

**GENERAL MANAGER'S REPORTS TO COUNCIL MEETING
TO BE HELD THURSDAY 22 JUNE 2017**

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.....General ManagerAdministrator

ITEMS FOR DECISION

ITEM NO. 1 – IMPLEMENTATION OF NEW ORGANISATIONAL STRUCTURE AND RECRUITMENT OF SENIOR STAFF AND MANAGERS

FILE: 05.26

FROM: GENERAL MANAGER

An important part of the transition to a merged Council is the creation of a new fit-for-purpose Council Organisation Structure. As part of this process, the creation of a salary structure is also required, as the merged Councils had different salary systems and structures which need combining and upgrading to meet modern requirements.

The first step is Council's adoption of an Organisation Structure which is governed by Section 332 of the Local Government Act:

s.332 Determination of Structure

(1) A Council must, after consulting the General Manager, determine the following:

- (a) the senior staff positions within the organisation structure of the Council;*
- (b) the roles and reporting lines (for other senior staff) of holders of senior staff positions;*
- (c) the resources to be allocated towards the employment of staff.*

(1A) The General Manager must, after consulting the Council, determine the positions (other than the senior staff positions) within the organisation structure of the Council.

(1B) The positions within the organisation structure of the Council are to be determined so as to give effect to the priorities set out in the Strategic Plans (including the Community Strategic Plan) and Delivery Program of the Council.

Council, at its meeting in March 2017, approved an organisation structure and endorsed the recruitment process for the senior staff and Managers. At the time of the March meeting, Council did not make any resolution in relation to the classification of senior staff under the Local Government Act.

Council has recently successfully recruited for the two Assistant General Manager positions, and is now required to resolve that the positions be defined as senior staff as provided below:

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Section 322(2) A Council may not determine a position to be a senior staff position unless:

(a) the responsibilities, skills and accountabilities of the position are generally equivalent to those applicable to the Executive Band of the Local Government (State) Award; and

(b) the total remuneration package payable with respect to the position is equal to or greater than the minimum remuneration package (within the meaning of Part 3B of the Statutory and Other Offices Remuneration Act 1975) payable with respect to senior executives whose positions are graded Band 1 under the Government Sector Employment Act 2013. (currently \$178,000 pa).

This also allows Council to appoint to these positions in accordance with senior staff contracts on an up to 5 year fixed term contract.

RECOMMENDATION

The positions of Assistant General Manager – Corporate and Community Services and Assistant General Manager – Infrastructure and Environment be defined as Senior Staff positions in accordance with Section 322 (2) of the Local Government Act 1993.

ITEM NO. 2 - PERSONAL PROTECTIVE EQUIPMENT (PPE) POLICY
FILE: 05.27
FROM: GENERAL MANAGER

The Work Health and Safety (WHS) Committee meeting on 16 March 2017 endorsed the draft PPE Policy, which has the provision of knee length shorts as an alternative for long trousers. The merged Councils had two different policies in this regard: Jerilderie Shire had no allowance for shorts, the Murrumbidgee Shire policy had a provision for knee length shorts (*“The wearing of long sleeved UV protective shirts buttoned at the wrist and knee length shorts or trousers for outdoor staff is mandatory”.*)

Further direction in the Murrumbidgee Shire policy includes:

Personnel working outdoors is exposed to UV radiation and should take additional precautions. This includes:

- *The application of sunscreen cream which has a minimum 30+ protection rating. Sunscreen should be kept in a cool place. Do not keep in the glove box of vehicles. If sunscreen is to be kept in a vehicle, place in a suitable place i.e. esky or lunchbox (Plastic zip lock bags will be supplied to prevent leakage). Sunscreen will be available in all Murrumbidgee Shire Offices and must be used for **ALL** staff. Notation of sunscreen application can be made on start-up sheet, diary or separate toolbox sheet for each gang. This applies to indoor staff also.*
- *The wearing of a broad brim and neck flap attachment on safety helmets.*
- *A broad brimmed hat will be worn at all times measuring no less than 7.5cm in width, as recommended by the NSW Cancer Council. A hat with a wide brim reduces the amount of UV radiation reaching the face by 50%. Hats worn by employees whilst working in an environment exposed to UV radiation shall be light enough to wear in hot condition and made of a fabric that is of a close weave and does not allow the penetration of sunlight. Hats that have a gauze section are not suitable as UV rays will penetrate these.*

The outdoor workforce have strongly supported the inclusion of shorts, and resolutions of the WHS and Consultative Committee meetings support the inclusion of knee length shorts as an option in the PPE policy. Staff indicated at those meetings that there is a good deal of Local Government in NSW which allows the issuing of knee length shorts. Investigation has resulted in data provided in attachment # 1.

There is a variety of approaches across Councils, ranging from no allowance for shorts (eg Jerilderie) through to knee length shorts with sun screen applied on a regular basis. Although assurances are given that sun screen is applied religiously by staff where shorts are worn, policing this requirement is problematic.

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In July 2016 Skin Patrol carried out an onsite Cancer Clinic for Murrumbidgee Council, a copy of the statistical report for this clinic is attached (attachment # 2). A number of pertinent statistics are relevant from this report on our staff:

- 91% of the Murrumbidgee patients were worried about the condition of their skin
- 61% were over 51 years of age, the most at risk age group
- 24% who attended the clinic were diagnosed with moderate to severe sun damage

The Work Health and Safety Act 2011 requires, under s20, “the person with management or control of a workplace must ensure, so far as is reasonably practicable, that the workplace, the means of entering and exiting the workplace and anything arising from the workplace are without risks to the health and safety of any person.”

Further, s28 defines the duty of workers: “while at work a worker must:

- (a) Take reasonable care for his or her own health and safety;
- (b) Take reasonable care....for others;
- (c) Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and
- (d) Co-operate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.”

Given the requirements of the Work Health and Safety Act, the growing knowledge of increasing incident of skin cancer worldwide, and despite the strong desire of the workforce to continue with the practice of wearing knee length shorts, I find I cannot recommend to Council that this practice continue and be applied equally across the entire staff.

RECOMMENDATION

The draft PPE Policy be adopted as recommended by the WHS Committee, without the inclusion of shorts, and that protective clothing be long sleeve shirts and long pants.

ITEM NO. 3–COUNCIL ELECTION-CARETAKER PERIOD
FILE: 03.10
FROM: GENERAL MANAGER

A Circular has been received from the Office of Local Government detailing Council decision-making prior to the September 2017 Local Government elections.

Clause 393B of the Local Government (General) Regulations 2005 limits Councils' ability to exercise some of their functions in the four weeks preceding the date of a Local Government election (the caretaker period).

What this will mean for Council

- Councils are expected to assume a “caretaker” role during election periods to ensure that major decisions are not made which would limit the actions of an incoming Council;
- Councils, the General Manager or any other delegate of the Council (other than a Joint Regional Planning Panel or the Central Sydney Planning Committee) must not exercise the following functions during the caretaker period:
 - Entering into any contract or undertaking involving an expenditure or receipt by the Council of an amount equal to or greater than \$150,000 or 1% of the Council's revenue from rates in the preceding financial year (whichever is the larger);
 - Determining a “controversial development application”, except where a failure to make such a determination would give rise to a deemed refusal, or such a deemed refusal arose before the commencement of the caretaker period;
 - Appointing or reappointing the Council's General Manager (except for temporary appointments).
- In certain circumstances, these functions may be exercised with the approval of the Minister.

Key Points

- “Controversial Development Application” means a Development Application under the *Environmental Planning and Assessment 1979* for which at least 25 persons have made submissions under section 79 (5) of that Act by way of objection.
- The caretaker period for the September 2017 Local Government elections commences on Friday 11 August 2017 and ends on Saturday 9 September 2017

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Recommendation

That Council note and adhere to the limitations of clause 393B of the Local Government (General) Regulations 2005 for the caretaker period from Friday 11 August 2017 until Saturday 9 September 2017.

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.....General ManagerAdministrator

ITEM NO. 4 - COLEAMBALLY ENVIRONMENTAL AND REFERENCE COMMITTEE (CERC)

FILE: 04.42.02

FROM: GENERAL MANAGER

A letter has been received from Coleambally Irrigation Co-Operative Limited requesting nomination of a Murrumbidgee Council representative/s to the Committee. The Committee is a 'sub-committee' to the Coleambally Irrigation Co-Operative Limited (CICL) Board and provides CICL Board with advice on environmental matters that might impact on CICL or that might arise as a consequence of irrigation within the Coleambally Irrigation Area. The Committee is required to meet at least annually. The Charter for the Committee is attached (attachment # 3).

Murrumbidgee Council can nominate up to two representatives for a three year term. The current delegate to CERC is Mrs Ruth McRae, and Mrs McRae is able to be renominated.

Nominations are required by 30 June 2017.

RECOMMENDATION

Nomination of up to two delegates for a three year term be made to the Coleambally Environmental and Reference Committee.

ITEM NO. 5 –RAMROC REGIONAL PANEL OF CONDUCT REVIEWERS
FILE: 03.23.02
FROM: GENERAL MANAGER

At the RAMROC Board Meeting held on 10 May 2017, consideration was given to the selection of a Regional Panel of Conduct Reviewers, arising from an open Expression of Interest (EOI) process which closed on 14 April 2017.

In total 22 EOI's were received, and these were in turn evaluated by a small panel of 3 General Managers and myself.

As a result, the Evaluation Panel recommended 10 companies/individuals be approved for appointment to the Regional Panel. These recommendations have now been approved by the RAMROC Board.

RAMROC has provided Council with full copies of the 10 EOI's lodged, and, in two instances, there are supporting appendices.

Council should now proceed to establish its individual Council Panel of Conduct Reviewers, with a suggested term of a 4 year period, commencing 1 July 2017.

RECOMMENDATION

The General Manager and Administrator review the companies/individuals as approved by the RAMROC Board, and appoint a Council Panel of Conduct Reviewers, commencing 1 July 2017 for a 4 year term.

**ITEM NO. 6 - ECONOMIC, TOURISM & COMMUNITY DEVELOPMENT –
PROGRESS REPORT**
FILE: 01.11
FROM: GENERAL MANAGER

Council's Economic, Tourism and Community Development Manager has prepared a report on activities undertaken within the region from 1 December 2016 to date, as detailed below:

Report December 2016 to June 2016
Economic Tourism and Community Development Portfolio

Summary: The first quarter of the Economic Tourism and Community Development portfolio was marked by building relationships within the business community, and understanding the drivers of the regional economy. The second quarter has concentrated on identifying and assisting with sources of funding for Council and stakeholder projects. Funding submissions to assist in this area include infrastructure works for The Willows, leadership training for women, and development of marketing collateral for investment attraction. Other activities include review and changes to tourism collateral, work on tourism operator engagement, delivery of business information and referral services to small / medium enterprise (SME) sector clients.

There has been a fairly-even spread of activities across the three functional areas of the portfolio and the three townships. I have been intent on building relationships with SME's and significant industry employers including Sun Rice and Freedom Foods. The outlook for agricultural businesses indicate they will contribute and continue to grow our economic base. Prospects for value-add activities will be explored as part of the Economic Development Strategy due for consultation and release early in the new financial year.

It is heartening to see a small but positive upswing in business confidence in Coleambally and Jerilderie, evidenced in extension of business operating hours, investment in new services at the Jerilderie IGA Supermarket and Pharmacy. The opening of an Arts Supply and Picture Framing retailer has delivered Coleambally's Brolga Place retail precinct a 100% occupancy. Issues in Darlington Point include uncertainty around the operations of the hotel and café business. More work may emerge post the report on the DP Caravan Park being finalised through the PMO.

In addition to these general ECT activities, the upcoming quarter will focus on:

- Delivery of an Economic Development Strategy
- Upgrade of Tourism Collateral and Operator Engagement
- Assisting facilitation of the Major Project funding,
- Working to re-purpose/tenant The Willows facility in Jerilderie
- Relationship building through Tourism, Small Business and Major Stakeholder Forums

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I have commenced and will ramp up work on 'game-changer' initiatives that include:

- Leveraging Arts Cultural and Heritage Tourism in Jerilderie
- Sale of residential real estate focussed on Wunnamurra Estate
- Advocating and planning for development of Lake Coleambally, inclusive of residential and tourism accommodation
- Assisting Waddi Housing secure a social and housing renewal project

Portfolio Overview: Activities in the first quarter were focussed on researching the Local Government area, building relationships with business and community, and value-adding to the work of Council in facilitating projects. Council contact databases were incomplete and out of date, with very few email addresses. Correcting this is a 'work in progress'. I have developed two survey tools¹ for collecting business and community data. Second quarter work has concentrated on stakeholder engagement, particularly in tourism and SME sectors.

1. Back to Business Week & Business Relationship Building

Back to Business Week (B2BW) funding for activities 26th February to 4th March underpinned a suite of activities, including a Regional Business Dinner attracting 50 attendances. This included developing collateral and leveraging ²advertising and marketing promotion. Participation in workshops and networking events was strong in Jerilderie and Coleambally. Connection to the business community in Darlington Point requires more work. The 'start-up' nature of the Economic Tourism and Community Development portfolio impacted attendances at B2BW events, a situation exacerbated by lack of contact information, the disparate nature of the business community in terms of geographic spread, and the predominance of time-poor micro-business owner operators, especially agri-business operators involved in harvest activities. Attendances at the June Tourism forum indicates I am making headway in relationship building.

2. Networking and Stakeholder Engagement

I have worked across the three townships through 'drop-in', 'drive-by', email and phone contact. This has been followed up by information and referral sent electronically to clients covering the ATO R&D Tax Incentive, AusIndustry funding, Industry Capability Network services, Regional Tourism Infrastructure programme, Building Better Regions Fund and Export Market Development Grant. I have also made contact with a number of agri-business and rural production stakeholders. This includes establishing contacts and building rapport in Sun Rice, Freedom Foods and Goman Foods.

¹ Business Confidence Survey/Community Group Capacity Survey

² Back to Business Week Brochure/advertising SRN Coly Observer/articles SRN & Coly Observer x3

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.....General ManagerAdministrator

Contact with regional stakeholders includes meetings with Industry Capability Network, RDA Murray/Riverina, NSW Chamber Murray Riverina, Coleambally Chamber, AusIndustry Regional Manager, two representatives of Department of Industry NSW, and the Community Engagement Manager for National Broadband Network. I have met personally with Local Member Greg Aplin, MP, and established contacts in the Office of Hon Sussan Ley, MP.

I have also met with SRN News General Manager and staff to explore production of business and tourism collateral.

I have established contacts in the tourism industry, including local operators such as Altina in Darlington Point, the Jerilderie Motel and Royal Mail Hotel; Bonic and Yarrow Park wineries; Riverina Regional Tourism; Newell Highway Promotions Group; and Kidman Way Committee (including meeting attendances in Cobar and Wagga Wagga).

3. Tourism Industry Development

I have networked with individual businesses, and in June conducted a networking event aimed at building business to business connectivity. This event at Yarrow Park was well attended (30) and included an overview by Ruth McRae in her role as RRT Board Member and Kidman Way Committee member. Speakers from Riverina Regional Tourism, Griffith Council and Newell Highway Committee gave a briefing on their activities. A focus was to inform operators on the 'shared responsibility' for tourism marketing, including the need for a stronger digital footprint within the visitor industry.

The passing of local tourism hero Gino Altin in May was noted by industry. The work of Altina Wildlife Park will continue under the management of Crystal and Rebecca Altin. I have provided assistance in planning a café/restaurant/interpretation centre development at Altina, and will continue to help with an application to the Regional Tourism Product Development Program. Altina is a tourism attraction of regional significance with potential to rise above 10,000 visits per annum. They contribute to the local economy, employing an estimated 17FTE. The multiplier effect of their visitors is crucial in planning the advancement of Darlington Point, including relationships with the hotel, cafés, Club, supermarket and caravan park.

4. Community Development

In terms of community development I have established contact with Innaburra, Tirkandi and Waddi Housing to look at collaborative opportunities to lessen disadvantage and promote capacity building initiatives in the Indigenous community. Prospects for increased investment in Indigenous related projects, including upgrade and housing development in Darlington Point, look positive.

I have assisted seven applications for art/community development funding, including Indigenous and Arts individual and infrastructure funding, and an application for Long Day Care in Jerilderie. I have worked with community groups on social capacity building, including assisting funding submissions through Jerilderie Men's Shed, Town Life and AngliCare Opportunity Shop in Darlington Point.

5. Investment Attraction

Work in investment attraction has included identifying prospective clients already exploring the region for solar and bio-mass energy production initiatives, and contacting leads generated through professional contacts and referrals, with two clients investigating waste management facilities (\$2m+) in and around Coleambally; one client investigating independent living for 12 aged/disability units in Darlington Point, one looking at a Kidman Way located fuel and convenience store (estimated at \$4m), and a concept store and nursery in Jerilderie (estimated 150k).

I am currently working with Altina Wildlife Park on a major project to provide café/restaurant/interpretive facilities at the Wildlife Park. I have a client interested in a distillery and tourism business expansion; a not-for-profit group interested in preserving an historic shearing shed, and an investor looking at distillery and accommodation opportunities.

6. One-on-One Intensive Client Contact

General and intensive assistance has been provided to business clients in the micro/SME sector, on issues including business start-up, business and marketing planning, visual merchandising, social media and web-based marketing, hours of operation. I have assisted two clients with 'business rescue' information and referral, and operational and staffing information. I have worked with existing businesses investigating upgrade in food, visitor accommodation and retail activities-spread across the three townships. I have provided information and referral to two prospective café/food businesses. I have developed brochures (refer to folder provided at meeting) to market Council's information and referral services, targeted to micro/SME's and tailored to opportunity in each township.

7. Skills Development

The grant of State Government funds for Back to Business Week (26th February to 4th March) saw a number of skill development activities made possible. This included workshops with two local trainers in web-based marketing/social media. 15 participants attended sessions. I have collaborated with Chamber NSW Murray Riverina to conduct a workshop in Workplace Relations/OHS/Succession Planning, with 18 in attendance. In June a Solar for Business seminar in collaboration with Office of Environment and Heritage saw an attendance of 30. I have commenced planning a Business Expo utilising some of these topics/speakers for October 2017.

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.....General ManagerAdministrator

Appropriate and affordable skill development opportunities, including digital literacy, will be important to building business capability. I have met with TAFE to discuss opportunities and training, including online access. I have submitted an application for \$23k through Investing in Women, for a local leadership and skills development initiative.

8. Events

I have conducted workshops and planning sessions for Event Committees. This includes the Taste of Coleambally Food and Farm event, and promotional support to Show'n'Shine Jerilderie. I met with representatives of the Four Creeks Festival, Jerilderie several times, in relation to the closure of The Willows Café and Committee operation issues. The Willows operator vacated the premises in March (Council Business Papers March 2017 refers). Pursuing a use for this facility has included two funding submissions for internal and external works. Refurbishment to suit museum/arts/culture hub has prospects to increase visitation and length of stay as well as social outcomes for artists, artisans and communities across our Council area.

Quick Overview

Activity	Result
Group Meeting Attendance/Facilitation eg. B2B Dinner / Sports & Brolga Place/Solar for Business/Tourism	148 attendances
Workshops & Facilitation Marketing/Committee Structure & Operations / Strategy Planning Day	6 workshops
Business Clients: One-on-One Information/Referral	47 visits
Investment Attraction Clients	5
Assistance with Funding Applications	7 external
Council Funding Applications: Regional Marketing Promotions Fund Arts Culture Infrastructure Grant / Heritage Near Me / Investing in Women	4 internal
Press Releases / Stories Generated	7
In-House Collateral / Brochures	4

Supporting Information- Examples of work will be provided at the Meeting

In Folder for Circulation: Growing Murrumbidgee Brochure/B2BWeek Brochure/ Coleambally at a Glance/Statistical Profiles 3 Townships/DRAFT Press Release/Business Confidence Survey/Sample Business Information Client guide (Café)

RECOMMENDATION

That the report be adopted.

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.....General ManagerAdministrator

ITEM NO. 7 - JERILDERIE MEN'S SHED - LOAN
FILE: 03.13.08A / 75
FROM: GENERAL MANAGER

In May 2017 Jerilderie Men's Shed was successful in an application for \$50,000 Stronger Communities funding, to support purchase of a property suitable for operational, retail and meeting needs.

They have identified a property at Jerilderie St that is fit-for-purpose. The purchase price is \$80,000. The Jerilderie Men's Shed request an interest free loan from Council of \$12,000 to be repaid over a period of five years. This will assist purchase and ensure they have sufficient working capital for on-going operations.

Assistance to ensure a fit-for-purpose home for the Jerilderie Men's Shed has economic and social benefits far and beyond the immediate user group. The Men's Shed national movement is a powerful tool addressing health and wellbeing, helping men to remain valued, productive community members. The Jerilderie Men's Shed is a well-performing locally based social enterprise with a solid financial record founded on accrued savings, and volunteer-lead activities.

The solid financial record and operational capabilities of the Jerilderie Men's Shed indicate good prospects to meet financial obligations associated with an interest free loan from Council of \$12,000 to be repaid over five years.

The Men's Shed propose to make assurances for the property to be transferred to Council for the benefit of the Jerilderie community in the unlikely event of Jerilderie Menshed Inc winding up. This aligns to their obligations under 65(3) of the Incorporations Act 2009.

RECOMMENDATION:

That:

- (a) Jerilderie Men's Shed Inc be provided with an interest free loan of \$12,000 to enable purchase of a property, appropriate for their organisation;
- (b) Loan to be repaid over 5 years;
- (c) The property be transferred to Council for the benefit of the Jerilderie community in the unlikely event of Jerilderie Men's Shed Inc winding up.

ITEM NO. 8 - ENDORSEMENT OF COUNCIL POLICIES
FILE: 03.06
FROM: DEPUTY GENERAL MANAGER

As part of the implementation process for the new Council, the integration of the policies from the two former Councils are an important step, with work currently underway on reviewing the policy registers. From time to time, those documents which will form part of the Public Policy Register will be presented to Council for endorsement and adoption. Where it is relevant to seek input from the community, the policies will be placed on public exhibition to facilitate this process.

The policies being presented with this report are:

- DRAFT Records Management (Attachment # 4)
- DRAFT Procurement Policy & Manual (Attachment # 5)
- DRAFT Statement of Business Ethics (Attachment # 6)
- DRAFT CCTV (Public Places) Policy (Attachment # 7)
- DRAFT Communications Devices Policy (Attachment # 8)
- DRAFT Councillor and Staff Interaction (Attachment # 9)

Section 160 of the Local Government Act states that Council must give public notice of a draft local policy after it is prepared by placing the document on exhibition for a period of not less than 28 days, and allow a period of not less than 42 days for the community to make submissions. This Section also states that Council should provide information that is "appropriate or necessary to better enable the draft local policy and its implications to be understood". A number of sections within the draft policies are written in red. These sections relate to specific personnel within the Council organisation and may be subject to amendment once the final Organisation Structure is determined. The positions noted in these sections relate to functional areas which currently exist within the interim structure.

RECOMMENDATION:

That:

1. Council endorse the following Draft Policies:
 - DRAFT Records Management
 - DRAFT Procurement Policy & Manual
 - DRAFT Statement of Business Ethics
 - DRAFT CCTV (Public Places) Policy
 - DRAFT Communications Devices Policy
 - DRAFT Councillor and Staff Interaction
2. The documents be placed on Public Exhibition in accordance with Section 160 of the Local Government Act.

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.....General ManagerAdministrator

ITEM NO. 9 - ENDORSEMENT OF INNOVATION FUND APPLICATION
FILE: 03.11 / 03.13
FROM: DEPUTY GENERAL MANAGER

The Innovation Fund is a targeted program that supports small Councils to improve their performance to benefit local communities. Small regional and rural communities in NSW face unique issues and challenges. The Fund provides an opportunity for Councils to trial new ideas or practices, which might not otherwise be considered viable for varying reasons, such as lack of resources, competing priorities and/or the level of perceived risk.

A consortium of Councils, including Murrumbidgee Council, has prepared a funding application to secure monies for the Western Riverina Regional Information Technology Strategy (attachment #10) under the lead Council of Carrathool. The funds will be used to conduct a mapping and modelling project of information technology needs across five (5) Councils, and to then implement a true collaborative model that maximises the benefits of economies of scale and supports us to provide the best service for our communities, now and into the future. Murrumbidgee Council's involvement, to date, has been in the provision of information and a support letter (attachment # 11). However, due to the timing of the funding round there was not sufficient opportunity to seek formal approval prior to the submission of the application.

This report seeks Council's endorsement of the operational actions as well as endorsement and future involvement in delivery of the project outcomes within operational capabilities.

RECOMMENDATION

That:

1. Murrumbidgee Council endorse and approve the submission of information and support for the Western Riverina Regional Information Technology Strategy application to Round 2 of the Innovation Fund;
2. Subject to operational capabilities and the success of the Innovation Fund application, Council will provide ongoing assistance and support to the delivery of the project outcomes.

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.....General ManagerAdministrator

ITEM NO. 10 - COLEAMBALLY VINTAGE CLUB TRACTOR TREK
FILE: 06.08 / 06.09
FROM: DIRECTOR OF TECHNICAL SERVICES

Correspondence has been received from Mr. David Brain of Coleambally Vintage Rally Club requesting Council's consent to run a Tractor Trek down Kingfisher Avenue and Brolga Place to Cypress View Lodge; onto Pine Drive to Channel Nine Road, Anderson Road and north to Eulo Road; through Cattnach Forest to Rosewood Road, Jimmy Cull Road, Bencubbin Avenue, Pine Drive and back to Kingfisher Avenue to the rally site adjacent to Coleambally Lions Park.

A map is attached (attachment # 12) showing the proposed Tractor Trek Route, organised under the Riverina Vintage Machinery Club Tractor Trek, and to be held 12 and 13 August 2017.

RECOMMENDATION

Permission be granted to the Coleambally Vintage Rally Club to hold their annual Tractor Trek on 12 and 13 August 2017 within Council's road network on the route identified.

ITEM NO: 11 - REMUNERATION FOR COUNCILLORS & MAYORS
FILE: 03.12
FROM: DIRECTOR CORPORATE AND FINANCE

The Local Government Remuneration Tribunal is required to make an annual determination on the amount payable to Mayors and Councillors in accordance with Section 241 of the Local Government Act 1993.

In determining the minimum and maximum fees payable, the Tribunal is required to give effect to the same policies on increases to remuneration as those that the Industrial Relations Commission is required to give effect to under Section 146C of the Industrial Relations Act 1996, when making or varying Awards or orders relating to the conditions of employment of public sector employees.

The Tribunal has reviewed the key economic indicators, including the Consumer Price Index and Wage Price Index and has determined the full increase of 2.5 per cent be applied. The Tribunal report recommends an increase in Councillor/Mayoral fees for a Council of our size (Category - Rural) as follows:

	Minimum	Maximum
Mayor (additional to Councillor fee)	\$9,310 per annum	\$25,250 per annum
Councillors	\$8,750 per annum	\$11,570 per annum

The purpose of this report is for Council to determine at what level the incoming Council will be remunerated. By way of information the fees payable to the Councillors of the two former Councils as at May 2016 were at the maximum amount allowable, which was as follows:

Councillor: \$11,290 per annum
Mayor: \$24,630 per annum

Under S249(5) of the Act, Council may determine to pay the Deputy Mayor for such time as the Deputy Mayor acts in the office of the Mayor and the amount of the fee so paid must be deducted from the Mayor's annual fee.

RECOMMENDATION

That:

- a) Pursuant to S248 of the Local Government Act 1993, Council set the fee levels for Councillors for the financial year 2017/18 at \$11,570;
- b) Pursuant to S249(3) of the Local Government Act 1993, Council set Mayoral fee levels for the financial year 2017/18 at \$25,250.

This is page 19 of 33 of the General Manager's Reports as submitted to the Ordinary Meeting of Murrumbidgee Council held Thursday 22 June 2017.

.....General ManagerAdministrator

ITEM NO: 12 - COUNCILLORS & OFFICERS LIABILITY INSURANCE
FILE: 03.02
FROM: DIRECTOR CORPORATE AND FINANCE

Council's general insurances fall due for renewal on 30th June, 2017 and in order to obtain renewal terms we are required to complete declarations and return them to our insurer prior to this date.

The declaration requires Council to advise the insurer, before the policy expires, of any occurrence or fact, of which Council becomes aware during the currency of the policy, which may give rise to a claim against them by some other person. Failure to do so may jeopardise such or subsequent claims.

Specifically, Council is required to respond to the following questions to the insurer:

- a) Has there been or is there now pending against any Councillor or officer of the Council, a claim against them in their capacity as such?
- b) Is any Councillor or officer after enquiry, aware of any circumstances which might give rise to a claim, including, but not limited to, any act, error, omission, misrepresentation, breach of duty or misconduct?
- c) Is any Councillor or officer, after enquiry, aware of any circumstances which might give rise to a prosecution proceeding under any Work Health & Safety Act, any Environmental Protection Legislation, or any other similar Act or Legislation?
- d) Has there been any civil fine or penalty imposed against the Council or against any of its Councillors or officers within the last 5 years?

RECOMMENDATION

Council resolve that:

- a) Council is currently unaware of any circumstances that would require an affirmative answer to any of the questions a) to e) above; and
- b) Should individual Councillors or officers become aware, after inquiry, of any circumstances that would require affirmative answer to any of the questions a) to d) above prior to expiry of the policy on 30 June 2017, that these facts be advised to the General Manager immediately.

This is page 20 of 33 of the General Manager's Reports as submitted to the Ordinary Meeting of Murrumbidgee Council held Thursday 22 June 2017.

.....General ManagerAdministrator

COMMITTEE MINUTES

ITEM NO. 13 - MINUTES OF THE GENERAL MEETING OF THE JERILDERIE TIDY TOWNS COMMITTEE HELD ON THURSDAY 1 JUNE 2017 - MEETING OPENED AT 6.00PM

Present: Ian Sneddon (chair), Sadie Herrick, Faith Bryce, Fred Scammell, June Scammell, Isabell Milne, Ann Wright, Richard Wright. Joan Ferris, Grace Peisley, Joan Kuschert, Polly Fisher, Dot Mills, Graham Mills, Ruth McRae, Elaine Forbes,

Apologies: Robyne Sneddon, Bruce Crittenden, Jan Crittenden, Chris Girdwood, Loretta Marriott, Pat Godfrey, Garry Borger, Alan Knight.

Moved Fred, Seconded Faith that the apologies be accepted.

Carried.

Chair welcomed new (and young too) member, Grace Peisley to the fold.

The Minutes of the last meeting were accepted as read on the motion of Polly

Seconded Forbsey

Carried.

Business arising from the Minutes:

- Everything up to date. (blowing my own trumpet here)

Treasurer's report as tabled

Moved Richard Wright Seconded Faith that the Treasurers Report as tabled be accepted.

Carried.

Correspondence:

Inwards:

- Emails from both schools re Tree Day – both to take part
- KAB Blue Star Newsletter
- "The Beaut" KAB Newsletter
- Email from Aust Catholic University requesting feedback for Grace.

Outwards:

- Numerous emails to members re lots of stuff.
- Letter to Sports Club re future volunteer tasks.
- Emails to both schools re National Tree Day.
- Reply sent to ACU re Grace Peisley.

Moved Richard Seconded June S that correspondence be accepted.

Carried.

This is page 21 of 33 of the General Manager's Reports as submitted to the Ordinary Meeting of Murrumbidgee Council held Thursday 22 June 2017.

.....General ManagerAdministrator

General Business:

Other Business: 🎵 🎵 **Happy Birthday to Richard** 🍷 🍷 🍷

- Thanks to June S for organising the beautiful birthday cake and thanks to Richard for sharing it.
- Roadside Clean Up. Date now changed to June 25. Plans to do southern part of highway.
- Discussion on asking service clubs to assist with clean up. Sadie to contact Lions, Apex and Footy & Netball Clubs. Inform clubs of insurance needs.
- We will have a BBQ after the event.
- Sadie to contact Sue Logie at LLS Murray re Cooba bushes for National Tree Day. Thanks your Eminence for spelling the name of bushes for me.
- Water leak at Willows. Ruth to organise someone to 'plug' it.
- Discussion on the need for community groups to help raise funds and support the Units for the Aged (& not so aged).
- **Moved on the motion of Ruth McRae that Ian Sneddon contact Jerilderie Lions Club and Jerilderie Apex Club to convene a meeting as soon as possible to gain community support for the Aged Units. Seconded June Scammell. Carried**
- Ruth spoke on Council Matters re Solar Power Workshop at Coleambally, 6.00pm Wednesday June 6. All welcome.
- Our new member (did I mention that she is young?) Grace spoke on the Early Achiever Program of which she is part of.
- Sadie has copied Grace's Description of Involvement and it will now be Jerilderie Tidy Town's philosophy.

Meeting Closed: 6.45 for a cuppa and lots of yummy chocolate cake.

Next Meeting: July 6, 2017

At: Our Office

Time: 6.00pm

.....
President 6/7/17

✂.....

Who is doing what?.....

- **Sadie contact Sue Logie re 6 Cooba bushes.**
- **Sadie contact Apex Club, Lions Club & Footy/Netball Clubs re invitation to have fun at our next Road Side Clean Up. Sunday June 25.**
- **His Eminence to contact Apex & Lions Clubs re meeting for interested parties to back and assist Aged Units.**

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.....General ManagerAdministrator

Jerilderie Tidy Towns' Philosophy

I am a passionate member of Jerilderie Tidy Towns.

As a community-based organisation, Tidy Town aims to maintain cleanliness and an environmentally friendly mentality around our rural town.

I am hugely passionate about environmental stability.

As a member of Tidy Towns Jerilderie, I take part in attending group meetings, where I help suggest strategies for reforming the community in a way that will benefit both the culture and appearance of our town.

Physical appearance is a representation of a town's mentality towards issues regarding intergenerational equity, environmental stability and respect for the earth; I joined Tidy Towns as a means of ensuring our township takes great pride in all of these aspects.

In summary, I believe volunteering in Tidy Towns has led me to develop a wide range of communication, analytical thinking and time management skills which will, in turn, allow me to contribute to worldly issues.

I aim to utilize these skills in order to broaden my impact from a community level to a global level.

ITEMS FOR INFORMATION

ITEM NO. 14 - STATEMENT OF BANK BALANCES & SCHEDULE OF INVESTMENT

FILE: 05.13

FROM: DIRECTOR, CORPORATE AND FINANCE

STATEMENT OF BANK BALANCES

	2016-17
	Consolidated
CASH AT BANK 30 APRIL 2017	1,050,723.14
ADD - Receipts - 31 May 2017	4,189,690.09
ADD - Receipts - Bendigo Bank	1,187,139.43
ADD - Cancelled	35,131.00
ADD - Adjustments	0.00
LESS - Cheques	-77,967.98
LESS - EFT - Autopay	-2,201,762.88
LESS - Payroll	-243,852.78
LESS - Bank Charges & Transfers	-11,138.99
LESS - Loan Repayments	0.00
LESS - Investments	0.00
LESS - Visa Card Pymt	-1,874.79
LESS - Fuel Card	-962.26
LESS - Photocopy Rental	-438.90
CASH AT BANK 31 MAY 2017	3,924,685.08
CASH AT BANK 30 APRIL 2017	2,657,380.02
Bank Statements - Bendigo Bank	440,700.13
PLUS Outstanding Deposits	6,985.60
LESS Unpresented Cheques	-8,920.42
LESS Outstanding Autopay	-906.00
LESS Reverse Autopay	0.00
CASH AT BANK 31 MAY 2017	3,095,239.33
Add Investments	26,835,026.52
Total Cash and Investments	29,930,265.85
Represented by:-	
Trust Account - North	165,038.43
Trust Account - South	17,858.76
Water Fund - North	1,298,254.87
Water Fund - South	466,426.56
Sewer Fund - North	1,810,209.97
Sewer Fund - South	1,788,737.13
Domestic Waste Management - North	11,701.06
Domestic Waste Management - South	103,804.00
Unexpended Grant Funds	506,254.13
Plant Reserve - North	713,943.71
Plant Reserve - South	31,000.00
Employee Leave Entitlement Reserve-North	450,000.00
Employee Leave Entitlement Reserve-South	810,000.00
Infrastructure Reserve - North	4,074,176.20
Infrastructure Reserve - South	701,447.00
Residential Housing Reserve - North	120,000.00
New Council Implementation Fund	3,321,004.54
Stronger Communities Fund	9,453,222.44
General Fund	4,087,187.05

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.....General ManagerAdministrator

SCHEDULE OF INVESTMENTS

Institution	Amount	Rate	Matures	NO.
IMB Ltd	301,753.64	2.55%	06-Jun-17	42/17
NAB	828,643.85	2.50%	13-Jun-17	44/17
NAB	301,789.59	2.50%	20-Jun-17	45/17
St George	201,676.30	2.00%	22-Jun-17	41/17
ANZ-Les Wallis	51,804.80	2.30%	29-Jun-17	46/17
Bendigo	257,598.29	2.05%	30-Jun-17	47/17
IMB Ltd	300,000.00	2.50%	04-Jul-17	48/17
St George	515,021.47	2.55%	11-Jul-17	49/17
NAB	201,310.71	2.55%	18-Jul-17	51/17
ANZ	304,083.99	2.34%	18-Jul-17	50/17
Suncorp	1,323,095.14	2.40%	25-Jul-17	52/17
IMB Ltd	250,970.89	2.35%	01-Aug-17	53/17
Bendigo	720,964.64	2.05%	18-Aug-17	54/17
Bendigo	1,254,494.35	2.05%	22-Aug-17	55/17
IMB Ltd	506,279.87	2.50%	09/08/17	20
IMB Ltd	504,273.97	2.50%	01/09/17	24
IMB Ltd	406,062.83	2.50%	07/07/17	25
Bendigo	253,821.12	2.45%	08/06/17	28
ANZ	536,774.38	2.45%	14/09/17	29
ANZ	250,000.00	2.35%	21/08/17	30
Bendigo	462,526.83	2.05%	27/08/17	34
Bendigo	1,017,651.73	2.20%	16/08/17	35
Bendigo	5,000,000.00	2.10%	16/08/17	38
ANZ	514,207.38	2.35%	26/06/17	39
Bendigo	1,832,015.27	2.20%	16/06/17	40
ANZ	600,000.00	2.35%	17/07/17	41
Bendigo	2,000,000.00	2.15%	16/09/17	42
Bendigo	500,000.00	2.05%	03/07/17	43
IMB Ltd	503,205.48	2.50%	31/07/17	44
Bendigo	5,135,000.00	2.35%	16/06/17	45
Total Investments	26,835,026.52			
Average Interest Rates	2014/15	3.16%		
	2015/16	2.76%		
Average Interest Rates	2016/17	2.32%		
PERCENTAGE OF FUNDS HELD				
SUNCORP	1,323,095.14	4.93%		
ANZ	2,256,870.55	8.41%		
Bendigo	18,434,072.23	68.69%		
IMB Ltd	2,772,546.68	10.33%		
NAB	1,331,744.15	4.96%		
St George	716,697.77	2.67%		
TOTAL	26,835,026.52	100%		

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.....General ManagerAdministrator

- I hereby certify that:
- 1) the cash book was reconciled with the bank balance as shown by the bank statements as at 31 May 2017
 - 2) the investments have been invested in accordance with the Local Government Act, Regulations and Council's policies.

RECOMMENDATION

That the Statements of Bank Balances and Schedules of Investments as at 31 May 2017 be noted and received.

Sue Mitchell
RESPONSIBLE ACCOUNTING OFFICER

This is page 27 of 33 of the General Manager's Reports as submitted to the Ordinary Meeting of Murrumbidgee Council held Thursday 22 June 2017.

.....General ManagerAdministrator

ITEM NO. 15 - UPDATE ON PROJECT MANAGEMENT OFFICE (PMO)
FILE: 03.13.08A
FROM: DEPUTY GENERAL MANAGER

This report provides an update on the activities of the Project Management Office (PMO) undertaken since the April meeting of Council. The PMO is responsible for making recommendations to the General Manager, and ultimately Council, on a wide range of matters that are relevant to the integration and harmonisation of the Council. These matters include defining and realising outcomes and benefits of the transition, monitoring risks, quality of outcomes and deliverables, timeliness and budget implications.

The PMO provides strategic direction and advice and monitors progress on the Implementation Plan by others within the Council. The PMO is working collaboratively with the Leadership Group to ensure that workloads are manageable, noting that the Leadership Group is charged with ensuring continuity of service for the services provided by the two former Councils.

Below is an update on the activities of the PMO undertaken following the May 2017 meeting of Council:

- ✓ Issued fifteen media releases
- ✓ Produced and distributed the tenth Community Newsletter
- ✓ Prepared and issues letters to 44 organisations regarding the success (or not) of their application for funding under Round Two of the Stronger Communities Fund
- ✓ Continued implementing the decision by Council to award the tender to provide Council with its Enterprise Management System (EMS) to Civica Pty Ltd
- ✓ Continued working with the Asset Management Working Group and consultant Jeff Roorda and Associates to prepare a new Asset Management Plan for Council. This project is expected to be finalised by July 2017
- ✓ Lodged Development Applications that will allow the construction of the Wide Area Network (WAN) data communications network between the towns of Jerilderie, Coleambally and Darlington Point. All the poles and equipment required to construct the network have been ordered and the radios and receivers have arrived onsite
- ✓ Continued replacement of building and equipment signage throughout the Council area
- ✓ Finalised the design and cost for the manufacturing and erection of 14 "Council Entry Signs" which will be placed on main roads entering the Council area
- ✓ Continued preparing and reviewing policies for the new Council, with a view to presenting such policies to Council at the June and August meetings
- ✓ In conjunction with the Administrator, Chair of the LRC and the General Manager, undertook interviews for the two Assistant General Manager positions. The successful applicants will both commence in July
- ✓ The tenth staff newsletter was prepared and distributed

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.....General ManagerAdministrator

- ✓ Undertook meetings with staff in relation to reviewing and finalising their Position Descriptions with a view to transferring most staff into the adopted organisations structure
- ✓ Commenced detailed work on the new Salary System and Salary Structure with a view to finalising by end of July 2017
- ✓ Continued working with the General Manager's Office in preparing for the September 2017 election, including the scheduling of three sessions for potential candidates in July 2017
- ✓ Prepared and submitted the Status Report relating to the monthly report to the NSW Department of Premier and Cabinet

RECOMMENDATION

That the information on the activities of the Project Management Office be adopted.

ITEM NO. 16 - WORKS IN PROGRESS 15/5/2017 to 13/6/2017
FILE: 03.16.04
FROM: DIRECTOR OF TECHNICAL SERVICES

<p>Regional Roads</p> <p>RR552 – Conargo Road RR564 – Berrigan Road RR323 – Oaklands Road RR59 – Urana Road</p> <p>RR596 – Morundah Road RR356 – Berrigan/Oaklands Road RR183 – Whitton Road</p>	<p>Line marking, shoulder widening, bitumen patching. Line marking approx 14km, guide post maintenance. Guide post maintenance, bitumen patching. Bitumen patching, line marking approx 16km, guide post maintenance, bitumen edge patching. Bitumen patching, line marking approx 10.50km. Bitumen patching, guide post maintenance. Line marking approx 1.80km</p>
<p>MR321 – Kidman Way</p>	<p>Asset inspection, guide post maintenance, bitumen patching, line marking, bitumen edge patching, rubbish collection.</p>
<p>H17 – Newell Highway</p>	<p>Bitumen patching, guide post maintenance, line marking, rubbish collection.</p>
<p>Local Road Maintenance</p>	<p><i>Grader Maintenance</i></p> <p>Six Mile Lane, Colombo Road, Greenswamp Road, Innes Bridge Road, Elliott Lane, Main Canal Road, Four Corners Road, Muntz Lane, Sheppard Lane, Lovegrove Road, Jim Cattnach Road, Britts Road, Old Morundah Road</p> <p><i>Bitumen Patching</i></p> <p>Mayrung Road, Gilbert Road, Wunnamurra Road, Hutchings Road.</p> <p><i>Guide Post Maintenance</i></p> <p>Wunnamurra Road, Willawa Lane, Willows Road</p> <p><i>Weed Spraying</i></p> <p>Boxthorns, local roads</p> <p><i>Coleambally Depot</i></p> <p>Driveway graded, access to be sealed to control dust (emulsion seal).</p>
<p>Regional Road Repair Program</p>	<p>Shoulder widening on Morundah Road (RR596) to commence mid-June 2017</p>

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.....General ManagerAdministrator

Roads to Recovery	Raithby's Lane / Rolfe Road resheeting with road base and gravel completed. South Coree Road construction between Willawa Lane and Algudgerie Road in progress.
Land Fill Areas	Darlington Point & Coleambally Pits cleaned up, green waste burnt, minor road maintenance.
Restart NSW Funding	Main Canal Road – pavement construction completed. Shoulder grading and drain maintenance scheduled to be completed by 23 June 2017.
Wunnamurra Estate	Final stage of Wunnamurra Estate will be completed June 2017. Electrical and communications installation in progress.
Town Street	Bitumen patching, nature strip mowing, sign maintenance, street sweeping.
PAMP / Cycleway Program	PAMPs program corner of Southey Street and Nowranie Street Jerilderie to be completed June 2017. Cycleway patch corner of Kingfisher Avenue and Falcon Road, Coleambally to be completed June 2017.
Parks and Gardens	Parks and gardens maintained, cemetery spraying, walkway maintenance, Court House spraying, playgrounds inspected.
Plant Maintenance	New plant purchases for 2016/2017 – Tenders sent out for advertising on Local Government Procurement (LGP) Panel Contracts - excavator, 2 x tip trucks, plant trailer (low loader), 4wd tractor and vibrating self - propelled roller. Small tractor purchased for Darlington Point Depot (Massey Ferguson) – to be delivered by end June 2017).
Private Works	Road grading and gravel carting – loader, trucks, roller and grader hire.
Levee Bank Construction	Area 3 completed, area 4 stage works have commenced, tree removal in progress.
Water & Sewerage	Minor raw water service repairs. Water main flushing in Darlington Point. Pump station servicing in Darlington Point and Coleambally.

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.....General ManagerAdministrator

RECOMMENDATION

The Works in Progress Report be adopted.

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.....General ManagerAdministrator

CONFIDENTIAL ITEMS

ITEM NO. 17 – ILLEGAL OCCUPATION OF PROPERTY
FILE: 04.25
FROM: DIRECTOR OF ENVIRONMENTAL SERVICES

RECOMMENDATION

This item be referred to the **CONFIDENTIAL** section of the Ordinary Council Meeting which is closed to the public. This item is classified as Confidential in accordance with Section 10A (2) (a) and (b) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to the following:-

- (a) personnel matters concerning particular individuals (other than Councillors);*
- (b) the personal hardship of any resident or ratepayer.*

ITEM NO. 18 – PROPOSED PURCHASE OF PROPERTY
FILE: 04.09
FROM: DEPUTY GENERAL MANAGER

This item be referred to the **CONFIDENTIAL** section of the Ordinary Council Meeting which is closed to the public. This item is classified as confidential in accordance with Section 10A (2) (c) and (d) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to the following: -

- (c) information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business,*
- (d) commercial information of a confidential nature that would, if disclosed:*
 - (i) prejudice the commercial position of the person who supplied it; or*
 - (ii) confer a commercial advantage on a competitor of the Council.*

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.....General ManagerAdministrator
