



BUSINESS PAPER

**of the
Ordinary Meeting
Held
19 July 2021**

**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)



Lockhart Shire Council

File Ref: PV: SJ: 21/7771

14 July 2021

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, 19 July 2021** commencing at **5.00pm**.

Council's Tourism and Economic Development Officer will be in attendance to provide a six-monthly progress report on tourism and economic development matters.

The Order of Business will be as shown overleaf.

Yours faithfully

Peter Veneris
GENERAL MANAGER

ORDER OF BUSINESS

OPENING WITH A PRAYER

APOLOGIES

LEAVE OF ABSENCE

CONFIRMATION OF MINUTES OF THE ORDINARY MEETING, 21 JUNE 2021

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MAYORAL MINUTE

Refer Item 15 – Mayoral Minute – Closed Session

MAYORAL REPORT

To be presented at the meeting.

URGENT MATTERS

Nil.

NOTICE OF MOTION

Nil.

COMMITTEE REPORTS

Nil.

DELEGATES' REPORTS

1. **INLAND RAIL (ALBURY TO ILLABO) COMMUNITY CONSULTATIVE COMMITTEE - 23 JUNE 2021
AT WAGGA WAGGA**

(GM: 21/7884)

I attended a meeting of the Inland Rail Community Consultative Committee as Council's Delegate.

A number of presentations were made by project managers which focused predominantly on Albury, Wagga Wagga and Junee which have the most complex sites in terms of bridges having to be raised, or the rail track lowered, in order to accommodate double stacked trains. The proposed works will be undertaken in urban areas with significant construction impacts on adjoining land and public roads.

At The Rock and Yerong Creek the project involves relatively minor works which will be wholly contained within the rail corridor.

There are no plans to close any level crossings.

Other points noted from the meeting include:

- Reference design is now 70% complete.
- Preparation of the Environmental Impact Statement (EIS) has commenced and is expected to be lodged with the Department of Planning, Industry and Environment (DPIE) in early 2022.
- The EIS will be placed on public exhibition and the project proponents will be required to respond to matters raised in any submissions received before DPIE completes its assessment of the EIS.

Peter Veneris
General Manager

Recommendation: That the Delegate's Report be received.

2. RIVERINA JOINT ORGANISATION AND REROC BOARD MEETINGS - 25 JUNE 2021 IN WAGGA WAGGA

(GM: 21/7782)

I attended the Riverina Joint Organisation (RivJO) Board Meeting on 25 June 2021 together with the General Manager. A summary of the key outcomes from the meeting is set out below.

- RivJO has received an offer of funding from the Minister for Local Government. Similar to previous grants made available to the JO, the funding cannot be used to meet operational expenses but must be used on projects. A workshop will be convened to discuss potential projects for the JO to nominate for the funding.
- The review of JOs commissioned by the NSW Government has commenced with the appointed consultants expected to deliver their draft report by the end of June. The Final Report is anticipated by the middle of July.
- A visit to Parliament House Canberra is being planned for 26 August with arrangements being made to meet with a number of Ministers.
- The Critical Events Co-ordination Sub-committee met on 17 June. It continues to share information between Member Councils and the participating agencies. The critical event that was discussed at the last meeting was the mouse plague and the problems that might arise come spring.
- A number of workshops have been held regarding the issue of affordable housing and housing shortages which have received presentations from developers and relevant state agencies. A regional housing strategy is being developed from the information emerging from the workshops.

I also attended the REROC Board Meeting on 25 June 2021 together with the General Manager. The following points were noted -

- Crisis Preparedness training was arranged for member councils and was held on 15 May.
- A Councillor Training Package is being developed with a view to it being delivered after new councillors have experienced several council meetings so the plan is that it will be held in early 2022.
- The REROC Local Government Energy and Innovation Conference will be held 8-9 September at The Rules Club, Wagga Wagga.
- Lockhart is participating in a Request for Quotation to conduct a 5-year conduit inspection and jetting program with five other participating Councils. Another waste metal tender is being planned for later this year.

Cr Rodger Schirmer

Mayor

Recommendation: That the Delegate's Report be received.

3. RIVERINA WATER COUNTY COUNCIL BOARD MEETING – 30 JUNE 2021

(GM: 21/8381)

To support the work of its Board members and provide regular information to its constituent councils, Riverina Water has introduced a practice of distributing a summary of the key reports from its six Board meetings per year.

The aim is to keep constituent councils informed of relevant matters including water usage, development and growth, documents and policies in development, strategies and plans and other major decisions.

The first of these updates relating to the Board meeting held on 30 June 2021 has been received and has been distributed separately to Councillors.

Recommendation: That the information be noted.

STATUS REPORT/PRÉCIS OF CORRESPONDENCE ISSUED

Status Report: Council Resolutions and Tasks to be finalised

File Ref: 21/7556

Minute No:	Officer to Action	Council Resolution	Action Taken
Ordinary Council Meeting held 19 June 2021			
109/21	GM	<p>General Manager's Contract of Employment</p> <p>Council renew the General Manager's Employment Contract for a further 5 year term on the same terms and conditions as the existing contract.</p>	<p>Refer Mayoral Minute in July Council Business Paper.</p> <p>Complete</p>
101/21	DEES	<p>Lockhart Main Street Maintenance</p> <p>1. Council adopts a revised cleaning program for Lockhart town centre as follows:</p> <ul style="list-style-type: none"> a. installation of netting and application of Bird-X-Peller or similar products, subject to first obtaining permission of building owners b. ongoing maintenance of the netting and application of bird expelling products c. cleaning of the pavers with a mini sweeper each quarter d. quarterly program of motorised sweeping of gutters e. annual program of pressure washing/hand cleaning of area between vehicle stops and kerb <p>2. The 2021-22 Budget be revised to include the cost of the revised cleaning program at the time of the first Quarterly Budget Review (as at 30 September 2021) by which time the outcome of the review of the street sweeping contract with Greater Hume Council will be known.</p>	<p>1. Correspondence forwarded to building owners in Green Street Lockhart, between Mathews and Urana Street for response by 19 July 2021.</p> <p>2. First Quarterly Budget Review to be tabled at the November 2021 Council meeting.</p>
97/21	DEES	<p>Fixing Local Roads Grant Funding Program</p> <p>Council:</p> <ul style="list-style-type: none"> a) submits a grant application under the next round of Fixing Local Roads program for the sealing of Mittagong Yerong Creek Road; and b) places notices in the June 2021 Council Newsletter for letters of support for the project. 	<p>Grant application submitted and notice placed in June 2021 newsletter.</p> <p>Complete.</p>

*Lockhart Shire Council
Ordinary Meeting – 19 July 2021*

Minute No:	Officer to Action	Council Resolution	Action Taken
93/21	GM	<p>Classification of Operational Land</p> <p>Council gives public notice that it proposed to pass a resolution to classify land situated at 109 Green Street, Lockhart, comprising Lot 2 DP1016809, Lot A DP409130 and Lot 2 DP205729, as operational land.</p>	<p>Public Notices have been placed on Council's website and in the June Council Newsletter.</p> <p>Complete.</p>
92/21	GM	<p>Round 4 – Stronger Country Communities Fund</p> <p>As agreed at the Councillor Workshop held earlier in the day, Council submit the following projects, listed in priority order, for funding under Round 4 of the Stronger Country Communities Grant Program:</p> <ul style="list-style-type: none"> i) Redevelopment of 109 Green Street, Lockhart ii) Upgrade Osborne Recreation Ground Netball Courts iii) Lighting upgrades at Lockhart, Osborne and The Rock netball courts, and The Rock Main Oval iv) Yerong Creek cricket oval – irrigation system <p>Provide female umpires rooms, netball changerooms and amenities upgrades at Lockhart and The Rock recreation grounds.</p>	<p>Grant applications have been lodged.</p> <p>Complete.</p>
91/21	GM	<p>Request to Refund Development Application Fees Paid to Council</p> <ul style="list-style-type: none"> 1. That Council refund fees totalling \$396.60 paid by the Yerong Creek Hall Committee in respect of DA 60/21; and 2. That the cost of refunding the Development Application fees be met from Council's 2020/21 Section 356 Contributions Budget. 	<p>DA fees have been refunded.</p> <p>Complete.</p>
90/21	GM	<p>Request for Financial Assistance – Explorers Rifle Club</p> <p>Council contribute an amount of \$300 toward the Explorers Rifle Club Annual Shooting Competition and that the contribution be funded from the 2020/21 budget allocation for Section 356 contributions.</p>	<p>Council's contribution has been forwarded to the Explorers Rifle Club.</p> <p>Complete.</p>
Ordinary Council Meeting held 17 May 2021			
75/21	DEES	<p>“Your High Street” Grant Program</p> <p>Reallocate \$61,732 of the Drought Communities Program Extension funding allocated to footpaths to be spent on the section of footpath in front of the museum on the corner of Green Street and Urana Street, Lockhart.</p>	<p>Works commenced.</p>

Lockhart Shire Council
Ordinary Meeting – 19 July 2021

Minute No:	Officer to Action	Council Resolution	Action Taken
Ordinary Council Meeting held 19 April 2021			
64/21	GM	<p>Potential Property Acquisition – Lockhart</p> <p>1) Purchase the property situated at 109 Green Street Lockhart described as Lot 2 DP1016809, Lot A DP409130 and Lot 2 DP205729 on the terms outlined in this report and authorise the General Manager to execute all relevant documentation.</p> <p>2) Fund the cost of purchasing the property from the Future Infrastructure Development Reserve.</p>	<p>Purchase completed on 24 June 2021.</p> <p>Stronger Country Communities Fund grant application lodged on 25 June 2021.</p> <p>Complete</p> <p>Complete.</p>
63/21	GM	<p>Residential Development – Lockhart</p> <p>1) That Council proceed with the subdivision of Lots 62 and 90 Prichard Place Lockhart as outlined in the report.</p> <p>2) That the cost of subdividing the land be funded from the Infrastructure Reserve with the proceeds of any land sales to be returned to the Reserve.</p>	<p>Arrangements currently being made for the preparation of the development application.</p>
51/21	GM/ DEES	<p>Proposed Renaming of the Lockhart Boree Creek Road and Boree Creek Kywong Road to Sturt Highway, “Tim Fischer Way”</p> <p>Council formally write to Federation and Narrandera Councils regarding the proposal to have a separate name for tourism purposes only for the Lockhart Boree Creek Road and the Boree Creek Sandigo Road to the Sturt Highway, being “Tim Fischer Way” and, if support is forthcoming from both Councils, Council then undertake a process of community consultation particularly with respect to the affected property owners.</p>	<p>Enquiries currently being made with relevant government agencies regarding the process for approving “tourist signs” (in lieu of officially changing the road names) before writing to neighbouring councils.</p> <p>The Destination NSW Tourism Attraction and Assessment Committee advised that it is not supported.</p> <p>Complete.</p>
Ordinary Council Meeting held 15 March 2021			
26/21	TEDO	<p>Minutes of the Tourism & Economic Development Steering Committee – 9 March 2021</p> <p>7a Proposed Charter: TEDO to send around examples of other Council committees with feedback to be sent to TEDO by May 2021 meeting.</p>	<p>Deferred to July/August.</p>
	TEDO	<p>8a The Esplanade, Pleasant Hills: TEDO add The Esplanade on the project list for a longer-term solution and that the TEDO approach Council’s Manager Parks and Facilities for any short-term solutions and request a meeting on site.</p>	<p>Added to project list. TEDO to discuss with Facilities Manager.</p>

*Lockhart Shire Council
Ordinary Meeting – 19 July 2021*

Minute No:	Officer to Action	Council Resolution	Action Taken
Ordinary Council Meeting held 15 February 2021			
22/21	GM	<p>Offer to Purchase Industrial Land</p> <p>Council authorises the General Manager to negotiate the sale of Lots 22, 23 and 24 Harry Davies Drive as outlined in the Report.</p>	The completion of the DA process is awaited before progressing the negotiations.
12/21	GM	<p>Preparation of Plans of Management – Crown Reserves etc</p> <p>1) Council endorse the <i>Draft Lockhart Shire Council Plan of Management for Crown Land managed by Council and Council-owned land classified as ‘community’</i> for the purposes of community consultation.</p> <p>2) In the first instance, Council writes to the s.355 management committees and users groups drawing their attention to that part of the Plan of Management relevant to the reserve they manage/use and invite their feedback and input.</p> <p>3) Following consideration of any feedback received from the management committees and user groups and updating of the draft Plan of Management, the document be placed on public exhibition providing the broader community with the opportunity to comment.</p>	<p>1) Complete.</p> <p>2) Copies of the Draft Plan of Management have been forwarded to section 355 management committees and user bodies as well as to the Crown Lands Office. Complete.</p> <p>3) Pending. Crown Lands Office approval is required before Draft Plan of Management is placed on public exhibition.</p>
9/21	DCCS	<p>The Lockhart Recreation Ground Management Committee – Request for Financial Assistance</p> <p>Approve an interest-free loan to the Lockhart Recreation Ground Management Committee of up to \$70,000 with repayments being Year 1 \$4,200 and the remaining 14 years will be repayments of \$4,700 to support an application to Building Better Regions Fund – Infrastructure Projects Stream – Round Five.</p>	This resolution will be actioned if the application to the Building Better Regions Fund – Infrastructure Projects Stream – Round Five is successful.
8/21	DCCS	<p>Lockhart Railway Building</p> <p>Council:</p> <p>a) Agrees to a vary the lease of the Lockhart Railway Station building to a nil rental and authorise the General Manager to execute the necessary documentation.</p> <p>b) Develop a scope of works to repair the old Railway Station Building with a report to Council at a future meeting.</p>	<p>a) John Holland Rail has been advised of Council’s resolution and their legal counsel is drafting a Deed of Variation to the current lease agreement.</p> <p>b) Scope of works being developed. Stronger Communities Program Round 6 grant funding of approx. \$18,000 received to assist with works.</p>

*Lockhart Shire Council
Ordinary Meeting – 19 July 2021*

Minute No:	Officer to Action	Council Resolution	Action Taken
6/21	DEES	<p>Recreational Vehicles (RV's) and Caravan Parking in Lockhart CBD</p> <p>Council to investigate and implement RV and Caravan Parking in locations in Green Street (Plan 3 and Plan 6 of the Lockhart Business Centre Master Plan) as well as Urana Street and Matthews Street, Lockhart, including an education program, as recommended by Council's Tourism and Economic Development Steering Committee.</p>	<p>Investigation completed. Dedicated RV parking locations in Green/Urana Street near museum supported. Dedicated RV parking near Shire Administration not supported (limited car parking, mobile library, NSW Government Mobile Services). Single parking space in Matthews Street supported. Implementation subject to funding.</p>
Ordinary Council Meeting held 16 November 2020			
211/20	GM	<p>Grant Funding Opportunities</p> <p>1. Submit the following projects for funding under the Local Road and Community Infrastructure Program Phase 2:</p> <ul style="list-style-type: none"> - The Rock Hall - Lockhart Caravan Park - The Rock 2nd Oval – Water and Fencing - Lockhart Rec Grd Amenities – Stage 2 - Pleasant Hills Rec Grd – Tennis Courts etc - The Rock Observatory <p>2. Progress the following projects, in priority order, to 'shovel ready' status using the funds allocated in the 2020/21 Budget for 'Grant Application Preparedness'.</p> <ul style="list-style-type: none"> - GrainCorp Building Development - Avenue of Honour - Government Dam, The Rock – Recycling Water - Brookong Creek Masterplan - Galore Hill Scenic Reserve Masterplan 	<p>1. Complete</p> <p>2. Concept plan for the redevelopment of 109 Green Street to incorporate a community space and public toilets was presented to Council on 21/06/2021.</p>
206/20	TEDO	<p>Shortage of Residential Property to Lease</p> <p>Investigate options to make housing more available for existing and potential new residents, including possible incentives to attract investor-builders, land availability, workshops and planning considerations.</p>	<p>Four REROC/ RIVJO workshops have been held - a regional housing strategy is being developed.</p> <p>Representations have been made to the Member for Wagga Wagga.</p>

*Lockhart Shire Council
Ordinary Meeting – 19 July 2021*

Minute No:	Officer to Action	Council Resolution	Action Taken
Ordinary Council Meeting held 21 September 2020			
175/20	TEDO	September Minutes of the TEDSC i) Follow up lack of fencing at Magnolia Lodge with the General Manager.	Magnolia Lodge transfer finalised on 1 July 2021.
174/20		ii) Make further inquiries to remedy signage issue at Noskes Chinese Crossing, consistent with current signage practices.	Complete. TEDO has placed this on TEDSC project list to further scope – including parking at the site.
Ordinary Council Meeting held 20 July 2020			
134/20	DEES	Light Posts – Green Street, Lockhart Arrange for the damaged light posts be replaced, as far as possible, with like-for-like.	Planter boxes and lights installed. Complete.
133/20	DEES	Naming of Bridges – Brookong Creek and Urana Lockhart Road 1. Propose the bridge on Urana Lockhart Road be named Brookong Creek Bridge. 2. Propose the culvert over Brookong Creek in Green Street, Lockhart, be named Greens Gunyah Bridge, Brookong Creek. 3. Write to Transport for NSW advising of the proposed names for the bridge on Urana Lockhart Road and the new culvert over Brookong Creek, Lockhart.	Written to TfNSW advising of the proposed bridge and culverts names. Received response from TfNSW requesting further information. Wrote to NSW Aboriginal Land Council re proposed names. DEES also contacted TfNSW liaison officer. Awaiting response.
123/20	GM/DCCS	Land/Premises for Community Development, Lockhart and The Rock (i) Council endeavours to secure the purchase of the former GrainCorp premises in Green Street Lockhart for Community Development at a fair market price this financial year. (ii) That Council identifies and secures premises or land in The Rock for the purposes of Community Development by the end of the 2021/22 financial year.”	(i) Purchase completed on 24 June 2021. Complete. (ii) Superseded by Q & S 21/12/2020 (refer page 21).
Ordinary Council Meeting held 20 April 2020			
70/20	GM	Review of Operational Land Council adopts the following actions in relation to the review of land classified as “operational land”: • Approach the adjoining owner of the land situated at 2410 Albury Road, Urangeline regarding potential sale or transfer of the land.	Contact has been made with the adjoining landowner and information provided regarding the Council owned land in anticipation of further discussions. The landowner is liaising with their solicitor.

Lockhart Shire Council
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Minute No:	Officer to Action	Council Resolution	Action Taken
Ordinary Council Meeting held 16 September 2019			
256/19	GM	<p>Lockhart Renewable Energy Project</p> <p>a) Having secured Commonwealth government funding totalling \$1 million for the Better Energy Technology Renewable Energy Project for Lockhart Township; and</p> <p>b) Having given 28 days public notice of its intention to do so:</p> <p>c) Hereby resolves pursuant to Section 356 Local Government Act 1993 to provide financial assistance totalling \$1 million to Better Energy Technology, in the same manner, i.e., progress payments, as Council receives the funding from the Commonwealth, and for the sole purpose of undertaking Stage 1 of the Lockhart Renewable Energy Project.</p>	Gordon Hinds of Better Energy Technology was to present an update to the July Council meeting but due to COVID-19 restrictions this has been rescheduled to the August meeting.
Ordinary Council Meeting held 21 June 2021 – Councillor Questions & Statements			
Questions & Statements	DEES	<p>Cr Schirmer: Parking Area adj. to Valmar</p> <p>Thanked the Director of Engineering & Environmental Services for the painting of the disabled parking space in Green Street and requested that the hand rail at this location also be painted.</p>	Works scheduled.
	DEES	<p>Cr Day: Commera Wilson Lane</p> <p>Referred to this road and noted it still requires some attention. Complaints have been received about the section north from Spanish Avenue.</p>	Complete.
	DEES	<p>Cr Day: Streetlights</p> <p>Mentioned a streetlight at the eastern end of Galore St is off intermittently.</p>	Reported to Essential Energy. Complete.
	DEES	<p>Cr Driscoll: Service Centre</p> <p>Stated that this project is of great interest to The Rock community and requested regular updates on its progress.</p>	Included in EES information report. Complete.
	GM	<p>Cr Driscoll: Proposed Community Centre</p> <p>Drew Council's attention to a block of land on the corner of Burke and Ford Streets, beside the Uniting Church, as a possible space for a community centre and asked if Council could approach the owner?</p>	Contact has been made with the Property Officer of the Riverina Presbytery. The Property Officer will consult within the organisation and advise. A response is awaited.

*Lockhart Shire Council
Ordinary Meeting – 19 July 2021*

Minute No:	Officer to Action	Council Resolution	Action Taken
	DEES	<p>Cr Driscoll: Community Reflection Space</p> <p>Asked if it was possible the park across the road from The Rock Central School could be utilised as a place of quiet reflection for the town, particularly for those suffering the loss of loved ones due to suicide, which has had an impact on the community in recent years.</p>	Park deemed appropriate for reflection space. Proponent to present proposal to Council for consideration.
	DEES DCCS	<p>Cr Driscoll: The Rock Recreation Ground</p> <p>Drew attention to the damage to the access around the recreation ground, caused by the work to relocate electricity meters, which has become muddy and quite dangerous, and asked if this could be remedied.</p>	Matter has been scheduled with Works crew to be addressed. Trench backfilled. Complete.
	DEES	<p>Cr Driscoll: Accident in Yerong Street</p> <p>Reported an accident had occurred at the intersection of Yerong Street and Urana Street at The Rock and asked if “rumble” strips could be installed at the approach to the intersection, in conjunction with the linemarking, to prevent further incidents?</p>	Traffic safety audit undertaken. Sight distance adequate, low speed zone and low traffic volume. No further action required. Complete.
	DEES	<p>Cr Rockliff: Lockhart Collingullie Road</p> <p>Enquired where the Shire boundary was on Lockhart Collingullie Road, and which council was responsible for the maintenance of Lockhart Collingullie Road from the top of the hill down to Bullenbong Bridge.</p>	Wagga Wagga City Council. Complete.
	DEES	<p>Cr Sharp: Grubben Road bridge</p> <p>Drew attention to water damaged bitumen on the new culvert/bridge on Grubben Road and asked if the patching of this bitumen could be revisited as previous repairs have not lasted.</p>	Temporary repairs completed.
	DEES	<p>Cr Sharp: Works Program</p> <p>Noted that Ryan Stock Route has been included in the Works Program for the end of July. Cr Sharp also noted that Munyabla Boundary Road is programmed for February 2022. It is Cr Sharp’s belief that this road is in a worse condition than Ryan Stock Route and asked if that road could be brought forward in the program?</p>	Included in 2021-22 works program.

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Minute No:	Officer to Action	Council Resolution	Action Taken
Ordinary Council Meeting held 17 May 2021 – Councillor Questions & Statements			
Questions & Statements	GM/ DCCS	Cr Verdon: Stronger Country Communities Fund – Round 3 – Youth Funding Enquired as to the success or otherwise of the \$200,000 that went to Youth and asked if Council can write to the local member to request a report of where the money was spent.	The local member has advised Council that the Youth Project is being rolled out at the Lockhart Central School in Term 3. The local member further advised that the grant recipient has been requested to keep Council informed of the progress of this project. Complete.
	DEES	Cr Rockliff: Lockhart Caravan Park Advised it had been suggested to him that while upgrades are being undertaken at the Caravan Park could consideration be given to the installation of a permanent fixture notice board recommending places of interest across the shire i.e.: Tourist site/points of interest.	Referred to Tourism and Economic Development Committee for review of tourism signage.
	DEES	Cr Rockliff: Culverts Referred to the existing culverts on JR Smiths Lane, Barracluffs Lane and Farrells Lane which all have substantial holes in the top of them.	Repairs scheduled for end of June 2021. Complete.
	DEES	Cr Sharp: Ryans Stock Route Referred to the previous works schedule that listed Ryans Stock Route for works in May however it is not appearing on the current works schedule.	Included in 2021-22 works program.
	DCCS	Cr Schirmer: Internet Availability, Bidgeemia Advised that property owners in the Bidgeemia area have no internet service and requested that Council enquire with telecommunications providers about placing a repeater on Bidgeemia Hill to assist with reception?	Optus has contacted Council to provide an update on what Optus is doing in the Lockhart LGA for coverage and services.
Ordinary Council Meeting held 19 April 2021 – Councillor Questions & Statements			
Questions & Statements	DCCS	Cr Douglas – Housing NSW Home, Green Street Referred to the vacant premises in Green Street and asked if the status of that building was known as the yard is becoming increasingly untidy.	Property has been tidied. Signage in place indicates house is to be sold by auction. Property has been sold. Complete
	DCCS	Cr Sharp – Fire Safety Inspections Referred to the 6-monthly inspections and asked why the cost has increased from \$18 to approximately \$450 with no apparent extra benefit.	Emergency & Exit lights had to be brought up to standard (Standalone units installed) with any works discussed with committee before being completed and invoiced. Complete
	DCCS	Cr Driscoll – Electronic Scoreboards Asked if the delivery of the new scoreboards was still on track.	Delivered, installation under way.

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Ordinary Meeting – 19 July 2021*

Minute No:	Officer to Action	Council Resolution	Action Taken
	DCCS	Cr Day – Greens Gunyah Museum Asked where repairs and asbestos removal was up to on the old building at Greens Gunyah Museum.	Asbestos testing undertaken, awaiting results. Report received to be discussed with Committee. Complete.
	DEES	Cr Verdon – Linemarking, Urana Street, The Rock Asked if there was a date programmed for linemarking to occur in Urana Street as heavy vehicles are still travelling down the smaller side roads.	Procuring line marking contractor. DEES to follow up why it was not continued to the cenotaph. Line marker only addressed issue of vehicles travelling on side streets.
	GM/ DCCS	Cr Verdon – Opening of New Facilities Suggested that with all the newly completed projects perhaps Council should hold some official openings.	Proposed to liaise with relevant government departments (funding bodies) and section 355 committees regarding an appropriate ceremony(s).
Ordinary Council Meeting held 15 March 2021 – Councillor Questions & Statements			
	DEES	Cr Marston – The Rock Recreation Ground Directional Signage Asked if the directional signage for the caravan park at The Rock Recreation Ground could be repositioned and/or improved as visitors are taking the wrong turn off Mixner Street and ending up in the dead-end near the creek.	Signs ordered.
	DEES	Cr Rockliff – Living in Main Street Has been advised that people are believed to be living in the former Verandah Town Electrical Store and also the Commercial Hotel. With regard to the hotel, attention has been drawn to a very large bird aviary and Cr Rockliff asked if there were any compliance issues with such a structure.	Contact has been made with the owner of 106 Green Street who has advised that the property is not being used as a residence. Inspection of the property is being arranged. The bird aviary is exempt development based on its size.
Questions & Statements	GM	Cr Douglas – Local Government Elections Would Council consider conducting information sessions for prospective councillors prior to their nomination for the local government elections scheduled for September this year?	The NSW Electoral Commission is conducting on-line candidate information sessions and webinars. Information for candidates and all participants in the election that is being progressively received from the NSW Electoral Commission is published in Council's monthly newsletter. A candidate's Information Handbook is available from the NSWEC and Council websites. Complete
	DEES	Cr Schirmer – Caravan Park Signage Asked if it was possible to install signage indicating the caravan park on the approaches to town.	Signs installed on Albury Road and Collingullie Road. Complete.

*Lockhart Shire Council
Ordinary Meeting – 19 July 2021*

Minute No:	Officer to Action	Council Resolution	Action Taken
Ordinary Council Meeting held 15 February 2021 – Councillor Questions & Statements			
	DEES	Cr Verdon – The Rock Post Office Asked if it would be possible to place signage such as “Loading Zone” 6-8am and 4-6pm in an appropriate place outside the Post Office to assist with delivery/collection of parcels.	RSO met with The Rock Post Office. Parking to be remarked.
	DCCS	Cr Driscoll – Community Centre for The Rock Advised that The Rock Tractor Service is moving to new premises in the near future and asked if Council could explore the possibility of developing the site for community purposes.	Initial investigations revealed that this land is included on Council’s Contaminated Land Register due to the site’s previous uses which could result in additional clean-up costs if Council was to acquire and develop the land.
	DEES	Cr Driscoll – Natural Gas Referred to the natural gas pipeline which runs just outside The Rock township. Mentioned previous investigations which found that connection of the town was unfeasible. Asked if investigations could take place to see if the recent growth of the town might make that connection viable, and that Council pursue any opportunities that may assist in making it a feasible project.	Contact has been made with APA (pipeline owner) and Gemena (responsible for connection). The current network is 4km out of The Rock, crossing The Rock Mangoplah Road. Both APA and Gemena indicated that they have no current plans to extend the line. However, further enquiries are being made with Gemena.
Ordinary Council Meeting held 21 December 2020 – Councillor Questions & Statements			
Questions & Statements	GM	Cr Verdon – Community Land Requested an investigation of the vacant land next to the Men’s Shed and its potential use for community purposes.	Initial investigations revealed that this land is included on the Council’s Contaminated Land Register due to the site’s previous uses. Arrangements are currently being made to obtain a cost estimate for cleaning up the site based on a report provided by the current owner.
Ordinary Council Meeting held 20 July 2020 – Councillor Questions & Statements			
Questions & Statements	DCCS	Cr Driscoll – Childcare in the Shire Requested that Council investigate the childcare situation in the Shire and ascertain if there is a need that could be supported by any of The Rock OOSH surplus.	Council will contact both schools in Lockhart as a starting point for feedback on demand for before & after school care.
Ordinary Council Meeting held 3 February 2020 – Councillor Questions & Statements			
Questions & Statements	DCCS	Cr Marston – CCTV With regard to the enquiry made by Cr Rockliff regarding the possible installation of CCTV at Lockhart and The Rock Swimming Pool Complexes, Cr Marston requested that Council also include Recreation Grounds in the Shire in this consideration.	Quotes received, minimum of \$6,000 per site. Not included in draft Budget for 2020/21. Consultation to be undertaken with S355 management committees.

Lockhart Shire Council
Ordinary Meeting – 19 July 2021

Minute No:	Officer to Action	Council Resolution	Action Taken
Ordinary Council Meeting held 20 November 2017 – Councillor Questions & Statements			
Questions & Statements	GM	<p>Cr Marston – Potential Purchase of Land for Development</p> <p>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.</p>	<p>Discussions have been held with Council's agent and the availability of suitable developable land coming on to the market is being monitored.</p> <p>Land development at The Rock has also been submitted to the Riverina JO for inclusion in the Statement of Regional Priorities being developed by the JO.</p> <p>Council has resolved to support a rezoning proposal that will facilitate a private residential development at The Rock.</p> <p>DEES to follow up with proponent on progress of application with DPIE.</p>

July 2021 - Correspondence Sent to Councillors

Date sent to Councillors	From	Subject	File Ref
23/06/2021	General Manager	ALGA and LG NSW Weekly News dated 18 June and 22 June respectively.	
2 July 2021	ALGA and LG NSW	Weekly news bulletins of 25 June and 30 June respectively.	
8 July 2021	ALGA and LG NSW	Weekly news bulletins of 2 July and 6 July.	
14 July 2021	ALGA and LG NSW	Weekly news bulletins of 9 July and 14 July.	

Recommendation: That the Status Report and Correspondence Précis be received.

STAFF REPORTS

STRATEGIC DIRECTION A: A Connected and Resilient Community

4. CONSOLIDATION OF LOTS OCCUPIED BY THE ROCK RFS AND SES

(DCCS: 21/8421)

Executive Summary

A survey plan has been prepared to correct a number of boundary anomalies relating to the land on which The Rock RFS and SES sheds are situated. Authority is sought to execute the survey plan under Council's seal to facilitate lodgement of the plan for registration purposes.

Report

Council is the owner of the land described as Lots 11 and 12 DP9082, Lot 13 DP301243, Lot 14 DP301241 and Lot 15 DP301242. The Rock RFS and SES sheds are situated on the land.

An aerial photograph is attached showing the existing lot boundaries and the two sheds. It will be noted from the photograph that a number of historical anomalies exist in relation to the land. In particular it is noted that part of Draper Street has been constructed on the freehold land owned by Council and that both sheds have been erected across existing lot boundaries.

The current situation is also hampering proposed plans by the RFS to extend the RFS Shed and provide appropriate off-street parking.

In order to correct these anomalies a plan of subdivision has been prepared that will have the effect of consolidating the lots owned by Council into one title and dedicating the land on which Draper Street has been constructed as public road. A copy of the Plan is also attached.

To give legal effect to these changes the Plan is required to be lodged and registered with NSW Land and Property Information (LPI). To facilitate lodgement and registration the Plan must first be executed by Council under the common seal.

Integrated Planning and Reporting Reference

A2 Work with stakeholders to ensure our community is safe and well prepared to respond to adversity.

Legislative Policy & Planning Implications

Planning approval has been obtained for the consolidation of lots owned by Lockhart Shire Council to overcome the boundary anomalies. The plan of subdivision is required to be executed under Council seal and lodged with NSW Land and Property Information for registration

Budget & Financial Aspects

The survey fees and related costs total approximately \$6,000 and will be met from the 2020/21 budget allocation for consultants.

Attachments

1. Aerial photograph showing existing lot boundaries.
2. Survey plan showing consolidation of lots owned by Council and road widening.

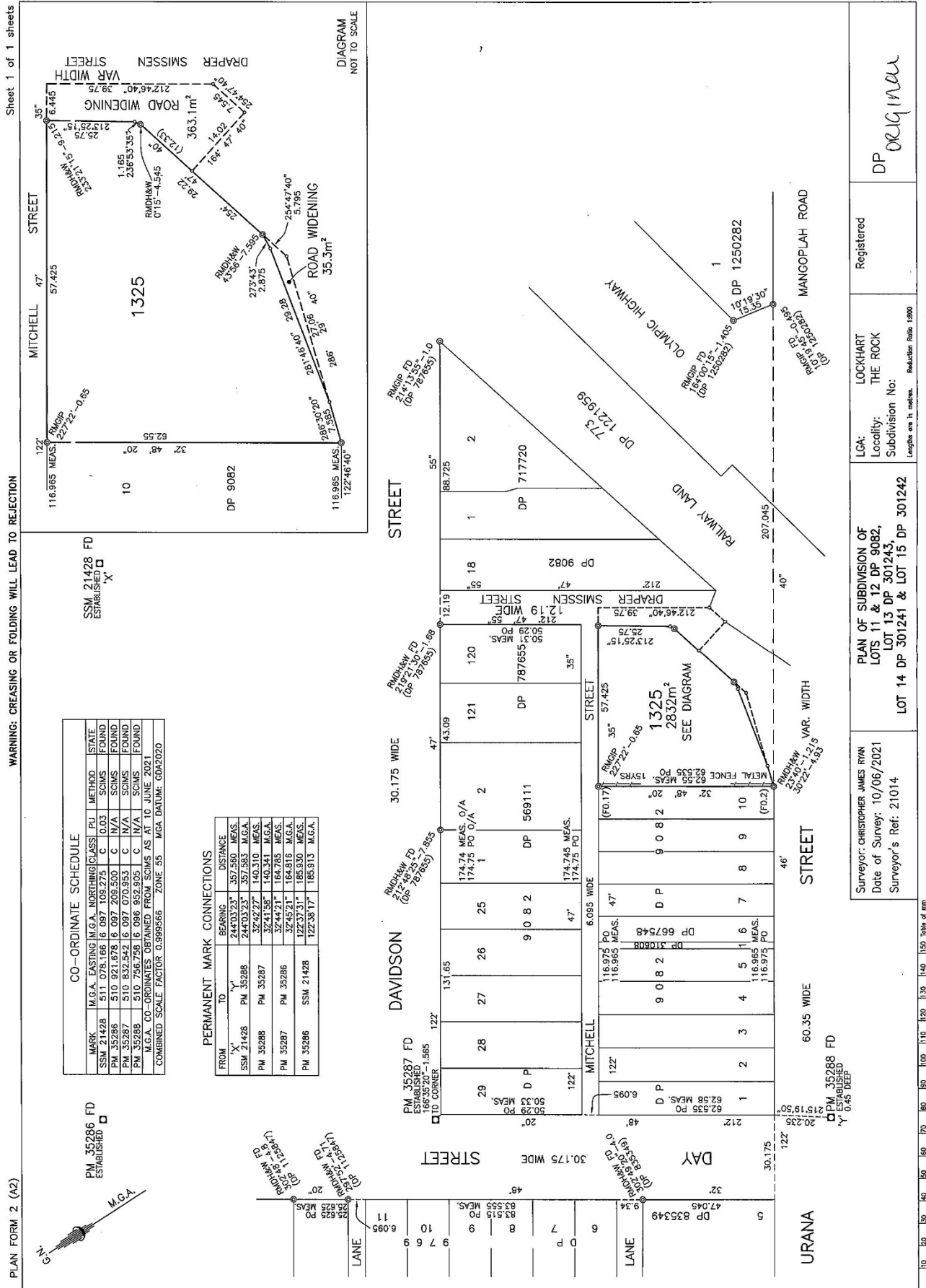
Recommendation: That authority be granted to execute the Plan of Subdivision of Lots 11 and 12 DP9082, Lot 13 DP301243, Lot 14 DP301241 and Lot 15 DP301242 under Council's seal.

Next Item

Item 4: Attachment 1 – Aerial Photograph Showing Existing Lot Boundaries



Item 4: Attachment 2 – Survey plan showing consolidation of lots owned by Council and road widening.



STRATEGIC DIRECTION B: A Dynamic and Prosperous Economy

5. SERVICE NSW PARTNERSHIP AGREEMENT

(GM: 21/7771)

Executive Summary

The Agreement between Council and Service NSW to promote and provide access to NSW Government information and services to better assist business owners and to support the local economy is being reviewed.

Report

Council in March 2018 resolved to:

1. *Advise the Commissioner for Small Business of Council's willingness to participate in the Service NSW Easy to do Business program for cafés, restaurants and small bars.*
2. *Authorise the General Manager to sign the Service Partnership Agreement and other relevant documentation between Service NSW and Council*

A new Partnership Agreement has been developed by Service NSW to provide consistency across all councils, reflect the broader focus of Service NSW for Business and provide the opportunity Lockhart Shire Council to engage with all services across Service NSW now and into the future.

The intention of the Partnership Agreement is to build awareness of specialist advice services available, ensure Council staff can direct enquiries to these services and provide applicants with the skills to be better informed and researched prior to lodging any applications.

Service NSW for Business provides free, personalised support to small business owners, to help them understand industry regulations, to guide them through transactions, and to access support.

The services that will continue to be made available to business owners under the Partnership Agreement include:

- Similar services as those available at Service Centres being offered through Mobile Service Centres.
- Concierge and digital assisted services where a Service NSW Concierge will greet and direct customers to the appropriate channel and dispense a ticket where applicable. If the transaction can be completed online, a Digital Service Representative will assist the customer to complete the transaction.
- A single point of contact for navigating approvals and licences required across the three levels of government.
- Similar services (to that of phone-based) may be offered through a web chat feature accessible via the Service NSW website.

In order to continue to participate in the program Service NSW requires Council to pass a resolution to that effect, enter into a Service Participation Agreement and provide detailed lodgement requirements for council approvals to Service NSW.

Integrated Planning and Reporting Reference

B1 Provide business support to our community.

B1 Work in partnership with stakeholders to grow existing and attract new businesses.

Legislative Policy & Planning Implications

The EtdB initiative will assist persons looking to set up a business to comply with legislative requirements across the three levels government in a more streamlined way.

Budget & Financial Aspects

Participating in this project will have limited direct financial implications however some staff time and resources will be required which will come from within the existing adopted budget.

Attachments

Nil.

Recommendation: That Council enter into the Partnership Agreement with Service NSW for the provision of services to local businesses and authorise the General Manager to sign the Partnership Agreement and other relevant documentation between Service NSW and Council.

STRATEGIC DIRECTION C: An Environment that is Respected and Protected

Nil.

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

6. ENGINEERING AND ENVIRONMENTAL SERVICES REPORT

(DEES: 21/8520)

Executive Summary

Monthly report on engineering and environmental services matters.

Background Information

a) **Works:**

Wattles Road/Tinamba Lane: Final seal completed. Waiting for TfNSW approval of final intersection designs.

Prichard Place Extension: The design brief was issued and closed on Friday 9 July 2021.

Lockhart Kywong Road (MR370) North: The design brief for the section starting at 1.25km North of Slocums Lane and ending short of Seberrys Lane was issued and closed on Friday 9 July 2021.

Lockhart Kywong Road (MR370) North: The design brief for the section starting at 170m North of Spanish Avenue and ending 520m South of Boree Creek Road was issued and closed on Friday 9 July 2021.

Grading and minor gravelling of unsealed roads: Completed grading of Hollies Road, Krauses Lane, Ryan Stock Route, and Coomera Wilson Lane.

Lockhart Caravan Park: Approval to operate a caravan park and camping ground under section 68 Part F2 of the *Local Government Act 1993* has been granted. Installation and testing of the water lines for the fire hydrant and hose reels is complete. The disabled toilet building is demolished. Modus advised that production of the new disabled toilet is delayed and may only be installed at the end of August. New, combined power and water pedestals are installed. Works will continue into early August subject to weather conditions.

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

b) **Major Projects:**

Flood Mitigation Construction, The Rock: Excel Gray Bruni has been appointed to undertake the flood mitigation works at The Rock, being the drainage works along Nicholas, Yerong and Urana Streets. Construction is scheduled to commence in September 2021 subject to weather conditions. Letters were posted to properties directly impacted.

c) **Road Safety:**

TfNSW issued new 4-year contract for the shared funding of the Road Safety Officer. The contract is currently being considered.

The Local Government Road Safety Program (Greater Hume and Lockhart) Steering Committee meeting was held on 8 July 2021. The 2021/22 proposed projects include:

- Seniors Week
- Caravan Safety Information
- Fighting Fatigue
- Slow Down in Our Town

d) **Lockhart Local Emergency Management Committee:**

The last meeting of the Lockhart LEMC was held on Friday 11 June 2021. The Rescue & Land Search Response to Galore Hill Reserve was reviewed at the Fire & Rescue Sub-Committee meeting held on the same day. The next LEMC meeting is scheduled for Friday 10 September 2021.

e) **Fleet:** All vehicle and plant replacements in accordance with the adopted 2020-21 budget have been completed.

f) **Biosecurity and Environment:**

Property Inspections

Inspections were carried out on residential, rural, and commercial properties, which were selected due to a change in ownership, the detection of priority weeds being present from the property boundary, or to assess the effectiveness of applied control methods.

The weeds most found were Wild radish (*Raphanus raphanistrum*), Madeira vine (*Anredera cordifolia*), Privet (*Ligustrum sp.*), Sweet briar (*Rosa rubiginosa*) and St John's wort (*Hypericum perforatum*).

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

Control Program

Priority has been given to the control of Horehound (*Marrubium vulgare*) and Bridal creeper (*Asparagus asparagoides*) on roadside reserves.

g) **Parks and Gardens:**

The Rock Observatory Landscaping

Landscaping of the observatory surrounds has commenced including installation of steel edging, preparation of the existing ground and placement of additional soil to raise the beds. A mix of exotics and natives have been chosen for their hardiness and low water requirements. Drip irrigation will be installed to help the garden to establish and to maintain the garden through the summer.

Green Street Planter Boxes

The repairs to the planter boxes and installation of wicking beds are completed. The boxes are planted with prostrate rosemary which, while being very hardy, should also quickly establish and be an attractive display.

Parks and Gardens

Pruning, fertilising, and mulching of roses is about to commence. Routine garden maintenance is being conducted including regular weeding, spraying, pruning, deadheading, and mulching. Weed control in urban areas is ongoing.

Mowing and Slashing

Growth in all areas has slowed significantly. Mowing is scheduled as required.

Trees

Seasonal tree maintenance has commenced with initial focus on residential trees obstructing urban lanes and removal of several dead trees.

h) **Development Applications:**

The following development applications were approved, with conditions, from 1 June 2021 to 30 June 2021.

DA No	Development	Applicant	Site of Development
DA58/21	New colorbond shed	L Milton	23 Queen Street, Yerong Creek
DA56/2	Subdivision	T Hinchcliff & Associates	285 Slys Lane, Milbrulong
DA60/21	Shade sail	Yerong Creek Bowling Club	Cole Street, Yerong Creek
DA61/21	New colorbond shed	Shaun Harper	61 Brookong Street, Lockhart
DA62/21	Two containers	T Martin	2 Hill Street, The Rock

DA No	Development	Applicant	Site of Development
DA65/21	Alterations & additions	J Higginson	23 King Street, The Rock

Service Station

It was requested at the Ordinary Council Meeting held on 21 June 2021 that Councillors be updated on the progress of the service station at The Rock on a regular basis. The service station is still under assessment with additional information provided by the applicant on 7 July 2021 referred to Transport for NSW for consideration.

Legislative Policy and Planning Implications

Applications are processed under the provisions of the *Environmental Planning & Assessment Act 1979*. Weed inspections and associated activities are carried out in accordance the *Biosecurity Act 2015* and associated regulations.

Integrated Planning and Reporting Reference

- C2 Flora and Fauna are protected across the Shire.
- D1 Our assets and infrastructure are well planned and managed to meet the needs of the community now and into the future.
- D2 Our Planning and development controls work to attract new residents and investment.

Budget and Financial Aspects

Will be conducted within Council's allocated budget.

Attachment

- Works Programme (to be handed out separately at the meeting).

Recommendation: That Council notes the information provided in the Engineering & Environmental Services report.

7. HIRE (WET) PLANT AND EQUIPMENT

(DEES: 21/8521)

Executive Summary

Council approved a list of contractors for the hire (wet) of plant and equipment for the period 1 July 2021 to 30 June 2022 at its ordinary meeting on 21 June 2021. Two late responses were received after the closing date.

Background Information

Every year Council invites quotes from suitably qualified contractors for the hire (wet) of plant and equipment.

A request for quotations for the hire (wet) of plant and equipment for the 2021-22 financial year was advertised in May 2021. The request for quotations closed on Monday 14 June 2021.

Council received eight quotes by the closing date for the hire (wet) of plant and equipment for the 2021-22 financial year. A further two quotes were received after the closing date.

Contractor	ABN	WH&S System	Public Liability Insurance	Personal Accident Insurance
Campos Earthworks (The Rock)	✓	x	✓	✓
R & L Holyoake Pty Ltd (Pleasant Hills)	✓	x	✓	✓

Contractors are required to have a Work, Health and Safety system in place and hold the required insurances (public liability, workers compensation). Where contractors do not have their own WH&S system, they can operate under Council's WH&S system. However, all contractors would be encouraged to have their own WH&S systems in place.

The criteria used for assessing and selecting plant for hire include:

- a) Quoted hire rate
- b) Currency of insurances
- c) Compliance with WHS regulations
- d) Capacity to undertake the works
- e) Condition and age of plant and/or equipment
- f) Plant and operator performance/competencies
- g) Proximity and availability
- h) Service and support
- i) Local preference

Based on the above assessment the lowest price (rates) may not be necessarily accepted. Appointment of a contractor will depend on the availability of plant and equipment required for a specific period as well as the above criteria. Once hired a daily equipment hire order including a safety check must be completed.

Legislative Policy and Planning Implications

Section 55 of the *Local Government Act 1993* and the Local Government (General) Regulation 2005 (Part 7 – Tendering) provides that works exceeding \$250,000 must be awarded by Council by way of public tender.

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

Council's auditors advised that 'Management should review expenditure on an annual basis to identify goods or services where expenditure regularly exceeds \$250,000 annually and assess whether these should be subject to a competitive tender process. A review of expenditure in 2020-2021 indicates that Council has spent more than \$250,000 on some contractors for plant and equipment hire. Irrespective whether the expenditure is spread over several projects it is proposed that Council approves the contractors for the hire (wet) of plant and equipment for the 2021-22 financial year to satisfy the recommendation by Council's auditors.

Attachment

Nil.

Recommendation: That Council approves the following additional contractors for the hire (wet) of plant and equipment for the period 1 July 2021 to 30 June 2022:

1. Campos Earthworks
2. R&L Holyoake Pty Ltd

STRATEGIC DIRECTION E: Strong Leadership and Governance

8. INVESTMENT AND BANK BALANCES REPORT – 30 JUNE 2021

(DCCS: 21/8242)

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) Regulation 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			2,161,610.15
Add: Total Receipts			
	Rates	90,413.79	
	Debtors	58,215.93	
	Miscellaneous	38,291.61	
	Interest	1,856.53	
	Settlement 5 Rockliff Court	18,973.47	
	Settlement 3 Rockliff Court	18,965.82	
	Settlement 19 Rockliff Court	21,246.17	
	Settlement 10 Rockliff Court	20,667.49	
	Sale of Plant 1905, 1910 & 1904	105,919.49	
	Grant - Repair Program	51,604.00	
	Grant - Stronger Communities - Lockhart Rec Ground	117,300.00	
	Grant - Stronger Communities - Lockhart Railway Build	18,020.00	
	Grant - Advance FAGS	1,981,758.00	
	Grant - Local Heritage Grant	5,500.00	
	Energy Saving Certificates	2,471.63	
	ESL RFS Rebate	8,316.72	
			2,559,520.65
Less: Total Payments			2,896,425.02
	New Investments	0	1,000,000.00
Closing Combined Cashbook Balance			<u>1,824,705.78</u>
Closing Bank Statement Balance	Bendigo Bank	1,148,651.71	
	Macquarie Bank	659,140.84	
	Bendigo Bank-Prichard Trust	31,650.54	
			1,839,443.09
Add: Outstanding Deposits			161.30
			1,839,604.39
Less: Outstanding Cheques			14,898.61
Closing Combined Cashbook Balance			<u>1,824,705.78</u>
Investments:	Interest Rate per Annum	Amount Invested	% of Total
Bendigo	0.10	50,000.00	0.79
Bendigo	0.15	500,000.00	7.87
Bendigo	0.15	500,000.00	7.87
Bendigo	0.10	400,000.00	6.30
Bendigo	0.10	50,000.00	0.79
BOQ	0.25	500,000.00	7.87
CBT	0.26	500,000.00	7.87
CBT	0.27	250,000.00	3.94
CBT	0.29	500,000.00	7.87
NAB	0.30	500,000.00	7.87
NAB	0.30	500,000.00	7.87
NAB	0.30	500,000.00	7.87
Bendigo	at call	100,000.00	1.57
T Corp	at call	1,500,000.00	23.62
		<u>6,350,000.00</u>	
			AMOUNT
General (PTD)	1490-3000-0000		-488,841.66
Combined Sewerage	8490-3000-0000		2,281,896.90
Trust Fund	9991-3000-0000		31,650.54
		1,824,705.78	1,824,705.78
	TOTAL FUNDS HELD ARE:	<u>8,174,705.78</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.
- Local Government (General) Regulation Clause 212.

Budget and Financial Aspects

Council's 2020/21 Operational Budget has forecast a total of \$57,000 income from interest on investments, being split between General Fund of \$53,000 and Sewer Fund of \$4,000. For the period of July 2020 to June 2021, the average end of month balance of funds invested has been \$6.31 million and the average return on invested funds has been 0.50%. On these year to date figures, Council's budgeted income on investments will be under budget for the General Fund and Sewer Fund.

This has been monitored and was been adjusted in the 1st & 2nd Quarterly Budget Review. Further adjustments were be made in the 3rd Quarterly Budget Review.

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 Local Government (General) Regulation 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 audit of Council's Financial Statements and each Quarterly Budget Review.

Recommendation:

- a) That the 30 June 2021 Investment and Bank Balances Report be received and noted.
- b) That the Responsible Accounting Officer Statement be noted, and the report be adopted.

9. REVIEW OF GENERAL MANAGER AND SENIOR STAFF REMUNERATION

(GM: 21/7651)

Executive Summary

The Minister for Local Government has announced a review of general manager and senior staff remuneration. A consultation paper has been issued to seek the views of the local government sector, other stakeholders and the broader community. Submissions on the consultation paper may be made before 9 August 2021.

Report

The Minister for Local Government has announced a review of general manager and senior staff remuneration. A consultation paper has been issued to seek the views of the local government sector, other stakeholders and the broader community.

Currently, councils are free to determine the remuneration they pay to their general managers and senior staff based on a range of considerations including the skills and experience applicants bring to the role, the size and operational complexity of the council, market conditions and industry benchmarks.

Councils are required to publicly report on the remuneration they pay to their general managers and senior staff in their annual reports.

The consultation paper examines how executive remuneration is set in other jurisdictions and at other levels of government. It considers a range of options from maintaining the status quo through to introducing greater regulation of the remuneration councils may pay to their general managers and senior staff e.g., by empowering the Local Government Remuneration Tribunal to set general manager remuneration levels in the same way it does mayoral and councillor fees.

A copy of the consultation has been separately distributed to councillors. Submissions on the consultation paper may be made before 9 August 2021.

Integrated Planning and Reporting Reference

- E1 Meet all governance and regulatory requirements in the conduct of Council operations.

E1 Attract and retain a quality workforce.

Legislative Policy & Planning Implications

Currently section 338 of the Local Government Act requires that general managers be employed under fixed term, performance-based contracts for a duration of one to five years, based on the standard contract for general managers approved by the Departmental Chief Executive.

The Act also stipulates that the standard contract approved by the Departmental Chief Executive cannot set the remuneration or salary (including employment benefits) that will be received by general managers. The standard contract also cannot stipulate the performance-based requirements of the role or the duration of the contract. These components are included as schedules to the standard contract that can be tailored and agreed by the council and the employee as part of the recruitment process.

Budget & Financial Aspects

Nil.

Attachments

The review of General Manager and Senior Staff Remuneration Consultation Paper has been separately distributed.

Recommendation: That Council determine whether it wishes to make a submission in response to the Review of General Manager and Senior Staff Remuneration announced by the Minister for Local Government.

10. POLICY REVIEW – INFORMATION SYSTEMS SECURITY

(GM: 21/7942)

Executive Summary

Policy 1.23 regarding the security of Council's information systems is tabled for review.

Report

Policy 1.23 Information Systems Security is scheduled for review in accordance with Council's Policy Review Timetable.

The aim of this Policy is to protect information against accidental or malicious disclosure, modification or destruction. The Policy applies to all Councillors and staff, (including system support staff with access to privileged administrative passwords), contractual third parties and agents of the Council with any form of access to Council's information systems.

The Policy was first developed and adopted by Council in 2018. No changes have been proposed as part of this review.

Integrated Planning and Reporting Reference

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

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

Legislative Policy & Planning Implications

Nil.

Budget & Financial Aspects

Nil.

Attachments

- Policy 1.23 Information Systems Security

Recommendation: That Policy 1.23 Information Systems Security, as presented, be adopted.

Next Item

Item 10: Attachment – Policy 1.23 Information Systems Security

Policy 1.23 Information Systems Security

POLICY TITLE: INFORMATION SYSTEMS SECURITY

FILE REF: SC67

EXPIRY DATE: JULY 2024

OBJECTIVE

Information is an important, valuable asset of Council which must be managed and protected. All information has a value to the Council. However, not all information has an equal value or requires the same level of protection.

The aim of this policy is to protect information against accidental or malicious disclosure, modification or destruction.

SCOPE

This policy applies to all Councillors, Staff, and Volunteers, of the Council (including system support staff with access to privileged administrative passwords), contractual third parties and agents of the Council with any form of access to Lockhart Shire Council's information systems.

REFERENCE DOCUMENTS

This Policy should be read in conjunction with the following Council policies and documents:

- 1) Policy 1.7 Fraud Control Policy
- 2) Policy 3.26 Computer, Internet, Email and Social Media Policy

POLICY STATEMENT

Formal procedures are required in order to control how access to information is granted and how such access is changed.

Access controls are put in place to protect information by controlling who has the rights to use different information resources and by guarding against unauthorised use.

This policy also mandates a standard for the creation of strong passwords, their protection and frequency of change.

SECURITY VETTING

Introduction

Any person wanting to access the Lockhart Shire Council's information systems must be authorised to do so.

Potential new users of the Council's information systems and assets must be identified, vetted and authorised before being given access to resources appropriate to their role.

Classification of Users

Levels and areas of access approved are based on the following classifications:

- 1) Employees
- 2) Councillors
- 3) Privileged users

Vetting and Authorisation Process

Employees – Employees are employed under the Local Government (NSW) State Award and are required to comply with Council policies and codes. Employees are vetted and given access to information systems appropriate to their role and delegations as part of their induction process. Employees are also trained in the particulars of Council's information technology (IT) systems relevant to

their role. Council's Handbook for New Employees draws attention to relevant codes and policies including the Code of Conduct and Policy 3.26 Computer, Internet Email and Social Media Policy.

Prior to authorisation and access to the Council's information systems, the Director of Corporate and Community Services will ensure that the level of access does not exceed that needed by the user to perform their job. This applies to new users and also where user privileges and access rights are to be modified.

Councillors - Councillors are elected by the Shire's residents and ratepayers in accordance with the Local Government Act and are required to comply with Council policies and codes relevant to their role or as legislated e.g., Code of Conduct. Councillors are provided with access to Council meeting business papers, including confidential reports, through a secure portal via Council's website.

Privileged Users - Privileged users are those given special access rights to the network to carry out specific maintenance functions and include the Council's software suppliers, IT contractors and specialists. Their work is to be always carried under the supervision of the Director of Corporate and Community Services.

ACCESS CONTROL

Each user must be allocated access rights and permissions to IT systems and data that:

- a) Are commensurate with the tasks they are expected to perform.
- b) Have a unique login (USER ID) that is not shared with or disclosed to any other user.
- c) Have an associated unique password that is requested at each new login.

System administration accounts must only be provided to privileged users that are required to perform system administration tasks.

Passwords must be memorable but not easily guessed. Character strings associated with the user, such as birth dates, children's names, and car registration numbers, although memorable are easily guessed and should not be used. Users must never share passwords.

Passwords are to support the following features:

- A minimum password length of 8 characters
- A facility for the user to change their password at will and without revealing it to anyone else
- A mechanism for enforcing a password change on all users with a maximum interval between changes of 90 days
- A mechanism for ensuring that when a password is changed the new password differs from the old
- When a USER ID is first created, the administrator is required to supply a password and that password is marked as "expired" so that the user must change it before first access to the system
- Preventing the reuse of a password over a succession of changes so that a password cannot be repeated for 12 months
- The number of unsuccessful tries to enter password per attempt to access the system set to 5, after which the user account will be disabled until the System Administrator resets the account at the request of the Director of Corporate and Community Services

When an employee leaves the Council, their access to information systems and data must be suspended at the close of business on the employee's last working day. To ensure appropriate security measures are not overlooked, a checklist for departing employees has been developed and includes a section dealing with information systems security. A copy of the checklist is attached as Schedule 1.

A councillor's access to information via the secure online portal referred to above will be terminated at the end of the councillor's term of office unless they are re-elected.

CYBER SECURITY

Anti-virus software incorporating firewalls and other mechanisms that guard against cyber-attacks will be installed and maintained on Council's information systems.

Under no circumstances are software products not owned by or not legally in possession of the Council to be installed on Council equipment.

Software obtained in confidence or under licence must only be used by staff members or authorised agents of the Council in accordance with relevant licence agreements.

Proposals for purchase of software for official Council purposes should always be directed to the Director of Corporate and Community Services.

DATA BACK UPS

Backups are critical to the stability and availability of an information system. A backup strategy must be an integral part of the Business Continuity Plan.

The Director Corporate and Community Services is to ensure that system software, production data and other essential records are backed-up on a regular and frequent basis.

MONITORING OF INFORMATION SYSTEMS

On a continuous and ongoing basis Council will carry out computer surveillance of any user at such times of Council's choosing and without further notice to any user in accordance with Policy 3.26 Computer, Internet and Email Policy.

SECURITY INCIDENTS

Security incidents are events in which the security of the Council's intellectual property or information assets is actually or potentially compromised.

The objectives of a security investigation are to:

- a) Determine exactly what occurred,
- b) Assess the degree of compromise of information, operations or resources, and minimise the damage, and
- c) Make recommendations to minimise the possibility of the incident re-occurring.

Where there has been a genuine breach of security, the incident is to be reported in the first instance to the Director of Corporate and Community Services who will then:

- a) Inform the General Manager
- b) Investigate the cause and identify possible consequences to the Council and its stakeholders
- c) Assess the degree of compromise of the Council's information or operations
- d) Determine appropriate steps to minimise the consequences of the incident and to prevent further occurrences

If the breach is of a serious nature involving criminal activity, or compromise of very sensitive information, the incident is to be reported to the Police.

*Adopted by Council xx July 2021
Refer minute xxx/21*

SCHEDULE 1

Lockhart Shire Council
Departing Employee Checklist

Employee Name:

Item	Date	Signed
Return of Council Property		
Key(s)		
Key register completed		
Access/swipe card		
Motor vehicle		
Motor vehicle keys		
Fuel card		
Remote worker personal alarm		
Mobile phone and charging equipment, case/cover		
iPad/Notebook computer/laptop and charging equipment, case/cover		
Credit card		
Information Technology Security		
Remove employee as authorised user of Council's IT network (remove login credentials, terminate email address etc.).		
Remove employee as authorised user of LGSS modules (i.e., Pulse and EPR).		
Remove employee as authorised user of Council's banking and investment accounts (i.e., Bendigo Bank, T-Corp etc.).		
Remove employee as authorised user of Council's website including "Members" area where applicable.		
Documentation and Records		
Update Instruments of Delegation		
Update Business Continuity Plan and Emergency Procedures		
Advise banking institutions of changes in cheque signatories and credit card allocation		
Payroll		
Provide documentation as required to Payroll – resignation letter or notification to advise cessation of employment		

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Item	Date	Signed
Additional items/notes		
Exit interview undertaken and record of interview completed.		
Original checklist to be placed on employee personnel file.		Payroll/HR

11. **POLICY REVIEWS – LOW PRESSURE SEWER SYSTEMS AND STORMWATER AND BRIDGE MAINTENANCE**

(DEES: 21/8522)

Executive Summary

Several policies are due to be reviewed in accordance with the three-year cycle referred to in Policy No. 1.0 Policies – Procedure for Consideration and Adoption.

Report

At its meeting held on 16 March 2020, Council endorsed “Policy No. 1.0 Policies – Procedure for Consideration and Adoption” which set out a process for the systematic review of Council policies and the development of new policies.

Policy 1.0 Policies – Procedure for Consideration and Adoption provides that:

In order to ensure that policies remain relevant a program of ongoing review of policies not later than every three years will be developed and maintained.

Individual policies will be reviewed and amended in advance of the scheduled review date when circumstances warrant. This may be prompted by factors such as a change in legislation, a change in government policy or as a result of a need identified by the Council, management and staff or internal and external audit activities.

The following Policies are now due for review in accordance with the scheduled three-year cycle referred to in Policy No. 1.0:

- a) Policy 2.50 Low Pressure Sewer Systems
- b) Policy 2.52 Stormwater and Bridge Maintenance

No changes have been made that change the intent of the policies.

Integrated Planning and Reporting Reference

E1 Meet all governance and regulatory requirements in the conduct of Council operations.

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

Legislative Policy & Planning Implications

A process for the identification, development and review of appropriate policies and procedures facilitates an effective governance and control environment.

Budget & Financial Aspects

Nil.

Attachments

- 1) Policy 2.50 Low Pressure Sewer Systems
- 2) Policy 2.52 Stormwater and Bridge Maintenance

Recommendation: That Council adopts the following policies, as presented:

- a) Policy 2.50 Low Pressure Sewer Systems
- b) Policy 2.52 Stormwater and Bridge Maintenance

Next Item

Item 11: Attachment 1 – Policy 2.50 Low Pressure Sewer Systems

2.50 Low Pressure Sewer Systems

POLICY TITLE: LOW PRESSURE SEWER SYSTEMS

FILE REFERENCE: S15-005

EXPIRY DATE: DECEMBER 2020

PURPOSE

The purpose of this policy is to define where and when low pressure sewer systems will be allowed within the Council boundary, whose responsibility the installation and maintenance is and what systems will be permissible.

SCOPE

Lockhart Shire Council has a preference for its sewers to be conventional gravity systems but it also recognises that this is not always possible and therefore will permit the limited use of Pressure Sewerage Systems within the Shire, where conventional sewerage schemes are not environmentally, economically or physically feasible.

POLICY STATEMENT

1. DEFINITIONS

Boundary Kit:	Valve at the property boundary incorporating isolation valve, non-return valve and inspection tee piece.
Council:	Lockhart Shire Council.
Control Panel:	The box incorporating the electrical controls and high-level alarms and switches for pumps.
Equivalent Tenement (ET):	An equivalent Tenement (ET) is the basic unit of measure used to quantify the demand or loading on water supply or sewerage services respectively. As previously stated, one ET represents the equivalent demand or loading from a standard residential household.
Pump Unit:	Comprises grinder pump, storage vessel control panel pressure switches and ancillary equipment.
Emergency Storage:	That capacity in the storage vessel above the high-level alarm point.
Lateral Spur:	Line from the reticulation main to the property kit.
Property delivery line:	Pipeline connecting the property boundary kit to pump unit.
Standard connection:	Single dwelling equivalent to 1 ET.

2. ROLES AND RESPONSIBILITIES

The Director of Engineering & Environmental Services will be responsible for approving all new pressure sewer installations.

The Director of Engineering & Environmental Services will be responsible for investigating if a land owner/tenant has inadvertently through introducing banned substances as set out in the home owner's manual or wilfully damaged a pressure system and for determining whether the land owner/tenant will be billed for the repairs to the unit and the relevant cost.

3. PRESSURE SEWER SYSTEMS

3.1 What is a Pressure Sewerage System?

A pressure sewer system is broadly defined as a system where macerated sewerage is conveyed under pressure generated by a pump unit located on each property to another sewer system or treatment plant.

A pressure sewerage system as covered in this Policy is defined as comprising of:

- a) A pumping unit containing a grinder pump, specifically designed for pressure sewerage applications, installed on each property to drain that individual property. These pumping units will only be those types that have been approved by NSW Government regulatory bodies and agreed to be used by Lockhart Shire Council for that purpose;

- b) Connections of these pumping units to Council's pressure sewerage reticulation system, via a specially designed Boundary Kit;
- c) A reticulation system specifically designed for pressure sewerage applications, and capable of supporting a number of such individual pumping units to transport the sewerage to the system discharge point. An alarm system built within the overall pumping unit to warn residents, who in turn will be required to contact Council either during work hours or after hours, that the pump is no longer working and to allow maintenance to occur within an acceptable timeframe.

3.2 Where Can Pressure Sewerage Systems Be Used?

Use of pressure sewerage systems will occur where designated by Council, but as a general guide this will be where:

- a) These systems are demonstrated to have significantly lower 30-year life cycle costs to Council compared with other forms of sewerage service provision, for the particular application, however even if a gravity system is more expensive it may still be the chosen option;
- b) There are particular circumstances, requiring the use of this technology;
- c) They are being used to overcome problems with on-site systems, where pressure sewerage effectively represents the only viable option;
- d) Council sewerage planning does not preclude them. It is stressed that just because pressure sewerage may, in some locations, be a lower cost technology, this will not necessarily mandate its use, as other factors may mitigate against such usage.

3.3 Limited Pressure Sewerage Pump Technologies

Council will nominate the type/make of pressure sewer system to be used in the shire.

3.4 Supporting Documentation

Council will, in support of this Policy Statement, have the following supporting documentation:

- a) A Technical Specification to regulate the nature of all pressure sewerage pumping units purchased as well detail the manner in which they are to be installed and maintained.
- b) A Home Owner's Manual to inform the resident what is expected of them and what they can and cannot do in relation to the pressure sewerage system on their property. It will also contain instructions on what to do if their system should fail.

4. GENERAL RESPONSIBILITIES

4.1 Ownership of the Residential Pumping Units

The basic configuration for most pressure applications will be a separate single pumping unit provided for each separate property and this will be based on a uniform sized tank. The ownership of the pumping unit, in this standard configuration, will reside with Council and includes the following:

- a) Pump
- b) Storage vessel
- c) Control panel and ancillary fittings
- d) Property delivery lines
- e) Boundary Kit

The hydraulic termination point for Council ownership of the pressure sewerage system will be the first flexible joint on the inlet side to the pressure sewerage storage vessel. The point for electrical termination will be the connection to the dwelling's power board where a separate 20amp circuit is to be used. Residents are reminded that under Section 635 of the Local Government Act it is an offence to wilfully or negligently remove, damage, destroy or interfere with a pressure sewer system.

In general Council will not seek to take out an easement over any part of the "on-property" installation of the pressure sewerage system. However, Council reserves the right to create an easement if required so as to ensure the safe ongoing operation of the system, the minimisation of any health concerns, or the protection of any Council property.

For non-standard connection (larger than 1ET), i.e., commercial connection, see section 5.2.

4.2 Maintenance of the Residential Pumping Unit

Council will provide all residents with a propriety pumping unit that to-date, has a proven track record in so far as reliability and performance is concerned. Based on relevant past experience, these units do not require preventative maintenance, however if repairs

are required, Council will maintain the unit on behalf of the resident with the cost being covered by the annual sewerage availability charge. However, if the unit is damaged by misuse or negligence by the householder the cost of repairs will be billed to the landowner.

It will be a condition of being connected to Council's reticulation system that the residents operate the pressure sewer system in accordance with the Manufacturer's Technical specification and Council's Home Owner's Manual.

4.3 Power for the Pumping Unit

The pumping unit's power connection will not be metered separately, and the residents will meet the power costs for the pressure sewerage pumping unit. The pumping unit will be installed on a separate electrical circuit breaker system. The point for electrical termination will be the connection to the dwelling's power board where a separate circuit is to be used.

5. INSTALLING PRESSURE SEWERAGE – GENERAL

5.1 Design Services

The design of pressure sewerage reticulation shall be undertaken by persons with proven experience with such technology. Design of "on property" works shall be undertaken by accredited installers and designers and they are to endeavour to accommodate the property owner's reasonable needs in a Council agreed consultation process, in the "on property" layout design.

For new systems or developments, design shall be checked by Council's nominated supplier of Low Pressure Sewer Systems pump units.

5.2 Number of Pump Units Per Property/Non Standard Connection

Developments for commercial or industrial properties or residential properties which are greater than 1ET are classified as NON-STANDARD connections.

Any internal sewerage system within the property boundary of the non-standard connection will be the responsibility of the property owner and will require Council approval. The sizing of the pumping units and the overall design of these non-residential systems needs to be carried out by an experienced designer, based upon the actual anticipated sewerage output and the capacity of the receiving sewers.

The ownership of these systems including design, installation, replacement and payment will be the responsibility of the owner. Council will maintain the units, at its cost, subject to the unit not being wilfully or inadvertently abused, as a result of the improper introduction of a damaging substance into the unit, by the user.

6. INSTALLATION ON THE PROPERTY

Council will supply the pressure sewer system components to all relevant single dwelling properties at cost. Council or their representative will discuss the requirements of the property with the property owners.

Upon application to Council, the units will be installed by an accredited installer of pressure sewer system to ensure warranty, and at the property owner's expense. The "on property" layout will be shown to the owner/ representative five days prior to construction. The owner/representative will be required to sign the layout at this time to confirm agreement to the final layout. The "on-property" design will generally involve pipelines parallel to the property boundary to minimise the impact on the property. In some cases, specific on site needs or constraints may lead to variations of this principle.

The units are to be installed to the requirements of the electricity supplier and the plumbing code of Australia.

Where a pressure unit is to be installed, to service an existing dwelling the accredited installer will first undertake a full audit of the existing dwelling power board and hydraulic connections. The installer will then advise the property owner what needs to be done to upgrade these connections if necessary to allow a pumping unit to be installed. The property owner will meet the costs associated with these upgrades.

7. INSTALLATION OF THE RETICULATION MAINS

Prior to construction of the reticulation system, the design of pressure sewerage systems shall be undertaken on behalf of Council or the proponent, by an appropriately qualified individual or company (thereby becoming the System Designer).

Construction will then be in accordance with these design plans and will be from acceptable pipe materials, generally laid at the minimal depths as defined in Council's Technical Specification. Any civil contractor wanting to deviate from the design, as shown on the drawings, will require that Council formally sign off on any changes.

The main will be extended from the street mains to just inside of the property boundaries. A valve arrangement known as the Boundary Kit will be placed at this termination point, to allow the connection of the property at a later date. The valving arrangement within the boundary kit should allow for the isolation of the property.

8. APPLICATION OF THE TECHNOLOGY

8.1 Existing On-Site Systems and Private “Pump Ups”

Owners of properties that have existing on site systems or private pump up systems on the fringe of a sewerage system area are NOT covered in this policy.

Any existing property that discharges into a reticulated main through a private pumping arrangement (pump up) may continue to operate their private system. They remain the responsibility of the property owner and resident. The owners of these schemes will not be able to apply to Council to take over the operation of these schemes.

If, for reasons of public or environmental health, it is determined that a property needs to be connected to Council’s sewerage system, then Council will act in an advisory capacity only. The owner will meet all costs associated with the supply and installation of the system.

8.2 New Subdivisions – Multiple Lots

Where specifically requested at the Development Application stage, an assessment will be undertaken by developer and Council as to whether a pressure sewerage system would be applicable and approved for a particular development. For Council to assess the application, Council will require a 30 year whole of life cost between conventional and pressure sewer systems based on the following criteria within this section.

Under the definition of pressure sewerage systems, the developer will be responsible for the cost of design and installation of the pumping unit, the delivery line to the boundary kit and the reticulation system. Council will supply the pressure sewer system components to all relevant single dwelling properties at cost.

All mains and boundary kits for the specific stage of the development must be installed and tested prior to connection to Council’s existing sewerage system. This will be a pre-condition for release of final plan of subdivision for any stage of the development. After testing and at point of commissioning, Council will then take ownership and responsibility for the pumping unit and associated reticulation mains.

The preferred option will always be to install a gravity sewer system in all cases where gravity sewer is able to be installed, even where the cost to do so is higher.

8.3 New Subdivisions – Single Lot

Where allowed under Councils Local Environmental Plan, installation of a low-pressure unit to service the new lot may be allowed, pending Council’s approval. The developer will be responsible for the cost of design and installation of the pumping unit, the delivery line to the boundary kit and the reticulation system. Council will supply the pressure sewer system components to all relevant single dwelling properties at cost.

Any mains and boundary kits for the development must be installed and tested prior to connection to Council’s existing sewerage system. This will be a pre-condition for release of final plan of subdivision for any stage of the development. After testing and at point of commissioning, Council will then take ownership and responsibility for the pumping unit and associated reticulation mains.

9. OPERATION AND MAINTENANCE OF THE PRESSURE SEWERAGE SYSTEM

9.1 Levels of Service

In general Council will endeavour to mirror the maintenance services provided for its more traditional sewerage services, particularly during business hours. For after-hours service, Council will specifically provide the following additional services:

- a) Next day repairs or replacement of the pumps for after-hours alarms.
- b) Response to any overflow situation as soon as practicable.

9.2 Council Responsibilities

Council will be responsible for the maintenance and repair of the pumping units and will maintain a quantity of replacement pumps (and other spare components) for these purposes. It will also be responsible for:

- a) Supporting this maintenance regime with a 24 hour a day call centre;
- b) Providing the resident with a Home Owner’s Manual and Property Service Diagram.

9.3 Resident Responsibilities

The Resident's primary role is to notify Council if their system's alarm sounds or the system overflows. They are also required to:

- a) Avoid discharging into the pumping unit any of those substances identified in the Home Owner's Manual as inappropriate for pressure sewerage;
- b) Comply with the other requirements set out in the Home Owner's Manual;
- c) Not interfere with the electrical operation of the pumps in accordance with what is detailed in the Home Owner's Manual.

9.4 Property Owner Responsibilities

The property owner is to ensure that the resident (if different from the property owner), understands that the property is serviced by a pressure sewerage system and that they have a copy of the Home Owner's Manual.

9.5 Access for Council Maintenance Officers

It will be a condition of being connected to the Council pressure sewerage reticulation system that the property owner's consent will be given to allow Council or its agents to enter the property and undertake any repairs to the pumping unit. This is reinforced by Section 191A of the Local Government Act, 1993, which also gives Council the ability to enter the property to undertake the necessary works.

Details of the Council access requirements will be set out in the Home Owner's Manual but where the resident has not provided reasonable access, or fails to secure pets, etc. Council may refuse to provide the service call. In these instances, the property owner/resident may be charged the additional costs incurred by Council.

9.6 Identification of Maintenance Employees and Contractors

Any Council employee (or contractor) entering private property must have photographic identification and appropriate authorisation to enter the property.

10. MODIFICATIONS OR HOUSEHOLD ADDITIONS

Building over the pressure sewerage system will not generally be allowed but Council will allow some relocation of the "on-property" pipeline or the pumping unit subject to:

- a) The hydraulics on the property allowing the pumping unit to be moved
- b) There being a suitable alternative route/s for the property delivery pipeline
- c) The associated costs for the relocation works being met by the property owner
- d) All technical requirements, as set out in Council's Pressure Sewerage Technical Specification, being met
- e) Full details of the "as constructed" works being provided to Council
- f) Any modifications being carried out by an accredited installer

Residents wanting to relocate the pumping unit or property delivery line are required to contact Council for advice on what will be required.

Residents interfering with delivery lines or pumping units without Council's approval may be subject to relevant fines under the Local Government Act 1993. Residents will also be required to meet any costs arising from the loss of warranty on that pumping unit, and/or damage to that unit and/or, any other costs associated with such unauthorised works.

11. ADMINISTRATION

The following is to be undertaken by Lockhart Shire Council to support the supply, operation and maintenance of pressure sewer system.

11.1 Operation Records

Council will maintain records of the operation of the pressure sewer systems including each pumping unit to build a history of performance.

11.2 Property Diagrams

Council will, on behalf of the residents, maintain a copy of all house service details for their records and copies may be obtained from Council's main office during office hours.

During construction/installation phase Council will also require that a package of information be supplied with the drawings such as date of installation, commissioning, serial numbers of pump unit etc.

11.3 Spares

Replacement pumps and other spare components will be purchased and stored ready by Council, for emergency maintenance.

Adopted by Council – 19 July 2021
Refer minute No. XX/21

Item 11: Attachment 2 – Policy 2.52 Stormwater and Bridge Maintenance

2.52 Storm Water and Bridge Maintenance

POLICY TITLE: STORMWATER AND BRIDGE MAINTENANCE

FILE REF: A60-035

EXPIRY DATE: MAY 2021

OBJECTIVES

- i) To clearly designate for information of the Council and public, the maintenance of Council's storm water 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 storm water 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 storm water and bridge assets be classified on the following priority basis, which is hereby adopted as policy:

1. STORMWATER ASSETS

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

1.1. Storm Water 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 storm water drains to be yearly
- Storm water culverts to be maintained yearly
- Cleaning of gross pollutant traps (GPT's) to be six-monthly

1.2. Storm Water Assets – Rural

- Asset inspections to occur at time of maintenance grade for unsealed roads
- Asset inspections to be at 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
- Storm water 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: <ul style="list-style-type: none"> (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.

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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"> • Concrete deck wearing surface • Webs • Top flanges (top surface underside) 	100 years	<ul style="list-style-type: none"> • Standard inspection of upper surfaces from bridge deck • 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	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"> • Webs • End cross girders • Top flanges (top surface and underside) • Kerb 	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"> • Posts • Rails • Expansion joints • Connections 	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.

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Bridge element or component	Design life	Planned access	Inspection cycle	Inspection activities	Maintenance cycle	Maintenance activities
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
Precast reinforced concrete abutment sill beam and wall panel <ul style="list-style-type: none"> • Lateral restraint blocks • Curtain wall • Wing wall returns • Kerb. 	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"> • Lateral restraint blocks 	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"> • Touch up protective coating • Replacement of missing nuts • Tightening of bolts.

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Bridge element or component	Design life	Planned access	Inspection cycle	Inspection activities	Maintenance cycle	Maintenance activities
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"> • Transition connection 	25 years	Inspection from bridge deck.	2-year interval	Level 2	As determined from inspection results	<ul style="list-style-type: none"> • Touch up protective coating • Check bolts and tighten bolts to the torque provided on the drawings.
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.

Adopted by Council 19 July 2021

Refer Minute No. XX/21

12. DELIVERY PROGRAM 2017-2021 AND OPERATIONAL PLAN 2019-20

(GM: 21/7139)

Executive Summary

Provision of a report on the implementation of the Community Strategic Plan, Delivery Program and Operational Plan.

Report

Section 404 of the Local Government Act states the General Manager must ensure that regular progress reports are provided to the Council reporting as to its progress with respect to the principal activities detailed in its Delivery Program. Progress reports must be provided at least every 6 months.

Bearing in mind that we are coming to the end of the council term, a report on the implementation of the 2017-2027 Community Strategic Plan, 2017-2021 Delivery Program and 2020-2021 Operational Plan is provided to councillors.

The attached report will be incorporated into council's End of Term Report required to be completed later in the year.

Integrated Planning and Reporting Reference

E1 Meet all governance and regulatory requirements in the conduct of council's operation.

Legislative Policy & Planning Implications

It is a legislative requirement that regular progress reports are provided to Council.

Budget & Financial Aspects

Not applicable.

Attachments

Lockhart Shire Council Community Strategic Plan, Delivery Program and Operational Plan Progress Report (enclosed separately).

Recommendation: That the report on the implementation of the 2017-2027 Community Strategic Plan, 2017-2021 Delivery Program and 2020-2021 Operational Plan be received and its contents noted.

13. FEES & CHARGES 2021-2022 – COMPANION ANIMALS

(DCCS: 21/8675)

Executive Summary

Advice has been received that the fees and charges applying pursuant to the Companion Animals Act have been revised

Report

Council's adopted fees and charges include both fees and charges set by Council at its discretion as well as statutory fees set by legislation.

Council adopted its fees and charges for the 2021-22 financial year at the Council meeting held on 21 June 2021. It has subsequently come to Council's attention that the statutory fees applying under the companion animals legislation have been revised. The Office of Local Government, by Circular dated 30 June 2021, advised that the Companion Animals Regulation has been amended to provide for the fees as set out in the table below, effective from 1 July 2021.

The matter is being reported to Council so that the revised fees can be formally incorporated into Council's adopted fees and charges.

Registration Category	Previous Fee	New Fee
Dog – Desexed (by relevant age)	\$60	\$66
Dog – Desexed (by relevant age eligible pensioner)	\$26	\$27
Dog – Desexed (sold by pound/shelter)	\$0	\$0
Dog – Not Desexed or Desexed (after relevant age)	\$216	\$224
Dog – Not Desexed (recognised breeder)	\$60	\$66

Registration Category	Previous Fee	New Fee
Cat – Desexed or Not Desexed	\$50	\$56
Cat – Eligible Pensioner	\$26	\$27
Cat – Desexed (sold by pound/shelter)	\$25	\$0
Cat – Not Desexed (recognised breeder)	\$50	\$56
Registration late fee	0	\$18
Annual permit category	Previous Fee	New fee
Cat not desexed by four months of age	\$80	\$81
Dangerous dog	0	\$197
Restricted dog	0	\$197
Permit late fee	0	\$18

Integrated Planning & Reporting

E1 Meet all governance and regulatory requirements in the conduct of council's operation.

Legislative Policy and Planning Implications

Fees and charges relating to companion animals are statutory fees that are set pursuant to the Companion Animals Act.

Budget and Financial Aspects

The revised fees and charges will not have a discernable effect on Council's budget

Attachments

Nil.

Recommendation: That Council incorporate in its adopted fees and charges for 2021-22, the revised fees and charges applying to companion animals, as set out in the report.

14. LOCAL GOVERNMENT ELECTIONS UPDATE

Executive Summary

An update is provided regarding the local government elections to be held on 4 September 2021.

Report

Further to previous updates provided to Council regarding the forthcoming local government elections, further information has been received from the Office of Local Government (OLG) and the NSW Electoral Commission (NSWEC) which is drawn to Council's attention.

Nominations

The NSWEC's online nominations system is now available at elections.nsw.gov.au. Intending candidates can start the process of nominating online now. Alternatively, paper nomination forms are available by calling the NSWEC's candidate helpdesk on 1300 022 011.

Nominating incorporates the following:

- Part A – Candidate details.
- Part B – Nominator details.
- Part C - Candidate information sheet.
- Part D – Statistical information sheet; and
- A nomination deposit (\$125).

Nominations can be lodged online from **Monday 26 July and close 12 noon, Wednesday 4 August**. Late nominations will not be accepted. However, if using paper nomination forms, candidate's must lodge their nomination and deposit with the Returning Officer.

A draw to determine the order of groups (where applicable) and candidate names on the ballot paper will be conducted at the office of the Returning Officer at 10am, Thursday 5 August 2021.

The ballot paper draw may be observed in person by candidates, representatives of registered political parties and the media, subject to the capacity of the Returning Officer's office and COVID-19 safety measures.

The NSWEC's candidate nominations advertisement was displayed state-wide in the Sydney Morning Herald, The Daily telegraph and The Land on Thursday 8 July 2021. The NSWEC's advertisement has been placed on Council's website and will also be published in the July edition of the Council Newsletter.

Candidate Information Sessions

A Candidate Handbook is now available on the NSWEC's website. The Handbook has also been made available on Council's website.

Educational webinars which assist candidates in navigating the process are also available. The webinars will be held from April to August 2021 and will cover the following topics:

- Election overview
- Election funding and disclosure
- Registration of candidates, groups, and third-party campaigners
- Electoral material (also known as how-to-vote material)
- Nomination process
- Early voting and election day voting
- Candidate workers and scrutineers
- Counting and results

Video recordings of the first candidate webinars held in April and May can now be found on the NSWEC website at <https://www.elections.nsw.gov.au/Political-participants/Candidates-and-groups/Candidate-nominations-for-local-elections/Six-steps-to-being-a-candidate>

Future webinars will also be recorded and placed on the NSWEC website for viewing at a later date if interested persons are unable to attend at the scheduled time.

In addition to being posted on Council's website the above information will also be published in the July edition of the Council Newsletter.

Election Results and Council Meeting Schedule

Local Government NSW has informed councils that the NSWEC has advised that it anticipates the results of the 4 September 2021 general local government election to be declared within approximately three (3) weeks of that election.

This means that the September Council meeting may not be able to proceed as scheduled on the third Monday of the month but may have to be held on a later date.

LGNSW has further advised that this year is also an election year for the LGNSW Board and due to the COVID-19 pandemic it's looking increasingly likely that the Board election will need to be conducted by postal ballot (instead of an in-person ballot at the LGNSW Annual Conference).

LGNSW is liaising with the Australian Electoral Commission (who is conducting the Board election) and exploring all options. At this stage, if a postal ballot is required, and based on LGNSW's proposed timeframe, Council will need to determine who its nominated voting delegate is for the Board election at its October Council meeting.

Integrated Planning and Reporting Reference

E1 Promote the increased participation of local people in local government and the community.

Legislative Policy & Planning Implications

Council has previously entered into a service contract with the NSWEC for the conduct of the 2020 elections prior to their postponement.

Rules about the information that candidates and their supporters can publish or distribute are prescribed under the *Local Government (General) Regulation 2005*.

Budget & Financial Aspects

Provision has been made in the 2021/22 budget for the conduct of the council elections based on an estimate provided by the NSWEC.

The NSW Government has provided additional funding to the NSWEC to cover any increased costs associated with conducting a COVID safe election so that these costs are not passed on to councils.

Attachments

Nil.

Recommendation: That the information be noted.

QUESTIONS AND STATEMENTS

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.

15. MAYORAL MINUTE