



MINUTES

**of the
Ordinary Meeting
Held
16 April 2018**

**Our Values: Leadership • Integrity • Progressiveness • Commitment •
Accountability • Adaptability**

**Minutes of the Ordinary Monthly Meeting of Lockhart Shire Council held in the Council Chambers,
Green Street, Lockhart on Monday, 16 April 2018 at 5.01pm.**

PRESENT

Cr R. Schirmer (Mayor), Cr G. Verdon (Deputy Mayor), Cr D. Douglas, Cr G. Driscoll, Cr I. Marston, Cr A. Rockliff and Cr P. Sharp.

Also in attendance were the General Manager, Director Corporate and Community Services, Director Engineering and Environmental Services and Executive Assistant.

The meeting opened with a prayer.

APOLOGIES

Cr M. Day and Cr J. Walker.

73/18 RESOLVED on the motion of Crs Verdon and Rockliff that apologies for Crs Max Day and James Walker be accepted and leave of absence granted.

LEAVE OF ABSENCE

Nil.

CONFIRMATION OF MINUTES ORDINARY MEETING 19 MARCH 2018

74/18 RESOLVED on the motion of Crs Rockliff and Marston that the Minutes of the Ordinary Meeting held on Monday, 19 March 2018 as printed and circulated be taken as read and confirmed.

DECLARATION OF PECUNIARY AND NON-PECUNIARY INTERESTS

Nil.

MAYORAL MINUTE

Nil.

MAYORAL REPORT

The Mayor, Cr Schirmer, verbally reported on activities during the past month as follows:

Tue, 20 Mar	Along with General Manager Peter Veneris, attended a meeting with representatives of the NAB Bank regarding the closure of the NAB Branch Lockhart.
Sat, 24 Mar	Attended the centenary of the Pleasant Hills Community Hotel.
Tue, 27 Mar	Attended a REROC Executive Meeting in Wagga Wagga.
Thurs, 29 Mar	Attended Lockhart Central School Whole School Dux 2017 Assembly. Along with General Manager Peter Veneris, met with Riverina Water County Council (RWCC) Chairman and General Manager in Lockhart.
Wed, 4 Apr	Welcomed attendees at “A to Z of DAs, LEPs & DCPs” 2-day training course, hosted by Lockhart Shire Council.
Thurs, 12 Apr	Attended a REROC Board Meeting in Wagga Wagga.
Fri, 13 Apr	Attended The Rock Debutant Ball at the Memorial Bowling Club, The Rock.

75/18 RESOLVED on the motion of Crs Sharp and Marston that the Mayoral Report be received.
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URGENT MATTERS

Nil.

NOTICE OF MOTION

Nil.

COMMITTEE REPORTS

1. TOURISM/ECONOMIC DEVELOPMENT OFFICER REPORT

(TEDO/T26-005)

MINUTES OF THE TOURISM/ECONOMIC DEVELOPMENT STEERING COMMITTEE MEETING OF LOCKHART SHIRE COUNCIL HELD AT THE PLEASANT HILLS COMMUNITY HALL ON TUESDAY, 3 APRIL 2018 COMMENCING AT 6.35PM.

PRESENT

Mrs Susan Creek, Mrs Myra Jenkyn, Councillor Derek Douglas, Tourism/Economic Development Officer (Jennifer Connor).

APOLOGIES

Mrs Raeleen Pfeiffer, Ms Sandra Johnstone, Councillor Gail Driscoll, Mr Greg Smith.

LEAVE OF ABSENCE

Nil.

PERCURINARY INTEREST

Nil.

CONFIRMATION OF MINUTES

The minutes of the Meeting held Tuesday, 6 March 2018, as printed and circulated, be taken as read and confirmed on the Motion of S Creek, seconded M Jenkyn.

1. Lockhart Shire Business Excellence Awards

Nominations for the Lockhart Shire Business Excellence Awards, which closed on 16 March, received strong local support. Finalists have been issued questionnaires due to be returned on Friday, 13 April 2018. Judges with strong business experience have been secured from outside Lockhart Shire, with judging due to take place between 16-30 April 2018.

The Awards Presentation Evening will be held at The Rock Memorial Bowling Club on Thursday, 10 May 2018. Mr Neil Druce, successful entrepreneur and owner of Junee Licorice and Chocolate Factory and Corowa Whisky and Chocolate, has been confirmed as the guest speaker for the evening.

Details for the Presentation Evening are:

Event: Lockhart Shire Business Excellence Awards Presentation Evening
Date: Thursday, 10 May 2018
Time: 6.00 pm
Venue: The Rock Memorial Bowling Club
Tickets: Cost \$30 per person with evening meal.

Tickets are available from Lockhart Shire Council Office or from Traci Driscoll, President of The Rock Progress Association on 0428 756223.

Recommendation: That the information be noted.

76/18

RESOLVED on the motion of Crs Douglas and Marston that the information be noted.

2. Lockhart Water Tower

The Expressions of Interest process is underway and has been distributed through a number of art portals. The TEDO also forwarded the EOI directly to all artists involved with the Wimmera/Mallee Silo Art Trail, the Weethalle Silo and Wagga Wagga Water Tower. During the process the TEDO has conducted a site visit from artists and has received the first application.

The selection committee is as follows:

- LSC – Rodger Schirmer
- RWCC – Greg Verdon
- Eastern Riverina Arts – Scott Howie
- Lockhart Progress – Myra Jenkyn
- TEDSC – Jennifer Connor.

The proposed dates for the selection committee meetings are 23 April and 21 May 2018.

Recommendation: That the information be noted.

77/18	RESOLVED on the motion of Crs Verdon and Rockliff that the information be noted.
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3. Walk of Fame Nominees

Eleven people have now been inducted into the Lockhart Shire Walk of Fame, and the latest four plaques are currently in production. The plaques will be installed chronologically in order of date of death and the TEDO is working hard to make sure all possible nominations are considered before installation starts.

It was suggested that Thomas Bond, founder of the Bond sheep breed, would be a suitable candidate for the Walk of Fame, particularly as the breed is now found across the globe. The TEDO compiled a biography on Thomas Bond (attached) which was tabled for a review by the committee, taking into consideration the selection criteria, which is:

- Must be deceased;
- Must have been born or their success has developed or originated in the Lockhart Shire;
- Must have achieved national and/or international recognition in their chosen field;
- Are recognised as a respected and honourable citizen.

The TEDSC discussed the nomination, taking into consideration the success of the breed nationally during Thomas Bond's life time, and its recognition today on an international scale. Based on this, the TEDSC felt Thomas Bond should be considered by Council as being a suitable candidate for the Walk of Fame, having meet all the required criteria.

Should the nomination be successful, the TEDO will apply to Thomas Bond's family for an image of Thomas if possible.

Recommendation: That the nominee Thomas Bond be considered for approval for inclusion in the Walk of Fame.

78/18	RESOLVED on the motion of Crs Douglas and Sharp that the nominee Thomas Bond be considered for approval for inclusion in the Walk of Fame.
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4. Lockhart Shop Fronts

The TEDSC raised concerns over the advent of shopfronts in the Lockhart business centre turning into houses. The same issues are a concern for the main street in The Rock, which currently has no premises available for purchase or lease for new businesses. The TEDO advised this issue may be being addressed by Council and would follow up to find out the current status. The Committee felt addressing this issue needed to be an urgent priority for Council.

Recommendation: That concerns regarding the change of use of commercial premises in the Lockhart and The Rock central business districts to residential premises be addressed as a priority.

79/18 **RESOLVED** on the motion of Crs Rockliff and Douglas that concerns regarding the change of use of commercial premises in the Lockhart and The Rock central Business Districts to residential premises be addressed as a priority.

5. Lockhart Childcare Facilities

The TEDSC discussed concerns over the lack of childcare facilities including out of school care and after care school. The TEDSC believe childcare is key to keeping young people and their families in the town, and it is a concerning issue being raised by members of the community. Due to this concern, the Committee felt Council should investigate and address the lack of childcare facilities in Lockhart to ensure we retain and attract residents.

Recommendation: That Council investigate and implement a scheme to benefit the serious lack of childcare facilities in Lockhart.

80/18 **RESOLVED** on the motion of Crs Douglas and Rockliff that Council investigate a scheme to benefit the serious lack of childcare facilities in Lockhart.

6. Project Updates

Drovers Way Touring Route	The Drovers Way has been included in the Riverina Murray DMP. The TEDO will be following up with relevant stakeholders to progress the project.
Events Policy	GM proposed Events Policy at March Council Meeting.
Lockhart Museum	Awaiting outcome of a \$60,000 grant application. VIC Training Workshop being organised. TEDO working towards Level 2 accreditation over 3 years.
Lockhart Progress Association	AGM to be held in May.
Lockhart Verandah Project	Heritage Near Me are working with the TEDO and the Manager of Environmental Services on a draft project plan. An audit of the heritage area is planned for Friday, 6 April.
Love Lockhart Shire Photo Competition	Promotion for the competition has commenced based on digital entries only.
Regional Tourism Awards	TEDO working on two applications.
South Western Wireless Communications (SWWC)	Grant still to be opened. TEDO trying to ascertain if the grant stream announced in 2017 will still open or if it has been cancelled.
Start a Business Campaign	TEDO will commence working on the campaign in mid April. An audit of all available shopfronts and industrial lands will be undertaken. Improvements to the online business directory will proceed as a long-term project. This is due to the time required to collate information, design web layout and input data.
The Rock Museum	Looking to install Hall & Museum sign on facade.
The Rock Outdoor Gym	Equipment due to be installed on receipt (approximately 6 weeks)
The Rock Progress	Work continuing on funding for astronomy project. Working with TEDO on Business Awards Presentation Night

Thrive Riverina	New prospectus has been released in conjunction with Destination Riverina Murray. Lockhart Shire Council will be participating in the joint marketing campaigns as resolved at March Council Meeting.
TEDSC Member – Yerong Creek	The TEDO has spoken with John Holstein of Yerong Creek about representation on the TEDSC committee. John has been invited to attend the TEDSC meeting at Yerong Creek on Tuesday, 1 May with a view to officially nominating to join the TEDSC.
Town Visitor Information Boards	Maps being finalised. Due for installation in May. Information board at The Rock Recreation Ground, funded by The Rock Progress Association, is due for production in June.

The next meeting will be held at Yerong Creek on Tuesday, 1 May 2018 at 6.30pm.

Recommendation: That the information be noted.

81/18	RESOLVED on the motion of Crs Douglas and Sharp that the information be noted.
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Delegates' Reports

DELEGATES REPORT FOR RIVERINA REGIONAL LIBRARY ADVISORY COMMITTEE - APRIL 2018

I attended the RRL Advisory Committee Meeting along with GM Peter Veneris on 28 March 2018 at Wagga.

Key items of interest were:

1. Financial report presented which showed RRL on track and budget.
2. 2018/19 Financial Plan submitted which shows a small increase for LSC along with 2018/19 Management Plan.
3. Continued emphasis on staff training and development.
4. Robert Knight was elected unopposed as Vice President of ALIA and will transition to President in 2019.
5. RRL recognises the age of its workforce and is giving close attention to Succession Planning.
6. Budget Submission is seeking increase in funding from State Government from \$28.5M current to \$50M over 4 years. Opposition has promised to double Library funding in first term.
7. RRL scored 100% in its recent Customer perception survey.
8. RRL will be celebrating 40 Years in July this year.
9. eLibrary and Website statistics show eAudio Loans increased by 76.6% and eBook loans by 52.5% over same period last year.

Cr Greg Verdon
Delegate

Recommendation: That the delegates report be received.

82/18	RESOLVED on the motion of Crs Verdon and Rockliff that the delegates report be received.
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Status Report/Précis of Correspondence Issued

Status Report: Council Resolutions and Tasks to be finalised

Res. No:	Officer to Action	Info	Action Taken
Ordinary Council Meeting held 19 March 2018			
71/18	DEES	<p>Closed Agenda – Tender – Swimming Pool Amenities Upgrade – Lockhart and The Rock</p> <p>a) Award the Contract for 'Lockhart and The Rock Swimming Pool Amenities Upgrade' to Adaptive Interiors for \$896,962.00 (incl. GST); and</p> <p>b) Authorise the GM and DEES to sign Contracts and Purchase Orders.</p>	<p>Successful tenderer advised. Contract to be signed early April 2018.</p> <p>Contracts signed. Building works to commence mid-late April 2018.</p>
70/18	DEES	<p>Closed Agenda – Tender – Swimming Pool Upgrade – Lockhart and The Rock</p> <p>a) Award the Contract for 'Lockhart and The Rock Swimming Pools Upgrade' to McLean Pty Ltd T/a Total Creations & Services for \$3,690,830.00 (incl. GST); and</p> <p>b) Authorises the GM and DEES to sign Contract and Purchase Order.</p>	<p>Successful tenderer advised. Contract to be signed early April 2018</p> <p>Contracts signed. Lockhart pool works have commenced.</p>
69/18	DEES	<p>Closed Agenda – Tender – Flood Mitigation Construction Works – The Rock</p> <p>a) Awards the Contract for 'Streven Street Drainage Works' to Moane Fitzgerald Pty Ltd for \$954,789.00 (incl. GST), subject to confirmation of approval and revised funding from OEH; and</p> <p>b) Authorises the GM and DEES to sign Contract and Purchase Order.</p>	<p>Successful tenderer advised. Waiting on OEH approval and additional funding. OEH reviewing additional funding application, with result of application expected in the next few weeks.</p>
68/18	GM	<p>Closed Agenda – Green Street West Lockhart – Price Review</p> <p>a) Council adopt the following asking process for lots remaining unsold in the residential subdivision at Green Street West, Lockhart:</p> <p style="margin-left: 20px;">a. \$25,000 Lots 1, 6, 7, 9, 10, 23, 24, 25, 27, 28, 29, 30, 31, and 32</p> <p style="margin-left: 20px;">b. \$27,500 Lots 12, 16, 17 and 18</p> <p style="margin-left: 20px;">c. \$44,000 Lots 11 and 34</p> <p>b) That in relation to Lots 6-7, 9-10, 23-25 and 28-31, the price of two adjoining lots sold in a single transaction, i.e. one contract of sale, be reduced to \$22,000 each or a total contract price of \$44,000.</p> <p>c) That Lot 8 Rockliff Court in the Green Street West Residential Estate be taken off the Market whilst cost estimates are prepared for converting the allotment into a local park.</p> <p>d) That the GM be authorised to negotiate with project home builders for establishment of a display home at Green Street West with any incentives to be offered to be subject to approval by Council.</p>	<p>Council's agent has been informed of the revised selling prices adopted by Council.</p> <p>Council's agent is contacting all builders on its data base regarding incentives that might encourage the construction of a spec/display home.</p> <p>A cost estimate for converting an allotment into a park is currently being prepared.</p>

67/18	GM	<p>Closed Agenda – Carson Road, The Rock Residential Subdivision – Stage 2 Price Setting</p> <p>a) Council adopt the following asking prices for Stage 2 of the residential subdivision at Carson Road, The Rock:</p> <table style="margin-left: 20px;"> <tr><td>Lot 6</td><td>4,807sqm</td><td>\$99,000</td></tr> <tr><td>Lot 7</td><td>4,807sqm</td><td>\$99,000</td></tr> <tr><td>Lot 8</td><td>4,280sqm</td><td>\$99,000</td></tr> <tr><td>Lot 9</td><td>4,280sqm</td><td>\$99,000</td></tr> <tr><td>Lot 10</td><td>4,280sqm</td><td>\$99,000</td></tr> <tr><td>Lot 11</td><td>8,209sqm</td><td>\$115,000</td></tr> <tr><td>Lot 12</td><td>7,759sqm</td><td>\$115,000</td></tr> <tr><td>Lot 13</td><td>8,653sqm</td><td>\$115,000</td></tr> </table> <p>b) The General Manager be authorised to negotiate sales on Council's behalf as outlined in this Report.</p>	Lot 6	4,807sqm	\$99,000	Lot 7	4,807sqm	\$99,000	Lot 8	4,280sqm	\$99,000	Lot 9	4,280sqm	\$99,000	Lot 10	4,280sqm	\$99,000	Lot 11	8,209sqm	\$115,000	Lot 12	7,759sqm	\$115,000	Lot 13	8,653sqm	\$115,000	<p>Council's agent has been advised of the selling prices adopted by Council.</p> <p>Complete.</p>
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65/18	GM	<p>Policy 3.2 Telephone Rents & Charges – Staff Residences</p> <p>Amended Policy 3.2 Telephone Rents and Charges – Staff Residences, as presented, be adopted.</p>	<p>Policy Register updated. Completed.</p>																								
59/18	GM	<p>Policy 2.6 Public Arts Policy</p> <p>Amended Policy 2.6 Public Arts Policy, as presented, be adopted.</p>	<p>Policy Register updated. Completed.</p>																								
58/18	DEES	<p>Heavy Vehicle Safety and Productivity Program</p> <p>Council to apply for grant funding in Round 6 of the Heavy Vehicle Safety and Productivity Program of up to \$800,000.</p>	<p>Grant applications close 30 March 2018. Grant application submitted. Not expecting outcome till mid-year.</p>																								
57/18	DCCS	<p>Loan Borrowings</p> <p>1) Council make application to the NSW Treasury Corporation (T-Corp) for a loan of \$3.2 million for the purposes of extending the sewer at The Rock and upgrading the Lockhart and The Rock swimming pools;</p> <p>2) loan funds be distributed as follows:</p> <ol style="list-style-type: none"> General Fund \$2.2 million upgrading of the Lockhart and The Rock swimming pools; Sewer Fund \$1.0 million extending the sewer at The Rock. <p>3) The Mayor and GM be authorised to sign the Council Declaration Form, Loan Facility Agreement and other relevant documentation under the seal of Council.</p>	<p>Application lodged with TCorp.</p>																								
52/18	GM	<p>Policy 2.50 Event Management Policy</p> <p>Consideration of draft Policy 2.5 Event Management Policy to be deferred to April 2018 Council Meeting.</p>	<p>Amended Policy incorporating Council feedback has been included in the April Council meeting agenda.</p>																								
51/18	GM	<p>Lockhart Renewable Energy Project</p> <p>a) Project update provided by Better Energy Technology Pty Ltd noted,</p> <p>b) Lockhart Renewable Energy Project Information Brochure endorsed for distribution to Lockhart premises.</p>	<p>A further update has been included in the April Council meeting agenda.</p>																								

50/18	GM	<p>NSW Government Easy to do Business Project</p> <p>a) Advise the Commissioner for Small Business of Council's willingness to participate in the Service NSW Easy to do Business program for cafes, restaurants and small bars</p> <p>b) Authorise the Mayor and GM to sign the Service Partnership Agreement and other relevant documentation between Service NSW and Council under Council's seal.</p>	<p>The Easy to do Business Partnership agreement has been signed.</p> <p>A representative from Service NSW will be attending Council's office on 24 April 2018 to commence implementation of the program.</p> <p>Complete.</p>
49/18	GM	<p>Request for Financial Assistance</p> <p>Council contribute an amount of \$5,000 towards The Rock and District Men's Shed new building with the contribution to be funded from the 2017/18 budget allocation for Section 356 contributions.</p>	<p>The Rock Men's Shed has been advised of Council's resolution and invited to submit approved invoices to the value of \$5,000 for payment by Council.</p> <p>Complete.</p>
48/18	GM	<p>ANZAC Day 2018 Commemorations</p> <p>Council's representatives to participate at the respective ANZAC Day ceremonies and to lay a commemorative wreath on behalf of Council be as follows:</p> <p>Lockhart – Crs Schirmer and Day Pleasant Hills – Cr Sharp The Rock – Cr Verdon (Dawn Service and Main Commemorative Service) Yerong Creek – Cr Walker.</p>	<p>RSL Sub-Branches have been advised of the Council representatives attending the respective Anzac Day ceremonies.</p> <p>Wreaths have been ordered and will be delivered to the Councillors attending the ceremonies.</p> <p>Complete.</p>
42/18	TEDO	<p>Minutes of the TEDSC Meeting - Volunteer BBQ, The Rock</p> <p>The Volunteer BBQ be held in The Rock with the assistance of a local community group on Fri, 25 May 2018.</p>	<p>In progress</p>
40/18	TEDO	<p>Minutes of the TEDSC Meeting – Destination Riverina Murray & Thrive Riverina Marketing Campaign</p> <p>Lockhart Shire Council to participate in the joint marketing campaign.</p>	<p>Participation form sent. Complete</p>
39/18	TEDO	<p>Minutes of the TEDSC Meeting – Start a Business in Lockhart Shire Campaign</p> <p>TEDO to undertake the "Start a Business in Lockhart Shire" campaign.</p>	<p>In progress</p>
37/18	TEDO	<p>Minutes of the TEDSC Meeting – Events Policy, Create Policy</p> <p>A Lockhart Shire Events Policy to be developed.</p>	<p>Amended Policy incorporating Council feedback has been included in the April Council meeting agenda.</p>
36/18	TEDO	<p>Minutes of the TEDSC Meeting - Lockhart Water Tower</p> <p>The following nominees are approved as the design selection committee for the Lockhart Water Tower Public Art Project:</p> <ul style="list-style-type: none"> • Greg Verdon • Rodger Schirmer (alternate Peter Veneris) • Jennifer Connor • Scott Howie • Myra Jenkyn. 	<p>Complete</p>

35/18	TEDO	<p>Minutes of the TEDSC Meeting - Walk of Fame Nominees</p> <p>a) The following nominees for the Wall of Fame be considered for approval for inclusion in the Walk of Fame:</p> <ul style="list-style-type: none"> • William Halliday, MLC • Gunning Francis Plunkett • Flora Eldershaw • Peter Provan, and <p>b) The nominee Raymond Burkinshaw be recognised for his achievements to Lockhart Shire in the future naming of a Lockhart public area, park or street.</p>	<p>Complete. Walk of Fame panels for four inductees finalised Letter sent to nominator of Raymond Burkinshaw.</p>
34/18	TEDO	<p>Minutes of the TEDSC Meeting – Love Lockhart Shire Photography Competition</p> <p>All entries to the 2018 Love Lockhart Shire Photography Competition are to be in digital format.</p>	<p>Love Lockhart Shire Photography Competition being advertised as digital. Complete</p>
Ordinary Council Meeting held 5 February 2018			
21/18	GM	<p>Joint Organisations of Council</p> <p>Council will support the continuation of REROC for a period no longer than 12 months from the proclamation of the Joint Organisation.</p>	<p>Awaiting NSW Government decision on the establishment of JOs in response to nominations submitted by Councils.</p>
11/18	DEES	<p>Swimming Pool Upgrade – Lockhart and The Rock</p> <p>a) Council call for tenders for Lockhart and The Rock Swimming Pool upgrade works with costs to be funded from Council reserves, and</p> <p>b) Provide further report to Council once outcome of funding applications is known and tenders have been received.</p>	<p>Tenders have been called. Tenders closed 4pm 9 March 2018. See separate report to March meeting. Complete.</p>
6/18	MES	<p>Compliance Officer Update</p> <p>Further report be presented to Council following the expiration of the demolition order issued pursuant to Council's "Local Orders Policy – Premises or Land not in a Safe or Healthy Condition", re property in Ferrier St, Lockhart.</p>	<p>Nil to report to-date. There has been progress on this matter. Update to be provided to Council in due course. See report to April Council meeting. Complete.</p>
5/18	GM	<p>The Rock SES Unit Headquarters</p> <p>Council approved expenditure of up to \$3,000 towards completion of The Rock SES Unit's headquarters building upgrade.</p>	<p>The access ramp has been ordered and is awaiting installation.</p>
Ordinary Council Meeting held 18 December 2017			
316/17	GM	<p>The Rock to Boree Creek Rail Line</p> <p>Council to continue to make applications when further rounds of funding are released.</p>	<p>A further application will be made when next funding round is launched.</p>
Ordinary Council Meeting held 20 November 2017			
298/17	DCCS	<p>Quarterly Budget Review – September 2017</p> <p>a) Adopt adjustments in income, expenditure and reserves in the Sept 2017 Quarterly Budget Review</p>	<p>a) Completed.</p>
	DEES	<p>b) Bring report to February 2018 Council Meeting on borrowing requirements</p> <p>c) Develop a town beautification masterplan, including costings, for the Shire.</p>	<p>b) Refer agenda item 13</p> <p>c) Very preliminary discussions had with staff on this matter.</p>

Ordinary Council Meeting held 16 October 2017			
266/17	DEES	<p>Closed Agenda – Tender – Waste Contract</p> <p>a) Contract for 'Domestic Garbage, Recyclables & Organics Collection & Transport Service' to be awarded to Cleanaway, adjusted for two bin collection service for an interim 6-month period as required; Contract to be 7 years – 2 April 2018 to 2 April 2025, renewable annually thereafter by mutual consent for up to three by one-year agreements; and</p> <p>b) General Manager and Director of Engineering & Environmental Services authorised to sign Contract and Purchase Orders; and</p> <p>c) Council to make application for grant funding to supply FOGO bins and kitchen caddy's; and</p> <p>d) Undertake resident education program on 3-bin system and FOGO collection; and</p> <p>e) Staff authorised to enter into negotiations with Kurrajong Waratah to continue with Recyclables processing on behalf of Lockhart Shire Council.</p>	<p>(a) & (b) Letter issued to Cleanaway. Contracts prepared. Cleanaway has commenced new contract with new truck, still operating on two bin system.</p> <p>(c) & (d) Council engaging consultant to assist with grant application. Consultant is working on documentation and grant application.</p> <p>(e) Council met with Kurrajong Waratah. Negotiations progressing well, waiting on CDS information before can finalise agreement.</p>
246/17	DEES	<p>Renewable Energy Project Lockhart Council:</p> <p>a) Supports the project in principal; and</p> <p>b) Enters into 'Memorandum of Understanding' with Better Energy Technology to further investigate the proposal; and</p> <p>c) Assist with grant funding applications with ARENA as well as Federal & NSW Government agencies applicable to the project; and</p> <p>d) Undertakes community consultation in a form and time that is applicable; and</p> <p>e) Further report be brought to Council as new information becomes available.</p>	<p>Public information sessions held on 21/11/2017 as scheduled.</p> <p>In principle agreement currently being drafted between Council and Better Energy Technology regarding lease of Council land for project infrastructure.</p> <p>A further update has been provided in relation to this project in this agenda (refer agenda item 4).</p> <p>BET working on AER application, EE approval and technical details to allow robust costing and funding applications. See further report to April Council meeting.</p>
Ordinary Council Meeting held 18 September 2017			
209/17	TEDO	<p>Minutes of the Tourism/Economic Development Steering Committee Meeting – Internet Coverage</p> <p>Subject to SWWC proposal for provision of reliable fast speed internet to Lockhart Shire being relevant to the assessment criteria for "Connecting Country Communities: grants program, Council to submit grant application under that program.</p>	Funding may not open.
Ordinary Council Meeting held 21 August 2017			
181/17	TEDO	<p>Minutes of the Tourism/Economic Development Steering Committee Meeting – Lockhart Railway Station</p> <p>Addition time to be given to source an alternative use/tenant for the Lockhart Railway Station building.</p>	Consideration to be given as an office for the solar project if successful prior to advertising availability.
Ordinary Council Meeting held 19 June 2017			
129/17	TEDO	<p>Minutes of the Tourism/Economic Development Steering Committee Meeting – Wall of Fame</p> <p>Walk of Fame project to be undertaken.</p>	Further nomination received. Panels received and due for installation in chronological order of passing.

Ordinary Council Meeting held 15 May 2017			
115/17	GM	<p>Councillor Professional Development Councillors to nominate any professional development they would like to undertake to assist in the development of a Professional Development Program for Councillors for 2017/18.</p>	<p>Training and Development opportunities distributed to Councillors as they arise.</p> <p>Draft Councillor Professional Development Guidelines recently released by OLG. Awaiting final version of Guidelines following a period of consultation.</p>
Ordinary Council Meeting held 18 April 2017			
73/17	GM	<p>Acknowledgement of Saggors Family Contribution Council to install a new seat, with an appropriately worded plaque, on the corner of Green & Matthews St's, in recognition of the contribution that the Saggors Family has made to the community.</p>	<p>Contact has been made with Mr Gordon Saggors, both verbally and in writing.</p> <p>Mr Saggors supports and appreciates Council's initiative. The following wording for the plaque has been agreed with Mr Saggors:</p> <p><i>"In recognition of the significant contribution made by the Saggors family to the Lockhart District in providing 70 years of continuous dental services to its residents."</i></p> <p>Seat and plaque ordered. Waiting on seat still as special order to match existing style in the main street.</p> <p>Delivery expected shortly with installation to occur shortly thereafter.</p> <p>Seat and plaque has been installed. Complete.</p>
72/17	DEES	<p>Caravan Parks</p> <ul style="list-style-type: none"> a) Information noted pending a furthermore detailed report b) Council has determined as a matter of policy that caravan parks be short term (holiday park) stays; and c) Expressions of Interest (EOI) be invited for Management of the Lockhart Caravan Park for 1 July 2017 to 30 June 2018 with option of 2 x 12-month extensions on mutual agreement. 	<p>More detailed report to be presented at a future Council meeting.</p> <p>Items (b) & (c) are complete. Staff currently compiling information to put together further report.</p>
Ordinary Council Meeting held 20 March 2017			
33/17	TEDO	<p>Minutes of the Tourism/Economic Steering Committee Meeting – Shire Signs Designs for the Shire signs to be investigated.</p>	<p>Dependent on budget. Nil progress</p>

Ordinary Council Meeting held 6 February 2017			
5/17	GM	Coffee Shop Proposal Council to invite Mandy Strong, Liz Lane and Susan Gooden to meet with Mayor and GM to discuss the proposal of a coffee shop in the former Billabong Motors building adjacent to the Green Gunyah Museum.	Meeting held on 1 March 2017. Discussions continuing with Council's Manager Environmental Services regarding regulatory requirements. Subject to building upgrade which is dependent on outcome of grant application.
Ordinary Council Meeting held 21 November 2016			
315/16	GM/ TEDO	Australian Kelpie Hall of Fame a) Greens Gunyah Museum be requested to develop and provide a long-term business plan to Council, outlining future developments and how they will be funded, and b) The item be brought back to Council for further discussion in the 2017/18 FY.	Lockhart & District Historical Society working on refurbishment of Billabong Motors Building. No further action at this stage.
Ordinary Council Meeting held 19 September 2016			
241/16	TEDO	Minutes of Tourism/Economic Development Steering Committee - Town Visitor Information Boards New town visitor information boards to be designed and installed in The Rock and Lockhart.	In progress. Lockhart Branch of Rotary due to make frame for Lockhart signage
Ordinary Council Meeting held 16 May 2016			
109/16	DCCS	Old Lockhart Railway Station Building Council to: a) Seek to find a suitable use/tenant for the building b) Begin negotiations with JHR to hand building back, if suitable use/tenant not found within next 6 months.	Ongoing. No potential tenants have enquired. Promoting venue as a regional meeting site. Very little activity to date.
Ordinary Council Meeting held 14 October 2014			
294/14	DCCS	Report of Section 355 Committees - Finances Council to endeavour to meet with all 355 Committees & Pleasant Hills Community Hotel to work with them to understand their costs and future projects	Revised policy adopted by Council. Procedure Manual has been developed and finalised. Meetings being scheduled to occur in April with Section 355 Committees to present revised Policy and Procedure Manual.
Ordinary Council Meeting held 19 March 2018 – Councillor Questions & Statements			
Councillor's Questions	DEES	Cr Sharp – School Bus Signs, Figtree Ln – on behalf of a resident, enquired as to a request for school bus signs on Figtree Ln.	DEES is aware of request and there has been some correspondence between parties. Council to meet with resident to find a resolution.
	DEES	Cr Douglas – Rural Address and Postal Deliveries – Enquired regarding rural addressing issues.	DEES advised Council creates the address in accordance with NSW rural addressing guidelines and Australia Post determines postal services and post codes. No further action for Council. Complete.
	DEES	Cr Rockliff – Speed Limit in Green St, Lockhart CBD Area – Enquired if speed limit on Green St, Lockhart CBD area could be reduced to 40km/hr for the safety of older pedestrians and people using scooters/gophers.	DEES advised this would be unlikely, however he will make some enquiries.

DEES	Cr Marston – Dust on Chaplins Ln, The Rock – Advised that residents of Chaplins Ln had written to Council advising of excess dust.	DEES advised he had received the letter and noted that Chaplins Ln is a gravel road and any treatment of the issue may cause a precedent across the Shire. DEES advised he will inspect Chaplins Ln to see if any work can be done. DEES inspected Chaplins Lane and advises it is in good condition and found little dust at low speeds. Has written back to resident. No further action as this stage. Complete.
DEES	Cr Day - Fargunyah Ln, Lockhart – Advised there is loose gravel on Fargunyah Ln, Lockhart.	DEES advise he had recently inspected the Lane and considered it satisfactory. DEES advised he will re-inspect. DEES inspected and found the road to be in reasonable to good condition. No further action for Council. Complete.
GM	Cr Day - Lockhart Paving Project – Enquired if Council has a list of potential families wishing to be part of the Lockhart Paving Project if it is ever extended to the front of the Museum?	GM advised he will investigate and advise. DEES has met with Museum committee to discuss paving project. Museum committee to write to Council with a proposal, which will include addressing names of families. Complete.
DEES	Cr Day – Jim Nolan – Enquired if Jim Nolan could potentially be recognised by Lockhart Shire in the future naming of a Shire road or laneway?	DEES advised this is noted, however nomination would be subject to public consultation at the time of the road naming. Noted and no further action for Council at this stage. Complete.
DEES	Cr Day – Shade Trees in Green St, Lockhart CBD Area – Advised he has been approached about having shade trees in the Green St, Lockhart CBD Area	DEES advised the suggestion is not practical given Lockhart's unique heritage and verandah situation, however he will consider the request in any future upgrade/beautification works. Noted. No further action for Council at this stage. Complete.

Councillor's Questions	DEES	Cr Day – North Side of Green St, Lockhart CBD – Stated that the North Side of Green St CBD is in need of painting.	DEES advised comments are noted, however any action is largely up to the property owners. Noted. No further action for Council at this stage. Complete.
	DEES	Cr Verdon – Paint on Pavers in Green St, Lockhart – Enquired as to status of removing the paint from the pavers in Green St, Lockhart?	DEES advised he was expecting paint remover to be delivered to Council shortly with Council staff attempting to remove the spray marks later this week with any costs incurred proposed to be passed on to those responsible. Paint has been removed. Complete.
	DEES	Cr Verdon – Spelling of “Oak” St, The Rock – Enquired as to the spelling of “Oak” St, The Rock?	DEES advised he believes it is “Oak” and not “Oaks”, however he will investigate and advise. Spelling of the street is actually “Oaks” Street, this is the gazetted name in Nov 2000. The Council map is incorrect. Complete.
	DEES	Cr Verdon – Rail Crossing at Yerong St, The Rock – Enquired if Council had had discussions with RMS regarding the upgrade of the rail crossing at Yerong St, The Rock due to an increased volume of traffic using the crossing?	DEES advised he spoke with RMS a few years ago and RMS advised they had no plans for this area. DEES agreed to take this matter up with our Local Member.
	DEES	Cr Verdon – Subdivision of Kings Own Hotel Land – Enquired if the subdivision of Kings Own Hotel land is permissible?	DEES advised it is permissible, however there would be restrictions/conditions that would need to be applied. No further action for Council at this stage. Complete.
Ordinary Council Meeting held 5 February 2018 – Councillor Questions & Statements			
Councillor's Questions	DEES	Cr Sharp – Issue with Murray Pines Encroaching Henty-Pleasant Hills Rd – advised had received a letter from a resident re. these trees on Henty-Pleasant Hills Rd, just east of Figtree Lane.	DEES advised will investigate and take appropriate action. DEES has inspected the site and is currently having the vegetation assessed by Environmental Officer. Trees to be trimmed have been identified and works will occur as resourcing permits.
	DEES	Cr Rockliff - Caravan Parking Signage – Advised he has received complaints from caravaners requesting more caravan parking signage be placed around Lockhart township.	DEES advised he will investigate and take appropriate action as resourcing permits.

	DEES	Cr Rockliff – Tables and Chairs for Green St CBD Area, Lockhart – Enquired if any further action had occurred regarding this request?	DEES advised that no further action had occurred and research into options will occur when time and resourcing permits. Staff to include options at time of street beautification works. Complete.
	DCCS	Cr Day – Hole in West Wall of Memorial Hall, Lockhart – Advised that birds have been observed going in and out of a hole in the west wall of the Memorial Hall, Lockhart.	DCCS advised he will investigate and take appropriate action. Quotes had already been requested. Further quotes being sort.
	DEES	Cr Schirmer – Request for 15 Minute Parking Space Near Bendigo Bank, Lockhart – Enquired if one “15 Minute Parking” space could be installed near the Bendigo Bank in Lockhart?	DEES advised he will investigate and take appropriate action. DEES has engaged Road Safety Officer to investigate.
	DEES	Cr Schirmer – Weeds in the Lagoon at Hodgson Park – Enquired if the weeds in the lagoon at Hodgson Park could be removed?	DEES advised he will investigate and take appropriate action. DEES has requested Environmental Officer to investigate.
Ordinary Council Meeting held 18 December 2017 – Councillor Questions & Statements			
Councillor's Questions	GM/ DEES	Cr Verdon – Cardboard Recycling in The Rock – Enquired as to what is happening with cardboard recycling in The Rock, as another resident has indicated he might be able to continue with the service.	DEES advised that no community group had approached Council and felt the back of the supermarket was not the best location for this service. GM advised he will make approach to the Men's Shed to see if they are interested in providing the service similar to the Lions Club in Lockhart. Gm approached The Rock Men's Shed, and although luke warm interest they will investigate further and talk to Lockhart Lions Club.
	GM	Cr Marston – Council Elections – Enquired if Council, for the 2020 Council Elections would consider advertising its own election (not through AEC) to save money.	GM advised that this could be considered at the appropriate time, closer to the election year.
	DEES	Cr Sharp – Advised of 'Speed hump' (tree root), West of Spurrells Lane, Pleasant Hills Rd.	DEES advised he is aware of the lifted pavement and will re-inspect and take appropriate action. Staff have investigated and arranging remedial works.
Ordinary Council Meeting held 20 November 2017 – Councillor Questions & Statements			
Councillor's Questions	GM	Cr Marston – Potential Purchase of Land for Development – Following completion of Carson Rd Development, The Rock, enquired if Council could look into the purchase of more land for development (using borrowings) – Shire-wide, but maybe concentrating on The Rock and lifestyle blocks in Yerong Creek, requesting this be put on the agenda for further discussion.	Discussions have been held with Council's agent and the availability of suitable developable land coming on to the market is being monitored.

Ordinary Council Meeting held 16 October 2017 – Councillor Questions & Statements			
Councillor's Questions	DEES	Cr Douglas – Lockhart Industrial Park – Enquired if trees could be planted on southern side of the Lockhart Industrial Park as a screen?	DEES will investigate and advise.
Ordinary Council Meeting held 18 September 2017 – Councillor Questions & Statements			
Councillor's Questions	DEES	Cr Marston – Drainage Wash Outs, Emily St to Semmlers Ln, The Rock – Cr Marston advised of complaints received.	DEES advised he will investigate and take appropriate action. Nil progress to-date.
Ordinary Council Meeting held 17 July 2017 – Councillor Questions & Statements			
Councillor's Questions	MAYOR	Cr Driscoll – Fit For the Future Process – Enquired as to where Council was up to regarding the FFTF process and ensuring we comply with our Action Plan.	The Mayor advised we are working on external contracting and other options regarding expanding the Shire's scale and capacity.
	COUNCILLORS	Cr Schirmer – Councillor Relaxed Visits throughout Shire – Thanked Councillors who attended recent Friday night at the Pleasant Hills Pub and advised the visit was well received by the locals with positive feedback being given.	The next Councillor visit will be at Osborne Football Club training on a Thurs night, followed by a Friday fish & chips night at Yerong Creek.
Ordinary Council Meeting held 19 June 2017 – Councillor Questions & Statements			
Councillor's Questions	DEES	Cr Sharp – Culvert Cleaning – Enquired if there is a schedule for culvert cleaning throughout the Shire?	DEES advised he is aware of the issue and action is taken when resourcing permits. Staff currently preparing a drainage maintenance schedule.
Ordinary Council Meeting held 15 May 2017 – Councillor Questions & Statements			
Councillor's Questions	DEES	Free Camping Site at The Rock – Advised The Rock free camping site currently has a long-term occupier and enquired as to whether signage could be installed to advise that the site is short-term only?	DEES advised he will install appropriate signage following the current review of all caravan park/camping sites in the Shire.
Ordinary Council Meeting held 18 April 2017 – Councillor Questions & Statements			
Councillor's Questions	DEES	Cr Verdon – Song Written by Former Grader Operator Mr Keith Ball – Enquired as to whether Council had a copy of the song about working on Council and if not, could a copy be obtained for historical purposes?	DEES advised he is not aware of the song and will contact the Funeral Director. Staff have spoken with family, a copy to be forwarded to Council in due course.

Ordinary Council Meeting Held 16 November 2015 – Councillor Questions & Statements			
Councillors' Questions	DEES	<p>Cr Morgan – Funding Application for Brookdale Hill Blackspot Enquired if Council has received any news on this funding application?</p>	<p>DEES advised that no news has been received to date.</p> <p>Application has been unsuccessful at Federal level, currently being assessed at State level.</p> <p>Council currently undertaking design works for the intersections.</p> <p>Design work complete. Currently investigating services relocations required.</p> <p>Project surveyed and working with Telstra regarding relocation of service. Order given to Telstra.</p> <p>Telstra cables have been relocated. Works to commence shortly on site.</p> <p>Council still waiting on funding under RRRP for 2017/18 to be confirmed from RMS.</p> <p>Funding has been confirmed and now process requires projects to be approved before works can commence.</p> <p>Works approved by RMS. Works due to commence mid-February 2018.</p> <p>Works have commenced and progressing well.</p>

16 April 2018 Council Meeting - Correspondence Sent to Councillors

Date to Councillors	From	Subject	File Ref
19/03/18 (e-mailed)	Cr Linda Scott, LGNSW	LGNSW Weekly – 16 March 2018	S20-007
19/03/18 (e-mailed)	Cr Linda Scott, LGNSW	President of LGNSW Weekly Update	S20-007
19/03/18 (e-mailed)	ALGA News Editor	ALGA News 16 March 2018	A75-005
26/03/18 (e-mailed)	Cr Linda Scott, LGNSW	LGNSW Weekly – 23 March 2018	S20-007
26/03/18 (e-mailed)	Cr Linda Scott, LGNSW	President of LGNSW Weekly Update	S20-007
26/03/18 (e-mailed)	ALGA News Editor	ALGA News 23 March 2018	A75-005
04/04/18 (e-mailed)	Cr Linda Scott, LGNSW	LGNSW Weekly – 29 March 2018	S20-007
04/04/18 (e-mailed)	Cr Linda Scott, LGNSW	President of LGNSW Weekly Update	S20-007
04/04/18 (e-mailed)	ALGA News Editor	ALGA News 29 March 2018	A75-005
10/04/18 (e-mailed)	Cr Linda Scott, LGNSW	LGNSW Weekly – 6 April 2018	S20-007
09/04/18 (e-mailed)	ALGA News Editor	ALGA News 6 April 2018	A75-005

Recommendation: That the information be noted.

83/18

RESOLVED on the motion of Crs Rockliff and Driscoll that the information be noted.

Staff Reports

STRATEGIC DIRECTION A: A Connected and Resilient Community

1. ROUND 2 – STRONGER COUNTRY COMMUNITIES FUND

(GM/G10-005)

Executive Summary

Applications are currently being invited under Round 2 of the Stronger Country Communities Fund (SCCF) Program and authority is being sought from Council to submit grant applications for projects within Lockhart Shire.

Report

Council has been successful in securing grant funding totalling \$1,528,000 under the SCCF towards the refurbishment of the Lockhart and The Rock swimming pools.

As advised at the last Council meeting applications are now being invited under Round 2 of the Program with a closing date of 9 May 2018. The amount allocated to the Lockhart Local Government Area under the Program is \$764,000. Other relevant information regarding the SCCF is summarised below:

- A co-contribution is not required;
- Multiple applications exceeding Council's allocation are encouraged;
- The minimum grant is \$50,000;
- At least 50% of Council's allocation has to be used for the construction of new or the refurbishment/upgrade of existing sporting infrastructure, e.g. sports clubhouses, change rooms and grandstands, skate parks, sports field fencing, drainage and irrigation, etc. The balance can be used for:
 - Construction of new or the refurbishment/upgrade of existing community infrastructure, e.g. community halls, playgrounds and parks, toilet blocks, libraries;
 - Capital works related to street beautification and public place-making, e.g. street furniture, planting boxes, paving, town and tourism signage, murals, memorials, statues.
- Council is required to rank the projects submitted in order of priority;
- The outcome of applications is to be announced in August 2018;
- Successful projects have to be commenced within 12 months and completed within 2 years.

A Workshop is proposed to be held at 3.00pm on Monday, 16 April 2018 prior to the Ordinary Council meeting to discuss the draft 2018/19 Budget and potential projects for submission under the SCCF.

Integrated Planning and Reporting Reference

A1 - Support cultural and sporting opportunities that respond to the needs of the community.

A2 - Plan, develop and maintain facilities, parks and gardens that respond to the needs of the community.

B1 - Manage and improve the appearance of our towns, in line with their desired identities.

B1 - Develop and implement a long-term beautification plan for each of the Shire's towns.

Legislative Policy and Planning Implications

Nil.

Budget and Financial Aspects

A co-contribution is not required for applications submitted under the SCCF Program.

Attachments

Nil.

Recommendation: That Council determine the projects to be submitted under Round 2 of the Stronger Country Communities Fund Program, in priority order, following the Workshop to be held earlier in the day.

84/18

RESOLVED on the motion of Crs Rockliff and Driscoll that:

- a) Council submit the following grant applications (listed in priority order) under Round 2 of the Stronger Country Communities Fund:
- | | | |
|----|--|--------------------|
| 1. | Lockhart Recreation Ground – Facilities for footballers and netballers | \$345,000 |
| 2. | The Rock Recreation Ground – Toilets and Showers | \$50,000 |
| 3. | Osborne Recreation Ground – Playground and Traffic Improvements | \$65,950 |
| 4. | Town/Shire Entrance Signs | \$100,000 |
| 5. | Town/Shire Beautification | \$175,000 |
| 6. | Yerong Creek Recreation Ground – Netball and Handball Court | \$50,000 |
| 7. | The Rock Observatory | \$100,000 |
| 8. | The Rock Recreation Ground – Relocation of Pony Club and New Oval | \$100,000 |
| 9. | ½ Basketball Court at The Rock | \$50,000 |
| | | <u>\$1,035,950</u> |
- b) Any of the above projects that are unsuccessful in securing grant funding under the Stronger Country Communities Fund may be funded from Council's Reserves; and
- c) Council's Reserves be replenished over time with the proceeds from the sale of residential lots in Stage 2 of the Carson Road subdivision at The Rock.

2. POLICY 2.50 EVENT MANAGEMENT POLICY

(GM/C70-025)

Executive Summary

A draft *Policy 2.50 Event Management Policy* is tabled for Council's consideration incorporating feedback received at the last Council meeting held on 19 March 2018.

Report

Lockhart Shire Council has supported organised events being held in the Shire as such events are a catalyst for economic development, generate business activity, make a contribution to positioning the Shire as a tourist destination and can provide a social, cultural, sporting or other positive experience for its own local residents.

Even though organised events have been held in the Shire every year, until now no formal policy has been in place. Whilst this has not been an issue in the past, recent experience has identified the need for a formal policy to be developed.

A draft policy has been developed and was presented at the last Council meeting held on 19 March 2018. The purpose of this Policy is to provide a framework for the way in which Council will assess and determine applications for organised events proposed to take place partly or wholly on public land including roads, footpaths, public reserves and other Council owned or controlled venues.

The draft policy has now been amended to incorporate feedback received at the last Council meeting. The feedback included:

- a) Removing any ambiguity implying that, where two events were proposed to be held in the same area at the same time, both events might not be approved;
- b) The section requiring that stalls etc. should not be erected so as to impede or obstruct the general public from traversing the footpath be enhanced by stipulating minimum distances;
- c) Saving specific dates for known, well established events held annually in the Shire.

A marked up copy of draft *Policy 2.50 Event Management Policy* highlighting the changes that have been made to the original version tabled at the last meeting is attached.

Integrated Planning and Reporting Reference

A1 – Facilitate and support our community to deliver vibrant and dynamic community events.

Legislative Policy and Planning Implications

Nil.

Budget and Financial Aspects

Due to the economic benefit provided by organised events the draft Policy provides that Council may provide financial or in-kind support towards organised events on the basis that any Council contribution towards an organised event is supported by a Council resolution.

Attachments

1. Draft *Policy 2.50 Event Management Policy*.

Recommendation: That the draft *Policy 2.50 Event Management Policy* be placed on public exhibition for a period of not less than 28 days.

85/18	RESOLVED on the motion of Crs Driscoll and Rockliff that the draft <i>Policy 2.50 Event Management Policy</i> be placed on public exhibition for a period of not less than 28 days.
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3. REQUEST TO REFUND/WAIVE FEES PAYABLE TO COUNCIL (MES/F10-005)

Executive Summary

A request to refund or waive fees payable to Council has been received for Council's consideration.

Report

Council has received a request from Lockhart & District Historical Society seeking a refund of Development Application fees to the value of \$225.00, paid in respect of the Development Application lodged and approved for a change of use of the former Billabong Motors Building to Museum exhibition space.

Policy 2.36 – Refund of fees to Community Organisations - allows certain organisations to apply for refund of development related fees, at the discretion of the General Manager. The types of organisations identified in the Policy include service clubs, Section 355 Committees and community-based pre-school kindergartens.

The application was assessed by Council's Manager Environmental Services and approved with conditions under delegation from the General Manager. The Lockhart and District Historical Society is a section 355 Committee – a volunteer based, not-for-profit community organisation - and accordingly, it is recommended that Council agree to the request.

Integrated Planning and Reporting Reference

A1 – Build capacity, capability and partnerships to encourage sustainable community groups and clubs.

Legislative Policy & Planning Implications

Pursuant to Section 356 of the Local Government Act a council may, in accordance with a resolution of the council, contribute money or otherwise grant financial assistance to persons for the purpose of exercising its functions.

Budget & Financial Aspects

If Council agrees to the requests the Development Application fees payable will be met from Council's Section 356 Contributions Budget. An amount of \$52,100 has been allocated in the 2017/18 Budget for this purpose.

Attachments

1. Letter from the Lockhart and District Historical Society dated 10 February 2018.

Recommendation: That:

- a) Council agree to refund the Development Application fees paid by Lockhart and District Historical Society; and
- b) The cost of the financial assistance outlined above be met from Council's 2017/18 Section 356 Contributions Budget.

86/18

RESOLVED on the motion of Crs Verdon and Driscoll that:

- a) Council agree to refund the Development Application fees paid by Lockhart and District Historical Society; and
- b) The cost of the financial assistance outlined above be met from Council's 2017/18 Section 356 Contributions Budget.

4. REQUEST FOR FINANCIAL ASSISTANCE

(GM/D30-005)

Executive Summary

A request for financial assistance has been received from the Lockhart RSL Sub-Branch and is tabled for Council's consideration.

Report

The Lockhart RSL Sub-Branch has written to Council regarding the repair and refurbishment of the Lockhart and District War Memorial. A copy of the letter received from the Lockhart RSL Sub-Branch is attached.

The Sub-Branch is currently in the process of applying for a grant under the Community War Memorials Fund for the project which includes repairing the gold gilding on the memorial panels, cleaning the Cenotaph and replacing the uneven concrete around the Cenotaph.

Having regard to the total cost of the work and the maximum grant available under the Community War Memorials Fund, and in order to meet the Fund's criteria and grant guidelines, in-kind assistance is being sought from Council with the lifting and removal of the uneven concrete that surrounds the Cenotaph. Following an inspection of the area, the Director Engineering and Environmental Services has estimated the value of the in-kind assistance being sought at \$5,000.

Integrated Planning and Reporting Reference

A1 – Build capacity, capability and partnerships to encourage sustainable community groups and clubs.

A1 – Provide support and advice to community groups, clubs and volunteers.

A3 – Provide opportunities for older residents to come together.

Legislative Policy & Planning Implications

Pursuant to section 356 of the Local Government Act a council may, in accordance with a resolution of the council, contribute money or otherwise grant financial assistance to persons for the purpose of exercising its functions.

Budget & Financial Aspects

Council's 2017/18 Budget includes an allocation of \$52,100 for the purpose of providing financial assistance to community groups in the Shire in accordance with section 356 of the Local Government Act.

As at 10 April 2018 an amount of \$25,299 has been expended from this allocation and a further \$5,000 has been committed to The Rock Men's Shed pursuant to a Council resolution passed at the last Council meeting. This means that there are sufficient funds to enable Council to grant the request from the Lockhart RSL Sub-Branch.

Attachments

1. Letter from the Lockhart RSL Sub-Branch dated 10 April 2018.

Recommendation: That Council provide in-kind assistance to the Lockhart RSL Sub-Branch towards the lifting and removal of the concrete surrounding the Cenotaph with the value of the assistance to be funded from the 2017/18 budget allocation for Section 356 contributions.

87/18	RESOLVED on the motion of Crs Douglas and Sharp that Council provide in-kind assistance to the Lockhart RSL Sub-Branch towards the lifting and removal of the concrete surrounding the Cenotaph with the value of the assistance to be funded from the 2017/18 budget allocation for Section 356 contributions.
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STRATEGIC DIRECTION B: A Dynamic and Prosperous Economy

5. LOCKHART RENEWABLE ENERGY PROJECT

(GM/E20-005)

Executive Summary

The purpose of this report is to provide an update in relation to the Lockhart Renewable Energy Project and continue to keep Council informed of its progress.

Report

Council at its meeting held on 5 March 2018 endorsed an Information Brochure regarding the Lockhart Renewable Energy Project for distribution to Lockhart premises as the next phase of community consultation. At this stage the Brochure has not been distributed. Council staff are liaising with Better Energy Technology (BET), the project proponent, regarding timing of the distribution. If practical the Brochure will be distributed to coincide with any public exhibition of the proposal by the Australian Energy Regulator (AER), whose approval is required if the project is to proceed, so that residents can be encouraged to provide any feedback to AER as well as Council.

In the meantime, BET continues to pursue funding opportunities and liaise with AER seeking to address any issues that require clarification before its application can be progressed by AER.

With respect to funding, whilst BET is continuing to pursue opportunities through the Australian Renewable Energy Agency (ARENA) and the Clean Energy Finance Corporation (CEFC), another grant funding program has recently been announced by the Australian Government which is relevant to the project and under which an application is proposed to be lodged by BET.

The Regional Growth Fund (RGF) aims to fund “...*transformational projects that unlock opportunity and potential in regional communities to deliver long term jobs and drive economic growth*”. The minimum funding available under RGF is \$10 million with a requirement for matching funding. Notably, for profit organisations are eligible to apply for projects that are located in, or significantly benefit regional Australia.

With respect to the regulatory approval required from AER, in addition to the need for further community consultation, clarification is being sought by AER regarding ownership of the project assets at the end of the demonstration project in the event that it is approved. This issue was the subject of some discussion at the last Council meeting. During that discussion the General Manager advised that it would be inappropriate to commit a future Council or the community to acquiring any equity in the project without any knowledge of the costs and understanding of the risks that may exist at the time.

It is considered that the most appropriate position for Council to adopt is to seek an option, or ‘first right of refusal’, regarding any opportunity to acquire the assets and what is hoped to be an ongoing income stream for the community. This way Council can place itself at the front of the queue, and in a position to assess the risks and rewards before making an informed decision, without obligation. Subject to Council’s endorsement it is proposed to advise BET and AER of Council’s preferred approach.

Integrated Planning and Reporting Reference

B1 - Provide strong strategic direction for economic development.

C1 - Where practical improve the energy efficiency of Council buildings.

C1 - Develop and implement a strategy that works towards Lockhart Shire being carbon neutral.

C1 - Investigate installation of new energy efficient street lighting.

C1 - Investigate programs and initiatives that promote renewable energy options for households and industry.

Legislative Policy and Planning Implications

In order to proceed the Lockhart Renewable Energy Project will require regulatory approval from the Australian Energy Regulator, planning approval from Council and Government support.

Budget and Financial Aspects

The proposal is dependent on the proponent securing finance including government funding for the project. Council will be in a position to provide in-kind contributions including, facilitating community consultation, engineering and logistical support.

Attachments

Nil.

Recommendation: That Council advise Better Energy Technology and the Australian Energy Regulator of Council's preparedness to negotiate an 'option' or 'first right of refusal' in relation to the project assets of any approved renewable energy demonstration project.

88/18

RESOLVED on the motion of Crs Driscoll and Rockliff that Council advise Better Energy Technology and the Australian Energy Regulator of Council's preparedness to negotiate an 'option' or 'first right of refusal' in relation to the project assets of any approved renewable energy demonstration project.

STRATEGIC DIRECTION C: An Environment that is Respected and Protected

6. BIOSECURITY AND ENVIRONMENTAL REPORT

(DEES/N10-025)

Executive Summary

Monthly report on priority weeds and environmental matters.

Report

Weeds

Property Inspections

The majority of inspections were carried out on rural properties, which were selected due to a change of ownership.

The weeds most commonly found were Horehound (*Marrubium vulgare*), Bathurst Burr (*Xanthium spinosum*), St. John's Wort (*Hypericum perforatum*), and Prickly Pear (*Opuntia* sp.).

Other weeds found in lower frequency were St. Barnaby's Thistle (*Centaurea solstitialis*), Lippia (*Phyla canescens*), Privet (*Ligustrum* sp.), Devil's Rope (*Cylindropuntia* sp.), Silverleaf Nightshade (*Solanum elaeagnifolium*), and Bridal Creeper (*Asparagus asparagoides*).

No. 1 st Inspections	No. Re- inspections required	No.2 nd Inspections	No. Biosecurity Undertakings Accepted	No. Biosecurity Directions Issued	No. 3 rd Inspections
5	2	3	0	0	3

Inspections of Council managed gravel pits and Local Lands Services Travelling Stock Reserves has also occurred across the shire.

Control Program

Priority has been given to the control of Horehound (*Marrumbium vulgare*), St. Barnaby's Thistle (*Centaurea solstitialis*), Sweet Briar (*Rosa rubiginosa*), and Bathurst Burr (*Xanthium spinosum*) on roadside reserves, as well as the control of Feathertop Rhodes Grass (*Chloris virgata*) on the shoulders of roads.

drumMUSTER

Two successful collection events occurred in the Shire. St Joseph's Catholic School managed the collection event held on 13 March 2018 at Lockhart, inspecting 1257 drums, resulting in a fundraising total of \$345.67. The Rock collection event, held on 15 March 2018, was managed by The Rock Men's Shed. These volunteers inspected 2004 drums, raising \$501 for The Rock Men's Shed. The next collection will occur in September 2018.

Pests

Autumn Fox Baiting

Autumn fox baiting occurred in March at Galore Hill Scenic Reserve and Kincaids Reserve, in conjunction with Riverina Local Land Services and surrounding property owners.

Environmental Matters

Best Management Practice of Roadside Reserve Corridors Project

On 23 March, Lockhart Council's Environmental Officer attended the Roadside Vegetation Management Plan progress meeting in Wagga Wagga. Other attendees included Wagga Wagga City Council staff including the Environmental Management Team Leader, the Biodiversity Assessment Officer, the Environmental Coordinator, the Lead Engineer – Civil and Building Assets, and the Supervisor Rural Operations.

During the meeting, Carl Tippler, Director of CTEnvironmental, displayed the database which contains the information collected during the rapid assessment of the roadside vegetation in December 2017. Shortfalls of the rapid assessment method is the exclusion of vegetation that is less than 500 meters long and the exclusion of vegetation on unconstructed roads. As such, this vegetation is classified as low conservation value through this system, whereas this vegetation is definitely of high conservation value, containing endangered ecological communities and providing corridors for the local native fauna.

In its current state, 424 kilometres of the Shire is considered to be of high conservation value, 128 kilometres is considered to be of medium conservation value, and 863 kilometres is considered to be of low conservation value. From this database, reports can be created to provide assistance in the development of proposed works plans. CTEnvironmental will be supplying both councils with a map displaying current assessment values in the near future.

Integrated Planning and Reporting Reference

C2.1 – Increase the amount of native flora, fauna and protect threatened species.

C2.2 – Decreased occurrence, spread and impact of weeds and pests throughout the Shire.

C3 – Flora and fauna are protected across the Shire.

Legislative Policy and Planning Implications

Weed inspections and associated activities are carried out in accordance with the Biosecurity Act 2015 and associated regulations.

Budget and Financial Aspects

Will be conducted within Council's allocated budget.

Attachments

Nil.

Recommendation: That the information in this report be noted.

89/18	RESOLVED on the motion of Crs Verdon and Driscoll that the information in this report be noted.
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STRATEGIC DIRECTION D: Infrastructure for the Long Term Needs of the Community

7. ENGINEERING REPORT

(DEES/T10-005)

Executive Summary

Monthly report on engineering matters.

Background Information

- (a) *Works Report:* Two grader crews are on construction projects being shoulder widening on Osborne Yerong Creek Road and Brookdale Hill project, with both projects due to be completed in coming weeks. The third crew is undertaking maintenance grading as well as sealed roads shoulder grading.

Once construction projects are completed the crews will return to maintenance grading in accordance with updated programme.

Updated 12-month programme will be presented at the meeting.

Concrete crew has completed drainage extension works for construction projects and is now commenced installation of new bus shelter at Lockhart Post Office and relocate existing shelter donated by Rotary to Walter Day Park, with the existing information shelter at Walter Day Park to be relocated to Milbrulong as part of its heritage upgrade project.

Council has also been successful in Round 3 of Fixing Country Roads program to repair and upgrade 9 bridge structures throughout the Shire. This will allow opening up Shire road network to HML, as well as Livestock Loading and Grain Harvest Management Schemes. Works are still not anticipated to commence until mid second quarter 2018 as the funding agreement hasn't been fully executed as yet, and delays can be expected during these works. Further information of program of works will be provided in future council reports.

- (b) *Flood Mitigation:* Refer to Major Projects update.
- (c) *Road Safety Officer:* Nil to report.
- (d) *Traffic Committee:* Nil to report.
- (e) *Lockhart Local Emergency Management Committee:* Nil action to report.
- (f) *Fleet:* Staff are now obtaining quotes and preparing budget for plant replacement for 2018/19 year.

Legislative Policy and Planning Implications

Nil.

Integrated Planning and Reporting Reference

D1 – Our assets and infrastructure are well planned and managed to meet the needs of the community now and into the future.

Budget and Financial Aspects

Will be conducted within Council's allocated budget.

Attachment

Updated 12 Months Works Programme (to be handed out separately at meeting).

Recommendation: That the information be noted.

90/18

RESOLVED on the motion of Crs Rockliff and Sharp that the information be noted.

8. MAJOR PROJECTS UPDATE

(DEES/T10-005)

Executive Summary

Update on Council's current major projects.

Report

Council is currently undertaking a number of major projects and the status of each of these is as follows:

- a) *Swimming Pools Upgrade:* Council has received grant funding under the NSW Government's Regional Growth Fund – Stronger Country Communities, with Council at its March 2018 meeting resolving to undertake the full upgrade works. Lockhart pool works are due to commence early April 2018 and be completed for the 2018/19 swimming season. Both Lockhart and The Rock amenities works are due to commence mid to late April 2018 and also due for completion prior to the 2018/19 swimming season. The Rock pool works is planned to be undertaken in 2019 between swimming seasons.
- b) *The Rock Sewer Extension:* Construction work has been progressing well with works due to be completed in mid-late April 2018. The system is now live and in use, with properties along Carson Road connected. There have been 53 confirmed properties agreeing to connect to the scheme.
- c) *Demolition of Voluntary Purchase Properties:* Negotiations for purchase of a third property in Lockhart has been completed and grant funding sourced. Contracts are currently being prepared.

Grant application has been submitted for Voluntary Purchase of properties in Lockhart for the next three years. The Voluntary Purchase of properties in The Rock has been completed.

- d) *Flood Mitigation Construction-Lockhart:* Scott Newbery Earthmoving P/L has commenced construction work on the Lockhart Government Dam Levee with works progressing well. It is anticipated works will be completed by mid-late April 2018. Council has submitted grant application for Stage 2 flood mitigation works in Lockhart, being the drainage system east of Industrial Park.
- e) *Flood Mitigation Construction-The Rock:* The Rock Strevens Street drainage works funding from OEH has been received. Council has resolved to award tender for construction works once approval and additional funding is received from OEH, which is expected to be in the next few weeks, with works not scheduled to commence on site till mid-2018.

Integrated Planning and Reporting Reference

D1 – Our assets and infrastructure are well planned and managed to meet the needs of the community now and into the future.

Legislative Policy & Planning Implications

Nil.

Budget & Financial Aspects

- (i) Pools – total refurbishment costs estimated to be \$4.5M for both pools.
- (ii) The Rock Sewer Extension – budget for stage 1 construction is \$1.25M.
- (iii) VP Demolition – Round 3 – purchase & demolition costs for both properties is anticipated to be \$420,000, with OEH to provide grant funding of approximately \$360,000.
- (iv) Flood Mitigation Construction – funding now received for Lockhart Government dams is \$407,000 from OEH. Funding received for Strevens Street is \$652,941. Construction budget for both projects is \$1.482M, with \$800,000 planned for 2017/18.

Attachment

Nil.

Recommendation: That the information be noted.

91/18 RESOLVED on the motion of Crs Marston and Douglas that the information be noted.
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9. PARKS AND GARDENS REPORT

(DEES/P10-005)

Executive Summary

Monthly report on parks and gardens.

Report

Wal Alexander Park

\$15,000 was allocated in this year's budget to refurbish the playground equipment at Wal Alexander Park. It was proposed that the old tubular unit be removed and replaced with swings and the combination unit be brought up to current standards. The company that carried out the past refurbishment of Lockhart Recreation Playground has indicated refurbishing the Wal Alexander unit will not be possible due to the primary poles of the structure being round instead of square like most current equipment. Quotes have been received to supply and install a new combination unit of a similar size and a basket swing within the \$15,000 budget. A purchase order has been prepared and the successful contractor has been notified.

Pools

Activities such as movie nights, pool inflatable, water aerobics, swimming club and lessons have all helped achieve good numbers through the gates this season. Final attendance figures were similar to previous seasons; around 7,000 for Lockhart and 8,000 for The Rock.

Round-A-Bout Street Lamp

A possible match for the glass in the lamp has been found; a glazier will be contacted to cut and fit the panel.

Trees

Watering of trees planted this season has continued due to very dry and warm conditions; many should enter their dormant period soon resulting in a reduction in required watering. Annual pruning of street and park trees has commenced and will continue throughout cooler months.

Mowing and Slashing

A very dry start to autumn has seen all growth slow dramatically. Milbrulong has recently received a tidy up and Pleasant Hills will be scheduled shortly. Fortnightly mowing and edging is being conducted for most irrigated areas.

Weed Control

Regular weed control is being conducted on Council property including hand spraying and weeding of gardens. Spraying lawns for broadleaf weeds is continuing.

Parks and Gardens

The Shire's roses are in full autumn bloom, dead heading is being conducted regularly to keep them at their best.

Routine garden maintenance is being conducted including regular weeding, spraying, pruning and mulching.

Irrigation systems are still in full use due to extended dry period, regular checks are being carried out.

General Maintenance

Regular duties include inspections of parks and public facilities to remove litter, clean BBQ's, check for damage or vandalism, clear footpaths and empty public and roadside bins. Most areas undergo inspections twice per week, including Galore Hill, where crews also clean and check the toilet facilities. Contract cleaners attend to the public toilet facilities in Lockhart, The Rock and Yerong Creek. Playgrounds in the Shire are being inspected regularly as per Australian Standards, with any maintenance being noted and completed as necessary.

Integrated Planning and Reporting Reference

D1 – Infrastructure that facilitates an active community.

Legislative Policy and Planning Implications

Nil.

Budget and Financial Aspects

Will be conducted within Council's allocated budget.

Attachment

Nil.

Recommendation: That the information be noted.

92/18 RESOLVED on the motion of Crs Verdon and Marston that the information be noted.

10. GROWING LOCAL ECONOMIES FUND

(DEES/G10-005)

Executive Summary

Council propose to submit a grant application under the NSW Government's Regional Growth Fund stream, Growing Local Economies Fund to upgrade a section of Urana Lockhart Road (MR59).

Report

Council propose to submit a grant application under the NSW Government's Regional Growth Fund stream, Growing Local Economies Fund to upgrade section of Urana Lockhart Road (MR59).

Council last year upgraded the causeways over Brookong Creek on the Urana Lockhart Road, and will also be undertaking shortly the strengthening of bridge over the creek to HML standard. This leaves approximately 22.5km of the road not full width with fog lines, in poor condition and not suitable for high productivity vehicles.

The Growing Local Economies Fund provides funding for infrastructure projects that deliver economic growth and productivity in regional NSW which draw on the strengths of the area. The upgrading of this section of road to allow HML high productivity vehicles to move freight more efficiently on this regional road would be a significant economic benefit to the region.

The project would involve widening the road to full width as well as rehabilitation of the failed pavement sections. This would complete the "missing link" of our regional road network. If Council was to undertake the project under current budget allocations it would take in excess of 10 years to complete.

Integrated Planning and Reporting Reference

D1 – Our assets and infrastructure are well planned and managed to meet needs of the community now and into the future.

Legislative Policy and Planning Implications

- Roads Act 1993.

Budget and Financial Aspects

- Total cost to upgrade/repair MR59 is \$4,645,280,
- Proposed Council contribution would be \$700,000, which is 15% of the project.

Attachments

Nil.

Recommendation: That Council applies for grant funding under the Growing Local Economies Fund of up to \$4,000,000 to upgrade MR59.

93/18	RESOLVED on the motion of Crs Rockliff and Sharp that Council applies for grant funding under the Growing Local Economies Fund of up to \$4,000,000 to upgrade MR59.
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11. LOCKHART SHIRE COUNCIL ROAD SAFETY ACTION PLAN 2018-21 (DEES/R40-120)

Executive Summary

Draft Lockhart Shire Council Road Safety Action Plan 2018-21.

Report

The Lockhart Shire Council Road Safety Action Plan 2018-21 has been developed in line with the NSW Road Safety Strategy 2012-2021, the Safe System Model approach to road safety, which will continue to be used to address key road safety issues identified within the Local Government Area.

The Road Safety Action Plan details preventative road safety projects to be enacted throughout Lockhart Shire from July 2018 to June 2021.

As partners in the NSW Government's Local Government Road Safety Program Lockhart Shire Council will continue to employ a Road Safety Officer to assist in developing, planning, implementing and evaluating local road safety projects.

The plan builds on the *National Road Safety Strategy 2011 – 2020* and the *NSW Road Safety Strategy 2012 – 2021* at a local level.

These two strategies aim to do the following:

- ✓ Reduce the national annual number of fatalities and serious injuries by at least **30 percent** by 2020
- ✓ To improve NSW road safety by identifying and upgrading black spots (Safer Roads Program)
- ✓ Promoting safety features in vehicles
- ✓ Enforcing speed limits
- ✓ Educate and encourage road users to take less risks on NSW roads.

The Local Government Road Safety Action Program (LGRSAP) aim is to promote, deliver and implement preventative road safety projects to reduce road trauma within LGA's road network using the Safe System model.

The Safe System model is a holistic approach which comprises of the following:

- Safer People
- Safer Vehicles
- Safer Roads
- Safer Speeds.

Although, fortunately, Lockhart Shire experiences very few serious road incidents, road safety is an important message for all users as well as Council in planning and maintaining its road network.

Integrated Planning and Reporting Reference

D1 – Our assets and infrastructure are well planned and managed to meet needs of the community now and into the future: Improve the safety of people on our roads.

Legislative Policy and Planning Implications

- Roads Act 1993.

Budget and Financial Aspects

Projects are typically undertaken in accordance with annual allocations and budget.

Attachments

1. Draft Lockhart Shire Council Road Safety Action Plan 2018-21.

Recommendation: That Council endorses the draft Lockhart Shire Council Road Safety Action Plan 2018-21.

94/18

RESOLVED on the motion of Crs Sharp and Driscoll that Council endorses the draft Lockhart Shire Council Road Safety Action Plan 2018-21.

12. REMOTE AND ISOLATED WORK POLICY

(GM/W15-005)

Executive Summary

To assist in the delivery of workplace measures for supervision of staff working in isolation, a policy is proposed for Council's consideration.

Report

The Lockhart Shire Council's Local Government Area (LGA) spans over 3,000 square kilometres, with workers often required to work substantial distances away from village areas and in known black spot areas.

An isolated worker is a Lockhart Shire Council worker who is required to work alone and unsupervised, in areas where physical contact with other personnel and/or access to emergency services is limited or restricted.

The risk of injury or harm to workers working in isolation may be increased because of difficulties in accessing work or emergency services when they are required. Emergency situations may arise because of the sudden onset of a medical condition, accidental work-related injury, mechanical breakdown, and exposure to the elements, adverse weather conditions or an attack by an animal, insect, reptile or poisonous creature.

The accompanying policy on Working in Isolation outlines the risk management approach to working in isolation, designated responsibilities and the controls that have been implemented to minimise the associated risks.

Council's Work Health and Safety Committee have been involved with implementing strategies to facilitate the supervision of isolated workers, with the assistance of the Director Engineering and Environmental Services.

The Policy, if endorsed, will be included in Council's Policy register, for access and viewing by council indoor and outdoor staff. Being for internal staff (operational) use, there is no requirement for the policy to be publicly exhibited.

Integrated Planning and Reporting Reference

D1 – Our assets and infrastructure are well planned and managed to meet the needs of the community now and into the future.

Legislative Policy and Planning Implications

Nil.

Budget and Financial Aspects

Nil.

Attachments

1. Draft *Remote and Isolated Work Policy*.

Recommendation: That the draft *Policy Remote and Isolated Work Policy* as presented, be adopted.

95/18	RESOLVED on the motion of Crs Marston and Verdon that subject to incorporating provisions relating to staff working outside of their core hours, the draft <i>Remote and Isolated Work Policy</i> as presented, be adopted
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13. DEVELOPMENT APPLICATIONS

(MES/P25-010)

Executive Summary

Monthly report on development applications approved by the Council.

Report

The following development applications were approved, with conditions, from 1 March 2018 to 31 March 2018.

DA No	Development	Applicant/Owner	Site of Development
52/18	Solar panel installation	PPA Direct	146 Green Street, Lockhart
49/18	Change of use of building	Lockhart & District Historical Society	39 Urana Street, Lockhart

Integrated Planning & Reporting Reference

D2 - Our planning and development controls work to attract new residents and investment.

Legislative Policy and Planning Implications

Applications processed in accordance with the Environmental Planning & Assessment Act 1979.

Budget and Financial Aspects

Nil.

Attachment

Nil.

Recommendation: That the information be noted.

96/18	RESOLVED on the motion of Crs Verdon and Douglas that the information be noted.
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STRATEGIC DIRECTION E: Strong Leadership and Governance

14. INVESTMENT AND BANK BALANCES REPORT – MARCH 2018

(DCCS/F10-010)

Executive Summary

The purpose of this report is to inform Council of the funds that have been invested and bank account balances.

Report

It is required under Clause 212 of the Local Government (General) Regulations 2005 and Section 625 of the Local Government Act 1993 to provide the Council with a written report each month detailing all money that Council has invested.

Investments:	Interest Rate per Annum	Amount Invested	% of Total
Bankwest	2.35	500,000.00	9.09
BENDIGO	2.25	250,000.00	4.55
BENDIGO	2.20	250,000.00	4.55
BENDIGO	2.20	500,000.00	9.09
BENDIGO	2.25	250,000.00	4.55
Curve Securitys/AMP	2.30	250,000.00	4.55
IMB Limited	2.45	500,000.00	9.09
IMB Limited	2.45	300,000.00	5.45
IMB Limited	2.50	250,000.00	4.55
NAB	2.45	500,000.00	9.09
Rim AMP	2.40	250,000.00	4.55
RIM AMP	2.30	300,000.00	5.45
RIM AMP	2.30	400,000.00	7.27
RIM-amp	2.60	500,000.00	9.09
T Corp	at call	500,000.00	9.09
		<u>5,500,000.00</u>	
			100.00
Bank Statement Balance as at:	31 March 2018	Bendigo	535,128.20
		Macquarie	4,191.75
		Prichard Trust	31,591.28
			<u>570,911.23</u>
	Plus: Outstanding Deposits		6,836.81
			<u>577,748.04</u>
	Less: Outstanding Cheques		96,098.80
			<u>481,649.24</u>
General Ledger Balances as at:	31 March 2018		
	<u>FUND</u>		<u>AMOUNT</u>
	General (PTD)	1490-3000-0000	-152,671.12
	Combined Sewerage	8490-3000-0000	602,729.08
	Trust Fund	9991-3000-0000	31,591.28
			<u>481,649.24</u>
		481,649.24	<u>481,649.24</u>
	TOTAL FUNDS HELD ARE:		<u>5,981,649.24</u>

Integrated Planning and Reporting Reference

- E1 - Council is strong, sustainable and able to stand alone.
 - Plan for the long-term sustainability of the Shire.
 - Meet all governance and regulatory requirements in the conduct of Council operations.

Legislative Policy and Planning Implications

Local Government Act 1993 Section 625 Investments.
 Government (General) Regulations Clause 212.

Budget and Financial Aspects

Council's 2017/18 Operational Budget has forecast a total of \$134,000 income from interest on investments, being split between General Fund of \$110,000 and Sewer Fund of \$24,000. For the period July 2017 to March 2018, the average end of month balance of funds invested has been \$6.39 million and the average return on invested funds has been 2.39%. On these year to date figures, Council's budgeted income on investments will be achieved.

Responsible Accounting Officer Statement

I, Craig Fletcher, hereby certify that all investments listed in this report have been made in accordance with Section 625 of the Local Government Act 1993, Clause 212 of the Local Government (General) Regulations and Council's Investment Policy. The Internal and External Reserve amounts and Unrestricted Funds are estimate valued only, they are subject to change and review in part with the annual audit of Council's Financial Statements and each Quarterly Budget Review.

Recommendation: That:

- a) the March 2018 Investment and Bank Balances Report be received and noted.
- b) the Responsible Accounting Officer Statement be noted, and the report be adopted.

97/18 RESOLVED on the motion of Crs Rockliff and Sharp that:
a) the March 2018 Investment and Bank Balances Report be received and noted.
b) the Responsible Accounting Officer Statement be noted, and the report be adopted.

15. INTERNAL AUDIT

(GM/A65-011)

Executive Summary

Lockhart Shire Council does not currently have an Internal Audit function. An Internal Audit function is considered a critical component of a broader governance framework. Council's External Auditor, the NSW Audit Office, has recommended that Council implement an Internal Audit function. The establishment of an Internal Audit, Risk and Improvement Committee will become mandatory for all councils as a result of amendments to the Local Government Act 1993. Council has an opportunity to collaborate with Coolamon, Junee and Temora Shire Councils for the provision of internal audit services.

Report

External audit is concerned with the accuracy of the Council's end of year financial statements and seeks to ensure that the statements have been prepared in accordance with the Local Government Code of Accounting Practice and Financial Reporting and relevant accounting standards so as to present a true and fair view of the Council's financial position.

Internal Audit on the other hand is focused on Council's internal procedures and practices and provides an independent check that appropriate mechanisms and controls are in place to ensure compliance, detect incidents of non-compliance, mitigate against the risk of fraud and other risk management activities, as well as make recommendations that assist the Council in continually improving its performance.

An Internal Audit function generally involves an independent person, the Internal Auditor, undertaking reviews of different parts of Council's operations (e.g. purchasing, payroll, investments, etc.) in accordance with an agreed Internal Audit Plan, to check that the appropriate controls and safeguards are in place and making recommendations for improvement where necessary. The Internal Auditor reports to an Audit Committee specifically established for this purpose.

Recent amendments to the Local Government Act have inserted a new Section 428A in the Act which states that “A council must appoint an Audit, Risk and Improvement Committee”. Section 428A further states that the Committee must keep under review the following aspects of the council's operations:

- a) compliance,
- b) risk management,
- c) fraud control,
- d) financial management,
- e) governance,
- f) implementation of the strategic plan, delivery program and strategies,
- g) service reviews,
- h) collection of performance measurement data by the council.

The Committee is also to provide information to the Council for the purpose of improving the council's performance of its functions.

Whilst strictly speaking Council has until six months after the next ordinary election to comply with the new Section 428A outlined above, the absence of an Internal Audit function at Lockhart Shire Council has been noted by the NSW Audit Office during the course of its audit of the 2016/17 Financial Statements and the Auditor-General has recommended that Council implement an Internal Audit function.

It is a standard practice for auditors to issue a “Management Letter” following completion of an audit to raise matters that the auditor believes should be addressed, or to highlight improvements that can be made in relation to internal processes and procedures. The Management Letter usually raises issues that are not considered significant enough to include in the final Audit Report but are nevertheless considered important enough to draw to management's attention in the form of a letter to the General Manager. In the Management Letter issued following the completion of the final phase of the audit of the 2016/17 Financial Statements in November 2017, the NSW Audit office noted as follows;

“Observation

Based on discussions with management, we note that Council does not currently have an internal audit function. We understand that Council is looking to collaborate with some neighbouring Councils to potentially share an internal audit function, but this has yet to commence. An operating internal audit function is important for good governance.

Implications

If there is no internal audit function, there is a risk that operational and financial issues, inefficiencies and non-compliance may go undetected.

Recommendation

We recommend that Council consider implementing an internal audit function and ensure there are appropriate resources dedicated to the function.”

In preparing for the forthcoming audit of the 2017/18 Financial Statements enquiries have been made of Council by the NSW Audit Office as to its progress in implementing the recommendations contained in the Management Letter and in particular the implementation of an internal audit function.

In addition to the observations and recommendations of the NSW Audit Office, a diagnostic review of Council's governance arrangements, a free service provided to member councils by Statewide Mutual, Council's insurers, recommended the, “...*Development of an Internal Audit Program and the establishment of an Audit and Risk Committee*”. The Review concluded that, “...*These will both assist the Council with ensuring that the Integrity Management/Governance and Enterprises Risk Management Programs have been implemented in a sustainable and robust manner throughout the organisation.*”

As previously reported Council has an opportunity to collaborate with Coolamon, Junee and Temora Shire Councils for the provision of internal audit services. In accordance with a Council resolution passed in May last year Council participated in a grant application lodged by Temora Shire Council under the Office of Local Government's Innovation Fund for a proposal to establish an online internal audit portal which will not only encourage collaboration between the Councils but will also facilitate a more efficient approach to establishing the relevant documentation and reporting systems. The application was successful.

Bearing in mind the recommendations of the NSW Audit Office, the conclusions of a review of Council's governance arrangements through Statewide Mutual, and the opportunity to collaborate with neighbouring Councils, it is recommended that Council implement an Internal Audit function from next financial year. This will also ensure compliance with the Local Government Act once the establishment of an Audit, Risk and Improvement Committee becomes a legislative requirement.

OLG's existing guidelines for the establishment of Audit and Risk Committees suggest that ideally the audit committee should consist of at least three members and preferably no more than five members comprised of independent external members, who should be in the majority, and councillors other than the Mayor. Staff should not be members of the audit committee. The internal auditor and Chief Financial Officer should be invited to attend all meetings. To preserve the independence of the Audit Committee the General Manager should not be a voting member of the Audit Committee. However, in accordance with section 376(2) of the Local Government Act the General Manager is entitled to attend meetings of the Audit Committee.

The OLG Guidelines outline the following suggested Audit Committee structure for smaller councils:

- 1 councillor (excluding the Mayor),
- 2 independents – at least one with financial expertise.

It is not uncommon for councils to invite expressions of interest for the appointment of independent members, external to the organisation, and to pay the appointed members an appropriate fee for attendances at meetings. However, the existing internal audit alliance between Coolamon, Junee and Temora Councils has an arrangement whereby the General Manager and Chief Financial Officer of each council are the external and independent members of one of the other council's Audit Committee. This arrangement satisfies the requirement for the majority of committee members to be external to, and independent of, the organisation whilst minimising costs.

By joining the Internal Audit Alliance comprising Coolamon, Junee and Temora Councils, Lockhart Shire Council will be in a position to participate in this arrangement and also share the costs of a contracted internal auditor. In this regard it is proposed that in 2018/19 the external and independent members of Lockhart Shire's Audit and Risk Committee be the General Manager and Chief Financial Officer of Coolamon Shire Council whilst Lockhart Shire Council's General Manager and Chief Financial Officer will sit on the Junee Shire Council's Audit Committee.

Integrated Planning and Reporting Reference

- E1 - Advocate and prepare for the long-term sustainability of our Shire.
- E1 - Continue to enhance sound financial management policies and practices.
- E1 - Meet all governance and regulatory requirements in the conduct of Council operations.
- E1 - Minimise Council's exposure to risk and promote a strong risk management culture within Council.

Legislative Policy & Planning Implications

The establishment of an Audit, Risk and Improvement Committee will become mandatory for all councils upon commencement of Section 428A of the Local Government Act. Notwithstanding this, Council's external auditor has recommended that Council implement an internal audit function and that appropriate resources are allocated to the function.

Budget & Financial Aspects

The implementation of an Internal Audit function from next financial year, including the establishment of an Audit, Risk and Improvement Committee, will require an appropriate allocation to be made in the 2018/19 Operational Plan Budget which is estimated to be \$15,000.

Attachments

Nil.

Recommendation: That Council:

- 1) Participate in an Internal Audit Committee Alliance with the Coolamon, Junee and Temora Shire Councils;
- 2) Establish an Audit, Risk and Improvement Committee comprising:
 - a) One Lockhart Shire Councillor to be determined by Council (who is not the Mayor); and
 - b) The General Manager and Chief Financial Officer of either the Coolamon, Junee or Temora Shire Councils.

98/18 **RESOLVED** on the motion of Crs Verdon and Driscoll that Council:

- a) Participate in an Internal Audit Committee Alliance with the Coolamon, Junee and Temora Shire Councils;
- b) Establish an Audit, Risk and Improvement Committee comprising:
 1. Cr Andrew Rockliff, with Cr Ian Marston as alternate; and
 2. The General Manager and Chief Financial Officer of either the Coolamon, Junee or Temora Shire Councils.

16. PREMISES IN SAFE AND HEALTHY CONDITION

(M/ES/B25-030)

Executive Summary

An update on the activities of Council's Compliance Officer is presented to Council for its information.

Report

In September 2017 Council adopted a Local Orders Policy for Premises or Land not in a Safe or Healthy Condition. Since this time, Council staff have been in contact with several property owners, requiring improvements to the state of their land.

Late in 2017, Council received a petition from concerned residents about a property in Ferrier Street in Lockhart. The petition raised concerns about the condition of the existing dwelling and general overgrown nature of the land, and lack of action by the owner to rectify the issues. At the Council meeting held on 5 February 2018 Council were informed of a Notice of Order for demolition of the existing Ferrier Street dwelling, and the ancillary structures.

In response to issue of the Order, Council has received correspondence, confirming that dealings are in place to see the property sold to another individual. The proposed new owner intends to undertake an immediate clean-up of the site, and later, demolition of part or whole of the building (based on advice from an independent pest inspection report). With the Notice of Order now expired, Council is negotiating with the property owner to fulfil their legal requirements and avoid prosecution. In the event that the dealings fail to proceed, the order remains in place and demolition will still be required.

The current owner has already commenced a clean out of the dwelling, and some tidy up works around the yard have taken place under Order by Council.

Demolition of a building is development that requires consent from Council. An application for consent, signed by the owner, is required and if necessary, Council may condition any such consent to expediate demolition works, to ensure ongoing environmental health concerns are minimised.

Integrated Planning and Reporting Reference

E3 – Council responds collectively and responsibly to community needs.

Legislative Policy & Planning Implications

Nil.

Budget & Financial Aspects

Nil.

Attachments

Nil.

Recommendation: That the information be noted.

99/18 RESOLVED on the motion of Crs Marston and Sharp that the information be noted.
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17. POLICY 3.21 RISK MANAGEMENT POLICY

(GM/C70-025)

Executive Summary

A revised *Policy 3.21 Risk Management* is presented for Council's consideration.

Report

At its meeting held on 6 February 2017 Council endorsed a process for the review of existing policies and development of new policies. As part of the ongoing process of reviewing Council's policies, *Policy 3.21 Risk Management* has been reviewed and the revised Policy is tabled for Council's consideration.

The revised Policy outlines the rationale and principles of risk management, the strategic context for risk management, how responsibility for risk management is shared in the organisation, the conduct of risk assessments as well as internal reporting and review mechanisms.

A copy of the revised Policy is attached. It will be noted from the revised Policy that it is proposed to integrate Council's risk management activities with the internal audit function. For this reason, a review of the Risk Management Policy had been deferred pending the implementation of an internal audit function and the establishment of an Audit and Risk Committee by Council which is the subject of a separate report to Council (refer Agenda item 15).

The need for an updated Risk Management Policy has been noted by the NSW Audit Office in its audit of the 2016/17 Financial Statements.

It is a standard practice for auditors to issue a "Management Letter" following completion of an audit to raise matters that the auditor believes should be addressed, or to highlight improvements that can be made in relation to internal processes and procedures. The Management Letter usually raises issues that are not considered significant enough to include in the final Audit Report but are nevertheless considered important enough to draw to management's attention in the form of a letter to the General Manager. In the Management Letter issued following the completion of the final phase of the audit of the 2016/17 Financial Statement in November 2017, the NSW Audit office noted as follows:

“Observation

Council does not have a current Risk Management Policy approved by Council. The most recent version approved by Council is from 2011.

Council does not maintain a formal enterprise risk register that identifies and documents all key risks for Council. A draft version is underway, but is not yet complete.

Implications

In the absence of an updated risk management policy and enterprise risk register, the key risks of Council may not be promptly identified and treated before a risk event or loss occurs.

This could result in significant financial loss and/or impact Council's ability to achieve its objectives.

Recommendation

We recommend that Council:

- Review and approve the risk management policy,
- Develop and maintain an enterprise risk register to capture all the key risks impacting Council. Once developed, Council should ensure that risks are regularly assessed and updated.”

A Risk Register and individual Risk Treatment Plans have been developed and are currently being reviewed by management.

Integrated Planning and Reporting Reference

E1 – Minimise Council’s exposure to risk and promote a strong risk management culture within Council.

Legislative Policy & Planning Implications

Risk management is a critical component of an organisations overall governance framework. The establishment of an Audit and Risk Committee will become mandatory for all councils as a result of amendments to the Local Government Act 1993.

Budget & Financial Aspects

Whilst adoption of the revised Risk Management Policy will not directly impact on Council’s budget, the introduction of an internal audit function and the establishment of an Audit and Risk Committee next financial year will have a direct cost estimated to be \$15,000 per annum and this will need to be incorporated into the 2018/19 Operational Plan Budget.

Attachments

1. Policy 3.21 Risk Management.

Recommendation: That the revised *Policy 3.21 Risk Management*, as presented, be adopted.

100/18 **RESOLVED** on the motion of Crs Verdon and Douglas that subject to including a reference to Council’s Risk Register, the revised Policy 3.21 Risk Management, as presented, be adopted.

18. COMPUTER, INTERNET, EMAIL AND SOCIAL MEDIA POLICY

(GM/C70-025)

Executive Summary

A new policy regarding the use of Council’s computer system, internet, email and social media has been developed and is tabled for Council’s consideration.

Report

A new policy has been developed regarding the use of Council’s computer system, internet, email and social media. Development of the Policy has not been prompted by any current or specific issues or concerns. However, it is uncommon in this day and age for an organisation not to have such a policy and it is considered good governance practice to establish some policy parameters around the use of Council’s IT systems.

A copy of the proposed Policy is attached. The Policy specifically deals with:

1. Computer software purchase and usage;
2. Internet usage;
3. Email communications;

4. Use of social media;
5. Use of non-Council owned mobile devices on Council's network; and
6. Recording and monitoring of activity on Council's computer system.

Council's staff have been consulted in the development of the Policy.

Integrated Planning and Reporting Reference

E1 – Minimise Council's exposure to risk and promote a strong risk management culture within Council.

E1 – Ensure appropriate IT systems are in place to support service delivery and accountability requirements.

Legislative Policy & Planning Implications

The Draft Policy seeks to ensure compliance with laws relating to copyright, use of carriage services as well as Council's ethical standards.

Budget & Financial Aspects

Nil.

Attachments

1. Draft Policy 3.26 Computer, Internet, Email and Social Media Policy.

Recommendation: That the draft Policy 3.26 Computer, Internet, Email and Social Media Policy, as presented, be adopted.

101/18	RESOLVED on the motion of Crs Douglas and Rockliff that the draft 3.26 Computer, Internet, Email and Social Media policy, as presented, be adopted.
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Questions and Statements

Cr Sharp

- (i) **Figtree Road** – Advised he had, on request, inspected Figtree Road with a local school bus operator and enquired as to the status of the next scheduled maintenance grade.

Response – Director Engineering and Environmental Services

DEES advised he had received a letter and inspected the road last week, and further advised the road is in good condition. The larger gravel lowers the ride comfort, however it is still quite satisfactory as a school bus route on an unsealed road. DEES advised he proposes to nominate this road for a gravel re-sheet in 2018/19 year to improve the ride quality.

- (ii) **Alf Freemans Lane**– Advised he had, received quite a few positive comments from residents on the re-sheet of Alf Freemans Lane.

Response – Director Engineering and Environmental Services

DEES advised he will pass this on to staff.

Cr Douglas

- (i) **Walter Day Park Toilets, Lockhart** – Wished to pass on positive comments he had received regarding the cleanliness of the toilets in Walter Day Park.

- (ii) **Lockhart Caravan Park** – Advised he had received comments of praise regarding the way the Lockhart Caravan Park is being run, including mention of the wonderful ambience at the Park

Response – Director Engineering and Environmental Services

DEES advised he will pass the comments on to the managers of the Park.

- (iii) **Installation of Toilets in RFS Sheds** – Enquired as to whether Council had heard about toilets to be installed in RFS sheds?

Response – Director Engineering and Environmental Services

DEES advised that he had heard about this directly from RFS and that it is likely to occur, but was unsure who will be paying for the installation of toilets.

Cr Rockliff

Nil.

Cr Marston

- (i) **Mowing of The Rock Recreation Ground** – Wished to thank Council for the mowing of The Rock Recreation Ground at short notice for a recent practice match.

Cr Driscoll

- (i) **Truck Parking Area in The Rock** – Enquired as to whether Council could provide a truck parking area within The Rock?

Response – Director Engineering and Environmental Services

DEES advised he will investigate and advise.

- (ii) **Councillor Workshop on Planning** – Enquired as to whether Council could organise/provide a Councillor Workshop on the Planning process and what it means to Councillors.

Response – Director Engineering and Environmental Services

DEES advised he will investigate and advise.

Cr Verdon

- (i) **The Rock Caravan Park Overflow from Wagga Wagga Events** – Advised The Rock Caravan Park has been getting overflow from Wagga Wagga Events and requested Council make preparation in future for expected busy times.

- (ii) **Brightness of Chevron Reflectors on Lockhart-The Rock Road and Bullenbong-The Rock Road** – Advised he believes the chevrons on bends in Lockhart-The Rock Road and Bullenbong-The Rock Road are too reflective and enquired what may be done to improve the situation?

Response – Director Engineering and Environmental Services
DEES advised he will investigate and advise.

- (iii) **Lockhart Shire Council Polo Shirts for Councillors** – Enquired as to whether Councillors could have a Lockhart Shire Council polo shirt to wear when representing Council at less formal functions?

Response – General Manager
GM advised he will obtain quotes and advise.

Cr Schirmer

- (i) **Public Toilet Sign at Walter Day Park**– Enquired if a 'Public Toilet' sign could be installed at Walter Day Park, particularly for the benefit of people stopping at the Road House opposite?

Response – Director Corporate and Community Services
DEES advised this is being actioned and a sign will be installed shortly.

- (ii) **Also Enquired about the Brightness of Chevron Reflectors**– Supported earlier comments about the brightness of chevrons on Lockhart-The Rock Road and asked if anything can be done?

Response – Director Engineering and Environmental Services
DEES advised he will investigate and advise.

CLOSED SESSION

102/18	RESOLVED on the motion of Crs Douglas and Marston that Council close the meeting to the public as per section 10(A)(2)(a) of the Local Government Act 1993.
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The meeting moved into Closed Session at 6.40pm.

104/18	RESOLVED on the motion of Crs Douglas and Rockliff that Council move into Open Council.
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The meeting moved into Open Session at 6.49pm.

OPEN COUNCIL

The following resolutions of Council, while the meeting was closed to the public, were read to the meeting by the General Manager.

In accordance with the Local Government Act 1993 the following business is considered to be of a kind referred to in subsection 10A(2) of the Act and should be dealt with as part of the meeting closed to the media and public.

19. VOLUNTARY PURCHASE SCHEME - LOCKHART

(GM/F20-031)

This item is classified CONFIDENTIAL under section 10A(2) 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.

103/18	RESOLVED on the motion of Crs Rockliff and Sharp that Council, authorise the acquisition of a third property in Lockhart under the Voluntary Purchase Scheme on the basis of the relocatable home being retained by the current owners' subject to: <ul style="list-style-type: none">a) The acquisition being based on external valuations being obtained for the relocatable dwelling and the property as a whole; andb) The current owners meeting the costs of relocating the dwelling.
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The meeting concluded at 6.50pm.

The minutes of the meeting held on Monday, 16 April 2018 were confirmed as a true and accurate record at the Ordinary Council Meeting held on 21 May 2018 at which time the signature was hereunto subscribed.

CHAIRMAN

CHAIRPERSON