

**GENERAL MANAGER'S REPORTS TO COUNCIL MEETING
TO BE HELD THURSDAY 21 SEPTEMBER 2017**

INDEX

ITEMS FOR DECISION	2
ITEM NO. 1 – OATH OR AFFIRMATION FOR COUNCILLORS	2
ITEM NO. 2 - ELECTION OF MAYOR & DEPUTY MAYOR	4
ITEM NO. 3- INDUCTION PROGRAMME FOR MAYOR AND COUNCILLORS	6
ITEM NO. 4 - COUNCIL MEETINGS 2017/18	7
ITEM NO. 5 - APPOINTMENT OF DELEGATES TO COUNCIL COMMITTEES	8
ITEM NO: 6 - DELEGATIONS FROM COUNCIL TO THE GENERAL MANAGER AND MAYOR.....	10
ITEM NO. 7 – LOCAL GOVERNMENT NSW ANNUAL CONFERENCE 2017	15
ITEM NO. 8 - FIXING COUNTRY ROADS PROGRAM APPLICATION	17
ITEM NO. 9 – RATES EXEMPTION REQUEST-MURRUMBIDGEE SHIRE EXPERIMENTAL COMMUNITY DEMONSTRATION FARM INC.	19
ITEM NO. 10 - ADOPTION OF COUNCIL POLICIES	21
ITEM NO. 11 - UPDATE REPORT - MURRUMBIDGEE COUNCIL STRONGER COMMUNITIES FUND SEPTEMBER 2017	22
ITEMS FOR INFORMATION	27
ITEM NO. 12 - STATEMENT OF BANK BALANCES & SCHEDULE OF	27
INVESTMENT	27
ITEM NO. 13 - LOCAL GOVERNMENT AMENDMENT (GOVERNANCE AND PLANNING) ACT 2016.....	30
ITEM NO. 14 - PROGRESS REPORT ON DARLINGTON POINT STRUCTURE PLAN.....	39
ITEM NO. 15 - PRIORITY PROJECTS REGISTER-SEPTEMBER 2017-UPDATE	43
ITEM NO. 16 - UPDATE ON PROJECT MANAGEMENT OFFICE (PMO)	46
ITEM NO. 17 - WORKS IN PROGRESS 7/8/17 TO 10/9/2017	48
CONFIDENTIAL ITEMS	50
ITEM NO. 18 - ILLEGAL OCCUPATION OF PROPERTY	50
ITEM NO. 19 - SALE OF LAND.....	50
ITEM NO. 20 - MURRUMBIDGEE COUNCIL SALARY STRUCTURE.....	51

This is page 1 of 51 of the General Manager's Reports as submitted to the Ordinary Meeting of Murrumbidgee Council held Thursday 21 September 2017.

.....General ManagerMayor

ITEMS FOR DECISION

ITEM NO. 1 – OATH OR AFFIRMATION FOR COUNCILLORS
FILE: 03.12
FROM: GENERAL MANAGER

Under the *Local Government Act, 1993*, Councillors (including Mayors) are now required to take an oath or affirmation of office. A Councillor must take an oath of office or make an affirmation of office at or before the first meeting of the Council after the Councillor is elected. The oath or affirmation may be taken or made before the General Manager of the Council, and Australian legal practitioner or a justice of the peace, and is to be in the following form:

Local Government Act 1993 No 30
Chapter 9 Part 2 Division 3 Section 233A

233A Oath and affirmation for Councillors

Oath

I [*name of councillor*] swear that I will undertake the duties of the office of councillor in the best interests of the people of [*name of council area*] and the [*name of council*] and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the *Local Government Act 1993* or any other Act to the best of my ability and judgment.

Affirmation

I [*name of councillor*] solemnly and sincerely declare and affirm that I will undertake the duties of the office of councillor in the best interests of the people of [*name of council area*] and the [*name of council*] and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the *Local Government Act 1993* or any other Act to the best of my ability and judgment.

A councillor who fails, without a reasonable excuse, to take the oath of office or make an affirmation of office in accordance with this section is not entitled to attend a meeting as a councillor (other than the first meeting of the council after the councillor is elected to the office or a meeting at which the councillor takes the oath or makes the affirmation) until the councillor has taken the oath or made the affirmation.

Any absence of a councillor from an ordinary meeting of the council that the councillor is not entitled to attend because of this section is taken to be an absence without prior leave of the council.

This is page 2 of 51 of the General Manager's Reports as submitted to the Ordinary Meeting of Murrumbidgee Council held Thursday 21 September 2017.

.....General ManagerMayor

Failure to take an oath of office or make an affirmation of office does not affect the validity of anything done by a councillor in the exercise of the councillor's functions.

The General Manager must ensure that a record is to be kept of the taking of an oath or the making of an affirmation (whether in the minutes of the council meeting or otherwise).

RECOMMENDATION

That Councillors take an oath of office or make an affirmation of office at the commencement of today's meeting, with the record of the taking of oath or making of affirmation to form part of the Minutes of the Council meeting.

ITEM NO. 2 - ELECTION OF MAYOR & DEPUTY MAYOR
FILE: 03.11.01
FROM: GENERAL MANAGER

The Office of Local Government has introduced amendments to *the Local Government Act 1993* through the *Local Government Amendment (Governance and Planning) Act 2016* (the Phase 1 Amendments).

On 30 August 2016, the Mayoral term for Councillor-elected Mayors was increased to two years (from one year) (s230):

Local Government Act 1993 No 30

Chapter 9 Part 2 Division 2 Section 230

230 For what period is a mayor elected?

- (1) *A mayor elected by the councillors holds the office of mayor for 2 years, subject to this Act.*
- (2) *A mayor elected by the electors holds the office of mayor for 4 years, subject to this Act.*
- (3) *The office of mayor:*
 - (a) *commences on the day the person elected to the office is declared to be so elected; and*
 - (b) *becomes vacant when the person's successor is declared to be elected to the office, or on the occurrence of a casual vacancy in the office.*
- (4) *A person elected to fill a casual vacancy in the office of mayor holds the office for the balance of the predecessor's term.*

In addition, the **Local Government Act 1993 No 30**, states:

Chapter 9 Part 2 Division 2 Section 231

231 Deputy Mayor

- (1) *The councillors may elect a person from among their number to be the deputy mayor;*
- (2) *The person may be elected for the mayoral term or a shorter term;*
- (3) *The deputy mayor may exercise any function of the mayor at the request of the mayor or if the mayor is prevented by illness, absence or otherwise from exercising the function or if there is a casual vacancy in the office of mayor;*
- (4) *The councillors may elect a person from among their number to act as deputy mayor if the deputy mayor is prevented by illness, absence or otherwise from exercising a function under this section, or if no deputy mayor has been elected.*

This is page 4 of 51 of the General Manager's Reports as submitted to the Ordinary Meeting of Murrumbidgee Council held Thursday 21 September 2017.

.....General ManagerMayor

The *Local Government (General) Regulation 2005 Schedule 7 Election of Mayor by Councillors (Clause 394)* - provides that nominations for the Office of Mayor and Deputy Mayor are to be announced and the elections conducted at the same Council meeting as that at which the Council resolves on the method of voting.

A nomination is to be made in writing by two (2) or more Councillors, one (1) of whom may be the nominee. The nomination is not valid unless the nominee has indicated consent to the nomination in writing. Nominations are to be in the Returning Officer's (General Manager's) hands before the commencement of this item. The Returning Officer is to announce the names of the nominees at the Council meeting at which the election is to be held.

A memorandum has been circulated with the Business Paper prior to the Council meeting regarding the election of Mayor and Deputy Mayor, and including nomination forms.

It is proposed to conduct the ballot as the second item of business at this meeting.

Council must resolve the method of election which, in the past, has been by ordinary ballot. An ordinary ballot is a secret ballot. "Open Voting" means voting by a show of hands or similar means.

RECOMMENDATION

That:

- (a) the method of election for the Office of Mayor and Deputy Mayor be by way of ordinary ballot; and
- (b) The term for which the Deputy Mayor is elected be determined.

This is page 5 of 51 of the General Manager's Reports as submitted to the Ordinary Meeting of Murrumbidgee Council held Thursday 21 September 2017.

.....General ManagerMayor

ITEM NO. 3- INDUCTION PROGRAMME FOR MAYOR AND COUNCILLORS
FILE: 03.12.02
FROM: GENERAL MANAGER

For our Councillors, both new and experienced, an induction session has been developed. This session will be an important part of settling in the new Councillors.

Benefits for Councillors include: -

- Understanding of the new Council and the Local Government area;
- Meeting, building rapport, sharing knowledge and experiences, forming positive working relationships with other Councillors and key staff;
- Understanding key legislation and legislative role and responsibilities;
- Briefing on the 'big picture', including key issues and tasks for the new Council;
- Understanding key Council information, policies and procedures;
- Enabling more active and rapid participation in the business of Council;
- Increasing confidence in ability to undertake the role;
- Providing clarity for new Councillors about what the role entails;
- Providing an opportunity for appropriate mentoring relationships to be established between experienced and new Councillors;
- Providing essential information to assist Councillors to function well in their role and to make informed and effective decisions from the start of their term in office;
- Opportunity for all Councillors, both new and experienced, to receive essential information in a structured and consistent way;
- Opportunity to meet, build rapport and form positive working relationships with senior staff.

It is proposed that the Councillor induction session be held in the Council Chambers, Jerilderie on Thursday 21 September 2017, following the Council meeting.

All Councillors are requested to bring to the meeting their iPads and iPhones, to allow for devices to be set up for use with emails, calendars, etc. There will also be an opportunity for Councillors to receive instruction on use of ICT devices.

RECOMMENDATION

The induction session for Councillors be held on Thursday 21 September 2017, following the Council meeting.

This is page 6 of 51 of the General Manager's Reports as submitted to the Ordinary Meeting of Murrumbidgee Council held Thursday 21 September 2017.

.....General ManagerMayor

ITEM NO. 4 - COUNCIL MEETINGS 2017/18
FILE: 03.11
FROM: GENERAL MANAGER

Each year Council determines the schedule of meetings for the coming twelve months.

This year consideration will need to be given to the date, time and venue of the monthly Council meetings, and also if Council wishes to not schedule a January meeting.

The December meeting has, in the past, been rescheduled to allow Council attendance at the staff and Councillor Christmas discussion. Council may wish to consider a Friday date for the December meeting, and this will allow the Annual Councillor / Staff meeting to be scheduled for that afternoon.

I suggest this year that Council hold the December Council meeting on Friday 15 December 2017 commencing at 9.00am, followed by the Annual Councillor / Staff meeting at 1.30pm at the Darlington Point Club, and continue with the practice of not scheduling an Ordinary January Council Meeting.

Often Council schedules a workshop meeting late in January or early February, and there is also an information business paper distributed in January to keep Councillors up to date with Council matters.

RECOMMENDATION

That:

- a) Council schedule monthly Council meetings for the fourth Tuesday of the months October 2017 to November 2017, February 2018 to September 2018;
- b) Council meetings commence at 10.00am;
- c) The meetings venues alternate between Jerilderie and Darlington Point, with no Council meeting in Coleambally until a new meeting room/Chambers is constructed;
- d) The December Ordinary Meeting of Council be held on Friday 15 December 2017; and
- e) The Councillor / Staff annual meeting be held following the December Ordinary meeting at 1.30pm at the Darlington Point Club.

This is page 7 of 51 of the General Manager's Reports as submitted to the Ordinary Meeting of Murrumbidgee Council held Thursday 21 September 2017.

.....General ManagerMayor

ITEM NO. 5 - APPOINTMENT OF DELEGATES TO COUNCIL COMMITTEES
FILE: 03.11.02
FROM: GENERAL MANAGER

The current Standing and Special Committees, Section 355 Committees, Advisory and External Committees, as resolved at meetings throughout 2016/17 are detailed below.

Standing and Special Committees of Council	
Committee Name	Councillor Representation
Internal Audit, Risk & Improvement Committee	One Councillor (excluding the Mayor) and 2 independents-at least one with financial expertise
General Manager's Review Committee	Mayor, Deputy Mayor and one Councillor (GM nominee)
Darlington Point Caravan Park Committee	Administrator
Darlington Point Floodplain Risk Management Committee (formerly DP Levee Committee)	Mr Curphey, Mr Gilbert, Mr Beaumont
Traffic Committee	Mr Black(voting delegate) (alternate Mrs Smith) Mr Black also represents Mr A Piccoli MP Mr Ian Girdwood represents Mr G Aplin MP
Local Emergency Management Committee	Mr Black (alternate Mrs McRae)

Section 355 Committees of Council	
Committee Name	Councillor Representation
Coleambally Australia Day Committee	Mrs Chirgwin
Jerilderie Australia Day Committee	Mrs McRae, Mrs Bryce
Coleambally Townlife Committee	Mrs Chirgwin
Darlington Point Townlife / Australia Day Committee	Mr Gilbert
Heritage Darlington Point	Mr Curphey
Tiddalik Wetlands Committee	Mr Beaumont
Alf Hanna Legacy Units	Mrs Bryce
Balmeringa Management Committee	Mrs Bryce, Mrs Smith
Central Coree Sports Complex Management Committee	Mrs McRae
Yamma Recreation Reserve Management Committee	Mr Hogan
Jerilderie Tidy Towns Committee	Mrs Bryce, Mrs McRae

This is page 8 of 51 of the General Manager's Reports as submitted to the Ordinary Meeting of Murrumbidgee Council held Thursday 21 September 2017.

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Advisory Committee	
Committee Name	Councillor Representation
Monash Park Users	Mrs Smith, Mrs McRae
Coleambally Sports Precinct Advisory Committee	Mr Black (alternate Mrs Chirgwin)
Boat Ramp Darlington Point-Advisory Committee	Mr Curphey (alternates Mr Beaumont and Mr Gilbert)
Darlington Point Master Landuse Plan Advisory Committee	Mr Curphey, Mr Gilbert, Mr Black

External Committees with Council Representation	
Committee Name	Councillor Representation
CICL/Coleambally Environmental and Reference Committee (CERC)	Mrs McRae and Mrs Smith (3 year term from 1 July 2017)
Kidman Way Promotional Committee	Mrs McRae (voting delegate) (alternate Mrs Chirgwin)
Newell Highway Promotional Committee	Mrs McRae (alternate Mrs Smith)
MIA Zone Bushfire Management Committee	Mr Hogan (alternate Mrs Smith) Mr Black (alternate Mrs Chirgwin)
MIA Zone Rural Fire Service Liaison Committee	Mrs Chirgwin
Murray Darling Association	Mrs McRae (alternate Mr Hogan)
Western Riverina Libraries Committee	Mrs Smith (voting delegate) (alternate Mr Evans)
Western Riverina Arts	Mrs Bryce (alternate Mrs Chirgwin)
Riverina Regional Tourism Inc.	Mrs McRae (Director)
Roads and Maritime Services Consultative Committee	Mr Evans (alternate Mrs McRae)
RAMROC	Mayor

RECOMMENDATION

That Council determine its membership and delegations for the above internal Committees and external bodies.

This is page 9 of 51 of the General Manager's Reports as submitted to the Ordinary Meeting of Murrumbidgee Council held Thursday 21 September 2017.

.....General ManagerMayor

**ITEM NO: 6 - DELEGATIONS FROM COUNCIL TO THE GENERAL
MANAGER AND MAYOR**
FILE: 05.26.01
FROM: GENERAL MANAGER

BACKGROUND

The **general power of the Council to delegate** powers, authorities, duties and functions comes from **Section 377** of the *Local Government Act 1993*:

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 under this or any other Act, 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 to provide services currently provided by members of staff of 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,

This is page 10 of 51 of the General Manager's Reports as submitted to the Ordinary Meeting of Murrumbidgee Council held Thursday 21 September 2017.

.....General ManagerMayor

- (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.

1A. Despite subsection (1), a Council may delegate its functions relating to the granting of financial assistance if:

- (a) the financial assistance is part of a specified program, and
- (b) the program is included in the Council's draft operational plan for the year in which the financial assistance is proposed to be given, and
- (c) the program's proposed budget for that year does not exceed 5 per cent of the Council's proposed income from the ordinary rates levied for that year, and
- (d) the program applies uniformly to all persons within the Council's area or to a significant proportion of all the persons within the Council's area.

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.

3. Council delegates its powers and authorities, duties and functions as set out in Part 1 'Delegations of Authority Register', to the **Mayor (S226), General Manager (S378), and Council Committees (S379)**.

4. **Section 226** of the *Local Government Act 1993*, defines the **role of the Mayor** as follows:

- (a) to be the leader of the Council and a leader in the local community,
- (b) to advance community cohesion and promote civic awareness,
- (c) to be the principal member and spokesperson of the governing body, including representing the views of the Council as to its local priorities,
- (d) to exercise, in cases of necessity, the policy-making functions of the governing body of the Council between meetings of the Council,
- (e) to preside at meetings of the Council,
- (f) to ensure that meetings of the Council are conducted efficiently, effectively and in accordance with this Act,
- (g) to ensure the timely development and adoption of the strategic plans, programs and policies of the Council,
- (h) to promote the effective and consistent implementation of the strategic plans, programs and policies of the Council,
- (i) to promote partnerships between the Council and key stakeholders,

- (j) to advise, consult with and provide strategic direction to the General Manager in relation to the implementation of the strategic plans and policies of the Council,
- (k) in conjunction with the General Manager, to ensure adequate opportunities and mechanisms for engagement between the Council and the local community,
- (l) to carry out the civic and ceremonial functions of the Mayoral office,
- (m) to represent the Council on regional organisations and at inter-governmental forums at regional, State and Commonwealth level,
- (n) in consultation with the Councillors, to lead performance appraisals of the General Manager,
- (o) to exercise any other functions of the Council that the Council determines.

5. **Section 379** of the *Local Government Act 1993*, covers the **delegation of regulatory functions**:

(1) A regulatory function of a Council under Chapter 7 must not be delegated or sub-delegated to a person or body other than:

- (a) a committee of the Council of which all the members are Councillors or of which all the members are either Councillors or employees of the Council, or
- (b) an employee of the Council, or
- (c) a county Council.

(2) A regulatory function of a County Council under Chapter 7 must not be delegated or sub-delegated to a person or body other than:

- a. a committee of the County Council of which all the members are members of the County Council or of which all the members are either members of the County Council or employees of the County Council, or
- b. an employee of the County Council, or
- c. a Council.
- d. However, if:
 - (a) a regulatory function is delegated to a County Council, the function may be delegated to the General Manager and by the General Manager to an employee of the County Council, or
 - (b) a regulatory function is delegated to a Council, the function may be delegated to the General Manager and by the General Manager to an employee of the Council.

6. The Council notes that the General Manger may delegate his or her power, authorities, duties and function at his or her discretion (S378). The **General Manager’s delegations to Staff** come under **Part 2 of the Act: ‘Delegations to Staff’**.

- (1) The General Manager may delegate any of the functions of the General Manager, other than this power of delegation;

- (2) The General Manager may sub-delegate a function delegated to the General Manager by the Council to any person or body (including another employee of the Council);
- (3) Subsection (2) extends to a function sub-delegated to the General Manager by the Council under section 377 (2).

7. **Section 381** of the *Local Government Act 1993*, refers to the exercise of **functions** conferred or imposed on Council employees **under other Acts**:

- (1) If, under any other Act, a function is conferred or imposed on an employee of a Council or on the mayor or a Councillor of a Council, otherwise than by delegation in accordance with this section, the function is taken to be conferred or imposed on the Council;
- (2) Such a function may be delegated by the Council in accordance with this Part;
- (3) A person must not, under any other Act, delegate a function to:
 - i. the General Manager, except with the approval of the Council;
 - ii. an employee of the Council, except with the approval of the Council and the General Manager.

	A COUNCIL EXERCISES FUNCTIONS UNDER					
	THIS ACT	OTHER ACTS				
SERVICE FUNCTIONS	REGULATORY FUNCTIONS	ANCILLARY FUNCTIONS	REVENUE FUNCTIONS	ADMIN FUNCTIONS	ENFORCEMENT FUNCTIONS	VARIOUS FUNCTIONS
For example: • Providing community health, recreation, education & information services • Environmental protection • Waste removal & disposal • Land & property, industry & tourism development & assistance	• Approvals • Orders • Building certificates	• Resumption of land • Powers of entry and inspection	• Rates • Charges • Fees • Borrowings • Investments	For example: • Staff employment • Plan management • Financial reporting • Annual reports	For example: • Proceedings for breaches of the Act • Prosecution of offences • Recovery of rates and charges	See the Note to section 22

ISSUES:

Key points to note in relation to delegations include:

1. Section 380 of the Act refers to the review of delegations – each Council must **review all its delegations** during **the first 12 months** of office.
2. All Council delegations contained in Part 1 (attachment # 1) are subject to the following limitations:
 - a. The delegated power, authority, duty or function being performed in accordance with Council Policy;
 - b. The delegated power, authority, duty or function being performed in accordance with the Law; and
 - c. Part E outlines the limitations of delegations to the General Manager.
3. The delegation of Council remains in force until they are revoked or amended by a Council resolution.
4. Councils may also now delegate:
 - a. Section 377 (1)(i) – Acceptance of tenders except for services currently provided by Council’s staff; and
 - b. Section 377 (1)(A) – payment of financial assistance as part of a program specified in the Council’s operational plan that is not more than 5% of the Council’s rates income and that applies uniformly to all person within the Council’s area or to a significant proportion of all the persons within the Council’s area.

RECOMMENDATION

That Council, in accordance with Section 377 of the *Local Government Act 1993*, by resolution at its meeting on 21 September 2017 delegates its power, authorities and function as set out in Part 1 of the Act – Delegations of Authority Register.

This is page 14 of 51 of the General Manager’s Reports as submitted to the Ordinary Meeting of Murrumbidgee Council held Thursday 21 September 2017.

.....General ManagerMayor

ITEM NO. 7 – LOCAL GOVERNMENT NSW ANNUAL CONFERENCE 2017
FILE: 03.29
FROM: GENERAL MANAGER

As reported to the May meeting of Council, the Local Government NSW Annual Conference will be held in Sydney from Monday 4 to Wednesday 6 December 2017. The venue for the Conference will be the Hyatt Regency, Sydney.

In the past, attendance at the Annual Conference has been by the Mayor and General Manager, and on occasion also the Deputy Mayor. Early bird registration for the conference is \$899.00 (for registration and payment by 23 October 2017).

LGNSW is now calling on Councils to submit their Conference motions by COB Monday 9 October 2017. In line with the LGNSW rules, the latest date motions can be accepted for inclusion in the Conference business paper is 12 midnight on Monday 6 November 2017.

The Board has resolved that motions will be included in the business paper for the Conference, only where they:

1. Are consistent with the objects of the Association (see Rule 4 of the Association's rules);
2. Relate to Local Government in NSW and/or across Australia;
3. Concern or are likely to concern Local Government as a sector;
4. Seek to advance the Local Government policy agenda of the Association and/or improve governance of the Association;
5. Have a lawful purpose (a motion does not have a lawful purpose if its implementation would require or encourage non-compliance with prevailing laws);
6. Are clearly worded and unambiguous in nature; and
7. Do not express preference for one or several members over one or several other members.

For a motion to be included in the business paper for the Conference the submitting member needs to provide accompanying evidence of its support. Such evidence may include an extract of the minutes of the meeting at which the member resolved to submit the motion for consideration by the Conference.

Traditionally the Mayor is Council's nominated voting delegate, voting for the Association's Office Bearers and Board and also voting on policy motions. LGNSW must be notified of Council's voting delegate by Monday 13 November, 2017.

This is page 15 of 51 of the General Manager's Reports as submitted to the Ordinary Meeting of Murrumbidgee Council held Thursday 21 September 2017.

.....General ManagerMayor

RECOMMENDATION

That:

1. The Mayor and General Manager attend the LGNSW Annual Conference in Sydney 4-6 December 2017;
2. The Mayor be Council's nominated voting delegate; and
3. Proposed Conference motions be submitted to the General Manager by Thursday 12 October, for presentation to the October Council meeting.

This is page 16 of 51 of the General Manager's Reports as submitted to the Ordinary Meeting of Murrumbidgee Council held Thursday 21 September 2017.

.....General ManagerMayor

ITEM NO. 8 - FIXING COUNTRY ROADS PROGRAM APPLICATION
FILE: 06.08.01
FROM: ASSISTANT GENERAL MANAGER INFRASTRUCTURE AND ENVIRONMENT

Identified in Council's forward works program for 2018-19 are the rehabilitation and upgrade of a section along Eulo Road, and the upgrade of a section of McDonald Road. The proposed works identified for the Fixing Country Road application for Eulo Road has a total road length of 5.25km from chainage point 0.00km-1.05km and 3.26km-7.46km from the Kidman Way (attachment # 2). The 8km section of upgrade for McDonald Road is from chainage point 10.34km-18.34km from Kidman Way (attachment # 3).

The proposed work for Eulo Road is to upgrade and widen the first 1.05km section then break the next section into two parts. The first 1.44km of this section will be upgraded and widened and the second 2.76km will be rehabilitated.

The cost of these projects is \$1,331,604.75 for Eulo Road and \$1,854,015.25 for McDonald Road. Council will be committing in the 2018-19 budget \$200,000 to Eulo Road and \$212,000 to McDonald Road. To obtain the shortfall funding required for these projects, the second round of Fixing Country Roads funding is now open for Councils to apply. Council will be able to comply with the requirements needed for these applications and apply for funding for both roads.

Council has identified three roads which will require rehabilitation works. These three roads are:

1. Bencubbin Avenue;
2. McDonald Road; and
3. Eulo Road.

Bencubbin Avenue was identified and reported to Council in the 2015-16 financial years as a project which required additional funding. This project has a budget of \$1,376,000 and had an allocation from Council of \$375,000 in 2016-17 and 2017-18. This project was planned to be carried out over two years. The Council approach at the time was to apply to Heavy Vehicle Safety and Productivity Programme (HVSPP) to fund the shortfall. This application was unsuccessful, so now it will be included as a project for Fixing Country Roads.

Council now has three projects to apply for funding under the Fixing Country Roads Program in 2018-19 which need to be prioritised. Council officers have discussed these projects and have identified what priorities should be given to each project.

This is page 17 of 51 of the General Manager's Reports as submitted to the Ordinary Meeting of Murrumbidgee Council held Thursday 21 September 2017.

.....General ManagerMayor

Priorities are:

1. Bencubbin Avenue;
2. McDonald Road; and
3. Eulo Road.

If Council is unsuccessful on these projects, they will then be moved to the next financial year in accordance with their priority.

RECOMMENDATION

That Council apply for funding under the Fixing Country Roads Program, with project priorities being:

1. Bencubbin Avenue;
2. McDonald Road; and
3. Eulo Road.

**ITEM NO. 9 – RATES EXEMPTION REQUEST-MURRUMBIDGEE SHIRE
EXPERIMENTAL COMMUNITY DEMONSTRATION FARM INC.**

FILE: 05.33

**FROM: ASSISTANT GENERAL MANAGER, CORPORATE AND
COMMUNITY**

BACKGROUND

1. The Assessment Site 17558 refers to the area currently being managed and leased by the Murrumbidgee Shire Experimental Community Demonstration Farm Inc;
2. The commencement of lease between Murrumbidgee Shire and the Experimental Community Demonstration Farm is dated 1st July 1994 (attachment # 4). Rates have been levied to date. The land valuation as at the 01/07/2016 is \$364,000;
3. Council has three rate categories for farmland– namely:
 - a. Low intensity farmland – dry area(s);
 - b. Medium intensity farmland – falls outside of the Murrumbidgee Irrigation Area (MIA) and has water access;
 - c. High intensity farmland – falls inside the MIA and has water access.
4. Assessment Site 17588 falls into the medium intensity farmland category because it is outside the Murrumbidgee Irrigation Area (MIA) and has water access;
5. The Farm Committee has confirmed that it was not successful in getting a second round grant to support its work, and are seeking a request to waive or reduce the rates on their block from Council (attachment # 5).

ISSUES

1. The Murrumbidgee Shire Experimental/Demonstration Farm Inc. Committee took over management of the crown land site from Murrumbidgee Shire Council and subsequently entered into, and have an Appointment of Corporation with the State Government to manage the reserve trust – Reserve no 159016 terminating on 30/06/2114 (attachment # 6).
2. The Farm is crown leased to a Management Committee for experimental, fundraising and conservation purposes with no commercial benefit. The Farm is a not-for-profit voluntary organisation that distributes approximately 85% of its profits back into the community;
3. The Farm uses the land 100% for providing a non-profit structure to engage in agricultural pursuits for experimental, demonstration, protected zones and fund-raising purposes. As such, it provides some degree of community benefit and support for surrounding industry and business sectors. Supplied documents confirm any profit generated is put back into the Farm operations. It also has 68 hectares of Remnant Vegetation Protection area (an agreement with Coleambally Irrigation) to carry out experimental activities and field days at no cost.

This is page 19 of 51 of the General Manager's Reports as submitted to the Ordinary Meeting of Murrumbidgee Council held Thursday 21 September 2017.

.....General ManagerMayor

4. Supplied documents confirm that the Farm does generate 'revenue' through an arrangement with local organisations, wherein the generated revenue or profit these organisations grow, crop and organise to sell in the Farm's name. The associated expenses go through the Farm's books. The Farm, in this process, takes a deduction from the net profit figure (including a 15% charge to run the farm – overheads, insurance maintenance etc) with the balance of the money going back to the organisation who grew the crop.
5. Should Council decide to provide a community donation, it would be sourced from Council's community funds budget allocation. As at 11 September 2017, Council had \$17,750 in the Grants budget. If considered appropriate, donations could be annually considered but would require the lodgement and provision of a business case for consideration each year.

RECOMMENDATION

That the report be received and Council:

1. Consider the request from the Murrumbidgee Shire Experimental Community Demonstration Farm Inc, for a reduction in regards to their general rates for Assessment Site 17558;
2. Not grant an ongoing rate reduction or exemption on the grounds that:
 - i. There is no mention of an allowance for a special variation for a rate reduction.
 - ii. Revenue is generated from the Farm.
 - iii. The above incorporation does not fit any of the categories for the exemption of rates. These categories are: -
 - a. Land that is a public place;
 - b. Land used for a public reserve and vested in the Crown, a public body or trustees;
 - c. Land used for a common and vested in the Crown, a public body or trustees;
 - d. Land used for a public cemetery and vested in the Crown, a public body or trustees;
 - e. Land used solely for a free public library and vested in the Crown, a public body or trustees.
3. Consider providing a donation towards rates and charges to the Murrumbidgee Shire Experimental Community Demonstration Farm Inc. which would be funded from Council's Community Donation Budget.

This is page 20 of 51 of the General Manager's Reports as submitted to the Ordinary Meeting of Murrumbidgee Council held Thursday 21 September 2017.

.....General ManagerMayor

ITEM NO. 10 - ADOPTION OF COUNCIL POLICIES
FILE: 03.06
FROM: DIRECTOR MERGER TRANSITION

As part of the implementation process for the new Council, the integration of the policies from the two former Councils is an important step.

Following Council's June and July meetings, a number of policies have been on public exhibition, and are presented to this meeting for formal adoption:

- DRAFT Media Policy (Attachment # 7)
- DRAFT Public Interaction and Meeting Disclosure Policy (Attachment # 8)
- DRAFT Corporate Uniform Policy (Attachment # 9)
- DRAFT Staff Education and Training Policy (Attachment # 10)
- DRAFT Business Continuity Policy (Attachment # 11)
- DRAFT Privacy Management Policy (Attachment # 12)
- DRAFT Workplace Surveillance Policy (Attachment # 13)
- DRAFT Enterprise Risk Management Policy (Attachment # 14)
- DRAFT Personal Protective Equipment (PPE) Policy (Attachment # 15)

Some sections within the policies are written in RED. These sections relate to specific personnel or positions 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 Council adopt the following Policies:

- a) Media Policy;
- b) Public Interaction and Meeting Disclosure Policy;
- c) Corporate Uniform Policy;
- d) Staff Education and Training Policy;
- e) Business Continuity Policy;
- f) Privacy Management Policy;
- g) Workplace Surveillance Policy;
- h) Enterprise Risk Management Policy; and
- i) Personal Protective Equipment (PPE) Policy.

This is page 21 of 51 of the General Manager's Reports as submitted to the Ordinary Meeting of Murrumbidgee Council held Thursday 21 September 2017.

.....General ManagerMayor

**ITEM NO. 11 - UPDATE REPORT - MURRUMBIDGEE COUNCIL
STRONGER COMMUNITIES FUND SEPTEMBER 2017**
FILE: 03.13.08A
FROM: DIRECTOR MERGER TRANSITION

A report was tabled at the August meeting of Council which supplied information on the expenditure of the \$5m “New Council Implementation Fund” provided to Council to meet the costs associated with merging the two Councils. That report referred to the preparation of a further report to the September meeting of Council, which would provide a revised budget, including expenditure to the end of July 2017, and forecast expenditure for the following 12 months.

The Stronger Community Fund comprises three funding streams. The first stream is \$5m available to the Council to fund the work required to merge the two former Councils, as referenced above and referred to as the New Council Implementation Fund (NCIF). It is important to note that monies that are unspent within this component of the SCF will be transferred to either the Community Grants Fund (CGF) or the Major Project Fund (MPF).

The second stream is the CGP which now comprises \$1.5m in funding for not-for-profit community organisations for grants of up to \$50,000. This stream was run via two rounds of funding. Grants totalling \$1.514m have now been awarded to 56 projects.

The third stream is the Major Projects Fund (MPF). The MPF process has commenced, with Council adopting a Priority Projects Register at its July Council meeting. It should be noted that in November 2016 Council also endorsed the recommendation of the Assessment Panel to fund 11 projects from the MPF in the amount of \$521,364.

Approximately \$8.24m remains available for projects in the MPF, and this amount includes approximately \$240,000 in interest that has been earned on the original grant of \$10m since June 2016.

New Council Implementation Fund

Council received a grant of \$5m for the purposes of funding the work to be undertaken to merge the two Councils.

A budget for expenditure of those funds was created and has been provided to the Office of Local Government (OLG) (a requirement of the funding agreement entered into between Council and the OLG).

Below is information detailing expenditure against the budget.

This is page 22 of 51 of the General Manager’s Reports as submitted to the Ordinary Meeting of Murrumbidgee Council held Thursday 21 September 2017.

.....General ManagerMayor

An additional column has been inserted which provides detail on the revised budget. A detailed explanation of line items is provided below the table.

	Original Budget	Revised Budget	Expenditure (July 2017)
PMO Staffing	\$1,252,000	\$1,200,000	\$889,923
Asset Management	\$287,000	\$240,000	\$212,507
Communications/Webpage	\$100,000	\$60,000	\$50,646
Information Technology	\$2,560,000	\$1,800,000	\$452,525
Policy Development	\$41,000	\$37,000	\$36,200
Human Resources (staff training and accommodation)	\$94,000	\$125,000	\$120,017
Marketing & Branding	\$102,000	\$102,000	\$90,249
Service Reviews	\$129,000	\$240,000	\$159,000
Signage/Uniforms/Rebranding	\$155,000	\$120,000	\$48,462
SCF Grant Administration	\$52,000	\$60,000	\$48,000
Miscellaneous	\$228,000	\$200,000	\$169,883
Human Resource Specialist		\$60,000	
GIS Conversion Project		\$80,000	
Master key System		\$25,000	
Radio Network Conversion		\$40,000	
Local Representation Committee Allowances (2016/17)		\$130,000	120,000
Provision for adjustment to new Salary System during 18/19		\$120,000	
Fund the Economic Development Officer for 12 months		\$120,000	
Temporary Accountant Contract		\$60,000	
Potential return to CGF or MPF		\$181,000	
TOTAL	\$5,000,000	5,000,000	\$2,397,412

The expenditure above has been aggregated to the nearest \$1k for reporting purposes.

PMO Staffing

The budget for the salaries has been adjusted to remove the allowance for the Administrator. The cost of the Administrator's allowance is to be met from the Council's operational budget (as advised by the Office of Premier and Cabinet). This budget has approximately \$120,000 available to allow the employment of staff beyond December 2017 as it is expected that there will be work required to be undertaken to finalise projects and tasks as included in the Implementation Plan. In addition, these funds will be able to fund staff to progress projects in

This is page 23 of 51 of the General Manager's Reports as submitted to the Ordinary Meeting of Murrumbidgee Council held Thursday 21 September 2017.

.....General ManagerMayor

Round 1 and Round 2 of the CGF as well as the MPF. This budget also now includes the payment of a redundancy to the former Director Technical Services. The revised budget allows for the employment of the Media and Communications officer through to the end of December 2017. Further savings may be achieved in this area.

Asset Management

This budget has been reduced to reflect the expected reduced cost of this project.

Communications/Webpage

This budget has been revised downwards to reflect expected reduced costs in this area.

Information Technology

Significant savings will be realised in this budget due primarily to the original budget having large estimates included given the unknown cost of some of the elements of the overall ICT budget. These savings will find their way into the CGF and MPF's as identified in the new line item at the bottom of the above table

Policy Development

This budget has been revised downwards to reflect actual expenditure. The project has been completed.

Human Resources (staff training and accommodation)

This budget has been adjusted upwards slightly to accommodate any further training and accommodation associated with the merger.

Marketing & Branding

This budget remains unchanged.

Service Reviews

As can be seen, expenditure to date exceeded the original budget, and the revised budget reflects additional costs expected to be incurred when Council undertakes a "deep dive" into twelve "higher order" service areas. Consideration could be given to undertaking this project in house (with Council staff) and thus the budget could be adjusted downwards.

Signage/Uniforms/Rebranding

This budget has been reduced now that most of the signage and uniforms associated with the branding of the new Council have been incurred.

SCF Grant Administration

This budget has been revised upwards to provide an opportunity to have existing part time staff continue to provide administrative support to Managers in finalising grants in the CGF and MPF.

Miscellaneous

This budget has been reduced, reflecting the fact that most known projects associated with the merger have now received specific funding (as part of this report to Council) and that no further “incidental expenditure” is expected in the future.

Human Resource Specialist

This is a new budget line item proposing an extension of six months on the current role to provide assistance to MANEX in managing some of the residual issues associated with the introduction of the Salary System and the need to create a new (singular) Workforce Plan.

GIS Conversion Project

This is a new budget line item. The completed project, when completed, will allow the Council to have one consistent Geographic Information System across the new Wide Area Network (WAN). This is an estimate only and it is proposed to use a consultant that provided GIS services to the former Jerilderie Shire Council.

Master Key System

This is a new budget line item in the budget. This project will provide long term benefits to the new Council around security, access and risk management by allowing one system of master keys (and locks) to be installed and used across the Council area.

Radio Network Conversion

This is a new budget line item providing an initial estimate to allow the installation of a single new radio network (with appropriate radios and handpieces) across the Council area.

Local Representation Committee Allowances

This is a new budget line item. Each LRC member currently receives \$964.17 per month, with the Chair receiving an additional allowance of \$25,520 annually. LRC allowances represent a legitimate expense created by the merger and thus should be funded by the NCIF.

Provision for adjustment to new Salary System during 18/19

This is a new budget line item. As reported in a separate report in this business paper, Council is introducing a new Salary Structure as part of the Salary System. The report indicates that Council consider amending the Salary Structure during 2018/19 to allow the potential payment of up to a further 2% based on performance.

Temporary Accountant Contract

This is a new budget line item. It is proposed to employ a temporary accountant through to June 2018 to assist in the creation of the new general ledger and associated projects related to the merger (including assets and other accounting

duties). Council has previously engaged a temporary accountant to assist with end of year accounting processes.

Economic Development Officer (EDO)

This new budget line item will fund the employment of the EDO for a twelve month period commencing December 2017.

This report provides an update on expenditure to date and proposed expenditure. Given the changing nature of the challenges facing the new Council it is appropriate that quarterly reports on the budget and related expenditure be provided to Council. The next report would be prepared for the February 2018 meeting of Council and include expenditure up to December 2017.

RECOMMENDATION

That:

- (a) The report be received and the revised budget as presented in the body of this report, be adopted; and
- (b) Quarterly reports on the New Council Implementation Fund (NCIF) be presented to Council for review and amendment as appropriate, commencing in February 2018 for the quarter ending December 2017.

ITEMS FOR INFORMATION

ITEM NO. 12 - STATEMENT OF BANK BALANCES & SCHEDULE OF INVESTMENT

FILE: 05.13

FROM: ASSISTANT GENERAL MANAGER, CORPORATE & COMMUNITY SERVICES

STATEMENT OF BANK BALANCES

2017-18

Consolidated

CASH AT BANK 31 JULY 2017	1,060,548.87
ADD - Receipts - 31 August 2017	2,731,617.37
ADD - Receipts - Bendigo Bank	1,524,215.94
ADD - Cancelled	70.00
ADD - Adjustments	0.00
LESS - Cheques	-101,338.08
LESS - EFT - Autopay	-2,668,438.61
LESS - Payroll	-638,105.22
LESS - Bank Charges & Transfers	-13,771.42
LESS - Loan Repayments	-10,753.99
LESS - Investments	0.00
LESS - Visa Card Pymt	-11,874.63
LESS - Fuel Card	-495.87
LESS - Photocopy Rental	-920.02
CASH AT BANK 31 AUGUST 2017	1,870,754.34
CASH AT BANK 31 AUGUST 2017	1,483,542.24
Bank Statements - Bendigo Bank	387,481.56
PLUS Outstanding Deposits	15,266.83
LESS Unpresented Cheques	-11,805.25
LESS Outstanding Autopay	-3,731.04
LESS Reverse Autopay	0.00
CASH AT BANK 31 AUGUST 2017	1,870,754.34
Add Investments	27,145,574.70
Total Cash and Investments	29,016,329.04
Represented by:-	
Trust Account - North	176,571.51
Trust Account - South	17,858.76
Water Fund - North	1,348,262.07
Water Fund - South	617,102.80
Sewer Fund - North	1,872,923.74
Sewer Fund - South	1,856,935.82
Domestic Waste Management - North	11,701.06
Domestic Waste Management - South	103,804.00
Unexpended Grant Funds	821,145.38
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	0.00
New Council Implementation Fund	2,602,003.10
Stronger Communities Fund	9,150,698.87
General Fund	3,656,755.02

This is page 27 of 51 of the General Manager's Reports as submitted to the Ordinary Meeting of Murrumbidgee Council held Thursday 21 September 2017.

.....General ManagerMayor

SCHEDULE OF INVESTMENTS
31 AUGUST 2017

Institution	Amount	Rate	Matures	NO.
NAB	833,468.15	2.45%	11-Sep-17	57/17
NAB	303,525.92	2.45%	20-Sep-17	58/17
IMB Ltd	301,869.86	2.43%	26-Sep-17	1/18
ANZ-Les Wallis	52,110.34	2.00%	29-Sep-17	59/17
Bendigo	258,929.33	2.05%	30-Sep-17	60/17
NAB	202,604.62	2.40%	10-Oct-17	2/18
SUNCORP	1,000,000.00	2.24%	17-Oct-17	3/18
IMB Ltd	252,338.57	2.31%	24-Oct-17	4/18
IMB Ltd	304,798.96	2.32%	31-Oct-17	5/18
St George	518,464.35	2.45%	07-Nov-17	5/18
Bendigo	724,689.95	2.05%	18-Nov-17	6/18
Bendigo	1,260,976.48	2.05%	22-Nov-17	7/18
IMB Ltd	400,000.00	2.40%	07/11/17	20
IMB Ltd	500,000.00	2.55%	09/10/17	21
IMB Ltd	504,273.97	2.50%	01/09/17	24
IMB Ltd	600,000.00	2.50%	06/11/17	25
Bendigo	500,000.00	2.55%	07/09/17	26
Bendigo	600,000.00	2.55%	06/10/17	28
ANZ	536,774.38	2.45%	14/09/17	29
Bendigo	464,916.76	2.05%	27/11/17	34
Bendigo	1,027,036.43	2.35%	16/01/18	35
Bendigo	5,035,100.08	2.40%	16/12/17	38
ANZ	517,186.96	2.25%	24/09/17	39
Bendigo	1,845,266.01	2.30%	16/10/17	40
ANZ	603,531.61	2.25%	16/10/17	41
Bendigo	2,000,000.00	2.15%	16/09/17	42
Bendigo	502,555.48	2.05%	03/10/17	43
IMB Ltd	300,000.00	2.45%	31/10/17	44
Bendigo	5,195,156.49	2.35%	16/12/17	45
<u>Total Investments</u>	<u>27,145,574.70</u>			
Average Interest Rates	2015/16	2.76%		
	2016/17	2.34%		
Average Interest Rates	2017/18	2.32%		
PERCENTAGE OF FUNDS HELD				
SUNCORP	1,000,000.00	3.68%		
ANZ	1,709,603.29	6.30%		
Bendigo	19,414,627.01	71.52%		
IMB Ltd	3,163,281.36	11.65%		
NAB	1,339,598.69	4.93%		
St George	518,464.35	1.91%		
TOTAL	<u>27,145,574.70</u>	<u>100%</u>		

This is page 28 of 51 of the General Manager's Reports as submitted to the Ordinary Meeting of Murrumbidgee Council held Thursday 21 September 2017.

.....General ManagerMayor

- I hereby certify that:
- 1) the cash book was reconciled with the bank balance as shown by the bank statements as at 31 August 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 August 2017 be noted and received.

Alison Coe
RESPONSIBLE ACCOUNTING OFFICER

This is page 29 of 51 of the General Manager's Reports as submitted to the Ordinary Meeting of Murrumbidgee Council held Thursday 21 September 2017.

.....General ManagerMayor

ITEM NO. 13 - LOCAL GOVERNMENT AMENDMENT (GOVERNANCE AND PLANNING) ACT 2016

FILE: 03.14

FROM: ASSISTANT GENERAL MANAGER, CORPORATE AND COMMUNITY

BACKGROUND

1. The New South Wales Parliament passed amendments to the *Local Government Act 1993* (the LGA), in the *Local Government Amendment (Governance and Planning) Act 2016*. These reforms are known as the Phase 1 amendments.
2. The Act was split into 60 discreet topic areas addressed over 2 phases. Phase 1 topics were identified as priority areas to be legislated for commencement at the start of the next term of Councils in September 2016, relating to the “system of Local Government” (i.e. the structural, governance, strategic and performance frameworks Councils operate under), and based on the outcomes from the Independent Local Government Review Panel and the Local Government Acts Taskforce.
3. The ongoing rollout of the Phase 1 amendments commenced by proclamation, began on 30 August 2016, 23 September 2016 and 1 October 2016.
4. A full, detailed summary of the Phase 1 reforms or amendments and their implementation dates is summarised in attachment # 16 – Council Circular No 16-30 dated 2 September 2016 and [Understanding Changes to the Local Government Act](#) presentation by LGNSW attachment # 17.
5. The Phase 1 reforms appointing the Auditor-General as the auditor of all Councils came into force on 1 October 2016. *The Local Government (General) Regulation*, now prescribes that the Minister consider (and has the power to appoint), a financial controller where it will contribute to improved financial Council operations or mitigate a financial risk facing Council. Transition arrangements relating to this appointment, including new Councils, for the 2015-16 and 2016-17 financial periods are set out in Schedule 8 of the LGA and in the *Local Government (General) Regulation*.
6. The *Local Government (General) Regulation*, also prescribes that the Minister consider (in his opinion), whether to appoint a temporary adviser to assist Councils in complying with, or implementing action under, a performance improvement order as a separate criterion.
7. Phase 2 topics are areas that are/will be subject to separate review and informed by the outcomes of the current and proposed IPART and other reviews. To date, identified Phase 2 amendments include ward assignments, Council service hire fees, tendering limits, Council property sales, mandatory guidelines use, employment provision, local water utilities and a count-back system.

This is page 30 of 51 of the General Manager’s Reports as submitted to the Ordinary Meeting of Murrumbidgee Council held Thursday 21 September 2017.

.....General ManagerMayor

ISSUES

1. Mayors, Councillor and Council staff are required to become familiar with the new roles and responsibilities set out in the LGA.
2. The Local Governments Taskforce recommended that the strategic responsibilities of Council be clearly separated from operational responsibilities and be aligned with IPR by:
 - a. The **Council** being responsible:
 - i. for determining those services and priorities required by the community, and for providing the necessary resources to achieve the Council's Delivery Program; and
 - ii. on the advice of the General Manager, to determine the organisation structure to the level that directly reports to the General Manager
 - b. The **General Manager**:
 - i. being responsible for determining the balance of the organisation structure;
 - ii. being responsible for recruiting all staff with appropriate qualifications to fulfil each role within the structure; and
 - iii. to consult with Council regarding the appointment and dismissal of senior staff.
3. A comparison of the main change areas are detailed in the table below.

RECOMMENDATION

The *Local Government Amendment (Governance and Planning) Act 2016* Report be noted.

This is page 31 of 51 of the General Manager's Reports as submitted to the Ordinary Meeting of Murrumbidgee Council held Thursday 21 September 2017.

.....General ManagerMayor

Area	Before	Now	Comments
Purposes of the Act:	Legal Framework Regulation of relationships Community participation Council functions ESD	Higher level with less detail Legal framework Responsibilities and Power Democratically elected Community engagement Accountable, sustainable and flexible	Commenced 23/9/2016
Governance: Guiding Principles for Councils (S8) Pecuniary Interests	Council Charter. All pecuniary interest breaches referred to NCAT	Guiding principles for Councils (S8A), covering the exercise of functions generally and decision making; principles of sound financial management (S8B); and IP&R principles (S8C). Breach allegation by non-Councillor still go to NCAT. Complainant no longer have to sign a stat.declaration to verify complaint (S460).	All pecuniary interest provisions consolidated into a new Code of Conduct. Part 2 Chapter 14 will be developed and most of the requirements brought across as mandatory requirements into the Code of conduct (cl124 of the transitional provisions). Part 3 Chapter 14 narrowed to deal with personnel other than Councillor and administrators. Power of Minister (S370A): Replaces old legislation (S458). Adds clarification that Councillors approved by the Minister to attend a meeting and vote on a matter in which they have pecuniary interest have not engaged in misconduct. Started 30/8/16.

This is page 32 of 51 of the General Manager's Reports as submitted to the Ordinary Meeting of Murrumbidgee Council held Thursday 21 September 2017.

.....General ManagerAdministrator

Role of Governing Body (S223)	Direct and control the affairs of the Council.	As before, plus 11 points re civic leadership, community engagement, financial sustainability, performance and consult with the GM.	
Oath or affirmation of office (S233A)		Must take at/before the first meeting after election. Take before GM/lawyer/JP. Can't attend meetings until taken and/or recorded as AWOL if not taken. GM to record absences-3 missing meetings office becomes vacant.	Commenced 30/08/2016.
Role of the Mayor (S226)	Policy making between meetings. Preside at meetings, Civic and ceremonial functions.	As before, plus 11 points re leadership, strategy, spokesperson, consultation, IP&R, partnerships and representation.	Commenced 30/8/2016.
Role of Councillors (S232)	Dual role re member of the governing body and as an elected person.	Refocused on individual responsibilities not responsible as member of governing body. Accountable for Council's performance.	Commenced 23/9/17
Term of the Mayor (SS230 & 234)	1 year. Differing views about when Councillor-elected mayor ceased to hold office.	2 years (not applicable to Councils pending amalgamation). Councillor-elected mayor cease to hold office on election day or if they cease to hold office as a Councillor.	Commenced 30/8/2016 Commenced 23/9/16
Role/functions of GM (S335)	Day to day operations of Council organisation. Implementing Council decisions. Appoint, direct and	Same functions re staff but clarifies relationship with Mayor and Councillors, and ties the GM's functions more closely to IP&R.	

This is page 33 of 51 of the General Manager's Reports as submitted to the Ordinary Meeting of Murrumbidgee Council held Thursday 21 September 2017.

.....General ManagerAdministrator

<p>Filling casual vacancies (S291A)</p> <p>Delegates (S482(4A))</p> <p>Professional Development (S232)</p> <p>LG Remuneration Tribunal (S242A)</p>	<p>dismiss staff.</p> <p>Vacancies within the first 18 months after election could be filled by count-back rather than by election in certain circumstances.</p> <p>In making determination, the Tribunal has to apply the same policies as the IRC has to consider when making/varying awards for public sector employees.</p>	<p>Count-back option only available once a Regulation has been made and date prescribed.</p> <p>NCAT options for complaints that are proved against a delegate of a Council (other than the GM).</p> <p>Councillor role (S232 (1)(g)) includes "to make all reasonable efforts to acquire and maintain the skills necessary to perform the role of a Councillors". Schedule 6, Item 13A outlines new regulation making power for induction course and other professional development for mayor sand Councillors.</p> <p>Clarifies State wages policy (currently limited Councillors' fee increases to 2.5%), does not apply to the determinations by the Local Government Remuneration Tribunal that change a Council's fee category.</p>	<p>Commenced 30/8/2016, but still to be implemented as date has not been prescribed.</p> <p>Councillor fee increases commenced from 30/8/2016.</p>
<p>Audit: Council Audits (S415)</p>		<p>Auditor General can outsource but Council pays costs (S422). Council can also request audits (S421E).</p>	<p>Commenced 1/10/2016. The Auditor-General/Auditor: a. can question merits of Council's policy</p>

This is page 34 of 51 of the General Manager's Reports as submitted to the Ordinary Meeting of Murrumbidgee Council held Thursday 21 September 2017.

.....General ManagerAdministrator

<p>Presentation of audit reports Council Audits (S419)</p> <p>Internal Audit Committee (new Part 4A)</p>	<p>Council's Auditor must attend meeting where financial statements presented, if required in writing.</p>	<p>Council's auditor must also audit Council entities = partnerships, trust, joint venture that Council has formed/helped form or has a controlling interest in. Entities may be prescribed in or out by the Regulations.</p> <p>Only required where the auditor was appointed by the Audit General.</p> <p>Council must appoint an Audit, Risk and Improvement Committee (S428A) which can be shared with another Council (S428B) and must be established 6 months after the Council is elected. Committee has mandatory oversight of prescribe activities.</p>	<p>objectives (S422).</p> <p>b. has full, free access to documents including bank statements (SS423,424).</p> <p>c. may director a Councillor or staff member to appear personally and provide books, records (S423).</p> <p>d. must keep information confidential (unless required to report (S425).</p> <p>e. is to advise Minister of matters of significance (S426).</p> <p>f. May report on local government on sector-wide basis (S421C).</p> <p>g. Report most audit reports before Parliament except annual Council audits (S421D).</p>
<p>IP&R (SS402-406)</p>	<p>Details prescribed about the way the IP&R document must be prepared. CE to established the IP&R guidelines which must be complied with.</p>	<p>Details have been moved to the Regulation and the Regulation can prescribe the guidelines to be complied with.</p>	<p>IP&R guidelines now mandated by Regulation rather than at the discretion of the OLG.</p>
<p>Financial Controllers (S438HC)</p>		<p>Minister is required to consider criteria before appointing a financial controller or temporary adviser. Must authorities every payment made by Council and Council, Councillors and staff MUST</p>	<p>Commenced 25/11/2016.</p> <p>New provisions intended to provide an option for financial implementation that does not involve dismissing the Council. May be appointed by Minister as part of a</p>

This is page 35 of 51 of the General Manager's Reports as submitted to the Ordinary Meeting of Murrumbidgee Council held Thursday 21 September 2017.

.....General ManagerAdministrator

		cooperate with the financial controller. Controllers to be given 14 days to review and comment on any proposed compliance report.	performance improvement order. Is paid by Council and Council can recommend appointment if they wish.
State of the Environment (SOE) Report (S428A)	SOE report must be included in Council's annual report and prepared in accordance with IP&R guidelines.	Removed. IP&R guidelines likely to require reporting on environmental issues relevant to community strategic plan.	Still to be implemented.
Administrators (S258)	Administrator had the functions of the Council.	Has the function of a Councillor and the Mayor. If more than one administrator is appointed, one will be specified as having the Mayoral functions.	The new provision have clarified the functions of the administrator and created a new financial controller role.
Senior Staff Contracts (S339)	GM must report annually to Council on the contractual conditions of the senior staff.	Not required.	
Council Structure (S332,333)	Council decided organisation structure, senior staff positions and resources for employment of staff.	Council must consult with GM and then decide senior staff position, roles and reporting lines for senior staff positions and resources for staff employment. GM must consult Council and determine the positions other than senior staff positions. All positions are to give effect to the strategic plan priorities and Council's delivery program Council must review and may re-determine the org structure within 12 months of an election.	New provision confirms the organisation structure and determine by whom and how, which bits of the structure and how often. Commenced 30/8/2016.
Delegation of Functions (S377)	Could not delegate acceptance of tenders	Restriction of delegation limited to acceptance of tenders except for	Payment of financial assistance as part of a program specified in Council's Operational Plan

This is page 36 of 51 of the General Manager's Reports as submitted to the Ordinary Meeting of Murrumbidgee Council held Thursday 21 September 2017.

.....General ManagerAdministrator

	required under the Act or granting of financial assistance.	services currently provided by Council staff. (S377(1)(i). Can delegate financial assistance under certain circumstances.	which is not more than 5% of Council rate income, applies uniformly to all persons in the Council area or to a significant proportion of all persons in Council's area (S377(1A). Commenced 23/9/2016.
Expenses and Provision of Facilities Policies (SS 252 and 253)	Policy to be adopted annually within 5 months and copy of policy and statement of submission to be sent to CE Office of Local Government.	Policy to be adopted each Council term within 12 months and Councils are not required to send to the CE Office of Local Government.	Commenced 30/8/2016.
Not yet commenced			
1. Process for reducing the number of Councillors (S224A) or Council meetings (S365A).	Councillor Numbers: Available for all Councils for 5-month window in 2011.	Councillor Numbers: Available for Councils prescribed by Regulation. Window between commencement and 12 months prior to election. Meeting Numbers: Application to Minister by Councils prescribed by regulation between commencement and up to 12 months before next election	
2. Pecuniary interest/code of conduct changes	All pecuniary interest breaches referred to NCAT.	Pecuniary interest breaches by Councillors/Administrators referred to OLG under misconduct provision of the Act. May include referral to NCAT.	Act now includes specific reference to pecuniary interest as a type of conduct to be address in the Code. The Regulation provides that the Code of Conduct is to apply to committees of Council and adviser to Council (S440(2)).
3. Code of Meeting Practices – Conduct	Council may adopt a Code of Meeting Practices.	Council must adopt a Code within 12 months of election. Model Code may have mandatory provisions which can't be changed.	

This is page 37 of 51 of the General Manager's Reports as submitted to the Ordinary Meeting of Murrumbidgee Council held Thursday 21 September 2017.

.....General ManagerAdministrator

<p>4. Audit, risk and improvement Committees 5. Streamlining of IP&R 6. Financial controller provisions</p>			<p>Financial controller appointments in associate with a performance improvement order and after considering prescribed criteria (S438HB) implemented on 25/11/2016.</p>
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This is page 38 of 51 of the General Manager's Reports as submitted to the Ordinary Meeting of Murrumbidgee Council held Thursday 21 September 2017.

.....General ManagerAdministrator

ITEM NO. 14 - PROGRESS REPORT ON DARLINGTON POINT STRUCTURE PLAN

FILE: 04.25.16

FROM: ASSISTANT GENERAL MANAGER, INFRASTRUCTURE & ENVIRONMENT

Under the former Council, it was requested that a periodic report be prepared for Council regarding the actions in the Darlington Point Structure Plan. It is recommended that a quarterly report be presented to Council.

Below is the June – September 2017 update.

Action No.	Action	Time frame	Comment
4.1.2, 4.1.4, 4.2.1, 4.3.4, 4.4.2	Prepare an amendment to the Murrumbidgee Local Environmental Plan 2013 that seeks to : <ul style="list-style-type: none"> • Rezone land west of King Street from RU1 Primary Production to RU5 Village and amend minimum lot size from 100ha to 600m² applicable to this land; • Rezone land to the south of Narrand Street and west of Kooba Street from RU1 Primary Production to RU5 Village and amend the minimum lot size from 100ha to 200m² applicable to this land; • Rezone Tiddalik Wetlands and Bird Sanctuary between Campbell Street and Britts Road from RU5 Village to RE1 Public Recreation and remove the minimum lot size applicable to this land; • Rezone land at the southern end of town adjoining the Sturt Highway from RU1 Primary Production and RU5 Village and B6 Enterprise Corridor, B1 Business Park or IN1 General Industrial (subject to further investigation) and remove the minimum lot size; • Amend the LEP by Incorporating a “Flood Planning Map” for Darlington Point 	Medium –Long	No action to date. Waiting on completion of the Flood Study and looking at merging and updating both LEPs
4.1.5	Investigate rezoning of land south of Britts Road for Large Lot residential development. This should only be considered after Environmental and Cultural Heritage Assessments have been undertaken.	Medium -Long	Will be undertaken as part of merger of LEPs
4.1.9	Investigate opportunities for infill development on the football/sports ground should this facility be relocated	Short	Letter sent to Darlington Point Club regarding the possible relocation of the sports grounds. Awaiting a reply.
4.1.10	Further investigate opportunities to encourage existing commercial and light industrial businesses located within the residential areas	Medium –Long	Will need to be linked to the LEP reviews and merger.

This is page 39 of 51 of the General Manager’s Reports as submitted to the Ordinary Meeting of Murrumbidgee Council held Thursday 21 September 2017.

.....General ManagerAdministrator

	to relocate to designated commercial or industrial areas on the fringe of town.		
4.2.3	Amend the Darlington Point & Coleambally Development Control Plan to incorporate additional building controls with respect to industrial development adjoining the Sturt Highway, which specifically addresses: <ul style="list-style-type: none"> • Vehicular access • Building design and setbacks; • Landscaping; and • Signage 	Medium	Will need to be linked to the LEP reviews and merger. Council wide DCP to be created.
4.2.4, 4.6.2	Investigate, including a thorough cost benefit analysis, opportunities to relocate Council Depot site and sewerage treatment works to industrial zoned areas to allow for the redevelopment of centrally located land within the main town.	Long	Yet to be commenced.
4.2.7	Investigate potential options/uses for the former sawmill site. In particular, these investigations need to address the issue of flooding.	Medium	Waiting on Flood Study to be completed.
4.2.8	Investigate opportunities to create an intermodal hub, transport depot or truck parking and change-over area near the Sturt Highway and Kidman Way intersection.	Medium	Work yet to commence
4.3.2	Investigate options to relocate the football and sports ground to the Darlington Point Club to create a 'sports precinct'. Such an option should only be considered once a cost benefit analysis has been undertaken.	Short	Work commenced on cost benefit analysis and letter sent to Sports Club.
4.3.3	Council further investigate and commission more detailed designs for the construction of a new boat ramp on the western side of the Murrumbidgee River.	Short	Council discussing with owners and looking for additional grant funding. Last report regarding the design received late July 2017.
4.3.5	Investigate opportunities to extend and connect a number of existing footpaths and trails, particularly from residential areas of town to the river. These could adjoin the swimming pool, the new boat ramp and Fig Tree Park.	Short	Action referred to PAMPs program.
4.3.7	Investigate options to extend the 'Goanna Walking Track' along the river in consultation with local Aboriginal groups and landowners. This should include: <ul style="list-style-type: none"> • Extension of Walking and shared path; • Environmental restoration/regeneration works; • Construction of benches, tables and seating; • Installation of public art, information and directional signage; • Improvement of river access points 	Short	Grant application lodged.

This is page 40 of 51 of the General Manager's Reports as submitted to the Ordinary Meeting of Murrumbidgee Council held Thursday 21 September 2017.

.....General ManagerAdministrator

4.3.8	Investigate and encourage the establishment of a child care and aged care facility.	Short	No action
4.4.1, 4.6.1	Continue construction of the flood levee bank around Darlington Point following the preparation of the relevant flood studies.	Short	Work is continuing on flood levee system and the Darlington Point Flood Study.
4.4.4	Further investigate the preparation of an Aboriginal Cultural Heritage Study for Darlington Point and its surrounds in consultation with local Aboriginal Groups. This report should include a further assessment of the State-listed Warangesda Aboriginal Mission and the identification of sacred trees.	Long	Waiting on grants for studies to be opened by NSW Heritage Office.
4.4.5, 4.4.6	Further investigate the preparation of a Heritage Strategy to further investigate and identify any additional buildings or places that could be appropriate for inclusion with schedule 5 – Environmental Heritage of Council's Local Environmental Plan. Any heritage strategy should also investigate opportunities for a 'heritage walk' within the town.	Long	No action
4.5.1	Investigate potential heavy vehicle bypass route of the township in association with the NSW Roads and Maritime Service.	Long	No Action
4.5.2	Upgrade the southern gateways into town at the intersection of Hay Road and Kidman Way with the Sturt Highway. Such improvements could include installation of: <ul style="list-style-type: none"> • Signage • Landscaping • Public Art • Lighting 	Short	No action
4.5.3	Investigate a new gateway intersection at the intersection of Narrand Road and Uri Street.	Long	No action
4.5.4	Install formal tree/landscape plantings (medium or roadside) along the main northern and southern entries into the town to provide a defined Gateway to the town and improve the visual appearance	Medium	No action
4.5.5	Create a continuous boulevard along Bridge Street and Carrington Street south of the bridge and north of DeMamiel Street to improve the visual appearance of the town centre	Medium	No action
4.5.6	Investigate options to reconfigure the town centre to slow heavy vehicle traffic, provide more formalised parking and improve intersection safety and access concerns currently present.	Medium	No action
4.5.7	Investigate option to extend and link a number of existing roads such as Young Street to Britts	Short	No action

This is page 41 of 51 of the General Manager's Reports as submitted to the Ordinary Meeting of Murrumbidgee Council held Thursday 21 September 2017.

.....General ManagerAdministrator

	Road and Ross Street through to King Street so as to improve permeability and overall traffic flow.		
4.5.8	Investigate opportunities to create designated tourist and visitor parking areas within the centre of town.	Medium	No action
4.5.9	Investigate opportunities to provide turning lanes along Carrington Street and Bridge Street to allow vehicles to safely enter low order side roads.	Medium – Long	No action
4.5.10	Investigate opportunities to create a loop road at the northern extent of the town centre, comprising Bridge Street, Macleay Street and Carrington Street.	Long	No Action
4.6.4	Utilise the Section 94A Developer Contributions Plan to help identify and fund key infrastructure works.	Short	Plan Complete. Plan due for review in April 2018.
4.7.1	Undertake streetscape improvements and beautification works to improve the overall appearance of the main commercial centre of Darlington Point. This could include: <ul style="list-style-type: none"> • Replace artificial grass with median landscape plantings • Installation of street trees • Public art installations • Repainting of buildings • Consistent pavement material • Designated pedestrian crossings 	Short	No action
4.7.2	Investigate grant funding opportunities and public/private partnerships between individual business owners and council to encourage local business to improve the appearance of their building. This could be via a one off grant or via a \$ for \$ scenario.	Short	Not included in the 2017/2018 budget
4.7.5	Investigate intersection improvement upgrades to the intersection of Bridge Road and Carrington Street to improve the vehicular safety of this intersection and improved the visual appearance of this area.	Medium	No Action
4.7.6	Investigate opportunities to improve signage within the town centre including entrance, directional, information and business identification signage	Medium	No action
4.7.7	Further investigate opportunities to improve car parking and access within the main town centre for use by residents and tourists/visitors, including designated areas for recreational vehicles	Medium	No action

RECOMMENDATION

That the Darlington Point Structure Plan Progress Report be received.

This is page 42 of 51 of the General Manager's Reports as submitted to the Ordinary Meeting of Murrumbidgee Council held Thursday 21 September 2017.

.....General ManagerAdministrator

**ITEM NO. 15 - PRIORITY PROJECTS REGISTER-SEPTEMBER 2017-
UPDATE**
FILE: 03.13.08A
FROM: GENERAL MANAGER

Actions during the month

1. Submitted

1.0 Stronger Country Communities Fund

To lodge 'strong' and compliant applications that meet the eligibility and minimum funding requirements (\$100k per project), and to align with the funding purpose, a number of smaller recreational and sporting amenity projects from the Priority Projects Register which share a common purpose/theme were bundled together.

The Jerilderie Swimming Pool was lodged as a single project. Estimations for the project were substantially above the \$1m mark, which exceeded the nominated funding allocation, and would leverage co-contributions from Council. The project has been broken into stages with a submission for a 25 metre pool lodged. If successful in Round 1, it would soak up the entire Albury Electorate allocation. A second 'Albury' project for the Jerilderie Racecourse Showgrounds was lodged at the suggestion of the Department of Premier & Cabinet. This provides 'choice' in the assessment process. If successful, the unallocated budget for Round 1 will be referred to Round 2. This could allow a higher budget project to be submitted in Round 2.

Applications that have been lodged are:

SCCF Project Applications 1B - SCCF1B-0073 - Jerilderie Race Club/Showgrounds Amenity Improvement
SCCF Project Applications 1B - SCCF1B-0095 - Jerilderie Swimming Pool
SCCF Project Applications 1B - SCCF1B-0149 - Pride of Place- Coleambally
SCCF Project Applications 1B - SCCF1B-0157 - Promoting and Improving Recreation Sporting Infrastructure, Darlington Point

The projects submitted under Stronger Country Communities Fund (SCCF) include the following infrastructure:

- Construct Toilet Facilities at Coleambally Cemetery
- Junior Change Rooms, Coleambally Sportsground
- Female Change Rooms, Darlington Point Sportsground
- Provide Community Notice Boards and Town Information Bays (Darlington Point)
- Refurbish and add interpretive signage to Goanna Track Darlington Point
- Jerilderie Swimming Pool Upgrade (25mtr pool)
- Amenities Block, Jerilderie Racecourse

This is page 43 of 51 of the General Manager's Reports as submitted to the Ordinary Meeting of Murrumbidgee Council held Thursday 21 September 2017.

.....General ManagerAdministrator

1.1 Boating Now

Two projects have been submitted under the competitive Boating Now funding program - Darlington Point Boating Ramp/Town Beach Redevelopment Darlington Point.

1.2 Waddi Aboriginal Cultural Centre

Assistance in constructing and writing a project application under the Regional Cultural Fund was given to Waddi Housing and Advancement Corporation. The project has been lodged by Waddi Housing and requires no financial assistance from Council.

Copies of these grant applications are available for viewing on request.

2. Under Development

2.0 Support to External SCCF Applicant

A heritage property re-development proposal based on commercial use has been referred to Council for submission as an SCCF application. I met with the proponent and a Department of Premier & Cabinet (DPC) regional officer on Friday 8 September on site. Following the discussions, I referred the project to DPC for further advice based on my understanding of the published guidelines:

- State Government agencies and non-government organisations can submit eligible community infrastructure projects, in partnership with local Councils;;
- Eligible applicants are regional Local Governments;
- The LGA is the Applicant and is responsible for submitting the application;
- The Stronger Country Communities Fund is not to be used for:
 - * projects with exclusive private benefits

The fundamental issue to be clarified is that of eligibility in terms of the project scope (does it meet the test for 'community infrastructure/benefit'). The project is on private land and the proposed infrastructure has a primary aim of generating financial return to the proponent and their members (albeit the project does have a benefit of stimulating the local economy and preserving heritage infrastructure). The requirements for broad community consultation were also discussed as a potential element requiring further work.

I raised concerns with DPC about 'partnerships' or joint venture arrangements. Council is required under the SCCF funding arrangements to be the applicant, and some instrument such as a Memorandum of Understanding would presumably be necessary with the industry partner. Both parties would need to agree to roles and responsibilities to mitigate any risk to Council if Council is not the primary project manager ie financial/governance/OHS risk. Council is also required to assign a priority to all projects.

This is page 44 of 51 of the General Manager's Reports as submitted to the Ordinary Meeting of Murrumbidgee Council held Thursday 21 September 2017.

.....General ManagerAdministrator

As the proponent had not had discussion on these issues, and had not supplied detailed plans or budget, the lodgement for Round 1 SCCF was made difficult.

If the project scope and proponent are deemed to meet SCCF project eligibility requirements I will work with the proponent to cover off on the community consultation and to seek Council resolution on submitting a SCCF application. I have asked DPC for feedback as to what would be required/recommended in terms of the project management responsibilities for the grant. Clarity on these issues would be helpful to inform Council planning and decision making, and to ensure industry and community do not have expectations that cannot be met in terms of the SCCF grant and the role of Council. I have also referred the proponent to other sources of funding.

RECOMMENDATION

The Priorities Projects Register Report be received.

ITEM NO. 16 - UPDATE ON PROJECT MANAGEMENT OFFICE (PMO)
FILE: 03.13.08
FROM: DIRECTOR MERGER TRANSITION

This report provides an update on the activities of the PMO undertaken since the August 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

As the two Assistant General Managers settle into their positions, the PMO is undergoing a transition phase and handing over elements of the Implementation Plan to the AGM's.

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

- ✓ Issued seven media releases;
- ✓ Produced and distributed the thirteenth Community Newsletter;
- ✓ Continued a series of handover meetings with both the Assistant General Managers;
- ✓ Continued working with the Asset Management Working Group and consultant Jeff Roorda and Associates to prepare six new Asset Management Plans for Council. This project is expected to be finalised this month. The consultant has been requested to make a presentation to the newly elected Council in the coming months. This work is informing the preparation of the annual financial statements;
- ✓ Continued monitoring the contract with ATI Australia who are constructing the Wide Area Network (WAN) data communications network between the towns of Jerilderie, Coleambally and Darlington Point. Construction of the Bundure Tower was completed, with the solar energy plant to be installed and perimeter fencing to be erected;
- ✓ Continued replacement of building and equipment signage throughout the Council area;
- ✓ Continued preparing and reviewing policies for the new Council;
- ✓ The thirteenth staff newsletter was prepared and distributed;
- ✓ 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 as soon as possible;

This is page 46 of 51 of the General Manager's Reports as submitted to the Ordinary Meeting of Murrumbidgee Council held Thursday 21 September 2017.

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- ✓ Continued undertaking job evaluations with every member of staff as part of the new Salary System;
- ✓ Continued working with the General Manager's Office in preparing for the September 2017 election;
- ✓ Undertook a review of the Implementation Plan and report on the Plan will be presented to the October meeting of the new Council.

RECOMMENDATION

That the information on the activities of the Project Management Office be received and noted.

This is page 47 of 51 of the General Manager's Reports as submitted to the Ordinary Meeting of Murrumbidgee Council held Thursday 21 September 2017.

.....General ManagerAdministrator

ITEM NO. 17 - WORKS IN PROGRESS 7/8/17 to 10/9/2017
FILE: 03.16.04
FROM: ASSISTANT GENERAL MANAGER INFRASTRUCTURE AND ENVIRONMENT

<p>Regional Roads</p> <p>RR552 – Conargo Road RR564 – Berrigan Road RR323 – Oaklands Road RR59 – Urana Road RR596 – Morundah Road RR356 – Berrigan/Oaklands Road RR183 – Whitton Road</p>	<p>Bitumen patching, shoulder spraying Bitumen patching, shoulder spraying Bitumen patching, shoulder spraying Shoulder spraying Bitumen patching Bitumen patching</p>
<p>MR321 – Kidman Way</p>	<p>Bitumen patching, guide post maintenance</p>
<p>H17 – Newell Highway</p>	<p>Bitumen patching</p>
<p>Local Road Maintenance</p>	<p><i>Guide post maintenance</i></p> <p>Gilbert Road,</p> <p><i>Grader maintenance</i></p> <p>Greens Lane, Rifle Range Road, back lanes (Jerilderie), Greenswamp Road, North Coree Road, Moonbria Lane, Four Corners Road, Wood Road, Stud Park North Road, Wilson Road, Liddles Lane, Steeles Lane, Mackie Road, Bull Road, Steel Road, Gaston Road, Main Canal Road, Martin Bell Road, Harvey Wells Road, Ryan Road, Argoon Road, Moonbria Lane</p> <p><i>Bitumen patching</i></p> <p>Mayrung Road, Wunnamurra Road, Old Corowa Road, Willows Road, Harris Lane, Gilbert Road</p> <p><i>Edge patching</i></p> <p>Hutchings Road</p> <p><i>Resheeting</i></p> <p>Culley Road, Fraser Road, Ercildoune Road, Common Tip Road</p> <p><i>Slashing</i></p> <p>Asset Protection Zone – Darlington Point</p> <p>Rural road slashing started.</p>

This is page 48 of 51 of the General Manager's Reports as submitted to the Ordinary Meeting of Murrumbidgee Council held Thursday 21 September 2017.

.....General ManagerAdministrator

	<p><i>Culvert Maintenance</i></p> <p>Four Corners Road</p> <p><i>Shoulder Spraying</i></p> <p>Willows Road, Lignum Lane, Liddles Lane, Willawa Lane, Logie Brae Road, Tip Road, Sewerage Treatment Works – Jerilderie, South Coree Road, Rankin Road</p>
Regional Road Repair Program	
Roads to Recovery	<p>Road base mixing on Wallin Road resheeting.</p> <p>Road base and gravel carted to South Coree Road.</p>
Restart NSW Funding	
Wunnamurra Estate	Storm water drainage being finalised (approx 5 hours remaining) including concreting pits.
Town Streets	Bitumen patching
PAMP / Cycleway Program	
Parks and Gardens	Parks and gardens maintained.
Private Works	Road grading, gravel carting, water truck hire.
Water & Sewerage	<p>Water main flushing – Darlington Point</p> <p>Minor repairs to raw and filtered water system - Jerilderie</p>

RECOMMENDATION

The Works in Progress Report be adopted.

This is page 49 of 51 of the General Manager's Reports as submitted to the Ordinary Meeting of Murrumbidgee Council held Thursday 21 September 2017.

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CONFIDENTIAL ITEMS

ITEM NO. 18 - 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. 19 - SALE OF LAND
FILE: C-8
FROM: DIRECTOR CORPORATE & FINANCE

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) (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.*

ITEM NO. 20 - MURRUMBIDGEE COUNCIL SALARY STRUCTURE
FILE: 05.28
FROM: DIRECTOR MERGER TRANSITION

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) 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).