Please note that failure to comply with this condition may result in the Occupation Certificate not being granted.**

Reason: To ensure compliance with the Environmental Planning and Assessment Act, 1979 & associated Regulation and Council requirements.

- 3.3 The builder / developer is to provide on-site waste bins for waste materials generated during construction and a bin with a tight-fitting lid for food scraps or they are to remove waste from the site to an EPA approved waste depot on a daily basis.

Reason: To protect public health and protect the amenity of the area.

- 3.4 The hours of operation for demolition or building works on the site shall be limited to the daylight hours, between 7.00am and 6.00pm Monday to Friday inclusive, 8.00am and 5.00pm Saturdays. No work shall be carried out on Sundays and Public Holidays without the prior written consent of the Council.

Reason: To ensure compliance with the requirements of the Protection of the Environment Operations Act 1997 and Regulations.

- 3.5 Any spoil deposited on public roads during the cartage of materials from or to the site shall be removed on the same day. The cartage of spoil shall cease, as directed by Council, if the Council determines that excessive deposition of spoil onto the road is taking place.

Reason: To ensure erosion control measures have been implemented.

- 3.6 All excavations and backfilling associated with the erection or demolition of a building must be executed safely and in accordance with appropriate professional standards.

All excavations associated with the erection or demolition of a building must be properly guarded and protected to prevent them from being dangerous to life or property.

Reason: This is a prescribed condition of the Environmental Planning and Assessment Regulation 2000.

- 3.7 Any waste or excavated material removed from the site is to be taken to an authorised site for disposal. No fill is to be deposited on other land without the prior consent of Council.

Reason: To ensure the responsible disposal of surplus landfill.

- 3.8 If the building / demolition work involves the removal of material suspected of containing asbestos all waste shall be removed strictly in accordance with the requirements of Chapter 8 of the NSW Work Health & Safety Regulations 2011. If this involves more than 10m<sup>2</sup> of waste this shall be by a NSW licensed asbestos removal contractor. All waste containing asbestos shall be disposed of at Council's EPA approved landfill depot or other facility at which asbestos waste can be lawfully disposed. A minimum of 24 hours notice is to be given to the landfill operator (PH: 0418 572 167).

A copy of the tip disposal dockets for asbestos waste generated during the course of the demolition work is to be provided to Council's Environmental Services Department prior to the issue of an occupation certificate for the work.

**5. Note: WasteLocate**

6. The EPA has introduced WasteLocate, an online reporting tool that is required for the movement of any load over 100kg of asbestos waste, or 10m<sup>2</sup> or more of asbestos sheeting within NSW. It's similar in many ways to tracking parcels in the post. Transporters are required to register with WasteLocate and report movements of asbestos from the point of generation to the place of disposal, including disposal at Council's waste facilities. Transporters must scan the QR2id plate at Council's Waste Disposal Depot with their mobile device to complete the process at the point of disposal. The EPA recently wrote to all companies and individuals licensed to carry out asbestos demolition or removal, reminding them of their obligations to report movements of asbestos. WasteLocate can be found as follows: <https://wastelocate.epa.nsw.gov.au> (See attached copy of information from the NSW EPA)

Reason: To comply with the requirements of NSW WorkCover and EPA with respect to safe handling & disposal of asbestos waste in order to protect the health of the public.

3.9 If the work involved in the erection or demolition of a building:

- (i) is likely to cause pedestrian or vehicular traffic in a public place to be obstructed or rendered inconvenient, or
- (ii) involves the enclosure of a public place, a hoarding or fence must be erected between the work site and the public place.

If necessary, an awning / fence is to be erected, sufficient to prevent any substance from, or in connection with, the work falling into the public place.

The work site must be kept lit between sunset and sunrise if it is likely to be hazardous to persons in the public place.

Any such hoarding, fence or awning is to be removed when the work has been completed.

Reason: This is a prescribed condition of the Environmental Planning and Assessment Act 1979.

3.10 A sign must be erected in a prominent position on any work site on which work involved in the erection or demolition of a building is being carried out:

- (i) Showing the name, address and telephone number of the principal certifying authority for the work, and
- (ii) Showing the name for the principal contractor (if any) for any building work and a telephone number on which that person may be contacted outside working hours, and
- (iii) stating that unauthorised entry to the work site is prohibited.

Any such sign is to be maintained while the building work, subdivision work or demolition work is being carried out, but must be removed when the work had been completed.

Reason: This is a prescribed condition of the Environmental Planning and Assessment Act 1979.

3.11 Toilet facilities are to be provided, at or in the vicinity of the work site on which work involved in the erection or demolition of a building is being carried out, at the rate of one toilet for every 20 persons or part of 20 persons employed at the site.

The provision of toilet facilities in accordance with this condition must be completed before the commencement of construction works.

Reason: This is a prescribed condition of the Environmental Planning and Assessment Act 1979.

3.12 All work to demolish the existing netball/tennis clubrooms shall be carried out in accordance with the AS 2601-2001 Demolition of structures and the requirements of NSW Workcover.

Reason: To provide for the safe demolition of the structure.

3.13 An inspection must be undertaken by Council prior to the covering of the works specified below:

- a. sanitary plumbing and drainage
- b. water supply plumbing
- c. completion of all plumbing and drainage works
- d. All stormwater drainage works

Please note that Council requires a minimum of 24 hours-notice to undertake the inspection. Please quote the s68 application number and property description to assist in booking your inspection.

#### **4. Prior to occupation certificate**

4.1 Use of the site for the proposed development shall not take place until all conditions required prior to commencement of work for this approval have been satisfied.

Reason: To ensure compliance to all requirements.

4.2 The use of the building is not to commence until such time as an "Occupation Certificate" is issued by Council / the Principal Certifying Authority responsible for the work.

Reason: This is a requirement of the Environmental Planning and Assessment Act 1979.

4.3 Prior to the issue of a Final Occupation Certificate any damage to kerb and gutter, road surfaces, infrastructure or landscaping outside of the property boundary that is a result of the proposed work, must be reinstated at total cost to the person having the benefit of the consent and to the satisfaction of Edward River Council.

Reason: To ensure that all Council assets located outside the property boundaries are maintained.

4.4 Adjustments to the public utilities necessitated by the development shall be completed prior to occupation of the development and in accordance with the requirements of the relevant authority, all at no cost to Council.

Reason: To provide for co-ordinated alterations of services located in footpath.

#### **BACKGROUND:**

The development was received by Council on the 30 May 2018. The development application was advertised and notified to adjoining owners. No submissions were received.

The Applicant being Council is proposing the following works as part of the development application;

- Demolition of existing brick netball/tennis clubrooms,
- Construction of new clubrooms which will include a brick veneer construction with a zincalume roof and gutter. The new building will be approximately 250m2 in area and will include the clubroom, kitchen, accessible toilet, male and female toilets, office, store, umpires changeroom and home and away changerooms.
- Removal of a small garden bed.

The Application has been reported to Council as Council manages the land and is the applicant of the development application. An aerial site plan of the whole site is attachment 1, and development plans including a site plan, elevation plan, and section plan (the floor plan is not included) is attachment 2.

**STRATEGIC IMPLICATIONS:**

There are no policies applicable to the proposed development. There are no strategic implications expected by approving this development.

**COMMUNITY STRATEGIC PLAN:**

The proposed development application is compatible with target 3.3 in the Community Strategic Plan, being that we plan for the future to accommodate and facilitate sustainable growth and development.

**FINANCIAL IMPLICATIONS:**

There are no financial or resource implications expected by approving this development.

**LEGISLATIVE IMPLICATIONS:**

The following assessment of the Development Application is in accordance with Section 4.15 of the Environmental Planning and Assessment Act 1979.

***Provisions of Environmental Planning Instruments (s4.15(1)(a)(i))***

*Conargo Local Environmental Plan 2013 (CLEP)*

The property is located in the RU1 – Primary Production zone and the proposed development is permissible with development consent. The proposal is consistent with the aims of the plan and compatible with the objectives of the RU1 zone.

Council is required to consider clause 6.8 of the CLEP.

**Clause 6.8: Essential Services**

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

- (a) the supply of water,*
- (b) the supply of electricity,*
- (c) the disposal and management of sewage,*
- (d) stormwater drainage or on-site conservation,*
- (e) suitable vehicular access.*

The proposed development will utilise existing arrangements in relation to essential services. There is an existing rain water tank that will supply the proposed new building, there is an existing connection to electricity, and there is an existing onsite sewage management system that will be retained to service the new building. The site has existing vehicle access.

***Provisions of any draft Environmental Planning Instrument (s4.15(a)(ii))***

No draft environmental planning instruments apply to this development.

***Provisions of any Development Control Plan (s4.15(a)(iii))***

No development control plans apply to this development.

***Provisions of any Planning Agreement or Draft Planning Agreement (s4.15(a)(iia))***

Not applicable.

***Prescribed Matters in the Regulation (s4.15(a)(iv))***

Clause 92 of the Environmental Planning and Assessment Regulation requires consideration of an Australian Standard where the development application relates to the demolition of a building. The proposed development includes the demolition of the existing clubrooms. Council's Health and Building Surveyor has assessed the proposal against AS2601 -1991: The Demolition of Structures and applied the appropriate conditions of consent.

***Likely Impacts of that Development (s4.15(b))***

The proposed development will not impose any negative impacts on the area. There will be some minor disruption within the recreation reserve during demolition and construction works.

***Suitability of Site for Development (s4.15(c))***

The site is suitable for the proposed development. The use of the site will not alter due to the proposed development.

***Submissions (s4.15(d))***

Nil.

***The Public Interest (s4.15(e))***

The proposed development is considered to be compatible with the area and the site. The proposed development does not propose to alter the existing use of the recreation area and will enhance the use of the site.

**INTERNAL REFERRALS:**

Health and Building Officer: No issues identified, approval recommended subject to conditions of consent.

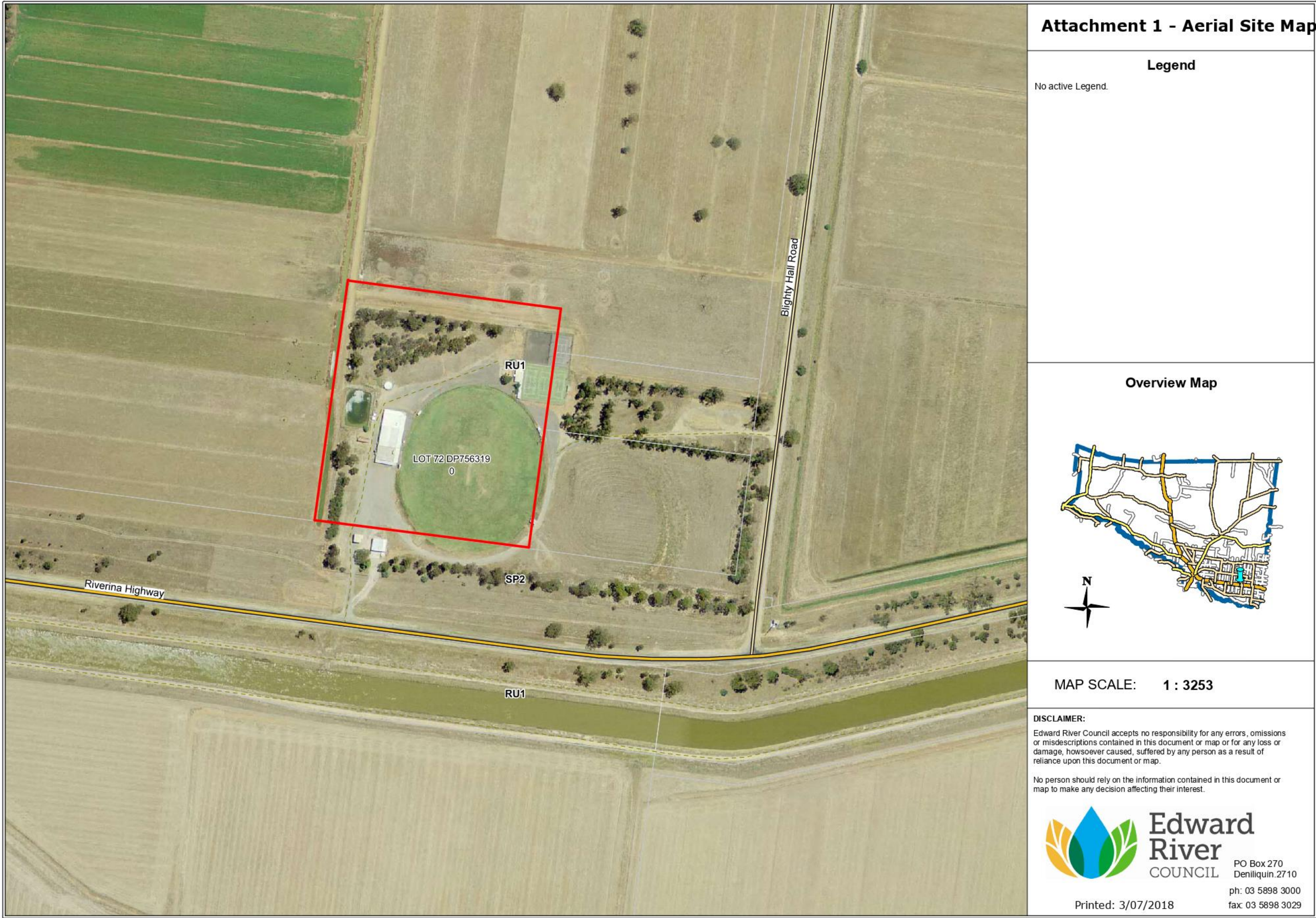
Engineering: No issues identified, approval recommended subject to conditions of consent.

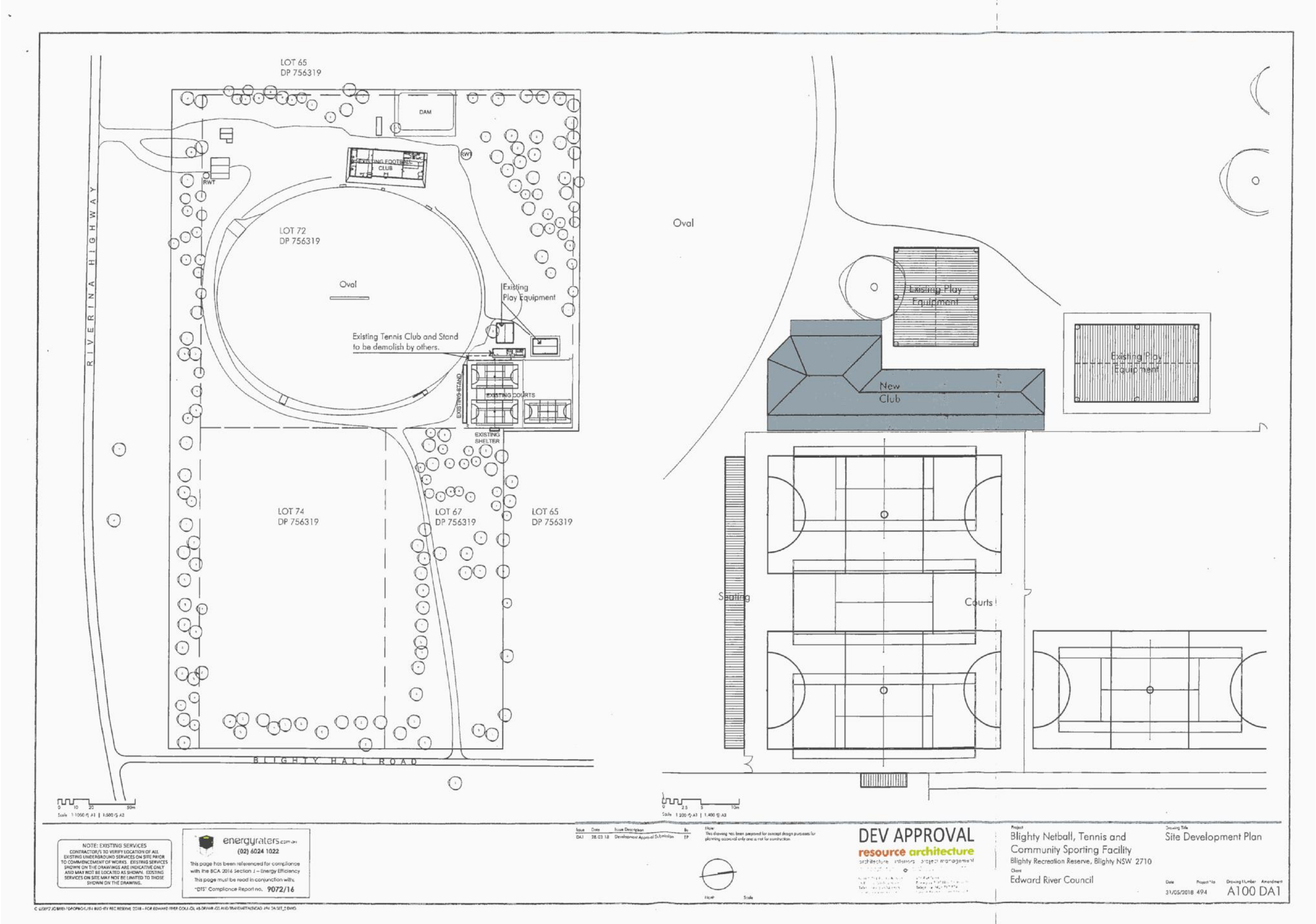
**CONSULTATION:**

The development application was advertised and notified to adjoining owners. No submissions were received.

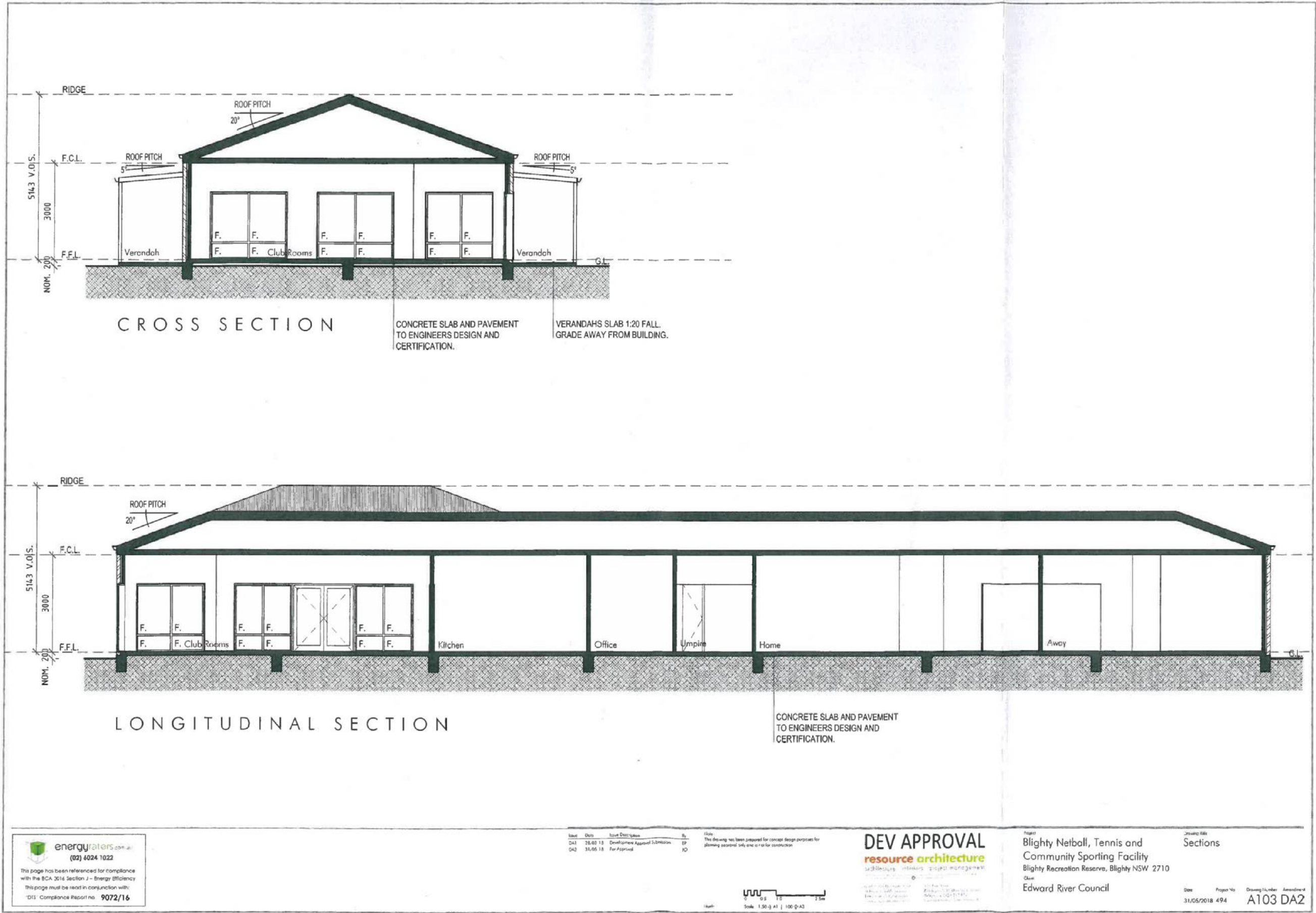
**ATTACHMENTS**

1. Attachment 1 - DA26/18 Aerial site map
2. Attachment 2 - DA26/18 Development plans









**11.14 ENVIRONMENTAL SERVICES REPORT (JUNE 2018)**

**Author:** Julie Rogers, Manager Environmental Services

**Authoriser:** ,

**RECOMMENDATION**

That Council notes the Environmental Services report for June 2018.

**BACKGROUND**

Attachment 1 details the activities for Environmental Services for June 2018.

**ISSUE/DISCUSSION**

Nil.

**STRATEGIC IMPLICATIONS**

Nil.

**COMMUNITY STRATEGIC PLAN**

Nil.

**FINANCIAL IMPLICATIONS**

Nil.

**LEGISLATIVE IMPLICATIONS**

Nil.

**ATTACHMENTS**

1. Attachment 1 - Environmental Services Report (June 2018)

Current Applications at 30 June 2018					
Application	Property Description	Applicant	Proposal	Date Rec'd	Status
Development Applications/Construction Certificates					
CC 55/14	Lot 272 DP756325, 234 Barham Road, Deniliquin 10/11/14	Jamie Park/JNP Architecture & Associates Pty Ltd	Erection of a shed for use as 'rural industry' (maintenance & construction shed for the proposed ethanol plant)	10/11/14	Awaiting advice from the applicant
DA 2/17	Lots 11 & 12 DP1018080, 475-477 George Street, Deniliquin 11/01/17	Murray Constructions	Replacement of existing concrete retaining walls including an extension of jetty	11/01/17	Awaiting advice from applicant
DA 2/18A	Lots 1421, DP756325, 125-127 Hardinge Street, Deniliquin	Yuille Holdings Pty Ltd t/as Vantage Fuels	Modification– Alterations and additions to service station which include installation of a truck canopy	31/05/2018	Under assessment
DA 26/18 CC 18/18	Lot 72, DP756319 (Crown Reserve 88854), Riverina Highway, Blighty	Edward River Council	Demolition of existing netball/tennis clubrooms and the erection of new netball/tennis function centre and changerooms	06/06/2018	Under assessment
DA 27/18	Lot 1, DP34649, 266-312 Cressy Street, Deniliquin	Edward River Council	Removal of aviary and construction of shed	06/06/2018	Under assessment
DA 28/18	Lot 174 & 210, DP756305, 218 Campbells Road, "Wyoming" Mayrung	CAF Consulting Services Pty Ltd	3,500 head dairy cattle feedlot	07/06/2018	Under assessment

DA 31/18	Lot 57, FP756310, 146 McEwans Road, Deniliquin	Roger Whyborn	Home Industry – Motor Mechanic	20/06/2018	Under assessment
DA 32/18 CC 22/18	Lot 21 DP878297, 20531 Riverina Highway, Deniliquin	Douglas Knight	Farm storage shed	26/6/18	Under assessment
DA 33/18	Lot 34, DP756315 & Lot 43, DP756338, Cobb Highway, Booroorban	Thomas Hooke & Marcus Hooke	Boundary realignment	26/06/2018	Under assessment
DA 34/18 CC 21/18	Lot 381, DP239381, 345-357 Ricemill Road, Deniliquin	Ricegrowers Limited	Installation of 2 x 250 tonne silo's including conveyors connecting to the ricemill & support structures	27/06/2018	Under assessment
DA 35/18 CC 22/18	Lot 25, Sec 78, DP979186, 96 Mackenzie Street, Deniliquin	Jack Tyndall	Storage shed	28/06/2018	Under assessment
DA 37/18	Lot 1, DP114624, Conargo Road, Deniliquin	Robert Hallum (Deniliquin Ute Muster)	Installation of an information education facility (museum) including part use for office accommodation and retail sales	1/06/2018	Awaiting advice from the applicant
<b>Complying Development Certificates</b>					
CDC 17/18	Lot 3275, DP1023663, 54 Edwardes Street, Pretty Pine	Deniliquin Pistol Club	Construction of 14m x 9m shed	25/06/2018	Under assessment
<b>S68 Applications</b>					

S68 8/18	Lot 100, DP1061446, 100 Ochertyre Street, Deniliquin	Frank White (Paringa Caravan Park)	Install 6 x manufactured homes on existing site	27/06/2018	Under assessment`
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Applications Determined June 2018				
Application	Property Description	Applicant	Development	Amount
DA 89/17	Lot 4, DP219411, 312-328 Morris Street, Deniliquin	Bayruby Pty Ltd	Single storey dwelling	350,000.00
DA 18/18	Lot 20, DP1092087, 562 Henry Street, Deniliquin	Barry Dunbar	2 lot subdivision	0.00
DA 24/18 CC 16/18	Lot 10, DP1043107, 8 462 Charlotte Street, Deniliquin	Wade & Janice Hilton	Single storey dwelling	292,371.00
DA 55/17A	Lot 3901, DP877116, 81 Boundary Street, Deniliquin	David & Caitrin Watson	Modification to DA 55/17. Amended location on site of proposed building. Porch & verandah added.	400,000.00
DA 25/18	Lot 167, DP756251 & Lot 168, DP750251, 3465 Moonee Swamp Road, Deniliquin	John & Megan Hay	Boundary realignment	0.00
CC 12/18	Lot 166, DP756325, 159 Henry Street, Deniliquin	Connie Haines	Stage 1 – 3 lot subdivision being construction of pad and ramp over the levee bank	5,000.00
DA 29/18 CC 19/18	Lot 1, Sec 54, DP758782, 290 Finley Road, Deniliquin	Craig & Suzanne Behsman	Residential shed	10,000.00
DA 30/18	Lot 1, DP1043507, 301 Harfleur Street, Deniliquin	Lex Gardam	Demolish existing dwelling	5,000.00

CDC 14/18	Lot 146, DP1120410, 387 Victoria Street, Deniliquin	Metricon Homes	Single storey dwelling	276,528
CDC 15/18	Lot 100, DP1061466, 100 Ochertyre Street, Deniliquin	David Malcolm (Paringa Caravan Park)	Installation of a roof mounted solar system	90,000
CDC 16/18	Lot 113, DP1008891, 221 Aratula North Road, Deniliquin	Bernard Wallis	Farm machinery shed	39,000
S68 6/18	Lot 3, DP112846, 166 Stewart Street, Deniliquin	Robert Matthews Plumbing	Sewer works	5,200.00

Processing Times for June 2018		
Application Type	Mean Gross Days	Mean Net Days
DA	50	31
Mod (S96) of DA & DA/CC	22	22
CDC	9	9
CC	28	28
S68 Applications	50	5

Value and Number of Applications Determined 2017 and 2018								
Month	DAs 2017	DAs 2018	CDCs 2017	CDCs 2018	S68 2017	S68 2018	Value 2017	Value 2018
January	6	3	2	0	0	0	\$953,130	\$96,900
February	4	8	1	2	9	3	\$1,121,555	\$753,100
March	7	3	3	5	3	1	\$436,881	\$1,560,188
April	5	6	2	4	3	1	\$998,414	\$522,400
May	11	6	3	2	7	2	\$1,853,315	\$119,300
June	9	8	5	3	5	1	\$717,371	\$1,062,899
July	11		4		2		\$2,721,000	
August	6		4		4		\$1,099,213	
September	12		5		2		\$1,625,621	
October	13		4		4		\$3,171,654	
November	9		5		1		\$4,456,450	
December	3		2		1		\$2,220,230	
<b>TOTALS</b>	<b>96</b>	<b>34</b>	<b>40</b>	<b>16</b>	<b>41</b>	<b>8</b>	<b>\$21,374,834.00</b>	<b>\$3,053,849.00</b>
Note: numbers of application determined does not include construction certificates, modifications and applications determined by private certifiers. Value of application determined does not include the value of work for s68 applications.								

Section 149 Certificates/Sewerage Drainage Diagrams			
Planning certificates			12
Sewerage drainage diagrams			22

Swimming Pool Inspection Program			
Month	1 <sup>st</sup> Inspection	2 <sup>nd</sup> Inspection	3 <sup>rd</sup> Inspection
June 2018	0	0	0

Ranger's Report – June 2018			
Companion Animals			
	Cats	Dogs	Other
Animals seized/surrendered	3	15	
Animals released to owner	0	7	
Animals euthanized	2	3	
Animals rehomed	0	3	
Dogs declared dangerous / menacing	0	0	
Animals still impounded	1	2	
Animals microchipped by Council	0	2	
Animals registered	3	13	
Animal registration notices sent	1	16	
Animal fines	0	5	1 (wandering stock)
Clean Up Notices			
Property clean up notices	0		
Illegal dumping	3		
Parking Fines			
Parking fines	0		
Impoundment (Impounding Act 1993)			
Vehicles	0		
Livestock	0		
Euthanised Wildlife	3 (kangaroos)		

**Dog Attacks**

Council responded to 5 dog attacks in June.

<b>Date</b>	<b>Details</b>	<b>Victims</b>	<b>Outcome</b>
2 June 2018	2 dogs attacked a cat	1 cat - euthanised	Dogs involved in the attacks were not found
16 June 2018	2 dogs chased sheep	2 sheep – not injured	Dogs surrendered to Council
17 June 2018	2 dogs attacked sheep	7 sheep – euthanised 3 sheep – injured	Dogs involved in the attack were not found
18 June 2018	1 dog bit a person and attacked cats	1 person – minor injury 2 cats – no injury	Dog was surrendered to Council
22 June 2018	1 dog attacked another dog	1 dog - euthanised	Dog was surrendered to Council

**11.15 ELDERS SHEEP EXPO 2018 - SPECIAL EVENT****Author:** Nicole Rogers, Executive Assistant**Authoriser:** Oliver McNulty, Director Infrastructure**RECOMMENDATION**

That Council note the Elders Sheep Expo 2018 Special Event Application with the following conditions:

1. Exhibitors and staff to park at the Edward River oval to avoid parking issues for non-event traffic.
2. All trucks that to be unloaded must marshal at the Edward River Oval and one truck at a time is to enter the closed portion of Napier Street. Once the truck has been unloaded and exits Napier Street, the next truck can enter.
3. Sheep to be unloaded and all trucks to be in parking area by event commencement time
4. Fencing to be erected on the boundary of the Crossing Café to prevent stock from escaping the grassed area.
5. No exhibitors are to be set up within the closed road area. This is for stock only.

**BACKGROUND**

An application has been received from Elders Rural Services to hold the Riverina Sheep Expo on Friday, 17 August 2018 to be held at the Peppin Heritage Centre, Deniliquin. The purpose of the event is to promote the sheep industry throughout the area. The event will include wool classing, sheep judging, static wool and merchandise exhibits, animal health displays and a shearing competition.

Elders require a section of Napier Street between George and Charlotte Streets to be closed from 6am – 6pm. Sheep will be unloaded onto the lawns of the Crossing Café within the closed section of the road and held in the fenced grassed area. Trucks will be parked in the designated parking area and sheep unloaded by even commencement time

**DISCUSSION**

Elders have met the requirements under the 'Guide to Traffic and Transport Management for Special Events' Class 3 event.

As this event will require the road closure of Napier Street between George and Charlotte Streets there is a requirement for the closure to be advertised. Council will advertise the road closure in the local newspaper, Council website, social media page and local radio.

Council have supplied the Traffic Control Plan (attached) and will implement same on the day of the event.

Council have sought and received approval from the Edward River Local Traffic Committee.

This event application has been considered in line with Councils Delegations of Authority Policy, Part 2 (D) Delegation to Staff by the General Manager outlines the following delegations;

<b>Casual Use of Council Parks, Reserves or Council Property</b> To approve or refuse applications for the casual use of parks, reserves or property in accordance with Council Policy (if any) and subject to approved fees (if any).	DINF DEDB MES
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<b>Temporary Road Closure</b> To approve temporary road closures where: <ul style="list-style-type: none"><li>▪ the temporary road closure is not more than two consecutive days; and</li><li>▪ the Road and Maritime Services approves the Traffic Management Plan and grants a road occupancy licence (as required); and</li><li>▪ the NSW Police approve the closure; and</li><li>▪ the application complies with Council's Policy.</li></ul>	DINF ECO MEA
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As the application for this event meets the requirements for a special event and fall within the delegations, officers are requesting that Council note the event and the conditions that are being applied.

### STRATEGIC IMPLICATIONS

The special event application has been submitted in accordance with Council's requirements for these types of events

### COMMUNITY STRATEGIC PLAN

Council's support for this event is in accordance with the strategic objective of supporting community and tourist events

### FINANCIAL IMPLICATIONS

Council staff shall undertake the preparation and implementation of the Traffic Control Plan as part of Council's support for the event.

### LEGISLATIVE IMPLICATIONS

This report has been provided in accordance with Council's obligations under the Delegation to Council for Regulation of Traffic.

### ATTACHMENTS

1. **Application from Elders**
2. **Amended Certificate of Currency - Elders**
3. **Amended Risk Assessment - Elders**
4. **Traffic Control Plan - by Council**



**Edward  
River**  
COUNCIL

## Special Event Resources

### Special Event Transport Management Plan Template

*Refer to Chapter 7 of the Guide for a complete description of the Transport Management Plan*

#### I EVENT DETAILS

##### I.1 Event summary

Event Name: Elders Riverina Sheep Expo  
 Event Location: The Crossing Cafe  
 Event Date: 17.08.18 Event Start Time: 10:00 am Event Finish Time: 3:00 pm  
 Event Setup Start Time: 6:00 am Event Packdown Finish Time: 6:00 pm  
 Event is ☒ off-street ☐ on-street moving ☐ on-street non-moving  
☐ held regularly throughout the year (calendar attached)

##### I.2 Contact names

Event Organiser: \*Errol Horneman  
 Phone: 58905100 Fax: 58905155 Mobile: 0418 353 709 E-mail: errol.horneman@elders.com.au  
 Event Management Company (if applicable): Elders Deniliquin  
 Phone: 58905100 Fax: 58905155 Mobile: 0418 353 709 E-mail: errol.horneman@elders.com.au  
 Police \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Council \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Roads & Traffic Authority (if Class 1) \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_ E-mail: \_\_\_\_\_

*\*Note: The Event Organiser is the person or organisation in whose name the Public Liability Insurance is taken out.*

##### I.3 Brief description of the event (one paragraph)

Judging of 5 sheep breeds,  
Static display,  
Fashion parade.

**2 RISK MANAGEMENT - TRAFFIC**

CLASS 1 CLASS 2 CLASS 3	<b>2.1 Occupational Health &amp; Safety - Traffic Control</b>
	<input checked="" type="checkbox"/> Risk assessment plan (or plans) attached
	<b>2.2 Public Liability Insurance</b>
	<input checked="" type="checkbox"/> Public liability insurance arranged. Certificate of currency attached.
	<b>2.3 Police</b>
	<input checked="" type="checkbox"/> Police written approval obtained
	<b>2.4 Fire Brigades and Ambulance</b>
	<input checked="" type="checkbox"/> Fire brigades notified
	<input checked="" type="checkbox"/> Ambulance notified

**3 TRAFFIC AND TRANSPORT MANAGEMENT**

CLASS 1 CLASS 2 CLASS 3	<b>3.1 The route or location</b>
	<input checked="" type="checkbox"/> Map attached
	<b>3.2 Parking</b>
	<input checked="" type="checkbox"/> Parking organised - details attached
	<input checked="" type="checkbox"/> Parking not required
	<b>3.3 Construction, traffic calming and traffic generating developments</b>
	<input checked="" type="checkbox"/> Plans to minimise impact of construction activities, traffic calming devices or traffic-generating developments attached
	<input checked="" type="checkbox"/> There are no construction activities, traffic calming devices or traffic-generating developments at the location/route or on the detour routes
	<b>3.4 Trusts, authorities or Government enterprises</b>
	<input type="checkbox"/> This event uses a facility managed by a trust, authority or enterprise; written approval attached
	<input checked="" type="checkbox"/> This event does not use a facility managed by a trust, authority or enterprise
	<b>3.5 Impact on/of Public transport</b>
	<input checked="" type="checkbox"/> Public transport plans created - details attached
	<input type="checkbox"/> Public transport not impacted or will not impact event
	<b>3.6 Reopening roads after moving events</b>
	<input type="checkbox"/> This is a moving event - details attached.
	<input checked="" type="checkbox"/> This is a non-moving event.
	<b>3.7 Traffic management requirements unique to this event</b>
	<input checked="" type="checkbox"/> Description of unique traffic management requirements attached
	<input type="checkbox"/> There are no unique traffic requirements for this event
	<b>3.8 Contingency plans</b>
	<input type="checkbox"/> Contingency plans attached

Class 1	Class 2	<b>3.9 Heavy vehicle impacts</b>
		<input type="checkbox"/> Impacts heavy vehicles - RTA to manage
		<input checked="" type="checkbox"/> Does not impact heavy vehicles
		<b>3.10 Special event clearways</b>
		<input type="checkbox"/> Special event clearways required - RTA to arrange
		<input checked="" type="checkbox"/> Special event clearways not required
<b>4</b>		<b>MINIMISING IMPACT ON NON-EVENT COMMUNITY &amp; EMERGENCY SERVICES</b>
Class 1	Class 2	<b>4.1 Access for local residents, businesses, hospitals and emergency vehicles</b>
		<input checked="" type="checkbox"/> Plans to minimise impact on non-event community attached
		<input type="checkbox"/> This event does not impact the non-event community either on the main route (or location) or detour routes
		<b>4.2 Advertise traffic management arrangements</b>
		<input checked="" type="checkbox"/> Road closures or restrictions - advertising medium and copy of proposed advertisements attached
		<input type="checkbox"/> No road closures or restrictions but special event clearways in place - advertising medium and copy of proposed advertisements attached
		<input type="checkbox"/> No road closures, restrictions or special event clearways - advertising not required
		<b>4.3 Special event warning signs</b>
		<input checked="" type="checkbox"/> Special event information signs are described in the Traffic Control Plan/s
		<input type="checkbox"/> This event does not require special event warning signs
		<b>4.4 Permanent Variable Message Signs</b>
		<input checked="" type="checkbox"/> Messages, locations and times attached
<input type="checkbox"/> This event does not use permanent Variable Message Signs		
<b>4.5 Portable Variable Message Signs</b>		
<input type="checkbox"/> The proposed messages and locations for portable VMS are attached		
<input type="checkbox"/> This event does not use portable VMS		
<b>5</b>		<b>PRIVACY NOTICE</b>

The "Personal Information" contained in the completed Transport Management Plan may be collected and held by the NSW Police, the NSW Roads and Traffic Authority (RTA), or Local Government.

I declare that the details in this application are true and complete. I understand that:

- The "personal information" is being collected for submission of the Transport Management Plan for the event described in Section 1 of this document.
- I must supply the information under the Road Transport Legislation (as defined in the *Road Transport (General) Act 1999*) and the *Roads Act 1993*.
- Failure to supply full details and to sign or confirm this declaration can result in the event not proceeding.
- The "personal information" being supplied is either my own or I have the approval of the person concerned to provide his/her "personal information".
- The "personal information" held by the Police, RTA or Local Government may be disclosed inside and outside of NSW to event managers or any other person or organisation required to manage or provide resources required to conduct the event or to any business, road user or resident who may be impacted by the event.
- The person to whom the "personal information" relates has a right to access or correct it in accordance with the provisions of the relevant privacy legislation.

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**6 APPROVAL**

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TMP Approved by: ..... Event Organiser ..... Date .....

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**7 AUTHORISATION TO \*REGULATE TRAFFIC**

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Council's traffic management requirements have been met. Regulation of traffic is therefore authorised for all non-classified roads described in the risk management plans attached to this TMP.

Regulation of traffic authorised by: ..... Council ..... Date .....

The RTA's traffic management requirements have been met. Regulation of traffic is therefore authorised for all classified roads described in the risk management plans attached to this TMP.

Regulation of traffic authorised by: ..... RTA ..... Date .....

\* "Regulate traffic" means restrict or prohibit the passage along a road of persons, vehicles or animals (Roads Act, 1993). Council and RTA require traffic to be regulated as described in the risk management plans with the layouts installed under the direction of a qualified person.

## Schedule I Form - Notice of Intention to Hold a Public Assembly

## SUMMARY OFFENCES ACT 1988 - Sec 23

To the Commissioner of Police

1	<p>Errol Horneman (name)  of 548 Roitiers Street, Deniliquin (address)  on behalf of Elders Rural (organisation)</p> <p>notify the Commissioner of Police that  on the 17 (day) of 8 (month), 18 (year), it is intended to hold</p> <p><i>either:</i></p> <p>(a) a public assembly, not being a procession, of approximately  500 (number) persons,  which will assemble at The Crossing Cafe (Place)  at approximately 6 am/pm  and disperse at approximately 6 am/pm.</p> <p><i>or</i></p> <p>(b) a public assembly, being a procession of approximately  500 (number) persons,  which will assemble at approximately 10 am/pm, and at  approximately 4 am/pm the procession will commence and shall proceed</p> <p>(Specify route, any stopping places and the approximate duration of any stop; and the approximate time of termination. A diagram may be attached.)</p>
2	<p>The purpose of the proposed assembly is  Elders Riverina Sheep Expo</p>

3	<p>The following special characteristics associated with the assembly would be useful for the Commissioner of Police to be aware of in regulating the flow of traffic or in regulating the assembly (<i>strike out whichever is not applicable</i>):</p> <p>(i) There will be ..... (number) of vehicles and/or..... (number) of floats involved.</p> <p>The type and dimensions are as follows:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>(ii) There will be ..... (number) of bands, musicians, entertainers, etc. which will entertain or address the assembly.</p> <p>(iii) The following number and type of animals will be involved in the assembly:</p> <p>.....</p> <p>.....</p> <p>(iv) Other special characteristics of the proposed assembly are as follows:</p> <p>.....</p> <p>.....</p>
4	<p>I take responsibility for organising and conducting the proposed assembly.</p>
5	<p>Notices for the purposes of the <i>Summary Offences Act 1988</i> may be served upon me at the following address:</p> <p>.....</p> <p>.....</p> <p>..... Postcode.</p> <p>Telephone No. ....</p>
6	<p>Signed .....</p> <p>Capacity/Title .....</p> <p>Date .....</p>

## Special Event Planning &amp; Resource Matrix

Event Class	Description	Features	Examples	Lead Times for Agency Approvals	Police Fees	Council Fees	RTA Fees	Transport Mgt Plan	Risk Management Plans (Traffic Control) under OH&S ACT 2000	Advisory Transport Management Arrangements	Liability Insurance	Special Event Heavy Vehicle Detours	Public Transport	Emergency Vehicle Local Access	Parking	Contingency Planning
1	A Class 1 event: <ul style="list-style-type: none"><li>impacts major traffic and transport systems</li><li>disrupts the non-event community overall</li><li>requires the involvement of Police, one or more Councils and the RTA</li><li>requires a detailed Transport Management Plan</li><li>requires advertising the event's traffic aspects to a wide audience</li></ul>	A Class 1 event may: <ul style="list-style-type: none"><li>be conducted on-road or in its own venue</li><li>involve trusts and authorities when using facilities managed by them</li><li>involve Transport NSW</li><li>involve the State Rail and State Transit Authorities</li><li>involve private bus and coach organisations</li><li>impact the road transport network</li><li>require RTA to provide special event clearways</li><li>require RTA to provide special event detour routes</li><li>require the RTA to adjust traffic signals</li><li>require RTA to manage Variable Message Signs</li><li>depending on the nature of the event, involve the Police 'User Pays' policy.</li></ul>	For example: <ul style="list-style-type: none"><li>an event that affects a principal arterial road in Sydney, or</li><li>an event that reduces the capacity of the main highway through a country town, or</li><li>a bicycle race that involves the Sydney Harbour Bridge</li></ul>	Minimum 4 months from first approach to Council to proposed start date. If it is deemed the services are specifically for the benefit of those organising and/or attending the event and not for the benefit of the public at large."	As described in Council's Special Events Policy. Asset rentals refer to Council.	Marginal costs apply where services are provided above those normally provided to the community. RTA provides quote. Asset rentals refer to RTA.	TMP model recommended	Traffic Control layouts drawn up by a qualified person and installed under the guidance of a qualified person recommended. Need to consider access for disabled persons. Not required where there is no regulation of traffic.	28 days for all events that require regulation of traffic or where special event clearways in operation. Not required where there is no regulation of traffic.	Required with Council & Police (if Police User Pays in force) named on policy. Also RTA using RTA asset. Certificate of currency required.	RTA arranges if required. RTA provides quote.	Promoted where practicable	Required where to TMP.	May be required. Need to consider parking for disabled persons.	Recommended	
2	A Class 2 event: <ul style="list-style-type: none"><li>impacts local traffic and transport systems but does not impact major traffic and transport systems</li><li>disrupts the non-event community in the area around the event but not over a wide area</li><li>requires the involvement of Police and Local Council</li><li>requires a detailed Transport Management Plan</li><li>requires advertising the event's traffic aspects to the local community</li></ul>	A Class 2 event may: <ul style="list-style-type: none"><li>be conducted on-road or in its own venue</li><li>involve trusts and authorities when using facilities managed by them</li><li>involve the State Rail and the State Transit Authority</li><li>involve private bus and coach organisations.</li><li>depending on the nature of the event, involve the Police 'User Pays' policy.</li></ul>	For example: <ul style="list-style-type: none"><li>an event that impacts a principal arterial road in Sydney or Parramatta but does not impact a principal arterial road through a country town, or</li><li>a bicycle race that involves the Sydney Harbour Bridge</li></ul>	Minimum 3 months from first approach to Council to proposed start date. If it is deemed the services are specifically for the benefit of those organising and/or attending the event and not for the benefit of the public at large."	As described in Council's Special Events Policy. Asset rentals refer to Council.	TMP model recommended	Traffic Control layouts drawn up by a qualified person and installed under the guidance of a qualified person recommended. Need to consider access for disabled persons. Not required where there is no regulation of traffic.	28 days for all events that require regulation of traffic or where special event clearways in operation. Not required where there is no regulation of traffic.	Required with Council & Police (if Police User Pays in force) named on policy. Certificate of currency required.	RTA arranges if required. RTA provides quote.	Promoted where practicable	Required where to TMP.	May be required. Need to consider parking for disabled persons.	Recommended		
3	A Class 3 event: <ul style="list-style-type: none"><li>does not impact local or major traffic and transport systems</li><li>disrupts the non-event community in the immediate area only</li><li>requires Local Council and Police consent</li><li>is considered as a very low risk event such as a street art or cultural display</li><li>requires Police agreement that event qualifies as Class 3</li><li>is never asked for vehicle access.</li></ul>	A Class 3 event, depending on Local Council policy may: <ul style="list-style-type: none"><li>require a simplified Transport Management Plan</li><li>not be available in all Council areas, depending on the nature of the event, involve the Police 'User Pays' policy.</li><li>require advertising the event's traffic aspects to the community.</li></ul>	For example: <ul style="list-style-type: none"><li>an on-street neighbourhood Christmas party.</li></ul>	Minimum 6 weeks	Charges apply where: "It is deemed the services are specifically for the benefit of those organising and/or attending the event and not for the benefit of the public at large."	As described in Council's Special Events Policy. Asset rentals refer to Council.	Council may require TMP	Traffic Control layouts drawn up by a qualified person and installed under the guidance of a qualified person recommended. Need to consider access for disabled persons.	28 days for all events that require regulation of traffic. Not required where there is no regulation of traffic.	Required with Council & Police (if Police User Pays in force) named on policy. Certificate of currency required.	RTA arranges if required. RTA provides quote.	Promoted where practicable	Required where to TMP.	May be required. Need to consider parking for disabled persons.	Recommended	
4	A Class 4 event is intended for small on-street events and: <ul style="list-style-type: none"><li>requires Police consent only</li><li>is within the capacity of the Police to manage on their own</li><li>is not a protest or demonstration</li><li>is always an on-street event</li><li>does not require RTA or Council consent</li><li>does not require advertising the event's traffic aspects to the community</li><li>does not require a 'TMP'</li><li>does not require the involvement of other Government agencies.</li></ul>	A Class 4 event may: <ul style="list-style-type: none"><li>be conducted on classified or unclassified roads</li><li>cause zero to considerable disruption to the non-event community</li><li>cross Police Local Area Commands (LACs)</li><li>cross Local Government Areas (LGAs)</li><li>require Council and RTA to assist when requested by Police</li><li>depending on the nature of the event, involve the Police 'User Pays' policy.</li></ul>	For example: <ul style="list-style-type: none"><li>a small ANZAC Day march in a country town</li><li>a small parade conducted under Police escort.</li></ul>	Minimum 1 month	Charges apply where: "It is deemed the services are specifically for the benefit of those organising and/or attending the event and not for the benefit of the public at large."	As described in Council's Special Events Policy. Asset rentals refer to Council.	Council may require TMP	Traffic Control layouts drawn up by a qualified person and installed under the guidance of a qualified person recommended. Need to consider access for disabled persons.	28 days for all events that require regulation of traffic. Not required where there is no regulation of traffic.	Required with Council & Police (if Police User Pays in force) named on policy. Certificate of currency required.	RTA arranges if required. RTA provides quote.	Promoted where practicable	Required where to TMP.	May be required. Need to consider parking for disabled persons.	Recommended	

30 April 2018

To Whom it May Concern,

Jardine Lloyd Thompson Pty Ltd  
 ABN 69 009 098 864  
 Level 1  
 148 Frome Street  
 ADELAIDE SA 5000  
 GPO Box 1693  
 ADELAIDE SA 5001  
 Tel +61 8 8418 0288  
 Fax +61 8 8223 6903  
 www.au.jlt.com

**Certificate of Currency****Our Ref: 041997**

<b>INSURANCE CLASS</b>	Public & Products Liability & Umbrella Liability
<b>INSURED</b>	Elders Limited and its/their subsidiary and related bodies corporate, as defined in the Corporations Act 2001, controlled entities and other entities for which the Insured has assumed an obligation to arrange insurance (including those acquired or incorporated during the period of insurance) for their respective rights, titles and interests.
<b>INTERESTED PARTY</b>	Edward River Council
<b>GEOGRAPHICAL SCOPE</b>	Worldwide except USA and Canada where the policy only applies in respect of: <ol style="list-style-type: none"> <li>1. Travelling executives and sales persons who are non-resident in such Countries.</li> <li>2. Products exported or taken to USA or Canada without the knowledge of the Insured.</li> </ol>
<b>JURISDICTIONAL SCOPE</b>	Worldwide excluding USA, Canada and their protectorates
<b>GOVERNING LAW OF CONTRACT</b>	Australian
<b>PERIOD OF INSURANCE</b>	From: 30 September 2017 at 4 PM Local Time (SA). To: 30 September 2018 at 4 PM Local Time (SA).
<b>INTEREST INSURED</b>	All sums which the Insured shall be legally liable to pay to third parties by reason of: <ul style="list-style-type: none"> <li>- Death or Personal Injury</li> <li>- Loss or Damage to Property</li> </ul> happening during the Period of Insurance and caused by an occurrence in connection with the Business.

**INSURERS****1. Public & Products Liability**

Berkshire Hathaway Specialty Insurance  
Policy Number 47-ZCA-004135-01

**2. Umbrella Liability**

Zurich Australian Insurance Limited  
Policy Number 32 2234864 GLR

**3. Umbrella Liability**

Chubb Insurance Australia Limited  
Policy Number 03CU006531

This certificate of currency provides a summary of the policy cover and is current on the date of issue. It is not intended to amend, extend, replace or override the policy terms and conditions contained in the actual policy document. This certificate of currency is issued as a matter of information only and confers no rights upon the certificate holder. We accept no responsibility whatsoever for any inadvertent or negligent act, error or omission on our part in preparing these statements or in transmitting this certificate by email or for any loss, damage or expense thereby occasioned to any recipient of this letter.



Matthew Linke  
Divisional Manager



**Elders Riverina**  
**Sheep Expo 2018**

**FEATURE BREED: MERINO**

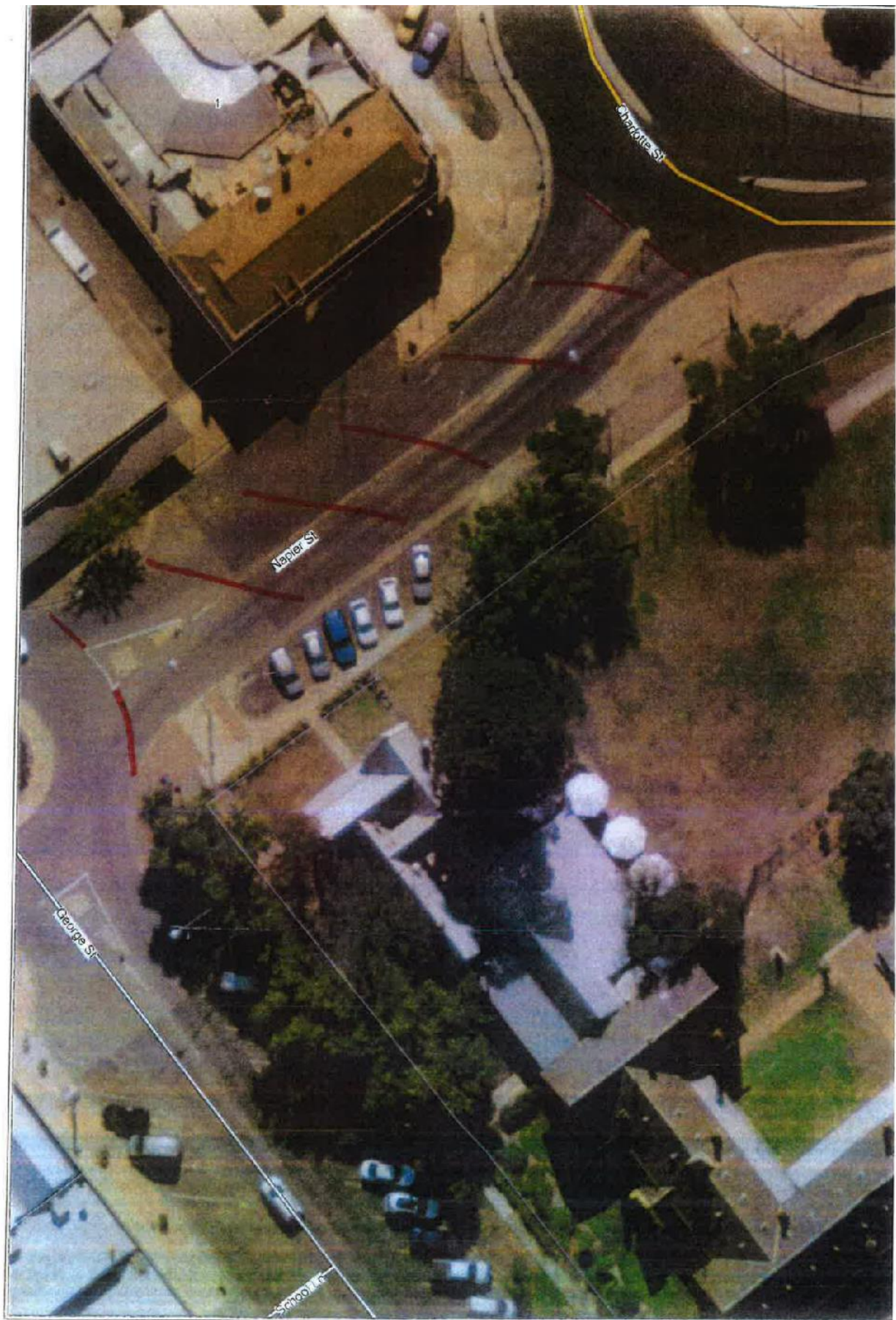
**Date:** Friday 17 August 2018 | 10.00am  
**Venue:** Peppin Heritage Centre, Deniliquin

**THE DAY WILL CONSIST OF:**

- \$1000 Riverina Feature Breed Merino of the Year, sponsored by Slingshot
- \$1000 Elders Riverina Merino Ram of the Year, sponsored by Elders  
+ \$500 in Genetic Services, Donated by Apiam
- \$500 Elders Riverina Merino Ewe of the Year, sponsored by Elders
- \$1000 Riverina Performance Ram of the Year, sponsored by Elanco  
+ \$500 in Genetic Services, Donated by Apiam
- \$500 Riverina Performance Ewe of the Year, sponsored by Elanco
- Fashion Parade with local fashion exhibits
- Static Wool & Merchandise displays
- Animal Health displays
- Blade Shearing Competition

For further details contact Elders Deniliquin on 03 5890 5100







Monday 28<sup>th</sup> May, 2018

Simone Tonkin  
Edward River Council  
PO Box 270  
DENILQUIN NSW 2710

COPY

Dear Simone,

### Proposed Road Closure

Elders Denilquin would like to apply for the closure of Napier Street, between the National Bridge and George Street roundabout on Friday 17th August, 2018 for the running of the Elders Riverina Sheep Expo to be held at the Peppin Heritage Centre and Crossing Café between 6am and 6pm.

The event has been a success over the last few years, but there was a problem with traffic while trucks and trailers were loading and unloading sheep at the site. We are looking at parking exhibitors and staff vehicles at the Edward River Oval to lessen traffic at the site, doing this last year worked well.

Business houses that would be affected by the road closure have been approached and they all have agreed with the proposal.

If you require any further information please feel free to contact me on 03 5890 5100 or email [Errol.horneman@elders.com.au](mailto:Errol.horneman@elders.com.au)

Yours faithfully,



Errol Horneman  
Merchandise Sales



Clyde McKenzie  
Branch Manager



Monday 28<sup>th</sup> May, 2018

ANZ Bank  
The Manager  
George Street  
DENILQUIN NSW 2710

COPY

Dear Sir/Madam,

### **Proposed Road Closure**

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Yours faithfully,

A handwritten signature in black ink, appearing to read "Errol", written over a horizontal line.

Errol Horneman  
Merchandise Sales



Monday 28<sup>th</sup> May, 2018

Deniliquin Ambulance Station  
Bob Crampton  
Dick Street  
DENILIKUIN NSW 2710

COPY

Dear Bob,

### **Proposed Road Closure**

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Yours faithfully,

A handwritten signature in black ink, appearing to read "Errol", written over a horizontal line.

Errol Horneman  
Merchandise Sales



Monday 28<sup>th</sup> May, 2018

Captain Martin Smith  
Deniliquin Fire Station  
George Street  
DENILQUIN NSW 2710

COPY

Dear Martin,

### **Proposed Road Closure**

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Yours faithfully,

A handwritten signature in black ink, appearing to read "Errol Horneman", written over a horizontal line.

Errol Horneman  
Merchandise Sales



Monday 28<sup>th</sup> May, 2018

Eric Sim Pharmacy  
14-18 Napier Street  
DENILQUIN NSW 2710

COPY

Dear Eric,

### **Proposed Road Closure**

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Yours faithfully,

A handwritten signature in black ink, appearing to read "Errol", written over a horizontal line.

Errol Horneman  
Merchandise Sales



Monday 28<sup>th</sup> May, 2018

Josh's Bakehouse  
327 George Street  
DENILQUIN NSW 2710

COPY

Dear Josh,

### **Proposed Road Closure**

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Yours faithfully,

A handwritten signature in black ink, appearing to read "Errol", written over a horizontal line.

Errol Horneman  
Merchandise Sales



Monday 28<sup>th</sup> May, 2018

Robert Hallum  
Central IGA Supermarket  
George Street  
DENILQUIN NSW 2710

COPY

Dear Robert,

### **Proposed Road Closure**

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Yours faithfully,

A handwritten signature in black ink, appearing to read "Errol", written over a horizontal line.

Errol Horneman  
Merchandise Sales



Monday 28<sup>th</sup> May, 2018

Sergeant Peter Kirk  
Deniliquin Police Station  
Hardinge Street  
DENILIKUIN NSW 2710

COPY

Dear Peter,

### **Proposed Road Closure**

Elders Deniliquin has applied to Edward River Council for the closure of Napier Street, between the National Bridge and George Street roundabout on Friday 17<sup>th</sup> August, 2018 for the running of the Elders Riverina Sheep Expo to be held at the Peppin Heritage Centre and Crossing Café between 6am and 6pm.

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Yours faithfully,

A handwritten signature in black ink, appearing to read "Errol", written over a horizontal line.

Errol Horneman  
Merchandise Sales

30 April 2018

To Whom it May Concern,

Jardine Lloyd Thompson Pty Ltd  
ABN 69 009 098 884Level 1  
148 Frome Street  
ADELAIDE SA 5000  
GPO Box 1693  
ADELAIDE SA 5001

Tel +61 8 8418 0288

Fax +61 8 8223 6903

www.au.jlt.com

**Certificate of Currency****Our Ref: 041997**

<b>INSURANCE CLASS</b>	Public & Products Liability & Umbrella Liability
<b>INSURED</b>	Elders Limited and its/their subsidiary and related bodies corporate, as defined in the Corporations Act 2001, controlled entities and other entities for which the Insured has assumed an obligation to arrange insurance (including those acquired or incorporated during the period of insurance) for their respective rights, titles and interests.
<b>INTERESTED PARTY</b>	Edward River Council Roads and Maritime Services
<b>GEOGRAPHICAL SCOPE</b>	Worldwide except USA and Canada where the policy only applies in respect of: <ol style="list-style-type: none"> <li>1. Travelling executives and sales persons who are non-resident in such Countries.</li> <li>2. Products exported or taken to USA or Canada without the knowledge of the Insured.</li> </ol>
<b>JURISDICTIONAL SCOPE</b>	Worldwide excluding USA, Canada and their protectorates
<b>GOVERNING LAW OF CONTRACT</b>	Australian
<b>PERIOD OF INSURANCE</b>	From: 30 September 2017 at 4 PM Local Time (SA). To: 30 September 2018 at 4 PM Local Time (SA).
<b>INTEREST INSURED</b>	All sums which the Insured shall be legally liable to pay to third parties by reason of: <ul style="list-style-type: none"> <li>- Death or Personal Injury</li> <li>- Loss or Damage to Property</li> </ul> happening during the Period of Insurance and caused by an occurrence in connection with the Business.

**LIMITS OF LIABILITY****1. Public & Products Liability Policy**

General Liability	\$20,000,000 any one occurrence.
Products Liability	\$20,000,000 any one occurrence and in the aggregate any one Period of Insurance.
Advertising Liability	\$20,000,000 any one occurrence and in the aggregate any one Period of Insurance
Financial Loss (Products and Services)	\$10,000,000 any one occurrence and in the aggregate any one Period of Insurance

Retroactive Date 30/6/2007

Care Custody and/or Control	\$1,000,000 any one occurrence and in the aggregate any one Period of Insurance
Products Recall Expense	\$1,000,000 any one occurrence and in the aggregate any one Period of Insurance

Retroactive Date 30/6/1998

**2. Umbrella Liability Policy**

General Liability	\$30,000,000
Products Liability	\$30,000,000

**3. Umbrella Liability Policy**

General Liability	\$50,000,000 in excess of Primary \$20,000,000 and Excess Layer/s of \$30,000,000 any one occurrence.
Products Liability	\$50,000,000 in excess of Primary \$20,000,000 and Excess Layer/s of \$30,000,000 any one occurrence and in the aggregate any one Period of Insurance

**INSURERS****1. Public & Products Liability**

Berkshire Hathaway Specialty Insurance  
Policy Number 47-ZCA-004135-01

**2. Umbrella Liability**

Zurich Australian Insurance Limited  
Policy Number 32 2234864 GLR

**3. Umbrella Liability**

Chubb Insurance Australia Limited  
Policy Number 03CU006531

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Matthew Linke  
Divisional Manager



## SAFETY RISK ASSESSMENT

Name of Task: *Elders Riverina Sheep Expo* Assessed by: *Errol Horneman*

Date of assessment: *19-6-18*

Overall description of task or scenario:

*showing and judging sheep at the crossing gate  
load and unloading sheep from UBS & trailers, running & display*

## Part 1 – Hazard and Risk Assessment

Task/scenario	Hazard/risk	Existing controls (inc. work instructions, PPE, etc)	Risk Score
<i>Moving Sheep from Vagaries to Pens</i>	<i>Sheep may break</i>	<i>Fence to contain sheep</i>	<i>Low</i>
<i>Unloading in containers</i>	<i>Vehicle moving in a container</i>	<i>Traffic controls</i>	<i>Low</i>
<i>Access</i>	<i>Access must have barrier</i>	<i>Excursion barrier and signage</i>	

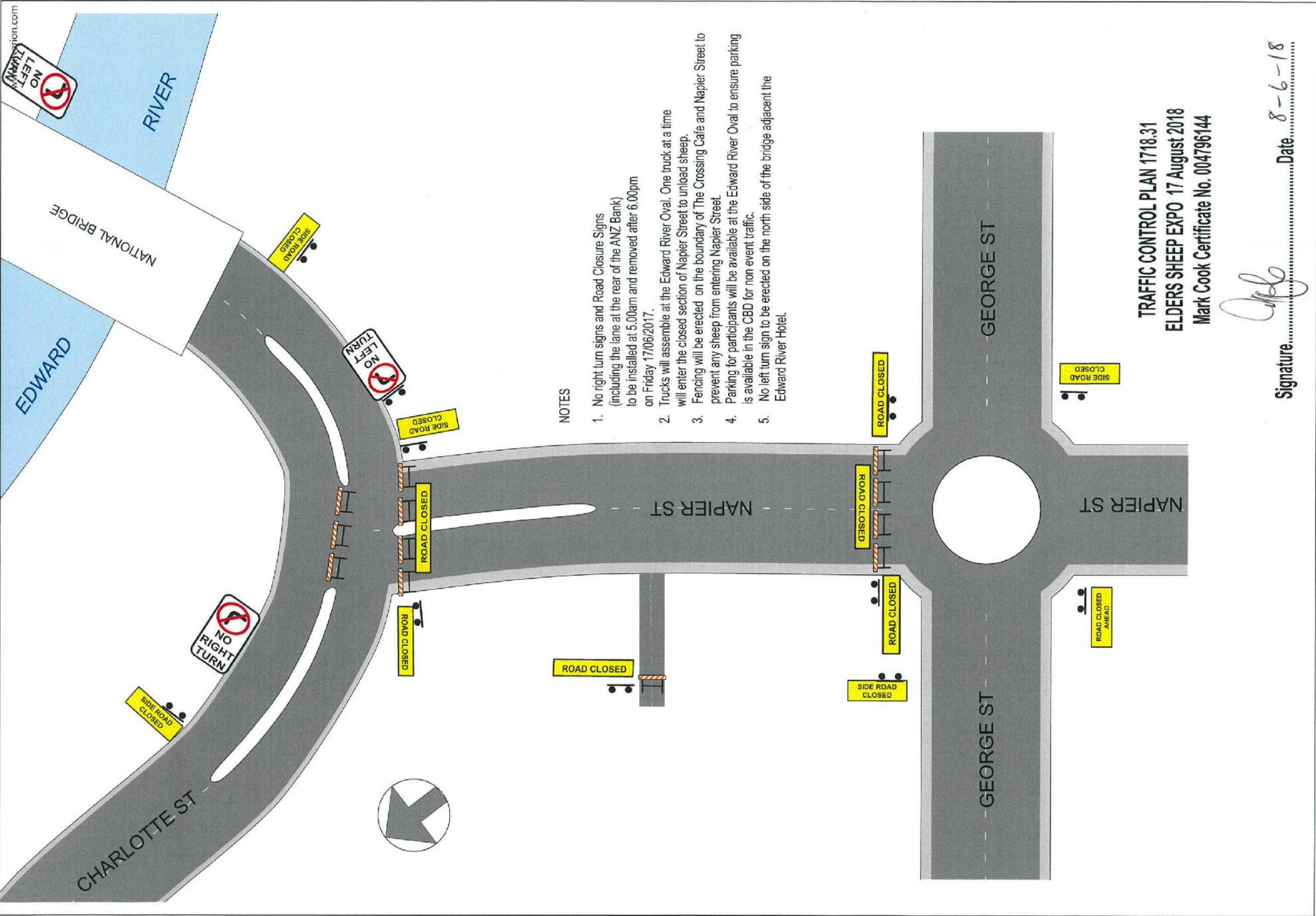
## Part 2 - Risk Treatment Plan – recommended controls to reduce risk to acceptable levels – use Hierarchy of Controls at end of this form

Controls to be implemented	By whom	By when	Completed (Sign & Date)
<i>Putting Sheep into Pens</i>	<i>Elders Staff</i>	<i>17th August</i>	
		<i>20th</i>	

Manager Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Copy of this form should be forwarded to Branch Manager for review to be kept in a folder until all actions are completed then filed in Risk Assessment file.  
Where risk score cannot be reduced to moderate level or lower, copy to be forwarded to OH&S department ([OH.S@elders.com.au](mailto:OH.S@elders.com.au))



**11.16 DEVELOPMENT APPLICATION 27/18 - REMOVAL OF AVIARY AND CONSTRUCTION OF SHED (WARING GARDENS)**

**Author:** Shavaun Tasker, Planning Officer

**Authoriser:**

Division

In accordance with the requirements of the Local Government Act, it is necessary for Council to call a division when voting of any resolution relating to a relevant planning application.

**RECOMMENDATION/S**

That Council: -

1. Approve development application 27/18 for the removal of the aviary and construction of a shed, on Lot 1 DP34649, 266-312 Cressy Street (Waring Gardens – Crown Reserve 550028), Deniliquin dated 6 June 2018 as shown on plan numbered DA27/18 # 1-3 inclusive and described in the details accompanying the development application in accordance with section 4.16 of the Environmental Planning and Assessment Act 1979.
2. Approves development application 27/18 as the development will have no significant adverse impacts on the natural or built environments. Community views on this development application were not required to be considered as public exhibition of the application was undertaken and no submissions were received.
3. Impose the following conditions on development application 27/18:

**CONDITIONS OF CONSENT:****1. General / Miscellaneous**

- 1.1 The development shall take place in accordance with the approved plans and documentation, including any notations marked by Council thereon, as referenced in Schedule 1 - List of approved plans attached to DA No. 27/18, and the conditions of consent.

(i) Reason: To clarify the extent of the consent.

- 1.2 An application for a Construction Certificate is to be submitted to and approved by Council or an accredited Private Certifier prior to any building work commencing. The construction certificate plans are to be consistent with the approved development consent and shall include detailed plans and specifications to demonstrate compliance with the provisions of the National Construction Code Volume 1, 2017 - Building Code of Australia (BCA).

Reason: Prescribed condition under the Environmental Planning and Assessment Act and Regulations.

- 1.3 The essential fire safety measures as per the attached schedule, or as otherwise determined by the Principal Certifying Authority upon assessment of the Construction Certificate, are to be installed in or on the site of the proposed building to comply with the requirements of the National Construction Code Volume 1 - Building Code of Australia 2017.

Prior to the issue of an occupation certificate the owner must cause the Council to be given a fire safety certificate in relation to each essential fire safety measure. The fire safety certificate is to state in relation to each essential fire safety measure implemented in the building or on the land on which the building is situated:

a) that the measure has been assessed by a person (chosen by the owner of the building) who is properly qualified to do so and

b) that at the date of assessment of the measure was found to be capable of functioning to at least the minimum standard required by the schedule attached to the Construction Certificate.

Note: The owner is responsible for maintenance of the essential fire safety measure for the life of the structure. Annual Fire Safety Statements must be submitted to Council within each twelve-month period from the date of the initial fire safety statement certifying the maintenance standard of the essential fire safety measure installed on the property.

Reason: This is a requirement of Clause 153 of the Environmental Planning & Assessment Regulations.

1.4 No plants or trees are to be removed unless:

- (i) The individual trees or area to be cleared have been delineated on the approved plans; or
- (ii) Removal is required to comply with any other condition of consent in relation to matters such as servicing or firebreaks.

Reason: To clarify the extent of vegetation removal permissible with this consent.

1.5 All stormwater from the roof of the proposed building, including the overflow from the required rainwater tank, shall be discharged by piping to the on-site lagoon.

Reason: To ensure adequate disposal of stormwater on site in a manner that is not going to cause damage to the building footings.

1.6 The proposed new skillion shed is to be colourbond "Gully" in colour on all of the external surfaces on the shed.

Reason: To comply with the requirements of Council's Heritage Advisor.

## **2. Prior to commencement of works**

2.1 The erection of the building the subject of this development consent MUST not be commenced until:

- (a) detailed plans/specifications of the building have been endorsed with a construction certificate by:
  - (i) the Council, or
  - (ii) an accredited certifier, and

- (b) the person having the benefit of the development consent:
  - (i) has appointed a principal certifying authority, and
  - (ii) has notified the Council of the appointment, and

- (c) the person having the benefit of the development consent has lodged a notice of commencement form with Council. This is to be lodged at least two days prior to commencing the building work.

Reason: These are requirements of the Environmental Planning and Assessment Act and associated Regulations.

2.2 Prior to the commencement of works, the principal contractor is to ensure that the site has been appropriately protected and secured by a fence or hoarding to prevent access from the street and to prevent the possibility of any unauthorised access in accordance with WorkCover requirements.

Reason: To protect the safety of the public by restricting unauthorised access to the land.

- 2.3 Prior to the commencement of any site works appropriate erosion and sediment control measures are to be implemented to prevent any sediment from leaving the site, these measures are to be maintained during the construction phase and can only be removed once appropriate stabilization has been completed.

Reason: To prevent water pollution and protect the amenity of the adjoining area, and to comply with the Protection of the Environment Operations Act 1997.

### **3. During construction**

- 3.1 The structure(s) are to comply with the relevant requirements of the Building Code of Australia and the Environmental Planning and Assessment Act 1979.

Reason: This is a prescribed condition of the Environmental Planning & Assessment Act 1979 to ensure compliance with the Building Code of Australia.

- 3.2 **Council has been appointed the Principal Certifying Authority for the work. 48 hours notice prior shall be given to Council requesting that the following inspections being conducted:**

- a) at the commencement of building work, and
- b) prior to pouring any in-situ reinforced concrete building element, and
- c) after building work has been completed and prior to any occupation certificate being issued in relation to the approval.

**Please note that failure to comply with this condition may result in the Occupation Certificate not being granted.**

Reason: To ensure compliance with the Environmental Planning and Assessment Act 1979 and associated Regulations.

- 3.3 The builder / developer is to provide on-site waste bins for waste materials generated during construction and a bin with a tight-fitting lid for food scraps or they are to remove waste from the site to an EPA approved waste depot on a daily basis.

Reason: To protect public health and protect the amenity of the area.

- 3.4 The hours of operation for demolition or building works on the site shall be limited to the daylight hours, between 7.00am and 6.00pm Monday to Friday inclusive, 8.00am and 5.00pm Saturdays. No work shall be carried out on Sundays and Public Holidays without the prior written consent of the Council.

Reason: To ensure compliance with the requirements of the Protection of the Environment Operations Act 1997 and Regulations.

- 3.5 Any spoil deposited on public roads during the cartage of materials from or to the site shall be removed on the same day. The cartage of spoil shall cease, as directed by Council, if the Council determines that excessive deposition of spoil onto the road is taking place.

Reason: To ensure erosion control measures have been implemented.

- 3.6 All excavations and backfilling associated with the erection or demolition of a building must be executed safely and in accordance with appropriate professional standards.

All excavations associated with the erection or demolition of a building must be properly guarded and protected to prevent them from being dangerous to life or property.

Reason: This is a prescribed condition of the Environmental Planning and Assessment Regulation 2000.

- 3.7 If the work involved in the erection or demolition of a building:

- (i) is likely to cause pedestrian or vehicular traffic in a public place to be obstructed or rendered inconvenient, or
- (ii) involves the enclosure of a public place, a hoarding or fence must be erected between the work site and the public place.

If necessary, an awning / fence is to be erected, sufficient to prevent any substance from, or in connection with, the work falling into the public place.

The work site must be kept lit between sunset and sunrise if it is likely to be hazardous to persons in the public place.

Any such hoarding, fence or awning is to be removed when the work has been completed.

Reason: This is a prescribed condition of the Environmental Planning and Assessment Act 1979.

3.8 A sign must be erected in a prominent position on any work site on which work involved in the erection or demolition of a building is being carried out:

- (i) Showing the name, address and telephone number of the principal certifying authority for the work, and
- (ii) Showing the name for the principal contractor (if any) for any building work and a telephone number on which that person may be contacted outside working hours, and
- (iii) stating that unauthorised entry to the work site is prohibited.

Any such sign is to be maintained while the building work, subdivision work or demolition work is being carried out, but must be removed when the work had been completed.

Reason: This is a prescribed condition of the Environmental Planning and Assessment Act 1979.

3.9 All work to demolish the existing sheds and aviary shall be carried out in accordance with the AS 2601-2001 Demolition of structures and the requirements of NSW Workcover.

Reason: To provide for the safe demolition of the structure.

#### **4. Prior to occupation**

4.1 Use of the site for the proposed development shall not take place until all conditions required prior to commencement of work for this approval have been satisfied.

Reason: To ensure compliance to all requirements.

4.2 The use of the building is not to commence until such time as an "Occupation Certificate" is issued by Council / the Principal Certifying Authority responsible for the work.

Reason: This is a requirement of the Environmental Planning and Assessment Act 1979.

#### **BACKGROUND:**

The development was received by Council on the 6 June 2018. The development application was advertised and notified to adjoining owners. No submissions were received.

The Applicant being Council is proposing the following works as part of the development application:

- Demolition of the existing bird aviary including the associated sheds and irrigation pump equipment,
- Removal of one existing palm tree and one oleander bush and the removal of a branch on the adjacent athol pine tree,
- Installation of a new 48m2 skillion shed, and

- Installation of a gravel internal access track to the proposed new shed, the track will be for Council staff use only.

The Application has been reported to Council as Council manages the land and is the applicant of the development application. An aerial site plan of the whole site is attachment '1', an aerial layout plan of the proposed works is attachment '2', a plan of the proposed shed is attachment '3' and a photograph of the existing shed and aviary along with the site of the proposed shed is attachment '4'.

#### **STRATEGIC IMPLICATIONS:**

There are no policies applicable to the proposed development. There are no strategic implications expected by approving this development.

#### **COMMUNITY STRATEGIC PLAN:**

The proposed development application is compatible with target 3.3 in the Community Strategic Plan, being that 'we plan for the future to accommodate and facilitate sustainable growth and development'.

#### **FINANCIAL IMPLICATIONS:**

Works shall be funded out of Council's Operational Plan.

#### **LEGISLATIVE IMPLICATIONS:**

The following assessment of the Development Application is in accordance with Section 4.15 of the Environmental Planning and Assessment Act 1979.

#### ***Provisions of Environmental Planning Instruments (s4.15(1)(a)(i))***

##### ***Deniliquin Local Environmental Plan 2013 (DLEP)***

The property is located in the RE1 – Public Recreation zone and the proposed development is permissible with development consent. The proposal is consistent with the aims of the plan and compatible with the objectives of the RE1 zone.

Council is required to consider clause 5.10 and 6.7 of the DLEP.

##### **Clause 5.10 Heritage conservation**

*Development consent is required when erecting a building on land of which a heritage item is located or that is within a heritage conservation area. The consent authority may require a heritage management document to be prepared that assesses the extent to which the carrying out of the proposed development would affect the heritage significance of the heritage item or heritage conservation area concerned.*

The development application included a Heritage Impact Statement which concluded that the proposed development respects the significance of the heritage item and the heritage conservation area. The proposed new shed will be of colourbond construction and was proposed to be cottage green in colour. After seeking advice from Council's Heritage Advisor it has been conditioned that the colour of all external finishes be changed to the colourbond colour "Gully". This colour choice will allow the shed to blend in with the garden environment. A sample of the colour "Gully" is shown below.



#### Clause 6.7: Essential services

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

- (a) *The supply of water.*
- (b) *The supply of electricity.*
- (c) *The disposal and management of sewage.*
- (d) *Stormwater drainage or on-site conservation.*
- (e) *Suitable vehicle access.*

The subject site is connected to Council's water, sewer and stormwater systems. The subject site is connected to electricity. Vehicle access is available to the subject lot. No changes to essential services are proposed.

#### *State Environmental Planning Policies*

##### *Murray Regional Environmental Plan No 2 - Riverine Land (MREP No 2 – Riverine Land)*

The MREP No 2 – Riverine Land applies to the land shown on the map that is riverine land of the River Murray within Deniliquin. General and specific planning principles are required to be considered when a consent authority determines a development application.

#### Clause 9 - General Planning Principles

Clause and Control	Compliance
(a) The aims, objectives and planning principles of this plan.	The proposed development does not significantly impact on the River Murray as it is not located on riverine land. The proposed development is not considered to be development that would have a negative impact on the riverine environment.
(b) Any relevant River Management Plan.	Not applicable as there no River Management Plan applying to this land.
(c) Any likely effect of the proposed plan or development on adjacent and downstream local government areas.	It is not considered that the proposed development would impose any impacts on downstream local government areas.

(d) The cumulative impact on the proposed development on the River Murray.	It is not considered that the proposed development will impose any cumulative impacts on the River Murray.
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Clause 10 – Specific Planning Principles

Principle	Response
Access	The proposed site is not located on riverine land therefore this principle is not applicable to the proposed development.
Bank Disturbance	The proposed site is not located on riverine land therefore this principle is not applicable to the proposed development.
Flooding	The proposed development will not have a negative impact on floodwater.
Land Degradation	The proposed site is not located on riverine land therefore this principle is not applicable to the proposed development.
Landscape	The proposed site is not located on riverine land therefore this principle is not applicable to the proposed development.
River Related Uses	The proposed site is not located on riverine land therefore this principle is not applicable to the proposed development.
Settlement	The proposed development is not proposed for settlement purposes.
Water Quality	The proposed site is not located on riverine land therefore this principle is not applicable to the proposed development.
Wetlands	The proposed site is not located on riverine land or on wetlands therefore this principle is not applicable to the proposed development.

***Provisions of any draft Environmental Planning Instrument (s4.15(a)(ii))***

No draft environmental planning instruments apply to this development.

***Provisions of any Development Control Plan (s4.15(a)(iii))***

The subject site is located in the RE1 – Public Recreation zone and the following chapters are applicable to this development application.

*Chapter 1 – Introduction*

The proposed development application was notified in the local paper for a period of 14 days in accordance with the notification requirements of clause 1.11 – Notification of development applications.

*Chapter 6 – Recreation zones*

The following controls in chapter 6 are applicable to the proposed development.

Control	Standard	Compliance
6.1	Infrastructure and services	Essential services are existing onsite.
6.4	Building appearance and design	The proposed new shed will be 48m <sup>2</sup> in area and constructed from colourbond. The exterior of the proposed shed will be 'Gully' in colour. This colour choice will allow the shed to be blend with the garden environment.
6.7	Impacts on surrounding land	The proposed development will not

		unreasonably affect the amenity of the surrounding properties. Construction times will be conditioned to mitigate any impact.
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### *Chapter 11 – Heritage Conservation*

The Waring Gardens is listed in the Deniliquin Local Environmental Plan 2013 as a local heritage item and is located in the heritage conservation area. Whilst the aviary and associated infrastructure has been situated in the Waring Gardens for a number of years, the actual physical construction of the aviary is not considered to have heritage significance. Therefore, the removal of the aviary and existing shed does not impact on the heritage significance of the Waring Gardens.

#### ***Provisions of any Planning Agreement or Draft Planning Agreement (s4.15(a)(iia))***

Not applicable.

#### ***Prescribed Matters in the Regulation (s4.15(a)(iv))***

There are no prescribed matters that apply to this development.

#### ***Likely Impacts of that Development (s4.15(b))***

The proposed development will not impose any negative impacts on the area. There will be some minor disruption within the Waring Gardens during demolition and construction works.

#### ***Suitability of Site for Development (s4.15(c))***

The site is suitable for the proposed development. The use of the site will not alter due to the proposed development.

#### ***Submissions (s4.15(d))***

Nil.

#### ***The Public Interest (s4.15(e))***

The proposed development is considered to be compatible with the area. The proposed development does not propose to alter the existing use of the recreational area. The proposed development will allow for the redefinition of the use of this area as part of gardens and is currently under consideration of part of the public space masterplans being prepared.

### **INTERNAL REFERRALS:**

Health and Building Officer: No issues identified, approval recommended subject to conditions of consent.

Services and Utilities Engineer: No issues identified, approval recommended subject to conditions of consent.

Heritage Advisor: Recommendation to alter exterior colour of proposed shed from 'Cottage Green' to 'Gully'. Proposed development does not impact on the heritage significance of the Waring Gardens and approval is recommended.

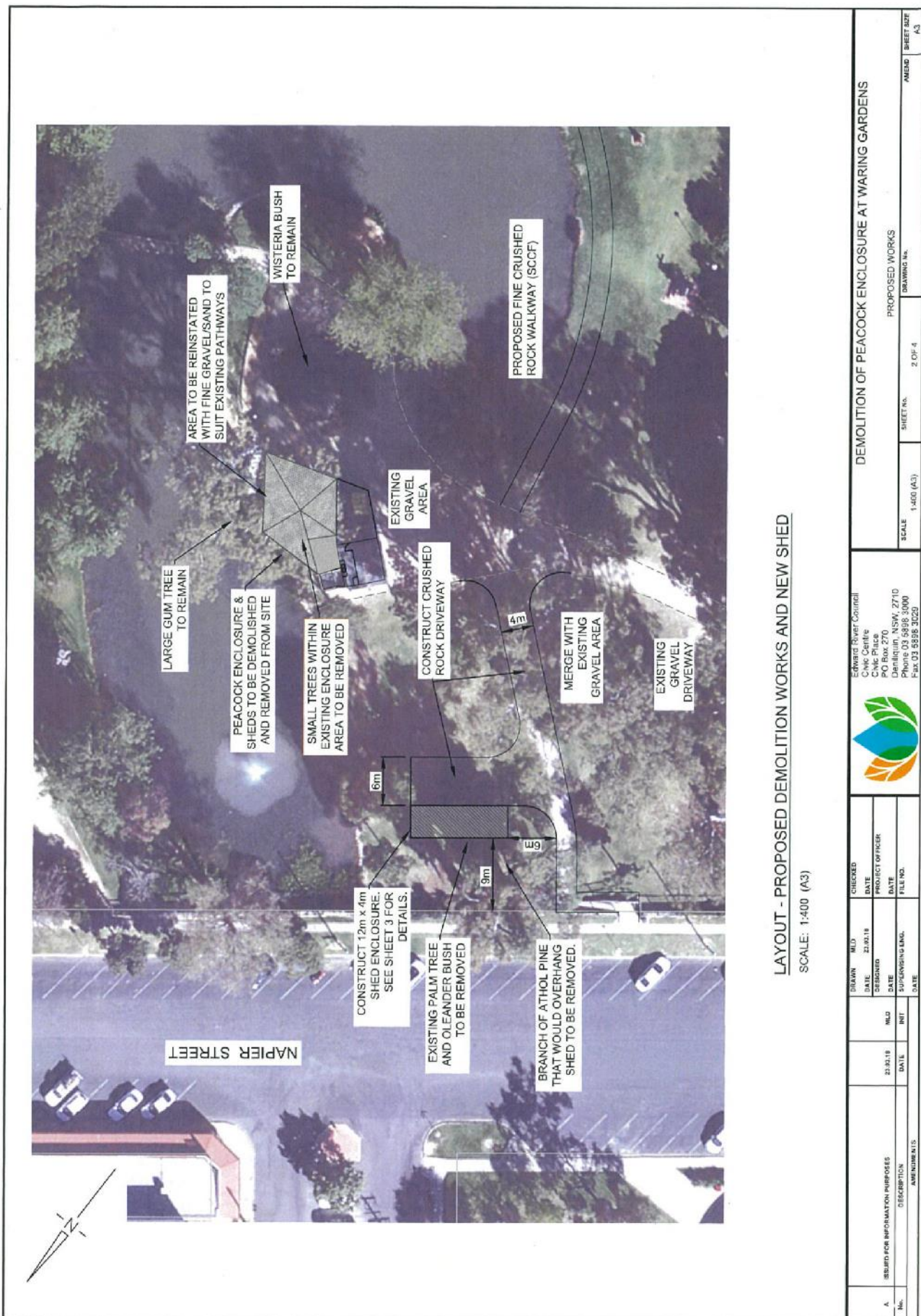
### **CONSULTATION:**

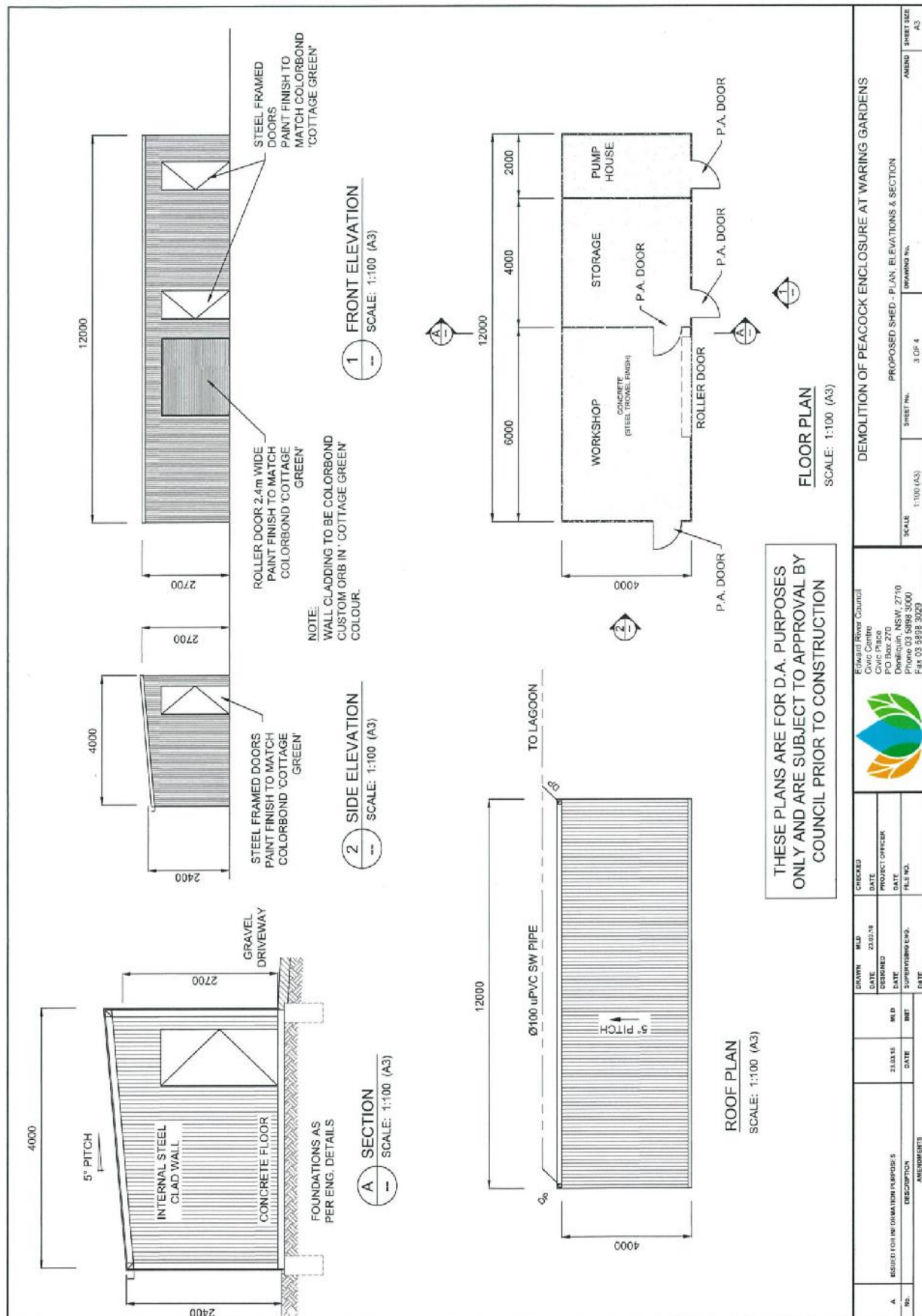
The development application was advertised and notified to adjoining owners. No submissions were received.

### **ATTACHMENTS**

1. DA27/18 Attachment 1 - Aerial plan of site
2. DA27/18 Attachment 2 - Proposed works plan
3. DA27/18 Attachment 3 - Shed plans
4. DA27/18 Attachment 4 - Existing shed and aviary and proposed site of new shed









EXISTING SHED AND ENCLOSURE



SITE OF PROPOSED SHED  
(PALM TREE & OLEANDER BUSH TO BE REMOVED)

Edward River Council Civic Centre 100 Box 2710 PO Box 2710 NSW 2710 Phone 03 5888 3000 Fax 03 5888 3029				DEMOLITION OF PEACOCK ENCLOSURE AT WARING GARDENS	
USED FOR INFORMATION PURPOSES DESCRIPTION AMENDMENTS		DRAWN DATE 23.03.18	MLD DATE 23.03.18	CHECKED DATE 23.03.18	PROJECT OFFICER DATE 23.03.18
No.		DATE 23.03.18	MLD DATE 23.03.18	SUPPLYING ENG. DATE 23.03.18	FILE NO. DATE 23.03.18
SCALE NTS		SHEET No. 4 OF 4		SITE PHOTOGRAPHS DRAWING No.	
ANEND		ANEND		SHEET SIZE A3	

**11.17 ALCOHOL FREE ZONES**

**Author:** Maggie McCalman, Building Surveyor Trainee

**Authoriser:** ,

**RECOMMENDATION**

That Council:

1. Prepare a proposal for the re-establishment of an alcohol free zone within the area outlined in blue in Attachment 1 of this report titled 'Proposed AFZ 2018-2022' in accordance with section 644 of the Local Government Act;
2. Undertake public consultation of the proposal to establish the alcohol free zone within the area outlined in blue in attachment 1 of this report titled 'Proposed AFZ 2018-2022' in accordance with section 644A of the Local Government Act and the "Ministerial Guidelines on Alcohol Free Zones" (February 2009); and
3. Upon completion of this public consultation, consider a further report on the proposal to establish the alcohol free zone.

**BACKGROUND**

The Alcohol Free Zone (AFZ) expires on 18<sup>th</sup> September 2018 and is required to be renewed. The same area is currently being proposed to be re-established for another four years.

**ISSUE/DISCUSSION****LOCAL GOVERNMENT ACT**

Section 644 of the Act provides that Council may prepare a proposal for the establishment of an AFZ on either its own motion or on the application of a person representing a bona fide community group active in the area, a police officer or a person who lives or works in the area. The proposal must comply with the 'Ministerial Guidelines on Alcohol Free Zones' (February 2009) and must address the following matters:

- Reasons to support an AFZ;
- Location of an AFZ;
- Duration of an AFZ;
- Consultation with the Police.

When re-establishing an AFZ, the guidelines advise that Council should also consider the following matters:

- What were the factors which originally supported a zoning in that area;
- How successful was the previous AFZ in achieving a reduction in unacceptable street drinking;
- What do police statistics indicated about the value of re-establishing an AFZ in that area;
- What other measures may need to be considered (e.g. a community education program) if unacceptable street drinking is still of concern in that area; and
- Has the community's perception of safety improved?

An AFZ can only be applied to a public road or part of a public road or a public place that is a car park or part of a car park and can be established for a maximum of 4 years, as per the Act.

Council must give public notice in a newspaper circulating in the area of the proposed AFZ and invite public comment for a period of 14 days. In addition to this, Council must notify the NSW Police, each holder of a license in force under the Liquor Act 2007 for premises that border on, or

adjoin or are adjacent to, the proposed AFZ. The Guidelines also require that Council consult with any known organisation representing or able to speak on behalf of an identifiable Aboriginal or culturally and linguistically diverse group within the local area.

After completing the above, Council may, by resolution, adopt a proposal to establish an AFZ. Council must publicise its decision in a newspaper circulating the area and an AFZ cannot commence within 7 days of the notice being given. Signs must be erected on the outer limits of the AFZ and at suitable intervals within the zone.

### **ALCOHOL FREE ZONES**

The current AFZ operated from 17 September 2014 and will expire of 18 September 2018. A map showing the location of the existing AFZ is in Attachment 1.

### **SIGNS**

There are existing signs on the outer limits of the AFZ and within the AFZ. These signs will be audited to ensure compliance with the Act e.g. details on the signs and the required location. The existing signs were installed to replace the signs following the expiration of the previous AFZ (2010-2014). All signs are compliant with the current guidelines, however will require the AFZ period dates to be changed. The signs also note "DENILQUIN COUNCIL" at the bottom, which may need to be updated to "EDWARD RIVER COUNCIL". It is proposed that the existing signs can be updated with stickers.

### **PUBLIC CONSULTATION**

In accordance with the Act, it is proposed to publicly exhibit the AFZ, to notify the NSW Police, each holder of a license under the Liquor Act within the vicinity of the AFZ, the Deniliquin Local Aboriginal Land Council and Yarkuwa. Consultation will be done within the prescribed timeframes.

### **STRATEGIC IMPLICATIONS**

Nil

### **COMMUNITY STRATEGIC PLAN**

The re-establishment of the AFZ meets target 1.3 of the community strategic plan being 'our community is safe, happy and healthy, both physically and mentally'.

### **FINANCIAL IMPLICATIONS**

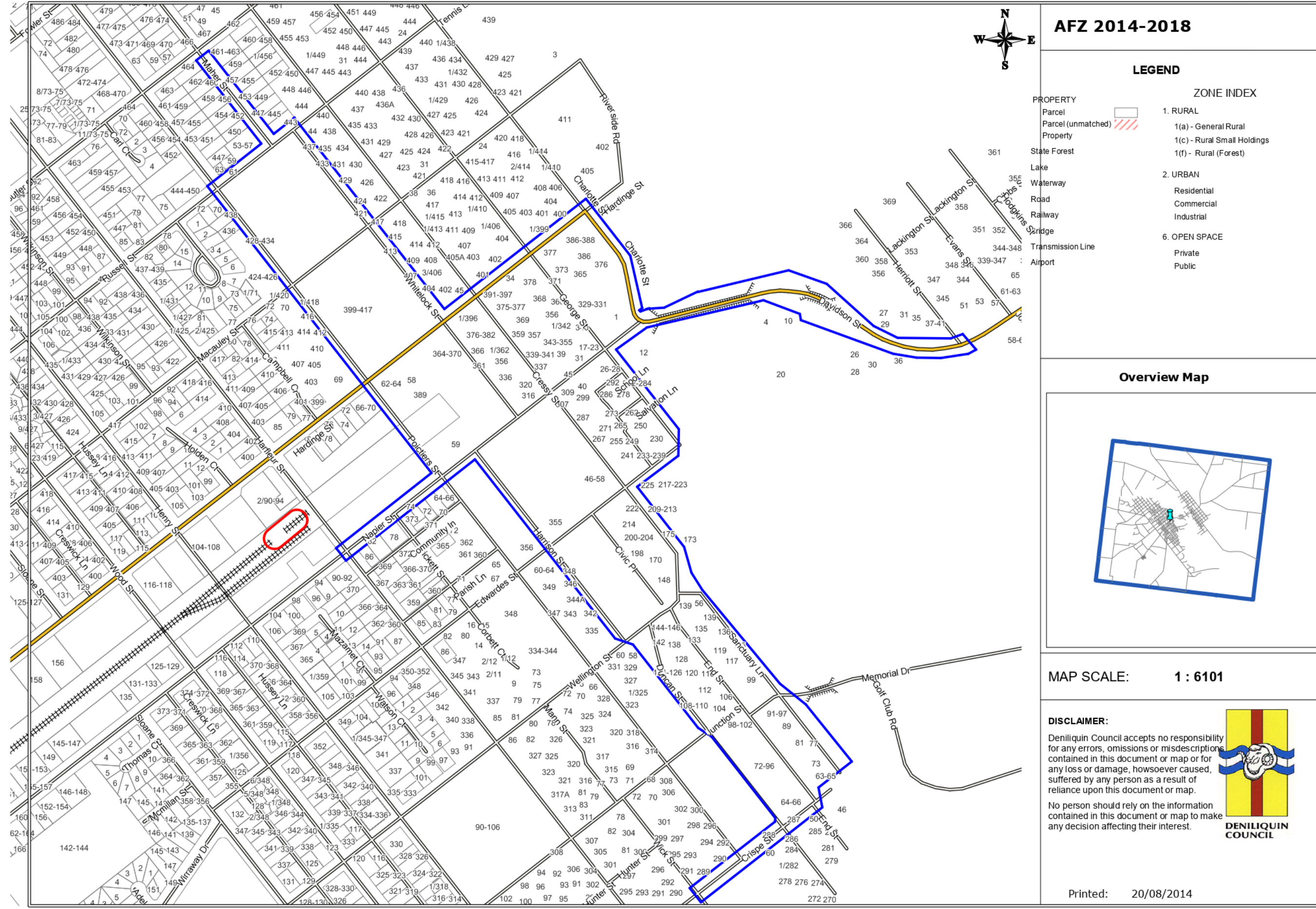
There will be costs associated changes to signs and any stencilling of footpaths that is required. These are yet to be costed.

### **LEGISLATIVE IMPLICATIONS**

The implementation of AFZs must comply with the Local Government Act.

### **ATTACHMENTS**

#### **1. Alcohol Free Zone**



**11.18 SALE AND DEVELOPMENT FORMER COUNCIL DEPOT 143-147 HARDINGE STREET DENILIQUN**

**Author:** Michelle Cobb, Manager Tourism & Economic Development

**Authoriser:** ,

**RECOMMENDATION**

That Council

1. Determine that the former Council Depot (South Depot) at 143-147 Hardinge Street, Deniliquin, Lot 261 DP634603 is surplus to Council requirements and approve the sale of this land
2. Allocate a budget of approximately \$50,000 from the Infrastructure Reserve to undertake soil and contamination investigations at 143-147 Hardinge Street, Deniliquin on both Lot 261 DP634603 and Lot 27 DP756325
3. Once site rectification works are complete, approve an Expression of Interest process for the sale of Lot 261 DP634603 that places a focus on supporting business expansion, job creation and economic development as the preferred outcome
4. Approve that upon completion of sale of the property, all costs associated with the above investigations will be reallocated to the Infrastructure Reserve
5. Note that the sale won't be finalised until all Council required equipment and shedding is removed from the site
6. Note that Lot 27 DP756325 is Crown Land leased by Council and as such won't be included as part of the land sale
7. Note that the relocation of sheds at the back of the site used by local service groups will need to be relocated to a suitable site and that the costs to do this will be funded through the proceeds from the sale of the land

**BACKGROUND**

The purpose of this report is to seek Council approval for the sale of the former Council Depot (south Depot) located at 143-147 Hardinge Street, Deniliquin.

Council have previously passed a motion that Council's operational depots be consolidated to the North Depot site. As a result, the South Depot is now surplus to Council's needs.

Council officers have been holding discussions with local businesses seeking suitably sized and appropriately zoned industrial land to expand their operations in Deniliquin. This South Depot site is a prime piece of land for an industrial type development.

**ISSUE/DISCUSSION**



The former Deniliquin Council works depot at 143-147 Hardinge Street, Deniliquin offers a prime location for business attraction or expansion due to its exposure to passing traffic and ease of access from main roads.

It comprises Lot 261 DP634603 (14,730 sqm) and Lot 27 DP756325 (1,147 sqm held as Perpetual Lease), improved with a number of buildings. Lot 261 DP634603 is Council owned freehold land that is classified as 'operational land' and as such able to be sold. Lot 27 DP756325 is Crown Land leased by Council and not able to be sold.

Prior to progressing the sale of Lot 261 DP634603 Council will need to undertake soil and contamination investigations and complete any remediation works that arise from those studies. It is recommended that a budget of \$50,000 be established to undertake the required testing of the site. Rectification works, if required, will then be undertaken. Any costs incurred in rectifying the site would be recovered through the sale of the land.

At the back of this site are sheds that support local service groups, arrangements for the relocation of these sheds will take place as the sale of the land progresses. The costs to relocate the sheds will be recovered through the sale of the land.

Following site rectification, it is proposed that an EOI process for the sale of the land take place. This EOI will include the following principles:

- Submissions will be assessed against a number of criteria these will include the number of jobs that will be created, estimated spend on plant, equipment, materials and construction in the local region, visual amenity of the proposed development etc.
- Council will look for plans to develop the site in a timely manner to support economic growth and job creation

This approach will be open and transparent and provides an opportunity for a local business looking to expand as well as new business or industry looking to relocate to Deniliquin. The process provides a good opportunity for Council to display a proactive approach to economic development and business expansion.

**STRATEGIC IMPLICATIONS**

The sale of industrial land, creation of jobs, development of a skilled workforce and facilitating business and industry attraction and expansion are all key focusses of Edward River Council's draft Economic Development Strategy.

**COMMUNITY STRATEGIC PLAN**

The creation of jobs, retaining and developing a skilled workforce and facilitating business attraction and expansion in the Edward River Region aligns with Edward River Council's community Strategic Plan - Outcome 2 – A prosperous and vibrant economy.

**FINANCIAL IMPLICATIONS**

A budget of approximately \$50,000 will be required to commission soil and contamination investigations and reports. The cost of these reports and any remediation required will need to be accessed from the Infrastructure Reserve. All costs associated with these activities will be reallocated to the Infrastructure Reserve upon completion of the sale of the land.

**LEGISLATIVE IMPLICATIONS**

The sale of Council land will adhere with the Local Government Act and with all legislative requirements.

**ATTACHMENTS**

**Nil**

**11.19 FREE WASTE WEEKENDS - EDWARD RIVER LANDFILL**

**Author:** Nicole Rogers, Executive Assistant

**Authoriser:** Oliver McNulty, Director Infrastructure

**RECOMMENDATION**

That Council:

1. Approve the Free Waste Disposal weekends at the Deniliquin Landfill to take place on the following dates during the 2018/19 financial year: 27 & 28 October 2018, 5 & 6 January 2019, 6 & 7 April 2019 and 15 & 16 June 2019
2. On the Free Waste Disposal weekends that waste does not include tyres, commercial waste, construction and/or demolition waste.

**BACKGROUND**

Changes were made to the operations of the landfill in July 2015 to make the disposal of residential green waste and residential waste free to the rate payers of Edward River Council. This change did not include larger household items. As a result, Council have been offering four (4) weekends annually as open weekends at the landfill for disposal of larger items as a free service to ratepayers.

**DISCUSSION**

The free weekends allow for disposal of larger items such as mattresses, refrigerators, other white goods and furniture. This is for residential properties only and does not include tyres, commercial waste, construction and/or demolition waste.

It is recommended that Council continue this approach in the 2018/19 financial year. The proposed free waste disposal weekends are:

- 27 & 28 October 2018
- 5 & 6 January 2019
- 6 & 7 April 2019
- 15 & 16 June 2019

Council will advertise the weekends in the Pastoral Times, Councils Website and facebook page in the lead up to the proposed dates.

**COMMUNITY STRATEGIC PLAN**

Council's support for these free waste weekends is in accordance with the strategic objective of Edward River being "A great place to Live"

**FINANCIAL IMPLICATIONS**

Council staff shall accept residential property waste at Councils Landfill site free of charge for the weekends stated.

**LEGISLATIVE IMPLICATIONS**

It is required that Council consider this report as this recommendation falls outside Councils published fees and charges

**ATTACHMENTS**

Nil

## 11.20 STRONGER COMMUNITIES FUND - MAJOR PROJECTS PROGRAM AND THE STRONGER COUNTRY COMMUNITIES PROGRAM - JULY PROGRESS REPORT

**Author:** Nicole Rogers, Executive Assistant

**Authoriser:** Oliver McNulty, Director Infrastructure

### RECOMMENDATION

That Council note the Stronger Communities Fund- Major Projects Program and the Stronger Country Communities Program- Progress Report for July 2018

### BACKGROUND

The Stronger Communities Fund was established by the NSW Government to provide newly merged Councils with funding to spend on priority community initiatives.

Edward River Council received \$10 million in funding. An amount of \$1.4 million was allocated to various community groups for projects under the Community Grants Program. The remaining \$8.6 million has been allocated for the Major Project Program.

After this Edward River Council received funding from the Stronger Country Communities Program to a total value of \$1,269,841

The projects adopted by the Stronger Communities Fund Assessment Panel are as follows:

7. Project – Stronger Country Communities	8. Grant Amount
9. Deniliquin Swim Centre Revitalisation	10. 880,000
11. Community Masterplans & Initial Works	12. 2,105,000
13. Deniliquin Regional Sports & Entertainment Stadium	15. 540,000
14. Extension	
16. Blighty Community Netball & Tennis Facility	17. 550,000
18. Deniliquin Children's Centre Extension	19. 500,000
20. Deniliquin Netball Facility Improvement Works	21. 320,000
22. Rural Villages Beautification Project	23. 300,000
24. Beach to Beach Walk Connectivity Improvements	25. 300,000
26. Deniliquin Community Facility Refurbishments	27. 165,000
28. Urban Road Infrastructure Program	29. 2,390,000
30. Deniliquin Airport Heritage Centre Development	31. 50,000

32. Unallocated Funding for New Council	33. 500,000
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The projects that have been funded through the Stronger Country Communities Program are as follows:

<b>Project – Stronger Country Communities</b>	<b>Grant Amount</b>
Scott's Park – A destination Playground	\$676,620
Deniliquin Swim Centre – All Abilities Facilities	\$295,796
Lagoons to River Walk	\$297,425

## **ISSUE/DISCUSSION**

A project summary update report for both programs to July 2018 is attached to this report.

Given the importance of these projects to the community and the value of the funding being spent, officers will bring a monthly project update report to each Council meeting. This report will ensure a high level of accountability for progressing these projects and ensure transparency to the community on project progress.

## **COMMUNITY STRATEGIC PLAN**

The Major Projects Program and the Stronger Country Communities Program fund and progress projects that are strategically important for Edward River Council and the region.

## **FINANCIAL IMPLICATIONS**

Projects funded through these programs include costs for the design, documentation, and supervision costs for each project. Each of these projects are fully funded for the scopes as set out by Council.

## **LEGISLATIVE IMPLICATIONS**

Council must ensure that these projects are completed within the timeframes set out within the funding agreements. Each project must ensure that they are delivered and compliant with any legislative requirements

## **ATTACHMENTS**

- 1. Stronger Community Update**

**Attachment One - Projects Progress Report – July 2018****Stronger Communities Fund – Major Project Program****Stronger Country Communities Program**

Project Description	Project Phase				Comments
	Initiation	Design & Documentation	Quotes and Tendering	Delivery and Handover	
<b>Deniliquin Swim Centre Revitalisation</b>					
Water Play facility	Draft Project management plan completed, pending finalization and approval	Specification for the design and construct of the splash park to be developed, reviewed and approved.	Request for tenders currently still out, Tenders due Friday the 16 <sup>th</sup> June. This will be reported to Council in July	To be confirmed on award of construction. Currently estimated at 10/11/2018	The contractor has been appointed. They will commence site investigations and final designs immediately.
Lining of Main Pool and Wet Deck Construction	Scope of works to be finalized. Project management plan to be completed and approved	Melbourne Pools and Spas have undertaken an assessment of the condition of the three pools and associated assets and are currently developing a report to inform works requirements including prioritize of works.	Upon completion of the report by Melbourne Pools a report will be brought to Council to confirm the final scope of work for this element of work. Melbourne water report has been received.	To be advised on approval of scope of works	Tender documentation and specification is being completed for works.
Solar Heating of medium pool	Scope of works to be finalized. Project management plan to be completed and approved.	Melbourne Pools and Spas have undertaken an assessment and providing recommendation on way forward.		To be advised on approval of scope of works	Works dependent on the Lining of main pool and wet deck project and the Amenities facility project due to solar required to be on the roof of the amenities and also interconnected with assets renewal as part of the learner's pool.

Project Description	Project Phase				Comments
	Initiation	Design & Documentation	Quotes and Tendering	Delivery and Handover	
Amenities Facility Refurbishment	Project being scoped in parallel with design works	Currently being designed by REALM and BM Civil engineers	To be submitted for tender 20 <sup>th</sup> July 2018	TBA on approval of scope of works	Project Management plan, preliminary designs and engineers structural report currently being developed
<b>Community Master Plans and Initial Works</b>					
Recreation Strategy	Project brief completed and quotation received	Tender brief and specification complete	Consultants have been appointed	Consultants are working on the development of the strategy	This will go to public display in August
Memorial Park – Masterplan	Project brief completed and quotation received	Tender brief and specification complete	Consultants have been appointed	Consultants are working on the development of the strategy	
River Front Master Plan	Tender to be considered at March Council meeting	Tender brief and specification complete	Consultants have been appointed	Consultants are working on the development of the strategy	
CBD Streetscape	Tender to be considered at March Council meeting	Tender brief and specification complete	Consultants have been appointed	Consultants are working on the development of the strategy	This will go to public display in August
Arts & Culture Precinct	Funding has been allocated as outlined in the comments				<ul style="list-style-type: none"> <li>• \$438,500 has been allocated to provide as leverage for the Town Hall Project. This will be confirmed in September 2018</li> <li>• \$20k has been allocated for the water tower art project</li> <li>• \$11.5 K has been allocated for a master plan for the Pepin/Crossing cafe</li> </ul>

Project Description	Project Phase				Comments
	Initiation	Design & Documentation	Quotes and Tendering	Delivery and Handover	
<b>Deniliquin Sports and Entertainment Building Extension</b>	Working Group formed, and meetings held. Scope of project being finalised. Existing timber floor being assessed.	Preliminary plans and costings done. To be finalised early 2018. Construction documentation is 50% complete	Request for Tender will be issued in October 2018	Construction will commence in January 2019 with a June completion date	Stadium operators are managing the overall management of this project.
<b>Blighty Community Netball &amp; Tennis Facility</b>	Working Group formed Initial designs being evaluated	Design & Construct process to be used to identify companies to do work and type of building appropriate for site	Tenders to be called in second quarter of 2018 Contractor to be appointed September 2018	Works to be completed January 2019 with handover in February 2019.	Final design and costing is complete. The DA will be considered by Council in July prior to going out to tender
<b>Deniliquin Children's Centre Expansion</b>	Working Group formed Deed of Funding Agreement signed by both parties	Completed	Project progressing and scheduled to meet timelines		Project progressing
<b>Deniliquin Netball Facility Improvements</b>					
Deniliquin Oval	Working Group formed, on site meetings held, scope of works decided	Specification and Design to be developed stipulating court runoff extension, line marking and resurfacing to suit Netball Victoria and Netball Australia guidelines.	Tender to be requested for works in June-July 2018	Construction to be Tentatively scheduled for October 2018 to February 2019	Identification of scope of works undertaken (with committee reps.) Specification and Design to commence (to ensure completed works achieve compliance with netball Australia guidelines); Construction to be scheduled for October 2018 to February 2019
Memorial Park	Working Group formed, on site meetings held, scope of works decided	Combined tender to be called to repair and resurface courts. Final scope of works to be agreed with working group a report will be presented to Council	Preliminary quotes obtained by club. Tender to be called in third quarter 2018	Works are to be delivery from October 2018	Identification of scope of works undertaken with committee representatives.

Project Description	Project Phase				Comments
	Initiation	Design & Documentation	Quotes and Tendering	Delivery and Handover	
		outlining any changes of scope prior to works progressing			
<b>Rural Villages Projects</b>					Limited progress has been made on these projects over the past 6 months. Letters have been sent to each of the working groups requesting site meetings to progress each of these projects These meetings have commenced
Blighty					Meeting with community representatives to be convened following outcome of current range of projects
Booroorban	Working Group formed, on site meetings held, scope of works decided	Develop layout plan – 2018	Works to be programmed for Council crews to deliver		Works around Community Hall are focus of local community
Conargo	Working Group formed, on site meetings held, scope of works decided	Develop path alignments and interpretative signage layout - 2018	Works to be programmed for Council crews to deliver		Continue construction of paths to local sites with interpretive signage
Mayrung	Working Group formed, on site meetings held, scope of works decided	Obtain quotes for fencing Develop road alignments – 2018			Works around Community Hall are focus of local community
Pretty Pine	Working Group formed, on site meetings held, scope of works decided	Place Orders for materials Develop layout for building extension 2018			Works for horse stalls and around Community Hall are focus of local community
Wanganella	Working Group formed, on site meetings held, scope of works decided	Obtain quotes for BBQ & lights 2018			BBQ facility, lights for tennis courts.

Project Description	Project Phase				Comments
	Initiation	Design & Documentation	Quotes and Tendering	Delivery and Handover	
<b>Beach to Beach Connectivity Walks</b>					
McLean's Beach access pathway	Scope of works and location identified	Tender construction documentation commenced		Construction work planned for Nov 2018	Site to be surveyed and best location for path identified. This will be added to the scope of works for the Lagoons Walk Project
Island Sanctuary Bridge Refurbishment	Scope of Works identified	Bridge assessment to be completed to enable tender and construction documentation		Construction to proceed early 2019	Bridge to be refurbished Bridge condition to be evaluated
<b>Deniliquin Community Facility Refurbishment</b>					
Scout Hall Refurbishment for Army Cadets	Working Group formed, on site meetings held, scope of works decided	List of building activities prepared to call quotes from local builders - 2018.	Request for Quotations has been advertised. These will close on the 29 June	Construction will commence by September with completion by December	Tender has been awarded to preferred contractor
Deniliquin Boat Club Accessible Toilet	Working Group formed, on site meetings held, scope of works decided	Funding Deed drafted for Club and ERC to sign.	Toilets will be constructed in July	Completion by end of August	Deni Boat Club to project manage works
<b>Urban Road Infrastructure Program</b>	ERC Staff generated project List of streets prepared and being evaluated	Scoping of works to be carried out and documented – early 2018	These roads and their detailed design are currently out to tender. This has been tendered as a design and construct. The tender process will close late June 2018	It is intended to appoint the preferred contractor in July 2018 and that works will commence in September 2019.	This is the subject of a separate report to Council

Project Description	Project Phase				Comments
	Initiation	Design & Documentation	Quotes and Tendering	Delivery and Handover	
<b>Deniliquin Airport Heritage Centre Development</b>	Working Group formed, on site meetings held, scope of works decided	Master Plan completed	Additional works to progress in line with masterplan		A list of projects has been drawn up. These works will progress in consultation with Council
<b>Unallocated Funding for New Council</b>	Discussion to be held with Council in early 2018 following the outcome of the Stronger Country Communities funding applications				Discussions need to be held with Council to identify opportunities for this funding
<b>Lagoons to River Walk</b>	Tender documentation completed		A separate report is included for Council to consider the Tenders submitted	Works will commence early in the new financial year	This is subject to a separate Council report
<b>Scotts Park – A destination Playground</b>	A project manager has been appointed for this work who is commencing on the required documentation for tender	Detailed design to be completed by November 2018		Construction to be completed by August 2019	The design for this project will commence in Spring

### 11.21 PROCUREMENT POLICY

**Author:** Michael Todd, Assets & Procurement Administrator

**Authoriser:** Oliver McNulty, Director Infrastructure

#### RECOMMENDATION

That Council resolves to adopt the Procurement Policy

#### BACKGROUND

The Procurement Policy (policy) has been reviewed to meet our current business requirements.

The policy is supplemented by a separate risk assessment tool and procedure document to support council staff and councillors to comply with the policy.

The policy will be reviewed by council at a minimum of 12 monthly intervals.

#### ISSUE/DISCUSSION

The financial thresholds for procurement methods have been reviewed and updated. The updates reflect Councils day to day business and are set to ensure Council get value for money. The new thresholds will also assist officers in the management of the day to day procurement process.

An Exemption from Quotation Requirement clause has been included in the update policy. This gives people engaged in procurement guidance and a form if they require to deviate from the policy. This form must be signed off by management to ensure the assessment is fair and transparent.

Occasionally Council go to market and cannot get the required quotations due to a lack or restriction on the available services. Occasionally there may be purchases that are specialised and only have a single supplier or may be limited by warranty. In these cases there will be a signed "Certificate of Exemption" detailing the reasoning behind our actions.

#### STRATEGIC IMPLICATIONS

This policy ensures that all council employees and councillors undertake procurement activities in a manner that is consistent with their legal and ethical obligations

#### COMMUNITY STRATEGIC PLAN

Nil

#### FINANCIAL IMPLICATIONS

This policy supports improved on time payment of invoices and cash management.

#### LEGISLATIVE IMPLICATIONS

The policy supports the implementation of Section 55 of the Local Government Act 1993 and the Local Government (General) Regulation 2005.

#### ATTACHMENTS

##### 1. Procurement Policy



## Scope

This Policy applies to Councillors and Council Officers participating in the procurement of goods or services on behalf of Edward River Council.

## Purpose

The purpose of this policy is to establish how Council's procurement practices support the implementation and delivery of Council's Community Strategic Plan in accordance with Council's annual budget and long term financial plan.

## Definitions

**Procurement** describes the over-arching process concerned with developing and implementing strategies to manage an organisations spend in a way as to contribute to the organisations overall goals and to maximise value and/or minimise the total cost of ownership.

**Purchasing** means the actual purchasing of goods and services.

**Value for Money** as detailed by the Tendering Guidelines for NSW Local Government, value for money is determined by considering all the factors that are relevant to the proposed procurement and may include: experience, quality, reliability, timeliness, service, risk profiles and initial and ongoing costs. These are all factors that can make a significant impact on benefits and costs. Value for money does not automatically mean the 'lowest price'. Value for money is a comparison of the apparent benefits of the proposed procurement activity with the whole-of-life costs.

## Legislative Requirements

Local Government Act 1993 particularly Section 55, Section 10A, Section 12.

Local Government (General) Regulation 2005.

Relevant Australian Standards.

Local Government Amendment (Public Private Partnership) Act 2004 and the Public Private Partnerships DLG Guidelines.

Office of Local Government Tendering Guidelines for NSW Local Government.

Government Information (Public Access) Act 2009.

National Competition Policy.

Competition and Consumer Act 2010 (Cth) and the Fair Trading Act 1987 (NSW)

Privacy and Personal Information Protection Act 1998.

State Records Act 1998.

## Policy Statement

Council is committed to ensuring that all procurement activities are undertaken in a robust and systematic manner that is consistent with its legal and ethical obligations.

Council will ensure value for money through a balanced whole-of-life evaluation that includes consideration of financial, social, ethical, local economic and environmental factors.

Council will deliver on our commitment to procurement that meets operational requirements and achieves the highest commercial and sustainability outcomes through the application of the principles and objectives of this policy.



## Procurement Policy

Council Policy  
Corporate Services  
Director Corporate Services

Only authorised staff may undertake procurement of goods or services on behalf of Edward River Council. Staff are authorised through instruments of delegation in accordance with the Local Government Act 1993.

### Principles

**i. Value for money**

Consideration of capital cost, lifetime costs and benefits associated with the procurement for the long-term benefit of Council.

**ii. Probity**

Clear application of fairness and integrity in procurement processes to encourage suppliers to work with Council.

**iii. Accountability and transparency**

Procurement is open, justified, planned, documented and within delegation.

**iv. Consistency**

Application of procedures based on standard methods providing a consistent approach to procurement.

**v. Risk management**

Risks are identified and managed to maximise opportunity and minimise adverse consequence to Council through procurement processes.

**vi. Sustainability**

Procurement achieves value for money on a whole life basis in terms of generating benefits not only to the organisation, but also to the community, the economy and the natural environment.

### Objectives

Building upon our existing business principles, it is the objectives of the Policy to ensure that Council's procurement practices:

1. make efficient and effective use of Council's and Council's supplier's resources;
2. are compliant with legislation;
3. improve the local amenity of our community and are socially responsible;
4. foster local economic development and business sustainability through procurement practices;
5. support Australian markets for sustainable products and services;
6. improve Council's on time payment record and cash management;
7. ensure Council and its staff act within their delegations and are accountable for decision making in procurement.



### Procurement Controls

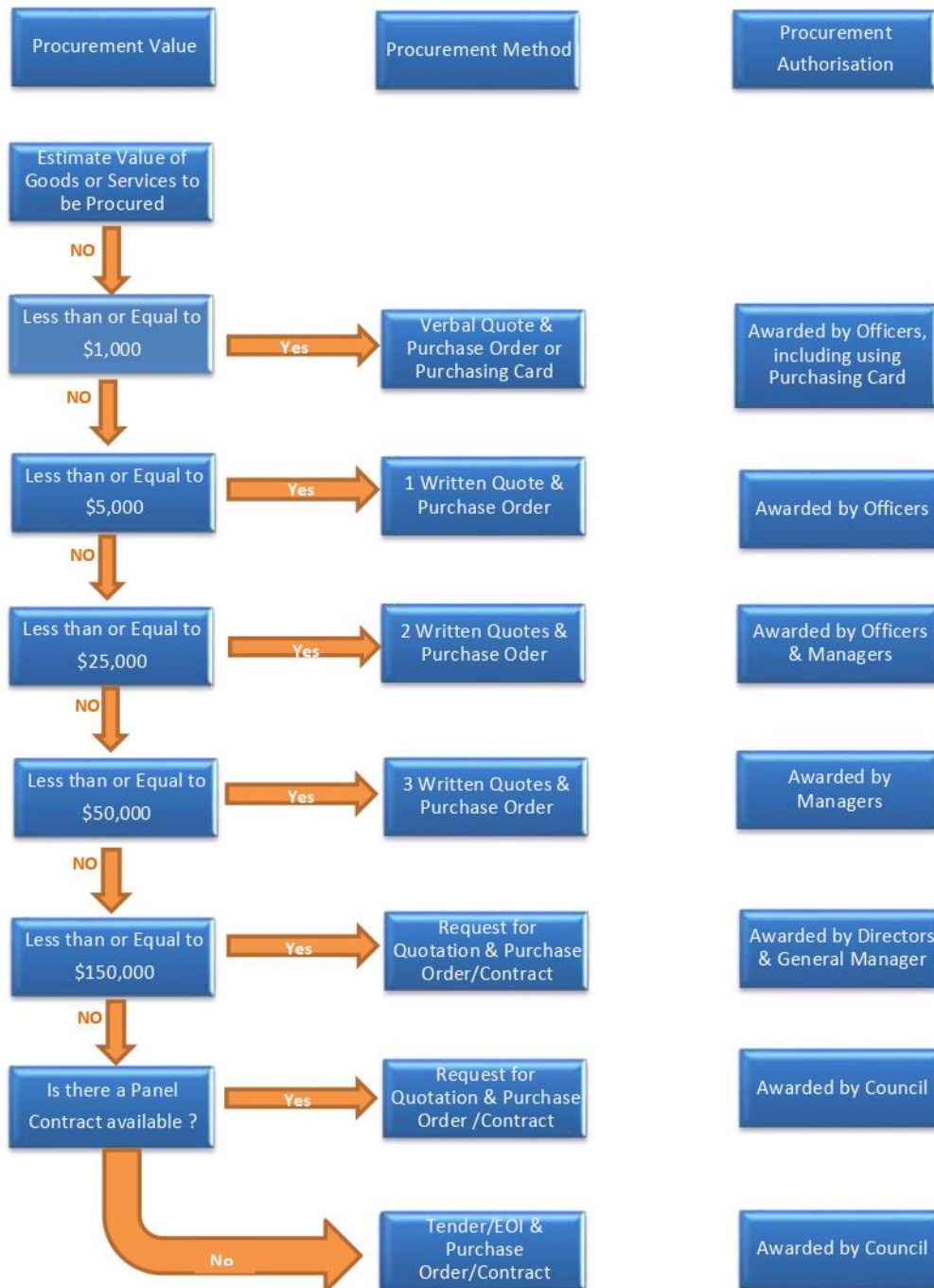
All procurements must be in accordance with the following and executed in accordance with the Procurement Procedure.

Value of Purchase inc. GST	Procurement Method
Less than \$1,000	Verbal quote or Purchase Card
More than 1,000 and less than \$5,000	1 written quote
More than \$5,000 and less than or equal to \$25,000	2 written quotes
More than \$25,000 and less than or equal to \$50,000	3 written quotes
More than \$50,000 & less than \$150,000	Request for Quotation
Equal to or more than \$150,000	Public Tender

For low value transactions of less than \$1,000, where procurement can be through a single verbal quote, the details of the verbal quote are to be entered in the notes field of the Purchase Order in the Finance System. Similarly, written quotes are to be attached to the Purchase Order.

All purchase orders must be separately authorised in accordance with Financial Delegations.

Council's Corporate Purchase Card may be used for the payment of invoices under \$1,000.





### Exemption

The following activities are exempt from this Policy as they are subject to the approval of the General Manager:

- Emergency purchases
- Purchase of specialised goods or services
- Purchase of travel and accommodation

### Exemptions from Quotation Requirements

If an employee is prevented from obtaining the number of quotations required (e.g. sole supplier), then they must document the facts to support the deviation from the procedures set out in this Policy on an *Exemption Form*; and

- (b) All exemptions must be recommended by the relevant Director and authorised by the General Manager or designate

### Supporting Local Business

Council is committed to supporting local businesses where such purchases are justified on value for money grounds, while remaining compliant with the Competition and Consumer Act 2010 and other fair trading legislation requirements. A weighting percentage of 10% will be assigned to the criteria element of "benefit to the Edward River region" for tenders and quotations. Council will examine where the business has its head office, the percentage of staff employed, percentage of materials, plant and equipment used and what impact the business offers the local community.

### Corporate Purchase Cards

The following applies to the use of Corporate Purchase Cards issued to the Mayor, General Manager and designated Council employees:

1. Council is to maintain a register of Corporate Purchase Cards;
2. All cards will have transaction limits and monthly spending limits;
3. The cardholder is responsible for ensuring the security of the Purchase Card;
4. The cardholder is responsible for keeping all transaction records, such as receipts to verify expenditure;
5. All Corporate Purchase Card transactions must be authorised by the cardholder's manager or Director;
6. Corporate Purchase Card spending will be regularly audited by the Manager Finance and external auditors.

### Procedures, guidelines and supporting documents

Procurement Procedure (Council)

Tender Guidelines for NSW Local Government, October 2009 (State)

Delegations Register

Code of Conduct and Guidelines



**CERTIFICATE OF EXEMPTION  
 TO DEVIATE FROM POLICY**

Project Details:

Description of work/materials:

Total Estimated Cost: \$

Allocation No. / Project Code:

Reasons for Seeking Exemption:

Proposed Supplier/Tenderer:

**Certificate of Exemption**

I certify that for the work/material  
 detailed above it is impractical /  
 inexpedient to:

Obtaining three (3) quotations  
 Calling public tenders  
 Other (specify)

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Period for which Certificate of Exemption is value ..... to .....

Recommended

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Position

Approved

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Position

**Procurement Policy**

Council Policy  
Corporate Services  
Director Corporate Services

**Policy Version Control**

Policy Title	Procurement Policy
Doc ID	27190
Department	Corporate Services
Function	Governance
Policy Group	
Responsible Officer	Finance Manager
Version	
Adopted	24/8/17
Next revision	Annual – November 2018

**12      REPORTS FROM COUNCIL COMMITTEES**

Nil

**13      MOTIONS OF WHICH NOTICE HAS BEEN GIVEN**

Nil

**14      RESCISSION MOTIONS**

Nil

**15      QUESTIONS ON NOTICE**

Nil

**16 CONFIDENTIAL MATTERS****RECOMMENDATION**

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

**16.1 Request to waive interest on overdue rates**

This matter is considered to be confidential under Section 10A(2) - b of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with discussion in relation to the personal hardship of a resident or ratepayer.

**16.2 CONTRACT 2.19.249 - DESIGN AND CONSTRUCTION OF LAGOON TO RIVER WALK**

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

**16.3 Contract 2.19.252 - Edward River Council Flood Recovery Works**

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

**16.4 Contract 2.19.254 - Road Reconstruction/Rehabilitation Program Works**

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

**17      CLOSE OF MEETING**