



# **BUSINESS PAPER**

**of the  
Ordinary Meeting  
Held  
20 August 2018**

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

## The Prayer

We humbly beseech Thee to vouchsafe Thy blessings on this Council.  
Direct and prosper our deliberations to the glory and welfare  
of the people of this Shire and throughout our country.  
Amen

## The Council's Guiding Principles

*The following general principles apply to the exercise of functions by councils:*

- Councils should provide strong and effective representation, leadership, planning and decision-making
- Councils should carry out functions in a way that provides the best possible value for residents and ratepayers
- Councils should plan strategically, using the integrated planning and reporting framework, for the provision of effective and efficient services and regulation to meet the diverse needs of the local community
- Councils should apply the integrated planning and reporting framework in carrying out their functions so as to achieve desired outcomes and continuous improvements
- Councils should work cooperatively with other councils and the State Government to achieve desired outcomes for the local community
- Councils should manage lands and other assets so that current and future local community needs can be met in an affordable way
- Councils should work with others to secure appropriate services for local community needs
- Councils should act fairly, ethically and without bias in the interests of the local community
- Councils should be responsible employers and provide a consultative and supportive working environment for staff.

*The following general principles apply to decision-making by councils (subject to any other applicable law):*

- Councils should recognise diverse local community needs and interests
- Councils should consider social justice principles
- Councils should consider the long term and cumulative effects of actions on future generations
- Councils should consider the principles of ecologically sustainable development
- Council decision-making should be transparent and decision-makers are to be accountable for decisions and omissions.

*Councils should actively engage with their local communities, through the use of the integrated planning and reporting framework and other measures.*

*(Section 8A Local Government Act, 1993)*

*File Ref: PV:LA:C70-005*

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15 August 2018

The Mayor and Councillors  
Lockhart Shire Council  
65 Green Street  
LOCKHART NSW 2656

Dear Councillors

I wish to advise that the Ordinary Monthly Meeting of Lockhart Shire Council will be held at the Council Chambers, Green Street, Lockhart on **Monday, 20 August 2018** commencing at **5.00pm**.

The Order of Business will be as shown overleaf.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Peter Veneris', written over a faint horizontal line.

Peter Veneris  
**GENERAL MANAGER**

## Order of Business

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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.

15. Tender – Winning and Crushing of Gravel..... Page 52

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.

16. Tender – Major Plant..... Page 52

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.

**Resumption of Open Council .....**

## **Mayoral Minute**

Nil.

## **Mayoral Report**

To be presented at the meeting.

## **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 ROCK MEMORIAL BOWLING CLUB ON TUESDAY, 7 AUGUST 2018 COMMENCING AT 6.10PM.

**PRESENT**

Mrs Myra Jenkyn, Mrs Raeleen Pfeiffer, Mrs Susan Creek, Councillor Derek Douglas, Mr Greg Smith, Mr John Holstein and Tourism/Economic Development Officer (Jennifer Connor).

**APOLOGIES**

Councillor Gail Driscoll, Ms Sandra Johnstone.

**LEAVE OF ABSENCE**

Nil.

**PERCURINARY INTEREST**

John Holstein – Love Lockhart Shire Photography Competition.

**CONFIRMATION OF MINUTES**

The minutes of the Meeting held on Tuesday, 3 July 2018, as printed and circulated, be taken as read and confirmed on the Motion of M Jenkyn, seconded J Holstein.

1. **Lockhart Water Tower**

Tentative dates for the commencement of the Lockhart Water Tower mural have been blocked for 20 August. The TEDO will work with Riverina Water on a time lapse video for use as a marketing tool.

**Recommendation:** That the information be noted.

<b>Notes:</b>

2. **Walk of Fame Launch**

A high tea for the launch of the Walk of Fame and the Lockhart Water Tower is planned for 12pm on Friday, 12 October at Greens Gunyah Museum. A save the date has been sent to the family members of the Walk of Fame inductees and the TEDO is working with the GM on invitations for a guest to officially open the Lockhart Shire Walk of Fame and a guest to officially open the Lockhart Water Tower.

**Recommendation:** That the information be noted.

<b>Notes:</b>

**3. Business Support**

The NSW Department of Industry has provided \$5,000 to hold an event for the Lockhart Shire Business Community during NSW Small Business Month from 1-31 October 2018. Following discussions between the General Manager and the TEDO as to what events would be the most beneficial to our local business community, it was proposed to hold a business networking evening in Lockhart in mid-October to launch the new Business Directory and to invite a professional speaker to address our business community.

The TEDO has contacted award-winning communicator and experienced small business owner, Kerry Anderson, author of “Entrepreneurship: It’s Everybody’s Business” to ascertain availability for the event.

Kerry is a renowned advocate for rural businesses and entrepreneurs. In an age where rural businesses need to be able to articulate their unique story to compete in the market, Kerry works with local leaders to help establish entrepreneurial ecosystems and strengthen rural communities into the future.

Kerry has indicated her availability and interest, and has offered an additional free workshop for the business community and students the following morning as she will overnight in Lockhart.

The TEDO is liaising with Kerry and the Lockhart Ex-Servicemen’s Club regarding best dates for the evening event.

Following discussions with Regional Development Australia Riverina who recently employed the services of a local web designer at a reasonable price, the TEDO has secured a very good rate of \$1,650 for the professional development of the online Lockhart Shire Business Directory website. This will be funded through the Economic Development budget. The engagement of the web designer will ensure the directory is high end and ready to launch by the October business evening.

The Annual Business Survey, which is ready for distribution, will be posted to Lockhart Shire businesses in the first week in September to coincide with the 2017 distribution date.

**Recommendation:** That a business networking evening be held in Lockhart in October and that a professional website developer be engaged to undertake the online Lockhart Shire Business Directory.

<b>Notes:</b>

**4. Lockhart Shire Subdivision Information Evening**

Lockhart Shire Council is planning to host a Subdivision Information Evening on Tuesday, 11 September at 6pm at The Rock Memorial Bowling Club to provide guidance for those people in Lockhart Shire interested in subdividing or exploring development opportunities for their land.

Council planning staff will be on site to provide information on all aspects of the subdivision process, including breaking down common myths and concerns, to assist Council in supporting the growth and development of Lockhart Shire.

The five key stages in the subdivision process which Council will focus on at the information evening are pre-lodgement; development consent; construction certificate; subdivision certificate; and, lodgement with the Titles Office.



Council will address the process for preparing and submitting a development application for a subdivision to get an understanding of the process including the engagement of a surveyor for the survey and prepare the plans of subdivision. Information on regulatory requirements including residential, rural and industrial zoning as well as access, limitations and potential costs will also feature.

**Recommendation:** That the information be noted.

<b>Notes:</b>

**5. Eastern Riverina Functional Economic Region (Wagga Wagga, Coolamon, Junee and Lockhart Local Government Areas) and the NSW Government’s 20-Year Economic Vision for Regional NSW**

A report was tabled at the last meeting of the Committee regarding the preparation of a Regional Economic Development Strategy (REDS) for the Functional Economic Region (FER) comprising Coolamon, Junee, Lockhart and Wagga Wagga Councils, with resources provided by the NSW Government. The Committee was advised that the final strategy will be released shortly. A brief summary of the key elements of the final draft REDS was also tabled.

More recently the NSW Government released its 20 Year Economic Vision for Regional NSW at a launch in Bathurst on 30 July 2018.

The 20-year vision is underpinned by the 37 FERs that make up Regional NSW including the Eastern Riverina FER comprising Coolamon, Junee, Lockhart and Wagga Wagga Councils.

The Vision Statement for Regional NSW has placed all 37 FERs in one of the five following categories:

1. Metro Satellite
2. Growth centre
3. Coastal
4. Inland
5. Remote.

The Eastern Riverina FER is one of 13 FERs that have been categorised as “Growth Centre”. The Vision Statement describes the “Growth Centre” category as follows:

*“These areas are hubs of growth in regional NSW. Populations are rapidly increasing as people migrate to regional cities such as Bathurst, Orange, Tamworth, Dubbo, Lismore, Wagga Wagga and Coffs Harbour, attracted to their lifestyles and employment industries. The hubs in Growth Centres typically provide sophisticated health, education and cultural services to surrounding Inland areas.”*

The Eastern Riverina FER has also been identified as an area of “Significant Growth”. The Vision Statement describes the “Significant Growth” areas as follows:

*“The regions which include Albury, Maitland, Coffs Harbour, Wagga Wagga, Port Macquarie, Tamworth, Byron-Ballina-Kyogle, Shoalhaven and Tweed could reach populations of more than 100,000 people”.*

The 20 Year vision Statement also states the following in relation to “Growth Centres”:

*“Spread along the coast and across inland regional areas, Growth Centres have the potential to welcome more than 300,000 new residents in the next 20 years, and add almost 117,000 jobs. That is almost 90,000 extra people and 35,000 extra jobs compared to BAU. Supporting this anticipated growth will require long-term planning and additional investment to ensure there is adequate infrastructure, housing and services.*

*Over a third of the regions’ population growth and almost half of its jobs growth will be in Growth Centres. While all will grow, the largest growth rates will be in and around Wagga Wagga, Albury, Nowra-Bomaderry, Port Macquarie-Hastings, Tamworth and the Northern Rivers (including Lismore and Ballina). These places will particularly benefit from growth in population-serving sectors that will drive rises in living standards and contribute to more vibrant communities.*

*Almost 26,000 new jobs are expected to arise in health care and social assistance, with a further 20,000 in construction, 10,000 in accommodation and food services, and 10,000 in education and training. Other large employment sectors are expected to be retail (adding almost 5,000 jobs) and agriculture, forestry and commercial fishing (9,000 jobs).*

*Tertiary education will provide a range of jobs in Bathurst and Wagga Wagga; the defence sector will provide more roles in Shoalhaven and Wagga Wagga; while Orange is a centre of medical and health excellence. Agribusiness is also a key employer across regional NSW, and is well-positioned for opportunities presented by increasing international ‘food bowl’ demands. These areas will need to continue to attract a younger workforce to ensure they have the right skills to support growth”.*

**Recommendation:** That the release by the NSW Government of its 20 Year Economic Vision for Regional NSW, be noted.

<b>Notes:</b>

**6. Drovers Way Touring Route**

The TEDO has met recently with representatives of Edward River and Federation Councils regarding progressing the Drovers Way Touring Route project. Three of the five councils involved were amalgamated resulting in other projects taking precedent however the project has always been strongly supported and enthusiasm is now again strong. The TEDO is organising a joint meeting with all stakeholders for the end of August/early September.

**Recommendation:** That the information be noted.

<b>Notes:</b>

7. **Project Updates**

Lockhart Museum	Have commenced redevelopment works at the Billabong Motors building.
Lockhart Progress Association	Undertaking fundraising to enable support of further community projects.
Lockhart Verandah Project	Awaiting outcome of \$100,000 heritage grant to repair and make good verandahs. Outcome due shortly. Heritage Near Me app due for launch in next month.
Love Lockhart Shire Photo Competition	Entries closed on 30 June and are currently with judges. Delay due to judge illness.
Magnolia Lodge Land	Council to investigate the existing documentation on the Magnolia Lodge to ascertain previous project plans.
The Rock Museum	Successful grant application for drop down interpretative panels. Working on fundraising for lift and sign projects.
The Rock Progress	Work continuing on funding for astronomy project. Proposed Picnic at Hanging Rock Movie Night combined with Cork and Fork event most likely in March 2019.
Partnership Advertising	New marketing strategies are in progress with Destination Riverina Murray / Thrive Riverina and Wagga Wagga City Council. Potential for cross promotions with Greater Hume and Federation Council are being investigated.
Town Visitor Information Boards	All outstanding tourism boards due for installation by end of August.
Spirit of the Land Festival	Marketing ongoing

The next TEDSC meeting will be held at **Pleasant Hills Hall on Tuesday, 4 September 2018 at 6:30pm.**

**Recommendation:** That the information be noted.

<b>Notes:</b>

## Delegates' Reports

### RIVERINA WATER COUNTY COUNCIL (RWCC) – AUGUST 2018

1. Financial Investments for April/May were received.
2. Minutes Audit & Risk Committee received and noted.
3. A revised Delivery Program was adopted for 2018/19 which included provision for additional standpipes across the Council area.
4. Rates and Charges as outlined in Operational Plan were adopted.
5. Water Treatment Plant is producing good quality water progress with Coffey Dam completed. RWCC and Contractor have reached an agreement on replacement of Lamella Plates.
6. Council agreed to increase fees for Independent Members of Audit & Risk Committee.
7. Council has agreed to move to new Board Room to allow consolidation of Office functions.
8. Council has received and reviewed a snapshot of Performance Comparison with other Water Utilities. Operating cost per property is \$236 in RWCC against a statewide median of \$440.
9. Council has agreed to institute a Community Grants Program for 2 years with an amount of \$500k each year. A Community Engagement Officer has been employed and part of their duties will be to administer the Grants.
10. RWCC provided sponsorships to the value of \$60,743 in 2017/18.

Cr Greg Verdon  
Delegate

**Recommendation:** That the information be noted.

<b>Notes:</b>

## Status Report/Précis of Correspondence Issued

### Status Report: Council Resolutions and Tasks to be finalised

Res. No:	Officer to Action	Info	Action Taken
<b>Ordinary Council Meeting held 16 July 2018</b>			
199/18	GM	<b>Information Systems Security Policy</b> Policy 1.23 Information Systems Security adopted as presented.	New policy added to Council's Policy Register and placed on website. Complete.
197/18	MES	<b>Amendment to Development Control Plan</b> a) Adopt the Draft Lockhart Shire Council DCP 2016 as publicly exhibited; b) Notify within 28 days in the local newspaper of adoption of the DCP; c) Amend the DCP to include the date of commencement of the Lockhart Shire Council DCP 2016 being that date which the plan is notified in the local newspaper.	Notification appeared in the Eastern Riverina Chronicle on Wednesday, 25 July 2018. Amended plan in place. Complete.
195/18	DEES	<b>Roads Program 2018/19</b> a) endorses the Roads Programme for the 2018/19 year; and b) submits application under NSW EPA "Product Improvement Program" grant for crushed glass recycling in road base materials.	a) No further action. Complete. b) Grant applications close 23 August 2018.
194/18	GM	<b>Strevens Street, The Rock Drainage Works – Creation of Drainage Easements</b> Council authorise the Section 88B Instrument relating to the creation of easements for the Strevens St, The Rock drainage project to be executed by the Mayor and the General Manager under Council's seal.	Documents executed under Council seal and returned to Council's solicitor. Complete
193/18	DEES	<b>Swimming Pools Upgrade – External Works</b> Council to: a) Endorses the external works as part of the swimming pool upgrade at Lockhart and The Rock; and b) Fund the external works from Council Infrastructure Reserves and adjusted at the first quarterly budget review.	Works have been actioned and have commenced. Complete.
188/18	DEES	<b>Request for Assistance – Lockhart Common Trust</b> Council to: a) support replacement of the shared boundary fence at Lockhart Horse Common; and b) Fund Council component of works from s356 contributions.	Letter sent to Commons Trust. Complete.
181/18	TEDO	<b>Minutes of the TEDSC Meeting – Walk of Fame Launch</b> A high tea to launch the Walk of Fame and Lockhart Water Tower be held on Friday, 12 Oct 2018.	An invitation has been extended to Tim Fischer to launch the Walk of Fame on 12 October 2018.

180/18	TEDO	<p><b>Minutes of the TEDSC Meeting – Lockhart Water Tower</b></p> <p>a) Fauna depicted on the artwork for the Lockhart Water Tower mural be adjusted as follows:</p> <ul style="list-style-type: none"> <li>• Superb Parrot – change to Rosella (Milbrulong is aboriginal word for Rosella)</li> <li>• Koala – change to Brush Tail Possum</li> <li>• Black Cockatoos – change to Magpies</li> <li>• Willy Wag Tails – to include</li> </ul> <p>b) Council proceed to enter into a contract with the Artists for the Water Tower Mural Project.</p>	<p>The design has been updated in accordance with Council's resolution.</p> <p>A contract for the engagement of the Artist has been prepared and forwarded for signature.</p> <p>The Artist is scheduled to commence work of the mural on 21 August 2018.</p>
179/18	TEDO	<p><b>Minutes of the TEDSC Meeting – Eastern Riverina Regional Economic Development Strategy (REDS)</b></p> <p>That preparation of a Regional Economic Development Strategy for the Functional Economic Region comprising Coolamon, Junee, Lockhart and Wagga Wagga City Councils, with resources provided by the NSW Government, be noted.</p>	Complete
<b>Ordinary Council Meeting held 18 June 2018</b>			
175/18	GM	<p><b>Closed Agenda – Land Sales, Green St West, Lockhart</b></p> <p>Council agree to the sale of lots 1 and 8 Green Street West, Lockhart in accordance with the prices adopted at the Council Meeting held 19 March 2018.</p>	<p>Contracts of sale are being prepared by Council's solicitor.</p> <p>Settlement was effected on 10/8/18.</p> <p>Complete.</p>
174/18	DEES	<p><b>Closed Agenda – Tender, Box Culvert Supply, Bridges Upgrade Project</b></p> <p>a) Council award the supply of box culverts for Bridges Upgrade Project to Rocla Pipeline Products for \$724,783.41 (incl. GST); and</p> <p>b) Authorises the General Manager to sign purchase order.</p>	<p>Purchase order currently being arranged.</p> <p>Purchase order completed and culverts ordered.</p> <p>Complete.</p>
164/18	DEES	<p><b>Draft Stormwater and Bridge Maintenance Policy</b></p> <p>Draft Policy 2.52 Stormwater and Bridge Maintenance, as presented, be placed on public exhibition for a period of 28 days and further report be brought to Council.</p>	<p>Draft Policy on pubic exhibition.</p> <p>Refer to August 2018 business paper.</p> <p>Complete.</p>
154/18	GM	<p><b>Commemorating the 100<sup>th</sup> Anniversary of Armistice Day</b></p> <p>a) Invite the Lockhart, Pleasant Hills, The Rock &amp; Yerong Creek communities to submit proposals and requests for financial support for the commemoration of the 100<sup>th</sup> anniversary of Armistice Day; and</p> <p>b) Delegate to the General Manager the authority to approve requests for financial support up to a maximum of \$1,500.</p>	<p>Letters forwarded to RSL Sub-Branches and Anzac Day Committees inviting applications by 31 July 2018.</p> <p>Requests for financial assistance received and subject of a report to the August Council meeting.</p>
151/18	TEDO	<p><b>Minutes of the TEDSC Meeting – Spirit of the Land Art Gallery</b></p> <p>Spirit of the Land Art Gallery to be established in the Greens Gunyah Museum.</p>	In progress
150/18	TEDO	<p><b>Minutes of the TEDSC Meeting - Heritage Near Me App</b></p> <p>Lockhart Shire Council to participate in the Heritage Near Me App.</p>	Heritage Near Me inputting app information.

<b>Ordinary Council Meeting held 21 May 2018</b>			
138/18	GM	<p><b>LGNSW 2018 Annual Conference</b></p> <p>a) Council appoint the Mayor as its voting delegate at the 2018 LGNSW Annual Conference; and</p> <p>b) Councillors wishing to attend the 2018 LGNSW Annual Conference</p>	a) Registration of voting delegates and conference attendees opens in August 2018.
132/18	MES	<p><b>Amendment to Development Control Plan</b></p> <p>Council place the draft amended Development Control Plan 2016 on public exhibition for a period of 28 days, after which it be presented to Council for further consideration.</p>	Amended DCP placed on public exhibition. See 197/18. Complete.
130/18	DEES	<p><b>Sewer Development Servicing Plan (DSP)</b></p> <p>a) Council places the draft Development Servicing Plan (DSP) on public exhibition for 30 days</p> <p>b) Advises other authorities and developers of the draft DSP as required by the guidelines, and</p> <p>c) Further report be brought to Council on completion of exhibition period.</p>	DSP placed on public exhibition, and authorities have been advised. See report to August 2018 council meeting. Complete.
126/18	DEES	<p><b>Recycling Update</b></p> <p>b) Council authorises DEES to negotiate CDS refund sharing agreement with Kurrajong Recycling and bring a further report to Council, and</p> <p>c) Submit a grant application under NSW EPA funding for material recovery facilities when open, for use of recycled glass in road base construction.</p>	DEES still in negotiations with Kurrajong Recyclers. Grant funding due to open in October 2018. Webinar in early July on the funding program. DEES has attended webinar and grant funding is currently open.
121/18	DEES	<p><b>Footpath Area – Greens Gonyah Museum</b></p> <p>b) Includes this proposal in the street beautification master planning to be commenced in 2018/19</p> <p>c) Considers Stage 1 of the project in future budget(s).</p>	Letter sent to Historical society. To be included in masterplan for Lockhart CBD area. Complete.
117/18	TEDO	<p><b>Minutes of the TEDSC Meeting – Magnolia Lodge Land</b></p> <p>TEDSC investigate the existing documentation on the Magnolia Lodge to ascertain previous project plans.</p>	In progress
110/18	TEDO	<p><b>Minutes of the TEDSC Meeting – Walk of Fame</b></p> <p>The relatives of inductees be invited to attend the launch of the Walk of Fame.</p>	Complete. See 181/18

<b>Ordinary Council Meeting held 16 April 2018</b>			
84/18	GM	<p><b>Round 2 – Stronger Country Communities Fund</b></p> <p>a) Council submit the following grant applications (listed in priority order) under Round 2 of the Stronger Country Communities Fund:</p> <ol style="list-style-type: none"> <li>1. Lockhart Recreation Ground – Facilities for footballers and netballers</li> <li>2. The Rock Recreation Ground – Toilets and Showers</li> <li>3. Osborne Recreation Ground – Playground and Traffic Improvements</li> <li>4. Town/Shire Entrance Signs</li> <li>5. Town/Shire Beautification</li> <li>6. Yerong Creek Recreation Ground – Netball and Handball Court</li> <li>7. The Rock Observatory</li> <li>8. The Rock Recreation Ground – Relocation of Pony Club and New Oval</li> <li>9. ½ Basketball Court at The Rock</li> </ol> <p>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</p> <p>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.</p>	<p>All nine grant applications have been submitted by the closing date of 4 May 2018.</p> <p>The outcome of the applications is expected to be known in August 2018.</p>
80/18	DCCS	<p><b>Minutes of the TEDSC Meeting – Lockhart Childcare Facilities</b></p> <p>Council investigate a scheme to benefit the serious lack of childcare facilities in Lockhart.</p>	<p>A survey to be designed then distributed to Lockhart and surrounding area.</p> <p>Survey posted Wed 15 August.</p>
<b>Ordinary Council Meeting held 19 March 2018</b>			
68/18	GM	<p><b>Closed Agenda – Green Street West Lockhart – Price Review</b></p> <p>a) Council adopt the following asking process for lots remaining unsold in the residential subdivision at Green Street West, Lockhart:</p> <ol style="list-style-type: none"> <li>a. \$25,000 Lots 1, 6, 7, 9, 10, 23, 24, 25, 27, 28, 29, 30, 31, and 32</li> <li>b. \$27,500 Lots 12, 16, 17 and 18</li> <li>c. \$44,000 Lots 11 and 34</li> </ol> <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>



58/18	DEES	<b>Heavy Vehicle Safety and Productivity Program</b> Council to apply for grant funding in Round 6 of the Heavy Vehicle Safety and Productivity Program of up to \$800,000.	Grant applications close 30 March 2018. Grant application submitted. Not expecting outcome till mid-year. Complete
51/18	GM	<b>Lockhart Renewable Energy Project</b> a) Project update provided by Better Energy Technology Pty Ltd noted, b) Lockhart Renewable Energy Project Information Brochure endorsed for distribution to Lockhart premises.	Awaiting clarification from BET before proceeding with next phase of consultation.
<b>Ordinary Council Meeting held 5 February 2018</b>			
21/18	GM	<b>Joint Organisations of Council</b> Council will support the continuation of REROC for a period no longer than 12 months from the proclamation of the Joint Organisation.	JOs proclaimed and discussions continuing between member councils regarding governance arrangements.  Meeting with the Deputy Premier to convey concerns regarding JO compliance and governance costs was held on 20/07/18.  A further meeting of JO councils scheduled for 20/8/18.
<b>Ordinary Council Meeting held 18 December 2017</b>			
316/17	GM	<b>The Rock to Boree Creek Rail Line</b> Council to continue to make applications when further rounds of funding are released.	A further application will be made when next funding round is launched.
<b>Ordinary Council Meeting held 20 November 2017</b>			
298/17	DEES	<b>Quarterly Budget Review – September 2017</b> a) Develop a town beautification masterplan, including costings, for the Shire.	a) Very preliminary discussions had with staff on this matter. Draft 2018/19 budget to include funds for consultant to assist with masterplan. See report to August 2018 council meeting.

<b>Ordinary Council Meeting held 16 October 2017</b>			
266/17	DEES	<p><b>Closed Agenda – Tender – Waste Contract</b></p> <p>a) Contract for 'Domestic Garbage, Recyclables &amp; Organics Collection &amp; 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 &amp; 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) &amp; (b) Letter issued to Cleanaway. Contracts prepared. Cleanaway has commenced new contract with new truck, still operating on two bin system.</p> <p>(c) &amp; (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. Staff had further discussions with Kurrajong recently. See report to Council meeting.</p> <p>Grants for FOGO implementation now open and currently preparing application. Consultant still working on composting licence requirements. Grant submitted. Awaiting outcome.</p>
<b>Ordinary Council Meeting held 21 August 2017</b>			
181/17	TEDO	<p><b>Minutes of the Tourism/Economic Development Steering Committee Meeting – Lockhart Railway Station</b></p> <p>Addition time to be given to source an alternative use/tenant for the Lockhart Railway Station building.</p>	<p>Consideration to be given as an office for the solar project if successful prior to advertising availability.</p>
<b>Ordinary Council Meeting held 15 May 2017</b>			
115/17	GM	<p><b>Councillor Professional Development</b></p> <p>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>
<b>Ordinary Council Meeting held 18 April 2017</b>			
72/17	DEES	<p><b>Caravan Parks</b></p> <p>a) Information noted pending a furthermore detailed report</p> <p>b) Council has determined as a matter of policy that caravan parks be short term (holiday park) stays; and</p> <p>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>	<p>More detailed report to be presented at a future Council meeting.</p> <p>Items (b) &amp; (c) are complete. Staff currently compiling information to put together further report.</p>

<b>Ordinary Council Meeting held 20 March 2017</b>			
33/17	TEDO	<b>Minutes of the Tourism/Economic Steering Committee Meeting – Shire Signs</b> Designs for the Shire signs to be investigated.	Application lodged under the Stronger country Communities Fund – Round2.
<b>Ordinary Council Meeting held 21 November 2016</b>			
315/16	GM/ TEDO	<b>Australian Kelpie Hall of Fame</b> a) Greens Gonyah 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.
<b>Ordinary Council Meeting held 19 September 2016</b>			
241/16	TEDO	<b>Minutes of Tourism/Economic Development Steering Committee - Town Visitor Information Boards</b> New town visitor information boards to be designed and installed in The Rock and Lockhart.	Signs due for delivery mid-August including sign arranged by The Rock Progress Association.
<b>Ordinary Council Meeting held 16 May 2016</b>			
109/16	DCCS	<b>Old Lockhart Railway Station Building</b> 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.
<b>Ordinary Council Meeting held 14 October 2014</b>			
294/14	DCCS	<b>Report of Section 355 Committees - Finances</b> 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 June/July with Section 355 Committees to present revised Policy and Procedure Manual. Meeting arranged for Wednesday 11 July at 6.00pm at Lockhart & Wednesday 18 July at 6.00pm at Yerong Creek. S355 Completed. Council to receive AGM Treasurer's Report for Pleasant Hills Community Hotel annually in the future.
<b>Ordinary Council Meeting held 16 July 2018 – Councillor Questions &amp; Statements</b>			
Councillor 's Questions	DEES	<b>Cr Verdon – Potholes at The Rock Recreation Ground</b> – Requested if the potholes in the gravel track from the entrance around the oval at The Rock Recreation Ground could be filled.	DEES advised he will arrange for this work to be completed.

<b>Ordinary Council Meeting held 18 June 2018 – Councillor Questions &amp; Statements</b>			
Councillor's Questions	DEES	<b>Cr Day – Donation Box for Camping at Lockhart Showground</b> – Enquired if a donation box could be arranged for camping at the Lockhart Showground?	DEES advised that this can be arranged and will action. Staff currently arranging donation box. Staff also arranging a new donation box at The Rock rec ground as has been vandalised. New box has been delivered to Council. To be co-ordinated with s355 committee. Complete.
	DEES	<b>Cr Driscoll – Availability of New Lots on Carson Rd, The Rock</b> – Enquired as to when the new lots on Carson Rd, The Rock will be available for sale?	DEES advised Council is waiting for Telstra to commence installation. Electrical services are installed but yet to be commissioned. The surveyor is due on site shortly to commence the survey and registration process whilst waiting for services to be completed. Telstra being installed, survey to follow. Telstra and power installed. Survey of lots occurring.
	DEES	<b>Cr Sharp – Vandal/Theft Proofing of Road Name Signs</b> – Enquired as to whether road name signs could be made vandal/theft proof as the Thomas Lane sign has been stolen less than a week after being installed.	DEES advised he will investigate and take appropriate action.
	DEES	<b>Cr Walker – Trimming of Low Hanging Branch on Old Trunk Rd</b> – advised that visibility for drivers is impaired due to this low hanging branch over the road.	DEES advised he will investigate and take appropriate action. DEES inspected the area and no further action required. Complete.
	DEES	<b>Cr Schirmer – Shrubs Growing at the Intersection of Western and Bidgeemia Rds</b> – Advised that shrubs growing at the intersection of Western and Bidgeemia Rds are obstructing sight distance for drivers.	DEES advised he will investigate and take appropriate action.
<b>Ordinary Council Meeting held 21 May 2018 – Councillor Questions &amp; Statements</b>			
Councillor's Questions	DEES	<b>Cr Rockliff – Water going into Back Yards between Green &amp; Hebden Sts, Lockhart</b> – Advised he has been approached by 2 residents regarding water going into back yards between Green and Hebden Sts, Lockhart.	DEES advised he is aware of the issue and will investigate when time and resourcing permits.

Councillor's Questions	DEES	<p><b>Cr Rockliff – Speeding Vehicles on Green St, Lockhart</b> – Enquired regarding what can be done about speeding vehicles going through town on Green St as he feels an accident could happen.</p>	<p>DEES advised he has discussed this issue with RMS and Police and has been advised that reduced speed zones are used for schools and other specific areas, however when preparing the street beautification plan he will investigate other ideas to help the matter. DEES did advise there is a crossing in the middle of the Green Street Shopping Precinct specifically for use by the less mobile to access the other side of the street.</p> <p>DEES has learnt at RMS forum on 7 June 2018 that RMS is looking at having possible 40 kmhr in high pedestrian areas. Unsure what that means at this stage.</p> <p>Council currently gathering data to be presented to Council, and will be installing 24/7 cameras in Green Street for 2 weeks to monitor traffic and pedestrian movements.</p> <p>24/7 cameras have been installed.</p>
	DEES	<p><b>Cr Driscoll – Missing Town Entrance Sign</b> – Advised that The Rock entrance sign on the Olympic Highway on the Yerong Creek side is missing.</p>	<p>DEES advised he will investigate and advise, and also noted that town entrance signs were part of the recent SCCF grant application.</p> <p>DEES has had discussions with GHSC about reinstalling the sign, which is located at The Rock depot. Expect this will be undertaken in the near future.</p>
	DCCS	<p><b>Cr Driscoll – Draft Delivery Program 2017-21</b> - Enquired under '<i>B: A Dynamic and Prosperous Economy</i>' – would there be room in the budget for possible support to assist with the workload of the Shire's Tourism/Economic Development Officer,</p> <p>and under '<i>A: A Connected and Resilient Community</i>' would like to be kept up to speed regarding support to help elderly residents remain in their homes via an aged care serviced hub in the Shire.</p>	<p>General Manager in discussions with TEDO regarding most appropriate form of assistance.</p> <p>DCCS advised that he will enquire as to the background to including a reference in the Delivery Program to supporting a feasibility study into aged persons' accommodation.</p> <p>This item originated from discussions at the Disability Inclusion Action Plan engagement meetings in Lockhart, initiated by Valmar. DCCS is meeting with CEO of Valmar on 24 Aug to discuss further.</p>

Councillor's Questions	DEES	<b>Cr Verdon – Funding to Improve Accessibility –</b> Stated the Arts Council received significant grant funding to improve accessibility to events and enquired if Council could access NDIS funding to improve accessibility around the Shire.	DEES advised he will make some enquiries and advise. DEES has investigated and NDIS funding is for individuals and not organisations. Staff currently looking into what other funding maybe available.
	GM	<b>Cr Schirmer – Councillor Shire Tour –</b> Enquired if Councillors would like another tour of the Shire, specifically to look at the many projects that are currently being undertaken.	Councillors were in agreeance that another tour would be a good idea. Bus tour scheduled for 16 August 2018.
<b>Ordinary Council Meeting held 16 April 2018 – Councillor Questions &amp; Statements</b>			
Councillor's Questions	GM	<b>Cr Verdon – Lockhart Shire Council Polo Shirts for Councillors –</b> Enquired as to whether Councillors could have a Lockhart Shire Council Polo shirt to wear when representing Council at less formal functions?	Polo Shirts in process of being ordered.
		<b>Cr Schirmer – Also Enquired about the Brightness of Chevron Reflectors –</b> Supported earlier comments about the brightness of chevrons on Lockhart-The Rock Road and asked if anything can be done?	DEES advised he will investigate and advise. Councils RSO has investigated the signs and they are to standard. Council staff looking at what other actions could be taken. Chevrons have been adjusted. Complete.
<b>Ordinary Council Meeting held 5 February 2018 – Councillor Questions &amp; Statements</b>			
Councillor's Questions	DEES	<b>Cr Sharp – Issue with Murray Pines Encroaching Henty-Pleasant Hills Rd –</b> 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	<b>Cr Rockliff - Caravan Parking Signage –</b> 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. This is now being addressed in Lockhart CBD master planning process. Complete.
	DCCS	<b>Cr Day – Hole in West Wall of Memorial Hall, Lockhart –</b> 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 & approved, contractor then notified could not do the work. Further quotes being sort, approved & contractor engaged. Scheduled for early Sept to be completed.
<b>Ordinary Council Meeting held 18 December 2017 – Councillor Questions &amp; Statements</b>			
Council lor's Questio ns	GM	<b>Cr Marston – Council Elections –</b> 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.

Ordinary Council Meeting held 20 November 2017 – Councillor Questions & Statements			
Councillor's Questions	GM	<b>Cr Marston – Potential Purchase of Land for Development</b> – 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	<b>Cr Douglas – Lockhart Industrial Park</b> – 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 17 July 2017 – Councillor Questions & Statements			
Councillor's Questions	MAYOR	<b>Cr Driscoll – Fit For the Future Process</b> – 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	<b>Cr Schirmer – Councillor Relaxed Visits throughout Shire</b> – 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.	Councillors attended the Friday fish & chips night at Yerong Creek on 6 July 2018.
Ordinary Council Meeting held 18 April 2017 – Councillor Questions & Statements			
Councillors' Questions	DEES	<b>Cr Verdon – Song Written by Former Grader Operator Mr Keith Ball</b> – 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.

**20 August 2018 Council Meeting - Correspondence Sent to Councillors**

Date to Councillors	From	Subject	File Ref
16/07/18	Cr Linda Scott, LGNSW	LGNSW Weekly – 13 July 2018	S20-007
16/07/18	ALGA News Editor	ALGA News 13 July 2018	A75-005
24/07/18	Daryl Maguire MP	Statement from Daryl Maguire MP	D15-005
30/07/18	Cr Linda Scott, LGNSW	LGNSW Weekly – 27 July 2018	S20-007
30/07/18	ALGA News Editor	ALGA News 27 July 2018	A75-005
06/08/18	Cr Linda Scott, LGNSW	LGNSW Weekly – 3 August 2018	S20-007
06/08/18	ALGA News Editor	ALGA News 3 August 2018	A75-005
10/08/18	ALGA News Editor	ALGA News 10 August 2018	A75-005
13/08/18	Cr Linda Scott, LGNSW	LGNSW Weekly – 10 August 2018	S20-007

**Recommendation:** That the information be noted.

<b>Notes:</b>

## Staff Reports

### **STRATEGIC DIRECTION A: A Connected and Resilient Community**

#### 1. **COMMEMORATING THE 100<sup>TH</sup> ANNIVERSARY OF ARMISTICE DAY**

**(GM/D30-005)**

##### Executive Summary

11 November 2018 will be the 100<sup>th</sup> anniversary of Armistice Day. Council has previously resolved to provide financial support to local communities to assist with commemorating the Centenary.

##### Report

Council, at its meeting held on 18 June 2018 resolved to:

- 1) Invite the Lockhart, Pleasant Hills, The Rock and Yerong Creek communities to submit proposals and requests for financial support for the commemoration of the 100<sup>th</sup> anniversary of Armistice Day; and
- 2) Delegate to the General Manager the authority to approve requests for financial support up to a maximum of \$1,500.00.

In accordance with the above resolution the local communities were invited to outline their proposals for commemorating the 100<sup>th</sup> anniversary of Armistice Day and to request financial assistance. In accordance with the requests received the following financial assistance is proposed:

<b>Organisation</b>	<b>Proposal</b>	<b>Amount Requested</b>
Lockhart RSL Sub-Branch	Morning tea at the Cenotaph following the ceremony on 11 November 2018.	\$700
Pleasant Hills Hall Committee	Victory Ball to be held on 10 November 2018	\$1,000
The Rock RSL Sub-Branch	Dinner Dance to be held on 10 November and a BBQ lunch after the ceremony on 11 November 2018 followed by a sports afternoon.	\$1,400
Yerong Creek Hall Committee	Light Horse Re-enactment and commemorative plaque.	\$550

##### Integrated Planning and Reporting Reference

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

A1 - Facilitate and support programs and projects within the community to make them accessible to people with all abilities.

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

##### Legislative Policy and 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 and Financial Aspects

Council's 2018/19 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.

##### Attachments

Nil.



**Recommendation:** That the information be noted.

<b>Notes:</b>

**2. REQUEST TO REFUND DEVELOPMENT APPLICATION FEE PAID TO COUNCIL (GM/D30-005)**

Executive Summary

A request to refund development application fees payable to Council by The Rock Progress Association in respect of The Rock Regional Observatory Project is tabled for Council's consideration.

Report

The Rock Progress Association is seeking a refund of a Development Application fee of \$898.00 paid in respect of Development Application No. 5/19 lodged for the proposed Regional Observatory Project to be situated at the Reserve for Showground and Racecourse at The Rock.

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.

Whilst The Rock Progress Association is not section 355 Committees it is 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 and 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 and Financial Aspects

If Council agrees to the request the refund of the Development Application fee will be met from Council's Section 356 Contributions Budget. An amount of \$52,100 has been allocated in the 2018/19 Budget for this purpose.

Attachments

1. Letter from The Rock Progress Association dated 29 July 2018.

**Recommendation:** That:

- a) Council agree to refund the Development Application fee of \$898.00 paid by The Rock Progress Association in respect of DA 5/19 for The Rock Regional Observatory Project, and
- b) The cost of refunding the Development Application fee be met from Council's 2018/19 Section 356 Contributions Budget.

<b>Notes:</b>

**Attachment 1. – Letter from The Rock Progress Association dated 29 July 2018**

**THE ROCK PROGRESS ASSOCIATION INC**

President: Traci Driscoll- 0428756223

Secretary: Gail Driscoll- 0427203580

Treasurer: Paul Forrest- 0429071992

**ABN 65311474250**



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29<sup>th</sup> July 2018

Dear Mr. Veneris,

I am writing on behalf of The Rock Progress Association inquiring if the Lockhart Shire would consider reimbursing our organisation the costs of a development application for The Rock Regional Observatory.

This initiative will benefit the whole of Lockhart Shire and as a small community group with limited funds your generosity would be greatly appreciated.

The Rock Progress Association would also like Council to consider the waving future costs regarding the development of the Observatory.

Thank you for your consideration of our request, we look forward to hearing from you soon.

Regards,

Traci Driscoll

President

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*Working for your Community*

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## **STRATEGIC DIRECTION B: A Dynamic and Prosperous Economy**

### **3. MASTERPLAN FOR LOCKHART BUSINESS CENTRE**

**(DEES/T10-005)**

#### Executive Summary

Council is proposing to develop a masterplan to upgrade the Lockhart business centre.

#### Report

Council is proposing to develop a masterplan to upgrade the Lockhart business centre following comments from Councillors and community members on the current arrangement and condition of the area.

The masterplan will look at a range of initiatives including heritage issues, all-abilities access to shop fronts, pedestrian access, parking, landscaping, street furniture, drainage, etc. to make improvements to the street function and amenity.

Staff have called for expression of interest from suitable consultants and a total of five submissions were received. The range in cost of submissions was from \$35,000 to \$82,700. Council initially set a budget of \$30,000 over two years, however it is suggested a project budget of \$40,000 be set to allow completion in 2018/19 year.

It is proposed to establish a Focus Group to assist the consultant with the initial set of principles for the plan. Following this it is proposed to have three rounds of community consultation sessions to discuss the plan with the community and to receive feedback. Community engagement would also be in the form of face to face consultation with traders and residents and online survey.

The attached Consultants Brief outlines in more detail proposed scope and timeframe for the project.

#### Integrated Planning and Reporting Reference

B1 - Our Shire is attractive and welcoming to businesses, industry, resident and visitors.

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

Any upgrade works must comply with Heritage requirements as well as Disability Inclusion Act 2016.

#### Budget and Financial Aspects

- Budget allowance for consultants for 2018/19 and 2019/20 was \$30,000.
- Project budget required \$40,000.

#### Attachments

1. Request for Quotation - Streetscape Master Plan Consultants Brief.

#### **Recommendation:** That Council:

- a) Notes the information provided in the report,
- b) Establishes a Focus Group to set the initial set of principles for the master plan; and
- c) Additional funds required for the master planning of Lockhart Business Centre budget be from either the first quarterly budget review or reserves as required.

<b>Notes:</b>

**Attachment 1. – Request for Quotation – Streetscape Master Plan Consultants Brief**



**REQUEST FOR QUOTATION**

Reference: Q19-001

**Consultancy Project Brief to  
Undertake  
Stages 1 & 2 of the  
Lockhart Business Centre  
Master Plan Project  
July 2018**

*The work included under this engagement is to be carried out in accordance with this brief  
and to the satisfaction of Lockhart Shire Council.*

## Introduction

Lockhart Shire Council is seeking to develop a Master Plan for the Lockhart Business Centre. The Master Plan will then guide any future works in the business centre including design elements.

## Background

The Masterplan is to identify options for parking in the Lockhart Central Business District, reduce speeding, improve pedestrian safety, and improve amenity as well as general access.

The project is to develop and implement a Lockhart Business Centre Master Plan. It has three (3) stages:

- Stage 1: build consensus as to the issues that must be addressed, designate their priority and agree on a set of principles for developing the Lockhart Business Centre Master Plan.
- Stage 2: develop an overarching Master Plan with a recommended action plan and schedule for undertaking the top priority issues so that Council can make budgeting and scheduling decisions and can also consider the funding options. The Master Plan is to consider streetscape, parking, pedestrian linkages, road safety, footpaths, lighting, street trees, landscaping, paving materials and design, signage and street furniture.
- Stage 3: implement the Scheduled and budgeted works identified in the Master Plan which may take several years. The Master Plan will inform all future works in the Lockhart Business Centre. **Stage 3 does not form part of this Brief.**

## Objectives

The objectives of Stage 1 and 2 are:

- to build consensus with a range of stakeholders as to the issues that must be addressed in the Master Plan.
- agree on a set of principles for implementing the next stages of the Lockhart Business Centre Master Plan.
- develop an overarching Master Plan with a recommended action plan.
- prioritise the items in the action plan.

## Description of the Task

- To provide architectural drawings for the streetscape upgrade (A3 size) construction.
- Consideration is to be made for:
  - Vehicle parking arrangements, including parking for RV's and caravans
  - All abilities parking and access
  - Pedestrian access including disability access; shared spaces
  - All abilities access into shops
  - Traffic calming initiatives; speed limits
  - Street trees and other beautification measures; landscaping

- Seating and tables for public use; street furniture
- Possible underground stormwater
- Charging bays for electric cars; consideration for future provision for driver-less vehicles
- Signage for public toilets and parking
- Provision for promotion of community events
- Heritage nature of the street to be maintained, including the verandahs as part of the appeal; maintain heritage paving theme
- Allowance for attending meetings/community forums as follows:
  - Initial meeting with Council staff and focus group, as well as a second, follow-up meeting
  - Community sessions (one during day and one at night on same day) to discuss initial possible ideas/concepts
  - Community sessions (one during day and one at night on same day) to discuss revised ideas/concepts
  - Community sessions (one during day and one at night on same day) to discuss final concept
- Provide budget estimates and possibly staging plans for the agreed final works

## Scope/Precinct

The precinct considered for the Lockhart Business Centre Master Plan is Green Street from Day Street to Brookong Creek and includes Urana Street as per Figure 1 below.



Figure 1 - Precinct area for the Lockhart Business Centre Master Plan

## Project Timeline

Following is an indicative timeline. The final timetable will be subject to negotiation with the successful Consultant giving due consideration to the activities involved.

### Stage 1

- Aug-Sept 2018 Request quotation for Stage 1 & 2. Council will invite representation from nominated groups to form a Focus Group
- Oct 2018 Focus Group meets with the chosen Consultant to discuss issues to be addressed in Master Plan

### Stage 2

- Jan–Feb 2019 Development of initial draft Master Plan including a second meeting with Council staff and Focus Group
- Feb 2019 First community meetings
- Apr 2019 Second community meetings
- May 2019 Final community meetings in Lockhart
- June 2019 Finalise Master Plan

## Requirements/Selection Criteria

It is essential that the selected Consultant has a comprehensive understanding of regional/rural Business Centres and community consultation skills.

The successful Consultant will have a proven track record in:

- Conducting community engagement
- Preparing master plans and reports
- An understanding of master planning for regional/rural business centres

As a minimum the proposal should include:

- Evaluation and methodology processes
- Project plan including timeline
- Details of relevant experience
- Project team members and their experience
- Project Manager
- Insurance coverage
- Time schedule for project
- Interim reporting
- Fees and expenses

In addition, the Consultants should identify and provide any potential/perceived conflicts of interest.

## Fees and budget

- The consultant should provide a lump sum price for the project.
- The schedule should be all encompassing and include all fees, charges and costs of consultation.
- All quoted fees and charges shall be held firm for the period of the consultancy.
- All quoted fees and charges shall include GST.

## Submission Date

Quotations should be forwarded to:

Director Engineering & Environmental Services  
PO Box 21  
LOCKHART NSW 2656

or

[tenders@lockhart.nsw.gov.au](mailto:tenders@lockhart.nsw.gov.au)

Marked "Confidential - Quotation to Undertake Stages 1 & 2 of the Lockhart Business Centre Master Plan Project Q19-001".

Closing date 4pm on Monday, 13 August 2018.

## Further Information

Further information may be obtained from the Director of Engineering and Environmental Services, David Webb, by telephone (02) 6920 5305.

## General Conditions of Quotation

1. Quotations are to be submitted with responses to all the points in the specification and with all details supplied. Further information may be included if desired.
2. Alternatives to the specifications may be considered. Quotations are to indicate where they vary from the specification. The benefits of such alternatives should be clearly stated.
3. The minimum and maximum times for the project completion are to be included in the quotation. Inability to deliver within the maximum period as nominated may invalidate the quotation.
4. All quotation prices are to be held firm for the period of the contract.
5. Neither the lowest, nor any quotation will necessarily be accepted by Council.
6. Lobbying or liaison with Councillors prior to the consideration of a quotation by Council will lead to rejection of the quotation.



## **STRATEGIC DIRECTION C: An Environment that is Respected and Protected**

### **4. BIOSECURITY AND ENVIRONMENTAL REPORT**

(DEES/N10-025)

#### Executive Summary

Monthly report on priority weeds and environmental matters.

#### Report

#### **Weeds**

##### ***Property Inspections***

Inspections were carried out on both rural and residential properties, which were selected due to a change of ownership.

The weeds most commonly found were Bridal Creeper (*Asparagus asparagoides*), Horehound (*Marrubium vulgare*), Prickly Pear (*Opuntia* sp.), and Privet (*Ligustrum* sp.).

No. 1 <sup>st</sup> Inspections	No. Re-inspections required	No.2 <sup>nd</sup> Inspections	No. Biosecurity Undertakings Accepted	No. Biosecurity Directions Issued	No.3 <sup>rd</sup> Inspections	No.4 <sup>th</sup> Inspections
10	3	0	0	0	0	0

Inspections also occurred on all Council waste disposal sites, Council owned or leased gravel mines, and all Local Land Services Travelling Stock Reserves.

#### ***Riverina Weeds Action Program***

The end of year reporting for the Weeds Action Program (WAP) for 2015-2020 was completed in July. All targets were achieved, and the expenditure was slightly under budget. This can be accredited to a reduction in expenditure on weed control on roadsides, following lower than average rainfall being experienced by the Shire, as well as past successful weed control leading to less sites containing weeds and densities reducing at infestation sites.

No new incursions were experienced by the Shire which is encouraging. Interestingly, 46% of first inspections on private properties were priority weed free. Twenty priority weed species were found on private properties during the last financial year, with only one species being considered of great concern, which is Coolatai Grass (*Hyparrhenia hirta*). Others included in order of highest frequency to lower frequency were: Bridal Creeper (*Asparagus asparagus*), Horehound (*Marrumbium vulgare*), Bathurst Burrs (*Xanthium spinosum*), Privet (*Ligustrum* sp.), Prickly Pear (*Opuntia* sp.), St John's Wort (*Hypericum perforatum*), Asparagus weed (*Asparagus* sp.), Lippia (*Phyla canescens*), Green Cestrum (*Cestrum parqui*), St Barnabys Thistle (*Centaurea solstitialis*), Sweet Briar (*Rosa rubiginosa*), Blackberry (*Rubus fruticosus* sp. aggregate), Willows (*Salix* sp.), Wild Radish (*Raphanus raphanistrum*), Silverleaf Nightshade (*Solanum elaeagnifolium*), African Boxthorn (*Lycium ferocissimum*), Athel Pine (*Tamarix aphylla*), Tree of Heaven (*Ailanthus altissima*), and Scotch Broom (*Cytisus scoparius* subsp. *scoparius*). This of course does not reflect the density of infestations.

#### ***drumMUSTER***

Advertisement occurred in July for expressions of interest from community groups to manage the upcoming drumMUSTER events in September at both Lockhart and The Rock. Submissions close on 24 August.

**Pests**

***Snail Baiting***

Snail baiting occurred at Fairview Lane on 5 July. Inspections in late June revealed that snails have resurfaced from the large cracks in the clay in response to rainfall events that occurred in June. The regular form of baiting dispersal was carried out with a scattered distribution over the whole lane, as well as a concentrated line of baiting occurring on the western fence line to ensure that any snails that venture from the GrainCorp site onto Fairview Lane will encounter a trail of bait and subsequently die.

***Fox Baiting***

In preparation for the spring fox baiting program, advertisement has occurred within the newsletter, advising neighbouring properties of the intention to bait on Galore Hill Scenic Reserve and Kincaids Reserve in September, as well as reminding pet owners of their obligations in ensuring the safety of their pets in public areas. Advertisements in local newspapers will occur in August.

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.

<b>Notes:</b>

## **STRATEGIC DIRECTION D: Infrastructure for the Long Term Needs of the Community**

### **5. ENGINEERING REPORT**

**(DEES/T10-005)**

#### Executive Summary

Monthly report on engineering matters.

#### Background Information

- (a) *Works Report:* Two grader crews are undertaking maintenance grading as well as sealed roads shoulder grading in accordance with updated programme. Construction projects are not due to commence until well into Spring and warmer weather.

An updated 12-month programme will be presented at the meeting.

Concrete crew is undertaking HML bridges project as well as external pool upgrade works.

Council has commenced the repair and upgrade of 9 bridge structures throughout the Shire. It is planned to have the bridges completed prior to Christmas 2018 and the new culverts to be undertaken in the New Year.

Council is waiting on outcome of submitted grant application under the Heavy Vehicle Safety & Productivity Program (HVSPP) for replacement of a further 4 structures as well as Flood Detour Road upgrade.

Council has also recently received advice from NHVR that from 2019 Council will not be able to receive applications for OSOM permits. All applications will have to go direct to NHVR. This will impact local farmers and transport companies who will need to plan their permit requests as these will not be able to be done within a day as happens presently, as well as permits for Council's on heavy vehicles. REROC has written to the NSW Roads Minister to advocate against this decision on behalf of regional councils.

- (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 to report.
- (f) *Fleet:* Council staff have commenced the fleet replacement program for 2018-19.

#### 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

New 12-month Works Programme (to be handed out separately at meeting).

**Recommendation:** That the information be noted.

<b>Notes:</b>

**6. 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:* (i) *Lockhart* pool works are progressing well, with the three pools poured and tiling well advanced. Works has commenced for new concourse as well as for the new plant room. The amenities have been tiled, with painting and fit out works to commence shortly. External works have commenced: (ii) *The Rock* new amenities are taking shape, with works progressing well, with framing and structural steel works complete.

Dates for pool openings have been locked in, with Lockhart pool being Saturday, 27 October 2018, 62 years to the day from opening of the original pool. The Rock amenities opening is scheduled for Friday, 16 November 2018.

The Rock pool works itself is planned to be undertaken in 2019 between swimming seasons.

- b) *Demolition of Voluntary Purchase Properties:* Settlement has occurred on the third property in Lockhart with demolition works currently being priced and scheduled for late 2018.

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.

- c) *Flood Mitigation Construction-Lockhart:* Construction work on the Lockhart Government Dam Levee has been completed. Council has submitted grant application for Stage 2 flood mitigation works in Lockhart, being the drainage system east of the Industrial Park.

- d) *Flood Mitigation Construction-The Rock:* The Rock Strevens Street drainage works has commenced on site and is progressing well. All works are scheduled for completion in November 2018. The main drain and Mangoplah Road culvert crossing are nearing completion, as is the culvert on private land. Shutdown on Main Southern Rail Line is scheduled for 1 September 2018, where rail culverts will be installed. The additional culverts crossing for the Olympic Highway are scheduled for October 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 \$4.7M for both pools
- (ii) 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
- (iii) Flood Mitigation Construction - Funding received for Strevens Street is \$856,000. Construction budget for the project is \$1.0M.

Attachment

Nil.

**Recommendation:** That the information be noted.

<b>Notes:</b>

**7. PARKS AND GARDENS REPORT**

**(DEES/P10-005)**

Executive Summary

Monthly report on parks and gardens.

Report

**Avenue of Honour, The Rock**

Council worked with The Rock RSL to mark the 100<sup>th</sup> Anniversary of the Avenue of Honour with the planting of a Lone Pine. A position was chosen in the traffic island on the southern side of Urana Street opposite The Rock Bowling Club.

The Lone Pine was planted in the centre of a granite strip which was laid across the island; a tree guard and a plaque explaining the significance were installed. The Lone Pine will be boxed out and the granite strip will be edged with pavers.

This island was a blank slate, further development including gardens will be considered in the future.

A section of timber edging around the Avenue of Honour sign garden is being removed and replaced with concrete sleepers.

**Green Street, Lockhart**

The dianthus in the planter boxes were removed, divided and replanted. Some of the extra plants from the planter boxes have been used in the garden under the clock either side of a row of Euonymus 'Tom Thumb'. The choice of plants will achieve congruency from the clock to the roundabout and once established the gardens will offer variation in foliage colour year-round with periodic flushes of pink also tying in with the crepe myrtles and pig face next to the museum.

**Reid St, Lockhart**

Two blocks of Reid Street have been planted with Acer negundo 'Kelly's Gold' a hybrid of the very hardy Box Elder however it does not produce viable seed like its weedy relation. Two specimens were planted on a nature strip in Lockhart a couple of years ago as a trial; they are establishing well and have shown no signs of stress over the hot summer months.

'Kelly's Gold' has a mature height of 6 metres making it suitable under the high voltage powerlines on the northern side of the street. Leaf colour ranges from lime green in spring to golden yellow in autumn. Once established further planting in this street will continue.

### **Lockhart Caravan Park**

The new firepit area has been completed for visitors to the park to gather socially. The firepit will be an added bonus in chilly weather with users being able to cook, eat and socialise while watching the flames or the footy. The garden bed behind the BBQ area has also been given some TLC with the use of old railway sleepers to create an edge, mulch and new plants. As time permits it is planned to continue this edging behind the sheltered sites up to the first cabin.

### **Trees**

Annual pruning of street and park trees has commenced and will continue throughout cooler months. Trees and vegetation overhanging urban lanes are also being cut back to the fence line during this period. Where possible trees will also be pruned to improve access for the streetsweeper.

A platform was hired to assist with the removal of a number of dead or dangerous trees in The Rock and Lockhart.

### **Mowing and Slashing**

Growth of irrigated areas is still slow due to heavy frosts; mowing is being scheduled as required. Frosts and the relatively dry weather is also responsible for slow growth on roadsides.

### **Weed Control**

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

### **Parks and Gardens**

Standard iceberg roses have been planted on the Urana Street side of the new toilet block and on either side of the gates at Walter Day Park.

Rosemary has been planted behind the newly installed Walk of Fame plaques and will also be planted under the standard roses at the gate. The combination of roses and rosemary should complement the historic gate quite nicely and rosemary obviously has links to remembrance in regard to the Walk of Fame.

Seven new 'A Country Woman' roses have been planted to complete the CWA section of the Walter Day Park rose garden. Two standard and four shrub 'Red Cross' roses should arrive soon to complete the Red Cross section.

Some transplanting has taken place to prepare for new garden design in some parks. Sections of lawn have also been sprayed out at Lockhart Cemetery and Walter Day Park to allow for the installation of garden edging.

Winter pruning of the Shire's roses is almost complete.

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

### **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.

<b>Notes:</b>

**8. STORMWATER AND BRIDGE MAINTENANCE POLICY**

**(DEES/C70-025)**

Executive Summary

A draft "Stormwater and Bridge Maintenance Policy" to ensure that bridges and drainage structures are functioning satisfactorily is tabled for adoption.

Report

As presented at June 2018 Council meeting, and further to Council's Asset Management Policy, the draft Stormwater and Bridge Maintenance Policy is for Council staff to ensure that bridges and drainage structures are functioning satisfactorily.

The policy sets out minimum inspection and maintenance requirements for all bridges and drainage structures throughout the Shire. The requirements of the policy are in line with current practices and/or resourcing levels.

The draft policy was displayed publicly for period of 28 days and nil submissions were received.

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

Nil budget impact expected.

Attachments

1. Draft "Stormwater and Bridge Maintenance Policy", dated 5 June 2018.

**Recommendation:** That the draft policy 2.52 Stormwater and Bridge Maintenance, as presented, be adopted.

<b>Notes:</b>

**Attachment 1. - Draft “Stormwater and Bridge Maintenance Policy”, dated 5 June 2018**

**2.52 Storm Water and Bridge Maintenance Policy**

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POLICY TITLE: STORMWATER AND BRIDGE MAINTENANCE POLICY

FILE REF: A60-035

EXPIRY DATE: MAY 2021

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**OBJECTIVES**

- i) To clearly designate for information of the Council and public, the maintenance of Council's stormwater and bridge assets.
- ii) To facilitate management of Council's road system by indicating priorities and preferences with a view to the limited funds available for stormwater and bridge maintenance being expended in the most equitable and effective manner.

The general objectives of inspections include:

- To check the general serviceability of the structure for obvious signs of defects which might affect the immediate safety of road users
- To identify maintenance items that require immediate action and/or to schedule routine maintenance for completion at a later date.
- Identify and prioritise maintenance needs including monitoring, maintenance and/or repair or further investigation
- Assess the effectiveness of past maintenance treatments
- Model and forecast changes in condition (deterioration modelling) and residual life
- Estimate future requirements for maintenance budgets.

**POLICY STATEMENT**

That the Shire's stormwater and bridge assets be classified on the following priority basis, which is hereby adopted as policy:

1. STORMWATER ASSETS

Stormwater assets are to be inspected and cleared of debris immediately following large storm events.

1.1. Stormwater Assets – Urban

- Asset inspections of drainage structures to be yearly
- Cleaning of kerbed roads to be monthly
- Cleaning of unkerbed road gutters to be yearly
- Maintenance of open stormwater drains to be yearly
- Stormwater culverts to be maintained yearly
- Cleaning of gross pollutant traps (GPT's) to be six-monthly

1.2. Stormwater Assets – Rural

- Asset inspections to occur at time of maintenance grade for unsealed roads
- Asset inspections to be a time of maintenance shoulder grades for local, sealed roads
- Asset inspections to be yearly for sealed, regional roads
- Maintenance of open table drains to occur at the time of maintenance grades
- Stormwater culverts to be maintained bi-annually



2. BRIDGE ASSETS

The following section outlines the basic procedures that would be employed to inspect bridge structures and provides additional information on establishing a typical inspection process.

The bridge inspection regime includes four levels of inspections:

Level	Inspection description	Frequency
1	Level 1 inspections are drive-by inspections which identify obvious safety issues on a bridge.	Generally, in accordance with the road maintenance inspection regime (minimum of once every six months).
2	Level 2 inspections are condition rating inspections that are carried out in accordance with the Bridge Inspection Procedure by trained Bridge Inspectors.	Normally a 2-year interval.
3	Level 3 inspections are structural engineering inspections carried out by an experienced structural engineer with a trained Bridge Inspector.	The need for a Level 3 inspection is identified by: (i) A level 2 inspection, (ii) A Level 4 inspection indicating strength issues, or (iii) Performance of similar class of bridges/ bridge elements. (iv) Incident on the bridge impacting structural capacity (v) Post natural disaster such as heavy floods, earth quake etc.
4	Level 4 inspections involve load assessment due to proposed changes in legal loading, new vehicle types, or the need to confirm the structural capacity of a bridge carried out by an experienced structural engineer.	As requested for changes in legal loads or new vehicles.

2.1. Bridge maintenance

The primary objective of maintenance activities should be preventative in order to avoid the need for member replacement or other major repairs.

2.2. Types of maintenance tasks

Maintenance tasks are split into routine maintenance procedures (clearing deck drainage scuppers) and repair or replacement of items as identified in the inspection process:

- Routine maintenance are the periodic tasks that are required to keep the asset/component in a satisfactory condition, including cleaning deck drainage scuppers.
- Repair or replacement to the asset/component when the condition has reached an unsatisfactory level, including replacing elastomeric bearings, and replacing deck seals.

3. Bridge Operation and Maintenance Strategy

The table on the following page lists the major components of a bridge and the asset maintenance tasks associated with them.

Bridge element or component	Design life	Planned access	Inspection cycle	Inspection activities	Maintenance cycle	Maintenance activities
Internal precast concrete module <ul style="list-style-type: none"> <li>• Concrete deck wearing surface</li> <li>• Webs</li> <li>• Top flanges (top surface underside).</li> </ul>	100 years	<ul style="list-style-type: none"> <li>• Standard inspection of upper surfaces from bridge deck</li> <li>• Access to ensure inspected from within 3m of all visually available surfaces of the component.</li> </ul>	2-year interval	Level 2	As determined from inspection results	Superstructure designed to be maintenance free during design life. Where damage occurs, repair the deteriorated areas as required.
External precast concrete module <ul style="list-style-type: none"> <li>• Webs</li> <li>• End cross girders</li> <li>• Top flanges (top surface and underside)</li> <li>• Kerb.</li> </ul>	100 years	Inspect with the internal precast concrete module			As determined from inspection results	Superstructure designed to be maintenance free during design life. Where damage occurs, repair the deteriorated areas as required.
Low performance level steel traffic barrier <ul style="list-style-type: none"> <li>• Posts</li> <li>• Rails</li> <li>• Expansion joints</li> <li>• Connections.</li> </ul>	25 years	Inspection from bridge deck	2-year interval	Level 2	As determined from inspection results	Touch up protective coating. Check bolts and tighten bolts to the torque provided on the drawings.
In situ concrete closure strip	100 years	Inspect with the internal precast concrete module			As determined from inspection results	Superstructure designed to be maintenance free during design life. Where damage occurs, repair the deteriorated areas as required.
Piled foundations	100 years	Inspection for cracks and spalling (above ground only)	2-year interval	Level 2	N/A	Substructure is designed to be maintenance free during project life

Bridge element or component	Design life	Planned access	Inspection cycle	Inspection activities	Maintenance cycle	Maintenance activities
Precast reinforced concrete abutment sill beam and wall panel <ul style="list-style-type: none"> <li>• Lateral restraint blocks</li> <li>• Curtain wall</li> <li>• Wing wall returns</li> <li>• Kerb.</li> </ul>	100 years	Access to ensure inspected from within 3m of all visually available surfaces of the component.	2-year interval	Level 2	As determined from inspection results	Substructure is designed to be maintenance free during project life. Where damage occurs, repair the deteriorated areas as required.
Precast reinforced concrete pier headstock <ul style="list-style-type: none"> <li>• Lateral restraint blocks</li> </ul>	100 years	Access to ensure inspected from within 3m of all visually available surfaces of the component.	2-year interval	Substructure is designed to be maintenance free during project life. Where damage occurs, repair the deteriorated areas as required.	N/A	N/A
Laminated elastomeric bearing	100 years	Access to ensure inspected from within 3m of all visually available surfaces of the component.	2-year interval	Level 2	As determined from inspection results	Remove debris from the bearings
Shear key plinth	100 years	Access to ensure inspected from within 3m of all visually available surfaces of the component.	2-year interval and after significant flood events	Level 2	As determined from inspection results	Shear key is designed to be maintenance free during project life. Where damage occurs, repair the deteriorated areas as required.
Module holding down bracket	40 years	Access to ensure inspected from within 3m of all visually available surfaces of the component.	2-year interval and after significant flood events	Level 2	As determined from inspection results	<ul style="list-style-type: none"> <li>• Touch up protective coating</li> <li>• Replacement of missing nuts</li> <li>• Tightening of bolts.</li> </ul>
Sealant deck joint	25 years	Inspection from bridge deck	2-year interval	Level 2	As determined from inspection results	Remove debris from the joints
Thrie beam <ul style="list-style-type: none"> <li>• Transition connection</li> </ul>	25 years	Inspection from bridge deck	2-year interval	Level 2	As determined from inspection results	<ul style="list-style-type: none"> <li>• Touch up protective coating</li> <li>• Check bolts and tighten bolts to the torque provided on the drawings.</li> </ul>

Bridge element or component	Design life	Planned access	Inspection cycle	Inspection activities	Maintenance cycle	Maintenance activities
Deck running surface/sprayed seal (if applicable)	10 years	Inspection from bridge deck	Inspected as part of road maintenance inspection regime and 2-yearly bridge inspection	Level 1 and 2	As determined from inspection results	Where damage occurs, repair the deteriorated areas as required.
Scuppers	100 years	Inspection from bridge deck	Inspected as part of road maintenance inspection regime and 2-yearly bridge inspection	Level 1 and 2	Annually	Remove debris from the scuppers

2. REFERENCES

The following publications are referenced in this guide:

- IPWEA (NSW) (2009) BRIDGEguide Bridge Inspection and Management Manual.
- Roads and Maritime Services (2011) Bridge inventory, inspection and condition rating - Policy
- NSW Work Health and Safety Act and Regulation 2011 and the Safe design of structures Code of Practice

*Confirmed by Council – DATE*

*Refer Minute No. NUMBER*

*Adopted by Council – DATE*

*Refer minute No. NUMBER*

**9. SEWER DEVELOPMENT SERVICING PLAN (DSP)**

**(DEES/S15-005)**

Executive Summary

Under NSW Governments Best Practice Guidelines Councils are required to have a Development Servicing Plan (DSP) for its sewerage services.

Report

Under NSW Governments Best Practice Guidelines Councils are required to have a Development Servicing Plan (DSP) for its sewerage services. Council engaged WaterOz to prepare a DSP. This plan has been independently audited as required.

The DSP has been prepared in accordance with the 2016 Developer Charges Guidelines for Water Supply, Sewerage and Stormwater issued by the Minister for Lands and Water, pursuant to section 306 (3) of the *Water Management Act, 2000*.

This Development Servicing Plan (DSP) covers sewerage developer charges for the areas serviced by Lockhart Shire Council (LSC). Developer charges cover part of the cost of providing sewerage infrastructure to new development and redevelopment. Developer charges have two related functions:

- They provide a source of funding for infrastructure required for urban development
- They provide signals regarding the cost of urban development thus encouraging less costly forms and areas of development.

Council operates three sewerage systems. The DSP include three sewerage service areas as listed below:

- Lockhart
- The Rock
- Yerong Creek.

The basis for defining the DSP area boundaries is as follows:

- Lockhart Water Utility has less than 2,000 connected properties, therefore LSC is entitled to agglomerate the three service areas.
- The post-agglomeration capital charge is lower than the pre-agglomeration capital charge.

In setting the developer charges, LSC may consider financial, social and environmental factors to determine a level of developer charges that is balanced, fair and meet Council's objectives. Adopting developer charges that are lower than the calculated amount means that existing residents subsidise new development. The extent of this cross subsidy needs to be disclosed in the DSP.

Where the capital charges of two or more service areas are within 30%, they are agglomerated into a single DSP. Council resolved to levy the same charge to all three service areas, resulting in the amalgamation of the three service areas to a single DSP.

Council has elected to levy developer charge lower than that calculated for the three service areas. Council elected to cap the developer charges for their small villages in order to maintain affordability, avoid 'stranded' assets in the villages and be attractive to development when compared to other towns cities in the region. The proposed developer charge is the same as the existing implemented charge.

The developer charges income difference needs to be subsidised by existing customers through annual bills (i.e. typical residential bill - TRB). To balance the difference in income from the calculated developer charge and proposed developer charge, Council will need to increase the TRB from current \$495 to \$559/year. This is in line with Council's adopted 30-year sewer financial plan in 2016, proposing increase in the TRB to \$565/year.

The cross-subsidy, resulting from capping of developer charges must be disclosed in the DSP, the utility's Annual Report. Annual Operational Plan and in communication materials for consultation with stakeholders.

Developer charges relating to these DSPs shall be reviewed by the LWU after a period of 4 to 8 years. In the period between any reviews, developer charges will be adjusted on 1st July each year on the basis of movements in the CPI for Sydney as required by the Developer Charges Guidelines (excluding the impact of GST). Developer charges will be those charges determined by Council from time to time and will be published in Council's Annual Fees and Charges.

The draft plan was displayed publicly for a period of 30 working days and one submission was received, which was very positive about the plan and promoting further growth within the Shire. The plan was also advertised in local newspaper as well as Urban Development institute of Australia and Housing Industry Association being advised.

The plan has now been finalised and is prepared for adoption by Council.

Integrated Planning and Reporting Reference

B1 - Our Shire is attractive and welcoming to business, industry, residents, and visitors.

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

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

Legislative Policy and Planning Implications

- Water Management Act, 2000.
- Local Government Act 1993.

Budget and Financial Aspects

- Cost of the DSP was included in the 2017/18 budget and Council's Fees & Charges, currently set at \$1,409 for 2018/19 year
- The proposed DSP is unlikely to have any impact on Council operations.

Attachments

Lockhart Shire Council DSP, Revision 3, August 2018 (attached as a separate document).

**Recommendation:** That Council:

- Adopts the final Development Servicing Plan (DSP) as presented; and
- Advises the Department of Industry Water the DSP has been adopted.

<b>Notes:</b>

**10. GRAIN HARVEST MANAGEMENT SCHEME 2018/19**

**(DEES/R40-065)**

Executive Summary

Update on the NSW Grain Harvest Management Scheme (GHMS) for 2018/19.

Report

Council previously resolved to trial the GHMS for the 2013/14, 2014/15, 2015/16, 2016/17 and 2017/18 harvest seasons from 1 November to 31 January.

In June 2013 Transport NSW brought out a paper for discussion of a proposed scheme to allow trucks to carry up to Concessional Mass Limit (CML) (5% increase in mass of loads carried) from 1 November to 31 January to increase productivity. The original proposal only allowed for semi-trailers and B-Doubles to participate.

At this time the REROC group of Councils agreed not to support the scheme for a number of reasons.

Industry has continued to lobby the State Government and an updated, and more relaxed, scheme was issued in July 2013. The revised scheme is now allowing:

- To run from 31 August to 31 May (increase of 6 months' duration each year)
- All truck types to carry up to CML (generally a minimum of 0.5t per vehicle), with some truck configurations up to 2.13t per vehicle more.
- No registration with the National Heavy Accreditation Scheme required
- Carriers now allowed to skim loads at the receiver sites.

The revised scheme was extended to 30 June 2016, includes a wider variety of grains, removed the National Heavy Vehicle Accreditation Scheme mass management requirement, and also removed the "three strikes you're out" clause. The scheme allows 15 truck configurations to use the scheme, which moves some 95+% of the grains in Lockhart Shire.

A review of the scheme was undertaken by Transport for NSW, which was received on 21 August 2015. No further information or data has been provided since. There have been some updates provided to Council's due to regular advocacy by REROC.

The NSW Government has now extended the scheme for another 5 years until 30 June 2021, with 2 additional vehicles codes included, as well as the scheme will now run for 12 months of the year.

The GHMS was discussed recently at a REROC Infrastructure Group meeting and most Councils have again agreed to participate in some way or form.

In addition, Councils bridges and culvert system is aging, and recent load testing has indicated that all the structures tested (9 off) are unable to carry loads under the scheme. Staff are concerned about the capacity of these structures to carry additional weight and the potential liability to Engineering and Council staff in the event of damage or accident, if some restrictions are not applied to these structures. As previously reported Council has been successful in obtaining grant funding to upgrade these bridges/culverts, with works now commenced.

Furthermore, the NSW Government has indicated in several forums to tie the GHMS with the Livestock Loading Scheme which allows load increase of up to 7.5% or Higher Mass Limits (HML). At present Lockhart Shire does not participate in the Livestock Loading Scheme.

As the manager of the roads asset it is also difficult to support any scheme where the safety of users of the assets is potentially compromised unless suitable funding is provided by the Government. Council may not see an immediate impact to our roads (i.e. potholes forming) but more likely see a quicker degradation of the life span of the pavements. The wet winter/spring in 2016 has demonstrated the fragility of some of Council's road network.

With the impending upgrading of nine bridges and culverts, along with potential grant funding to upgrade a further three structures as well as Urana Lockhart Road, Council staff would be looking in the future to gazetting Lockhart Shire into the GHMS. This would be subject to a further report to Council at the appropriate time.

#### 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

The scheme is being implemented through a Ministerial Order.

#### Budget and Financial Aspects

It is anticipated that the implementation of the scheme could result in additional costs to Council of \$1M/year in damage to roads over time.

Currently project of \$1.6M upgrading nine bridges and culverts across the Shire.

Attachments

Nil.

**Recommendation:** That Council continues to participate in the Grain Harvest management Scheme for 2018/19 grain harvest, from 1 November 2018 to 31 January 2019.

<b>Notes:</b>

**11. WORKS DEEDS – ARTC, RMS AND LOCKHART SHIRE COUNCIL**

**(DEES/F20-032)**

Executive Summary

Council is required to enter into a Works Deeds with Australian Rail Track Corporation Limited (ARTC) and Roads & Maritime Services (RMS) for the culvert upgrade works under the main southern rail line and Olympic Highway as part of the Strevens Street Drainage project in The Rock.

Report

Council is required to enter into a Works Deeds with Australian Rail Track Corporation Limited (ARTC) and Roads & Maritime Services (RMS) for the culvert upgrade works under the main southern rail line and Olympic Highway as part of the Strevens Street Drainage project in The Rock.

With Regards to ARTC, the culvert works are to be undertaken during the main line shutdown period which is scheduled 1-3 September 2018.

The Works Deed is quite onerous and places some considerable risk on Council. The main areas of high risk include:

- Provide insurance cover of minimum of \$100M
- Ligated damages if our works prevents the main line from re-opening as planned
- Liability of costs that maybe incurred by ARTC as a result of Council's actions
- Requirement to provide security of Contract of \$100,000 in the form of Bank Guarantee
- Providing release and indemnity to ARTC for Council works
- Deed is to be signed under Council Seal.

Fortunately, these risks are insurable, and staff have been in contact with Statewide Mutual, Council's insurer, to arrange appropriate coverage. In addition, Council's subcontractor undertaking the works is required to be an ARTC approved contractor and carry the appropriate insurances.

With regards to RMS, the culvert upgrade works on the Olympic Highway are scheduled to occur in October 2018. The Deed is a lot less onerous than ARTC and Council's standard insurances cover these works. In addition, all works on the highway are required to be undertaken by an RMS approved contractor.

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

All works are to be undertaken in accordance with the Works Deeds, ARTC and RMS requirements.

Budget and Financial Aspects

- Cost of the works is included in project costs for the Strevens Street Drainage project
- Cost of the project is budgeted at \$1.0M.



Attachments

Nil.

**Recommendation:** That Council:

- a) Executes the Works Deed between ARTC and Council for the construction works at The Rock – 549.570Km on the Main South Railway Line under Council Seal;
- b) Executes the Minor Works Authorisation Deed between RMS and Council for private financing & construction works on Olympic Highway under Council Seal;
- c) Ensures appropriate insurance coverage is provided for the project; and
- d) Presents security of \$100,000 in the form a Bank Guarantee as required under the Deed with ARTC.

<b>Notes:</b>

**12. 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 July to 31 July 2018.

DA No	Development	Applicant/Owner	Site of Development
40/18	New shed as a dwelling	A Hopkins	1 Cape St, Milbrulong
68/18	Large scale mural on water tower	Lockhart Shire Council	67 Green St, Lockhart
71/18	New detached colorbond shed	GA & TA Hounsell	7 Matthews St, Lockhart
3/19	New detached colorbond shed	J Lynch	7 Hill St, The Rock
4/19	Inground swimming pool	Adam Price	5 Drummond St, 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.

<b>Notes:</b>

## **STRATEGIC DIRECTION E: Strong Leadership and Governance**

### 13. INVESTMENT AND BANK BALANCES REPORT – JULY 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.

#### Cash at Bank

**Opening Combined Cashbook Balance** 1,384,123.33

Add: Total Receipts

Rates	220,738.72	
Debtors	29,482.43	
DEFT Transfer	550,000.00	
Grants	-	
Investments Redeemed	500,000.00	
Investment Interest	5,784.17	
Sale of Land - Prichard Place	39,443.23	
BAS Refund	-	
Other Receipts	246,221.38	
	1,370,931.21	

Less: Total Payments 1,969,715.07

New Investments 1490-3015-0001 300,000.00

**Closing Combined Cashbook Balance** 785,339.47

#### **Closing Bank Statement Balance**

Bendigo Bank	595,876.96
Macquarie Bank	153,226.53
Bendigo Bank-Prichard Trust	31,607.12
	780,710.61

Add: Outstanding Deposits 7,725.00

788,435.61

Less: Outstanding Cheques 3,096.14

**Closing Combined Cashbook Balance** 785,339.47

Investments:	Interest Rate per Annum	Amount Invested	% of Total
AMP/Curve Securitys	2.95	250,000.00	2.51
AMP/RIM	2.40	300,000.00	3.02
AMP/RIM	2.40	400,000.00	4.02
AMP/RIM	2.55	500,000.00	5.03
Bankwest	2.55	400,000.00	4.02
Bankwest	2.70	500,000.00	5.03
Bankwest	2.75	500,000.00	5.03
Bankwest	2.75	300,000.00	3.02
Bankwest	2.75	400,000.00	4.02
Bankwest	2.80	500,000.00	5.03
BENDIGO	2.00	250,000.00	2.51
BENDIGO	2.25	250,000.00	2.51
BENDIGO	2.25	500,000.00	5.03
NAB	2.70	500,000.00	5.03
NAB	2.70	500,000.00	5.03
NAB	2.76	500,000.00	5.03
NAB	2.66	500,000.00	5.03
NAB/Tcorp	2.71	500,000.00	5.03
T-Corp	at call	2,400,000.00	24.12
		<u>9,950,000.00</u>	100.00

#### **General Ledger Balances as at Month End**

<u>FUND</u>		<u>AMOUNT</u>
General (PTD)	1490-3000-0000	524,438.19
Combined Sewerage	8490-3000-0000	229,294.16
Trust Fund	9991-3000-0000	31,607.12
		785,339.47
		<u>785,339.47</u>
<b>TOTAL FUNDS HELD ARE:</b>		<u><u>10,735,339.47</u></u>

Integrated Planning and Reporting Reference

E1 - Council is strong, sustainable and able to stand alone.

E1 - Plan for the long-term sustainability of the Shire.

E1 - 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 2018/18 Operational Budget has forecast a total of \$100,000 income from interest on investments, being split between General Fund of \$85,000 and Sewer Fund of \$15,000. For the month of July 2018 the average end of month balance of funds invested has been \$9.95 million and the average return on invested funds has been 2.49%. On these year to date figures, Council's budgeted income on investments will be achieved for General Fund and Sewer Fund.

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

<b>Notes:</b>

## Questions and Statements

Nil.

### Closed Session Agenda

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.

**14. THE ROCK SWIMMING POOL CONTRACTOR – 2018/19 SEASON (DEES/S55-015)**

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.

**15. TENDER – WINNING AND CRUSHING OF GRAVEL (DEES/T20-005)**

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.

**16. TENDER – MAJOR PLANT (DEES/T20-010)**

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.