



# **MINUTES**

**of the  
Ordinary Meeting  
Held  
17 December 2018**

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

**Minutes of the Ordinary Monthly Meeting of Lockhart Shire Council held in the Council Chambers,  
Green Street, Lockhart on Monday, 17 December 2018 at 5.00pm.**

## **PRESENT**

Cr R. Schirmer (Mayor), Cr G. Verdon (Deputy Mayor), Cr M Day OAM, Cr D. Douglas, Cr G. Driscoll, Cr A. Rockliff, Cr P. Sharp and Cr J. Walker.

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

The meeting opened with a prayer.

## **APOLOGIES**

Cr I. Marston.

## **LEAVE OF ABSENCE**

Nil.

## **CONFIRMATION OF MINUTES ORDINARY MEETING 19 NOVEMBER 2018**

<b>321/18</b> <b>RESOLVED</b> on the motion of Crs Rockliff and Day that the Minutes of the Ordinary Meeting held on Monday, 19 November 2018 as printed and circulated be taken as read and confirmed.
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## **DECLARATION OF PECUNIARY AND NON-PECUNIARY INTERESTS**

Nil.

## MAYORAL MINUTE

### MAYORAL REPORT

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

- |               |   |
|---------------|---|
| Fri, 23 Nov   | Attended the REROC Executive meeting in Wagga Wagga.  |
| Thurs, 29 Nov | Along with David Webb, Director Engineering and Environmental Services, attended the REROC Transport Forum in Wagga Wagga.  |
| Thurs, 6 Dec  | Along with Peter Veneris, General Manager, attended the Riverina JO Board Meeting in Wagga Wagga.   |
| Sat, 8 Dec    | Attended the Mayoral Christmas Party with Councillors and guests at The Rock Golf Club.   |
| Mon, 10 Dec   | Along with Peter Veneris, General Manager and David Webb, Director Engineering and Environmental Services, attended the Outdoor Staff Toolbox Talk meeting in Lockhart. |
| Mon, 17 Dec   | Attended the Greens Gonyah Museum Thank You afternoon tea at the Memorial Hall, Lockhart.   |

<b>322/18</b> <b>RESOLVED</b> on the motion of Crs Day and Sharp that the Mayoral Report be received.
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## URGENT MATTERS

Nil.

## NOTICE OF MOTION

Nil.

## COMMITTEE REPORTS

Nil.

## DELEGATES' REPORTS

### 1. RIVERINA JO AND REROC – 6 DECEMBER 2018

The Mayor and General Manager attended meetings of the Riverina Joint Organisation (RivJO) and REROC.

The RivJO meeting predominantly dealt with administrative and governance related issues relevant to establishing the new entity including the establishment or adoption of:

- An ABN;
- Bank Account;
- Seal;
- Charter;
- Code of Meeting Practice;
- Payment of Expenses and Provision of Facilities Policy;
- Disclosures by Board and Designated Persons.

Julie Briggs has been appointed Executive Officer on an interim basis whilst arrangements are put in place for an open and competitive recruitment process for a permanent appointment to be made in accordance with the requirements of the Local Government Act.

In the new year the JO will commence work on preparing a Statement of Strategic Priorities, one of the key legislated obligations of the JO. To assist with this process Councils are being asked to advise what their local government area priorities are in the following six key areas with a view to identifying common themes as a starting point:

1. Transport
2. Energy, Water and Environment
3. Workforce Development and Skills Shortages
4. Connectivity
5. Economic Development
6. Health and Allied Medical Services.

Councils have been requested to submit their priorities by 31 January 2018.

Cr Rodger Schirmer  
Delegate

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

<b>323/18</b> <b>RESOLVED</b> on the motion of Crs Verdon and Day that the information be noted.
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**2. RIVERINA WATER COUNTY COUNCIL – DECEMBER 2018**

1. Monthly Investment report tabled with Total Funds of \$26m.
2. Audit & Risk Committee Minutes received and noted.
3. Council's meeting schedule for 2019 approved with 24 April 2019 meeting at Holbrook.
4. Council agreed to sponsor a Wagga School Leaders Program.
5. Code of Conduct statistics revealed - no complaints.
6. Cost estimates for new boardroom not approved, with revised budget to be presented to February meeting.
7. Rural SubTract Meter Policy and Water Restrictions Policy have been released for public exhibition.
8. Council has agreed to purchase land in Koorungal Rd and Forge Street.
9. Council has allocated \$90,000 for Proposed Design, Estimate and Evaluation for Solar Trial project.
10. Council approved tender for supply of 300mm PVC pipe from Milbrulong to Lockhart pipeline.

Greg Verdon  
Delegate.

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

<b>324/18</b> <b>RESOLVED</b> on the motion of Crs Walker and Sharp that the information be noted.
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## Status Report/Précis of Correspondence Issued

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

Res. No:	Officer to Action	Info	Action Taken
<b>Ordinary Council Meeting held 19 November 2018</b>			
320/18	GM	<b>Work Health and Safety Policies</b> Revised policies, 3.6 Work Health & Safety, 3.17 Work Health and Safety Consultation, 3.3 Bullying and Harassment, 3.9 Training, 3.10 Equal Employment Opportunity, 3.5 Return to Work Program, as presented be adopted.	Policy register updated. Complete.
319/18	GM	<b>Office Closure – Christmas/New Year Period</b> Council's office will close from COB Mon, 24 Dec 2018 to Tues, 1 Jan 2019 and will re-open for business on Wed, 2 Jan 2019.	Notice of the office will be displayed at the entrance to the Council Administration Building and on Council's website. Complete.
318/18	GM	<b>Council Meeting – February 2019</b> Council meeting scheduled to be held on 18 Feb 2019 be brought forward to 4 Feb 2019.	Notice of the change of meeting date will be given in the December/January Council Newsletter and via the Council's website.
317/18	GM	<b>Code of Conduct Statistics – Annual Report</b> a) Council note that for the reporting period 1 Oct 2017 to 30 Sept 2018 there were no complaints made under the Council's Code of Conduct, and b) The information be forwarded to the Office of Local Government.	The information has been forwarded to the Office of Local Government.  Complete.
316/18	GM	<b>2017/18 Annual Report</b> 2017/19 Annual Report be endorsed and the GM be authorised to forward a copy of the Report to the Minister for Local Government.	The Annual report has been forwarded to the Office of Local Government and made available on Council's website. Complete.
315/18	DCCS	<b>Quarterly Budget Review – September 2018</b> b) Adjustments in income, expenditure and reserves in the Sept 2018 Quarterly Budget Review be adopted c) The carried forwards and revote as reported are funded from Reserves be adopted.	Presented at Nov meeting. Complete.
314/18	DCCS	<b>Presentation of Council's 2017-18 Financial Statements</b> Council endorse the Audited Financial Statements and Auditor's Report for the year ended 30 June 2018 as presented, which will be included in Council's 2017-18 Annual Report.	The Audited Financial Statements have been incorporated into the Annual Report and forwarded to the Office of Local Government and made available on Council's website. Complete.
312/18	MES	<b>Variation to Development Control Plan, DA 39/19</b> Council grant consent for a variation to the Lockhart DCP, thereby permitting an increased building height for a proposed new shed at 63 Federal St, Lockhart, subject to no objections being received.	No objections received and development consent was approved. Complete.
310/18	DEES	<b>Grant Application – Playground at The Rock Recreation Ground</b> Council make a grant application under the NSW Government's Everyone Can Play in NSW Grant 2018-19 for a new playground at The Rock Recreation Ground.	Grant applications close 21 December 2018.

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309/18	DEES	<p><b>Sewerage Services – Lockhart Shire</b></p> <p>b) Authorises the Mayor and General Manager to execute under Council Seal the NSW Restart Funding Deed for Lockhart Sewerage Treatment Plant Scoping Study; and</p> <p>c) Undertake adjustments to Sewer Fund 2018/19 budget required at the next quarterly budget review to accommodate both Scoping Study and IWCM Strategy renewal.</p>	(b) funding deed signed and returned to Restart NSW. Complete.
305/18	DEES	<p><b>Container Deposit Scheme</b></p> <p>Authorise the General Manager and Director Engineering and Environmental Services to execute the CDS refund sharing agreement with Kurrajong Recycling.</p>	Contract executed. Complete.
302/18	GM	<p><b>Request to Refund Development Application Fees Paid to Council</b></p> <p>a) Council agree to refund Development Application fees paid by The Rock Charity Rodeo in the amount of \$465;</p> <p>b) Provide in-kind assistance by providing two skip bins</p> <p>c) The cost of the financial assistance outlined above met from Council's 2018/19 Section 356 Contributions Budget; and</p> <p>d) Council receive feedback on the dispersal of profits.</p>	<p>The DA has been approved. The applicant has been advised of the refund of DA fees and Council's in-kind contribution.</p> <p>The applicant has advised that the organisations to benefit from this year's event include the RFS, SES, Country Hope and the local army cadet unit.</p> <p>Complete.</p>
301/18	DCCS	<p><b>The Rock Recreation Ground Section 355 Committee Management Committee</b></p> <p>a) Council extend the delegation given to The Rock Recreation Ground Management Committee to include management of the community space/gymnasium at The Rock Swimming Pool complex;</p> <p>b) Council's Policy 1.11 Section 355 Committees be amended to reflect the foregoing change.</p>	Policy register updated. Complete.
294/18	DCCS	<p><b>Minutes of the TEDSC Meeting – Magnolia Lodge</b></p> <p>Council investigate the funding of additional independent living /aged care accommodation in the Shire, including at Magnolia Lodge.</p>	Discussed at a meeting with Valmar, continuing investigations.
293/18	GM	<p><b>Minutes of the TEDSC Meeting – Lockhart Industrial Land</b></p> <p>This matter to be brought before a full meeting of Council for consideration at a future date.</p>	A report will be prepared for consideration at a forthcoming Council meeting.
284/18	GM	<p><b>Mayoral Minute – Renew our Libraries Campaign</b></p> <p>Council endorse the Renew Our Libraries Campaign.</p>	LGNSW and Riverina Regional Library have been advised of Council's support for the campaign. Complete.
283/18	GM	<p><b>Mayoral Minute – Ian Maxwell McLeod – 50 Years of Service to the Legal Industry</b></p> <p>Council congratulate solicitor Ian Maxwell McLeod on 50 years of service to the legal industry and express its appreciation to Mr McLeod on his commitment to the local community.</p>	A letter of congratulations together with a copy of the Mayoral Minute has been forwarded to Mr McLeod. Complete.

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<b>Ordinary Council Meeting held 15 October 2018</b>			
270/18	GM	<p><b>Woodhaven Aged Care Facility – Land Ownership</b></p> <p>a) The land described as Lot 1 DP230301, Lot 2 DP230301, Lot 10 DP1067716 and Lot 1 DP726186 be transferred to Lockhart and District Aged Care Association Inc. trading as Woodhaven Aged Care for \$1.00, and</p> <p>b) Authority be granted for the Transfers and other relevant documentation to be executed under the Council's seal.</p>	Woodhaven Aged Care advised of council's decision and requested to arrange for necessary legal documentation to be prepared and forwarded to Council for execution.
261/18	TEDO	<p><b>Minutes of the TEDSC Meeting – Water Tower Lighting</b></p> <p>Consideration be given to funding to light the Lockhart Water Tower Mural and that Council investigate possible lighting options.</p>	In progress.
260/18	TEDO	<p><b>Minutes of the TEDSC Meeting – Water Tower Long Term Maintenance</b></p> <p>An agreed amount be held in reserve to enable future maintenance of the Lockhart Water Tower as and when needed.</p>	To be addressed in conjunction with the preparation of the 2019/20 Budget.
<b>Ordinary Council Meeting held 17 September 2018</b>			
252/18	DCCS	<p><b>Closed Agenda – Information Technology Systems – Quotations</b></p> <p>a) Council approve the purchase of the Electronic Document and Records Management System (EDRMS) HPE Content Manager with initial purchase, setup and training costs to be funded from Council's Systems &amp; IT Improvements Reserve;</p> <p>b) Council approve the purchase of Asset Management system AssetFinda with initial purchase, setup and training costs to be funded from Council's Systems &amp; IT Improvements Reserve;</p> <p>c) Initial and ongoing cost of iPad Minis are to be incorporated and funded from Council's Operating Plan Budget at Quarterly Budget Review; and</p> <p>d) Year 2 and ongoing annual license fees cost are to be incorporated and funded from Council's Operating Plan Budget.</p>	Purchase Order for AssetFinda raised, software licence received and being reviewed. IT Server is at end of life, quotes being sort. Server requires upgrade or replacing to enable new software to be installed and provide future capacity.
248/18	DCCS	<p><b>Audited Financial Statements</b></p> <p>a) Council certify in its opinion the General-Purpose Financial Statements and the Special Purpose Financial Statements as prepared, are in accordance with the attached certificates and that the certificates by completed be the Mayor, Deputy Mayor, General Manager and Responsible Accounting Officer.</p> <p>b) The funds as listed in the schedule be reported as internally restricted in Council's accounts as at 30 June 2018.</p>	Final Draft set of Statements currently with Crowe Horwath for review. Completed – Auditor(s) will be in attendance at November Council meeting to present and discuss Council's Statements for 2017-18. Complete.



237/18	GM	<p><b>Request for Financial Assistance – The Rock Show Society Inc.</b></p> <p>a) An amount of \$500 be provided to The Rock Show Society Inc. as a one-off donation; and</p> <p>b) Any financial assistance agreed to be Council be paid to The Rock Show Society Inc. after the governance arrangements referred to in this report have been clarified.</p>	Correspondence has been forwarded to The Rock Show Society Inc. advising of Council's decision to provide a one-off donation subject to clarifying governance arrangements.
126/18	DEES	<p><b>Recycling Update</b></p> <p>b) Council authorises DEES to negotiate CDS refund sharing agreement with Kurrajong Recycling and bring a further report to Council, and</p> <p>c) Submit a grant application under NSW EPA funding for material recovery facilities when open, for use of recycled glass in road base construction.</p>	<p>a) DEES still in negotiations with Kurrajong Recyclers. See report to Council November 2018. Complete.</p> <p>b) Grant funding due to open in October 2018. Webinar in early July on the funding program. DEES has attended webinar and grant funding is currently open.</p> <p>c) has been completed.</p>
117/18	TEDO	<p><b>Minutes of the TEDSC Meeting – Magnolia Lodge Land</b></p> <p>TEDSC investigate the existing documentation on the Magnolia Lodge to ascertain previous project plans.</p>	Complete. Council to investigate the funding of additional independent living/aged care accommodation in the Shire
<b>Ordinary Council Meeting held 16 April 2018</b>			
84/18	GM	<p><b>Round 2 – Stronger Country Communities Fund</b></p> <p>a) Council submit the following grant applications (listed in priority order) under Round 2 of the Stronger Country Communities Fund:</p> <ol style="list-style-type: none"> <li>1. Lockhart Recreation Ground – Facilities for footballers and netballers</li> <li>2. The Rock Recreation Ground – Toilets and Showers</li> <li>3. Osborne Recreation Ground – Playground and Traffic Improvements</li> <li>4. Town/Shire Entrance Signs</li> <li>5. Town/Shire Beautification</li> <li>6. Yerong Creek Recreation Ground – Netball and Handball Court</li> <li>7. The Rock Observatory</li> <li>8. The Rock Recreation Ground – Relocation of Pony Club and New Oval</li> <li>9. ½ Basketball Court at The Rock</li> </ol> <p>b) Any of the above projects that are unsuccessful in securing grant funding under the Stronger Country Communities Fund may be funded from Council's Reserves; and</p> <p>c) Council's Reserves be replenished over time with the proceeds from the sale of residential lots in Stage 2 of the Carson Road subdivision at The Rock.</p>	<p>Confirmation of the outcome of the grant applications has now been received.</p> <p>A report has been included in this agenda (refer item no. 2 with respect to part b) of the resolution.</p> <p>Complete.</p>

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80/18	DCCS	<p><b>Minutes of the TEDSC Meeting – Lockhart Childcare Facilities</b> Council investigate a scheme to benefit the serious lack of childcare facilities in Lockhart.</p>	<p>A survey to be designed then distributed to Lockhart and surrounding area. Survey posted Wed 15 August. Survey closed 10 Sept, now collating responses. Presented at Nov meeting. Complete.</p>
<b>Ordinary Council Meeting held 19 March 2018</b>			
68/18	GM	<p><b>Closed Agenda – Green Street West Lockhart – Price Review</b> a) Council adopt the following asking process for lots remaining unsold in the residential subdivision at Green Street West, Lockhart: a. \$25,000 Lots 1, 6, 7, 9, 10, 23, 24, 25, 27, 28, 29, 30, 31, and 32 b. \$27,500 Lots 12, 16, 17 and 18 c. \$44,000 Lots 11 and 34 b) That in relation to Lots 6-7, 9-10, 23-25 and 28-31, the price of two adjoining lots sold in a single transaction, i.e. one contract of sale, be reduced to \$22,000 each or a total contract price of \$44,000. c) That Lot 8 Rockliff Court in the Green Street West Residential Estate be taken off the Market whilst cost estimates are prepared for converting the allotment into a local park. d) That the GM be authorised to negotiate with project home builders for establishment of a display home at Green Street West with any incentives to be offered to be subject to approval by Council.</p>	<p>Council's agent has been informed of the revised selling prices adopted by Council.  Council's agent is contacting all builders on its data base regarding incentives that might encourage the construction of a spec/display home.  A cost estimate for converting an allotment into a park is currently being prepared.</p>
51/18	GM	<p><b>Lockhart Renewable Energy Project</b> a) Project update provided by Better Energy Technology Pty Ltd noted, b) Lockhart Renewable Energy Project Information Brochure endorsed for distribution to Lockhart premises.</p>	<p>A revised application for funding of Phase 1 of the project (regulatory &amp; planning approvals) has been resubmitted by BET with the Australian Renewable Energy Agency (ARENA) after the initial application was declined and the outcome is awaited.</p>
<b>Ordinary Council Meeting held 5 February 2018</b>			
21/18	GM	<p><b>Joint Organisations of Council</b> Council will support the continuation of REROC for a period no longer than 12 months from the proclamation of the Joint Organisation.</p>	<p>JOs proclaimed and discussions continuing between member councils regarding governance arrangements.  First JO Board meeting was held on 19/10/18.</p>
<b>Ordinary Council Meeting held 18 December 2017</b>			
316/17	GM	<p><b>The Rock to Boree Creek Rail Line</b> Council to continue to make applications when further rounds of funding are released.</p>	<p>A further application will be made when next funding round is launched.</p>

<b>Ordinary Council Meeting held 16 October 2017</b>			
266/17	DEES	<p><b>Closed Agenda – Tender – Waste Contract</b></p> <p>a) Contract for 'Domestic Garbage, Recyclables &amp; Organics Collection &amp; Transport Service' to be awarded to Cleanaway, adjusted for two bin collection service for an interim 6-month period as required; Contract to be 7 years – 2 April 2018 to 2 April 2025, renewable annually thereafter by mutual consent for up to three by one-year agreements; and</p> <p>b) General Manager and Director of Engineering &amp; Environmental Services authorised to sign Contract and Purchase Orders; and</p> <p>c) Council to make application for grant funding to supply FOGO bins and kitchen caddy's; and</p> <p>d) Undertake resident education program on 3-bin system and FOGO collection; and</p> <p>e) Staff authorised to enter into negotiations with Kurrajong Waratah to continue with Recyclables processing on behalf of Lockhart Shire Council.</p>	<p>(a) &amp; (b) Letter issued to Cleanaway. Contracts prepared. Cleanaway has commenced new contract with new truck, still operating on two bin system. Two bin system to continue till 1 April 2019 at this stage.</p> <p>(c) &amp; (d) Council engaging consultant to assist with grant application. Consultant is working on documentation and grant application. Grant application submitted. Grant funding successful for FOGO implementation.</p> <p>(e) Council met with Kurrajong Waratah. Negotiations progressing well, waiting on CDS information before can finalise agreement. Staff had further discussions with Kurrajong recently. See report to Council meeting November 2018. CDS sharing agreement reached. Complete.</p> <p>Grants for FOGO implementation now open and currently preparing application. Consultant still working on composting licence requirements. Grant submitted. Awaiting outcome of FOGO processing grant.</p>
<b>Ordinary Council Meeting held 21 August 2017</b>			
181/17	TEDO	<p><b>Minutes of the Tourism/Economic Development Steering Committee Meeting – Lockhart Railway Station</b></p> <p>Addition time to be given to source an alternative use/tenant for the Lockhart Railway Station building.</p>	<p>Consideration to be given as an office for the solar project if successful prior to advertising availability.</p>
<b>Ordinary Council Meeting held 15 May 2017</b>			
115/17	GM	<p><b>Councillor Professional Development</b></p> <p>Councillors to nominate any professional development they would like to undertake to assist in the development of a Professional Development Program for Councillors for 2017/18.</p>	<p>Training and Development opportunities distributed to Councillors as they arise.</p> <p>Draft Councillor Professional Development Guidelines recently released by OLG. Awaiting final version of Guidelines following a period of consultation.</p>

<b>Ordinary Council Meeting held 18 April 2017</b>			
72/17	DEES	<b>Caravan Parks</b> a) Information noted pending a furthermore detailed report b) Council has determined as a matter of policy that caravan parks be short term (holiday park) stays; and c) Expressions of Interest (EOI) be invited for Management of the Lockhart Caravan Park for 1 July 2017 to 30 June 2018 with option of 2 x 12-month extensions on mutual agreement.	More detailed report to be presented at a future Council meeting.  Items (b) & (c) are complete. Staff currently compiling information to put together further report.
<b>Ordinary Council Meeting held 20 March 2017</b>			
33/17	TEDO	<b>Minutes of the Tourism/Economic Steering Committee Meeting – Shire Signs</b> Designs for the Shire signs to be investigated.	Refer 84/18 Complete.
<b>Ordinary Council Meeting held 21 November 2016</b>			
315/16	GM/ TEDO	<b>Australian Kelpie Hall of Fame</b> a) Greens Gonyah Museum be requested to develop and provide a long-term business plan to Council, outlining future developments and how they will be funded, and b) The item be brought back to Council for further discussion in the 2017/18 FY.	Complete.
<b>Ordinary Council Meeting held 19 September 2016</b>			
241/16	TEDO	<b>Minutes of Tourism/Economic Development Steering Committee - Town Visitor Information Boards</b> New town visitor information boards to be designed and installed in The Rock and Lockhart.	Signs received.
<b>Ordinary Council Meeting held 16 May 2016</b>			
109/16	DCCS	<b>Old Lockhart Railway Station Building</b> Council to: a) Seek to find a suitable use/tenant for the building b) Begin negotiations with JHR to hand building back, if suitable use/tenant not found within next 6 months.	Ongoing. No potential tenants have enquired. Promoting venue as a regional meeting site. Very little activity to date. Lockhart Central School has used for 2018 HSC exams. No enquiries for a permanent tenant.
<b>Ordinary Council Meeting held 19 November 2018 – Councillor Questions &amp; Statements</b>			
Councillor's Questions	DEES	<b>Cr Rockliff – Thank You to Parks and Gardens Staff</b> – Advised had recently received two positive visitor comments from caravaners on how fantastic Lockhart township looks and wished for this to be passed on to Parks and Gardens staff.	Thanks passed onto staff. Complete.
	DEES	<b>Cr Marston – New Amenities Building at The Rock Swimming Pool Complex</b> – Stated that a lot of residents had enquired when the gym in The Rock would be opening and advised that fundraising would be needed for the purchase of equipment and resources. A request had come from The Rock Progress Association for its pledge of \$4,000 toward the amenities building to be used to assist with the purchase of gym equipment.	DEES advised that The Rock Progress Association had also contacted Council and staff would respond shortly. Response provide to The Rock Progress Association. Complete.
	DCCS	<b>Cr Driscoll – Cleaning of Toilets at The Rock Recreation Ground</b> – Advised that there seems to be a problem with cleaning of the toilets at The Rock Recreation Ground.	DCCS advised he was aware of the issue and would be attending a meeting this week to resolve the issue. Have met with Rec Ground representatives, issue addressed in short term, still investigating long term options.

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Councillor's Questions	DEES	<b>Cr Verdon – Back Lane between Mixner and Cornwall Sts, The Rock</b> – Advised there is water ponding in the back lane between Mixner and Cornwall Sts, The Rock preventing residents from accessing their properties.	DEES advised he will investigate and take appropriate action. DEES investigated and considers the back lane to be in good condition and no water ponding when had rain overnight before inspection. Complete.
	DEES	<b>Cr Verdon – Council Contribution – The Rock Recreation Ground</b> – Advised The Rock Recreation Ground receives an annual contribution funding of \$12,500 from Council and with electricity currently costing \$12,000 p.a., was wondering if Council could do and audit or assist in any way?	DEES advised there may be some upcoming opportunities for grant funding for solar and battery storage for Council buildings and he will investigate further and advise. DEES has been in contact with OEH about opportunities. Council to provide information to OEH.
<b>Ordinary Council Meeting held 15 October 2018 – Councillor Questions &amp; Statements</b>			
Councillor's Questions	DEES	<b>Cr Verdon – Status of The Rock Subdivision -</b> Enquired as to the status of The Rock subdivision?	DEES advised the draft linen plan has been submitted to Council, however it needs some refinement around easements following which it should be ready to lodge with solicitors for registration. Draft linen plan received, a couple of further amendments needed. Works on sealing Carson Road has commenced. Linen plan has been sent to solicitors for registration. Works on the ground have been completed.
<b>Ordinary Council Meeting held 17 September 2018 – Councillor Questions &amp; Statements</b>			
Councillor's Questions	GM/Mayor	<b>Cr Verdon – Wagga Wagga City Council's (WWCC) Position regarding Riverina Joint Organisation (RIVJO)</b> – Enquired as to an update regarding WWCC's position regarding joining the RIVJO.	The Mayor advised that the WWCC had indicated in writing that it was prepared to join the RIVJO subject to certain conditions and that the conditions were acceptable to the RIVJO member councils insofar as they were able to be accommodated within the provisions of the Local Government Act. Discussions are continuing between WWCC and JO member councils.
	DEES	<b>Cr Marston – Donation Box at The Rock Recreation Ground</b> - Thanked staff for the new donation box in the male toilets at The Rock Recreation Ground and asked if a donation box could also be installed in the female toilets?	DEES advised he will arrange for this to occur. Second donation box has been ordered. Box is ready to be picked up and installed. Second box has been installed. Complete.

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Councillor's Questions	GM	<b>Cr Rockliff – Notification to Shop Owners of Events being held in Lockhart</b> - Enquired as to whether businesses in the CBD could be advised if there is going to be an event like the recent Antique Bottle Show that was held in the Lockhart Memorial Hall last weekend, to help ensure businesses are open and trading when these events are conducted?	The General Manager advised that he will investigate whether an appropriate system can be put in place to communicate this information to local businesses when bookings are taken at Council's office for these types of events. Complete.
	DEES	<b>Cr Sharp – Bus Stop Signs, Figtree Rd</b> - Advised that the parent of the school children picked up by the school bus on Figtree Rd requested school bus signs to be installed either side of Ledheys Lane.	DEES thanked Cr Sharp for this information and will arrange for the signs to be installed. Signs ordered and will be installed when available. Signs have been installed. Complete.
	Councillors	<b>Cr Schirmer – Mayor's Christmas Party 2018</b> – Advised Councillors that the Mayor's Christmas Party will be held on Saturday, 8 December at the Rock Golf Club and could Councillors please think about and advise on invitations.	
<b>Ordinary Council Meeting held 21 May 2018 – Councillor Questions &amp; Statements</b>			
Councillor's Questions	DEES	<b>Cr Rockliff – Water going into Back Yards between Green &amp; Hebden Sts, Lockhart</b> – Advised he has been approached by 2 residents regarding water going into back yards between Green and Hebden Sts, Lockhart.	DEES advised he is aware of the issue and will investigate when time and resourcing permits.
	DEES	<b>Cr Driscoll – Missing Town Entrance Sign</b> – Advised that The Rock entrance sign on the Olympic Highway on the Yerong Creek side is missing.	DEES advised he will investigate and advise, and also noted that town entrance signs were part of the recent SCCF grant application. DEES has had discussions with GHSC about reinstalling the sign, which is located at The Rock depot. Expect this will be undertaken in the near future. Council has chased up GHSC again and sign has been dropped off at GHSC Culcairn depot.
<b>Ordinary Council Meeting held 5 February 2018 – Councillor Questions &amp; Statements</b>			
Councillor's Questions	DEES	<b>Cr Sharp – Issue with Murray Pines Encroaching Henty-Pleasant Hills Rd</b> – advised had received a letter from a resident re. these trees on Henty-Pleasant Hills Rd, just east of Figtree Lane.	DEES advised will investigate and take appropriate action. DEES has inspected the site and is currently having the vegetation assessed by Environmental Officer. Trees to be trimmed have been identified and works will occur as resourcing permits.
<b>Ordinary Council Meeting held 18 December 2017 – Councillor Questions &amp; Statements</b>			
Council lor's Questio ns	GM	<b>Cr Marston – Council Elections</b> – Enquired if Council, for the 2020 Council Elections would consider advertising its own election (not through AEC) to save money.	GM advised that this could be considered at the appropriate time, closer to the election year.

Ordinary Council Meeting held 20 November 2017 – Councillor Questions & Statements			
Councillor's Questions	GM	<b>Cr Marston – Potential Purchase of Land for Development</b> – Following completion of Carson Rd Development, The Rock, enquired if Council could look into the purchase of more land for development (using borrowings) – Shire-wide, but maybe concentrating on The Rock and lifestyle blocks in Yerong Creek, requesting this be put on the agenda for further discussion.	Discussions have been held with Council's agent and the availability of suitable developable land coming on to the market is being monitored.
Ordinary Council Meeting held 17 July 2017 – Councillor Questions & Statements			
Councillor's Questions	MAYOR	<b>Cr Driscoll – Fit For the Future Process</b> – Enquired as to where Council was up to regarding the FFTF process and ensuring we comply with our Action Plan.	The Mayor advised we are working on external contracting and other options regarding expanding the Shire's scale and capacity.
	COUNCILLORS	<b>Cr Schirmer – Councillor Relaxed Visits throughout Shire</b> – Thanked Councillors who attended recent Friday night at the Pleasant Hills Pub and advised the visit was well received by the locals with positive feedback being given.	Councillors attended the Friday fish & chips night at Yerong Creek on 6 July 2018.
Ordinary Council Meeting held 18 April 2017 – Councillor Questions & Statements			
Councillors' Questions	DEES	<b>Cr Verdon – Song Written by Former Grader Operator Mr Keith Ball</b> – Enquired as to whether Council had a copy of the song about working on Council and if not, could a copy be obtained for historical purposes?	DEES advised he is not aware of the song and will contact the Funeral Director. Staff have spoken with family, a copy to be forwarded to Council in due course. Staff following up with the family again. It is hoped will have the song shortly.

**17 December 2018 Council Meeting - Correspondence Sent to Councillors**

Date to Councillors	From	Subject	File Ref
19/11/18	ALGA News Editor	ALGA News 16 November 2018	A75-005
19/11/18	Cr Linda Scott, LGNSW	LGNSW Weekly – 16 November 2018	S20-007
27/11/18	Cr Linda Scott, LGNSW	LGNSW Weekly – 23 November 2018	S20-007
27/11/18	ALGA News Editor	ALGA News 23 November 2018	A75-005
3/12/18	Cr Linda Scott, LGNSW	LGNSW Weekly – 30 November 2018	S20-007
3/12/18	ALGA News Editor	ALGA News 30 November 2018	A75-005
10/12/18	Cr Linda Scott, LGNSW	LGNSW Weekly – 7 December 2018	S20-007
10/12/18	ALGA News Editor	ALGA News 7 December 2018	A75-005

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

<b>325/18</b>	<b>RESOLVED</b> on the motion of Crs Rockliff and Driscoll that the information be noted.
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## Staff Reports

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

**1. RIVERINA REGIONAL LIBRARY – DEED OF AGREEMENT (GM/L20-005)**

Executive Summary

The existing Deed of Agreement relating to the Riverina Regional Library service expires in 2018 and a new Deed of Agreement for the period 2018 to 2022 is required to be executed under seal of Council.

Report

Council is a member of the Riverina Regional Library (RRL) along with nine other Councils. The existing Deed of Agreement covering the period 2014 to 2018 expires in 2018 and a new Deed of Agreement for the period 2018 to 2022 is required to be executed under seal of Council.

The Deed contains provisions relating to membership, management and administration of the regional library service. The Riverina Regional Library Advisory Committee, on which Council is represented, has resolved to endorse the 2018 – 2022 Deed of Agreement.

Integrated Planning and Reporting Reference

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

Legislative Policy and Planning Implications

Nil.

Budget and Financial Aspects

Council pays an annual membership contribution to the RRL for the provision of library services in the Shire which is provided for in the 2018-19 Budget.

Attachments

The Deed of Agreement will be tabled at the meeting.

**Recommendation:** That authority be granted for the Riverina Regional Library 2018-2022 Deed of Agreement to be executed under Council's seal.

<b>326/18</b>	<b>RESOLVED</b> on the motion of Crs Verdon and Rockliff that the authority be granted for the Riverina Regional Library 2018-2022 Deed of Agreement to be executed under Council's seal.
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**2. ROUND 2 STRONGER COUNTRY COMMUNITIES FUND (GM/G10-005)**

Executive Summary

The purpose of this report is to inform Council of the outcome of the grant applications submitted under Round 2 of the NSW Government's Stronger Country Communities Fund.

Report

In April 2018 Council was advised of a notional allocation of \$764,000 for the Lockhart Shire Local Government Area under Round 2 of the NSW Government's Stronger Country Communities Fund. At its meeting held on 16 April 2018 Council considered a range of projects for which it could seek funding noting that priority was to be given to sporting infrastructure, community infrastructure and place making/beautification projects.

Council also noted that multiple applications exceeding the Shire's allocation of \$764,000 were encouraged to guard against any projects not meeting the relevant criteria. It was therefore understood that not all of the projects would be successful. Council was also required to allocate a priority rating to its nominated projects.



Council has now been advised of the outcome of the applications it resolved to submit. The Table below shows both the applications Council submitted and the applications which were successful.

<b>Priority</b>	<b>Submitted Applications</b>		<b>Successful Applications</b>
1	Lockhart Recreation Ground (amenities building upgrade)	\$345,000	\$345,000
2	The Rock Recreation Ground (amenities building upgrade)	\$50,000	\$50,000
3	Osborne Recreation Ground (playground & traffic improvements)	\$65,950	\$65,950
4	Town/Shire Entrance Signs	\$100,000	\$100,000
5	Town/Shire Beautification	\$175,000	-
6	Yerong Creek Recreation Ground (netball and handball court)	\$50,000	-
7	The Rock Regional Observatory (lecture theatre)	\$100,000	\$100,000
8	The Rock Recreation Ground (relocation of Pony Club and new 2 <sup>nd</sup> oval)	\$100,000	\$100,000
9	½ Basketball Court at The Rock	\$50,000	-
<b>Total</b>		<b>\$1,035,950</b>	<b>\$760,950</b>

It can be seen from the above table that Council's submitted applications have been successful with the exception of priorities 5, 6 and 9. The Government implemented a process of community consultation, including local surveys, before determining the applications.

The relevant organisations and Section 355 Management Committees have been informed of the outcome of the applications and meetings have occurred with them to discuss progressing the projects.

With respect to the town and Shire entrance signs project it is proposed that Council's Tourism and Economic Development Steering Committee, which includes both councillor and community representatives from across the Shire, be tasked to consider a range of options that could form the basis of wider community consultation.

In the meantime, the formal Funding Agreement has been received from the NSW Department of Premier and Cabinet. Council is awaiting return of the fully executed Funding Deed at which time it will allow Council to then commit expenses against the projects. The Funding Agreement requires projects to be completed by 31 October 2020.

At the 16 April 2018 meeting when Council resolved to submit the above listed projects knowing that not all of the projects would be successful, Council also resolved that consideration be given to any unsuccessful projects being funded from Council's Reserves.

In this regard it is recommended that the two community-based projects, i.e. priorities 6 and 9 in the table above, be funded from reserves so that they may proceed and ensure a more even geographic spread of projects across the Shire. The other unsuccessful project i.e. priority 5, being a Council project could be referred to the 2019/20 budget deliberations for consideration in conjunction with other priorities.

Integrated Planning and Reporting Reference

- A1 - Support cultural and sporting opportunities that respond to the needs of the community.  
A2 - Plan, develop and maintain facilities, parks and gardens that respond to the needs of the community.  
B1 - Manage and improve the appearance of our towns, in line with their desired identities.  
B1 - Develop and implement a long-term beautification plan for each of the Shire's towns.

Legislative Policy and Planning Implications

Nil.

Budget and Financial Aspects

A co-contribution is not required for applications submitted under the Stronger Country Communities Fund (SCCF) Program.

Attachments

Nil.

**Recommendation:** That:

- a) the information regarding the successful grant applications under Round 2 of the Stronger Country Communities Fund be noted; and
- b) authority be granted for the Funding Agreement relating to Round 2 of the Stronger Country Communities Fund to be executed under Council's seal.
- c) the unsuccessful projects involving the netball and handball court at the Yerong Creek Recreation Ground and the ½ Basketball Court at The Rock, be funded from Council's Future Infrastructure Development Reserve.

**327/18**

**RESOLVED** on the motion of Crs Rockliff and Walker that:

- a) the information regarding the successful grant applications under Round 2 of the Stronger Country Communities Fund be noted; and
- b) authority be granted for the Funding Agreement relating to Round 2 of the Stronger Country Communities Fund to be executed under Council's seal.
- c) the unsuccessful projects involving the netball and handball court at the Yerong Creek Recreation Ground and the ½ Basketball Court at The Rock, be funded from Council's Future Infrastructure Development Reserve.

**3. REQUEST FOR ASSISTANCE – LOCKHART PICNIC RACE CLUB INC.**

**(GM/D30-005)**

Executive Summary

A request for financial assistance has been received from the Lockhart Picnic Race Club Inc. and is tabled for Council's consideration.

Report

The Lockhart Picnic Race Club Inc. has written to Council seeking financial support towards the waiving of water purchase costs to water the race track leading up to the annual picnic race meeting held on 5 October 2018. A copy of the correspondence is attached.

Due to the very dry winter the race track was unusually hard, which can have a detrimental effect on the race horses, often resulting in horse owners/trainers pulling out of the race meet. This would have had a significant effect on the overall race meeting. In fact, Council has received verbal comments on how well the race track is prepared for the annual picnic races by many trainers. This is a credit to both the race committee as well as Council staff.

Council and Lockhart Picnic Race Club committee members have also spoken with Riverina Water County Council about a donation to the cost of the water supply. A total of 365 KI was used by the committee, equating to \$748.25 in supply cost. Staff discussions with Riverina Water County Council is that it is prepared to meet this cost 50/50 with Council.

Integrated Planning and Reporting Reference

- A1 - Facilitate and support our community to deliver vibrant and dynamic community events.
- A1 - Provide or partner to provide cultural and sporting participation opportunities.
- A1 - Build capacity, capability and partnerships to encourage sustainable community groups and clubs.
- A1 - Provide support and advice to community groups, clubs and volunteers.

Legislative Policy and Planning Implications

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

Budget and Financial Aspects

Council's 2018/19 Budget includes an allocation of \$52,100 for the purpose of providing financial assistance to community groups in the Shire in accordance with section 356 of the Local Government Act.

Attachments

1. Letter from Lockhart Picnic Race Club Inc. dated 10 December 2018.

**Recommendation:** That:

- a) Council provides financial support to the value of \$374.25 to the Lockhart Picnic Race Club Inc to assist to cover 50% of the cost of the water supply; and
- b) Council writes to Riverina Water County Council requesting donation of \$374 to cover the remaining 50% of the cost of the water supply.

**328/18**     **RESOLVED** on the motion of Crs Rockliff and Sharp that:

- a) Council provides financial support to the value of \$374.25 to the Lockhart Picnic Race Club Inc to assist to cover 50% of the cost of the water supply; and
- b) Council writes to Riverina Water County Council requesting donation of \$374 to cover the remaining 50% of the cost of the water supply.

**4. POLICY 2.28 ASBESTOS MANAGEMENT**

**(DEES/C70-025)**

Executive Summary

A revised *Policy 2.28 Asbestos Management* is presented for Council's consideration.

Report

At its meeting held on 6 February 2017 Council endorsed a process for the review of existing policies and development of new policies. As part of the ongoing process of reviewing Council's policies, *Policy 2.28 Asbestos Cement* has been reviewed and the revised Policy is tabled for Council's consideration.

The policy has had significant changes and as such has been completely re-written to come in line with latest best practice and Model Asbestos Policy for NSW Councils published by the Office of Local Government (OLG), including changing the name of the policy to *Asbestos Management*.

In Australia, asbestos has been phased out of building materials since the 1980s and the supply and installation of asbestos containing goods has been prohibited since 31 December 2003.

However, Council recognises that asbestos legacy materials still exist in many homes, buildings and other assets and infrastructure. Council has no record of naturally occurring asbestos within the Shire.

Council has an important dual role in minimising exposure to asbestos, as far as is reasonably practicable, for both:

- residents and the public within Lockhart Shire
- workers (employees and other persons) in Council workplaces or facilities.

This Policy is supported by a specific Asbestos Management Plan, comprising two sub plans, and subordinate documents to manage risks associated with asbestos and asbestos containing material.

The Asbestos Management Plan is designed to assist Council in:

- assessing and/or surveying all property under its care and control to ascertain the presence of asbestos/Asbestos Containing Material (ACM) or not;
- maintain an Asbestos Register containing the location (or suspected location) of asbestos/ACM;
- assess potential health risks and implement control mechanisms;
- remove or control asbestos materials that pose an immediate health risk to the public or staff;
- regularly review and monitor identified areas to ensure they are appropriately labelled and in good condition and do not pose an immediate health risk;
- continually work toward an asbestos-free Council;
- consult with and educate staff on the dangers of asbestos/ACM in homes and workplaces, and the correct handling procedures if it is necessary to work with asbestos/ACM;
- educate and, where necessary, assist the residents and ratepayers of Lockhart Shire on the dangers of asbestos/ACM in homes and workplaces.

The Policy and Asbestos Management Plan provides information for council workers, the local community and wider public and applies to friable, non-friable (bonded) and naturally occurring asbestos (where applicable) within the Lockhart Shire. Education and training of Council staff and the community will occur following the adoption of the policy.

Integrated Planning and Reporting Reference

A2 - Our community services and facilities meeting the needs of our community.

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

Legislative Policy and Planning Implications

- Work Health Safety Act 2011
- Local Government Act 1993.

Budget and Financial Aspects

Any budget impacts are as yet unknown.

Attachments

1. *Policy 2.28 Asbestos Management.*

**Recommendation:** That:

- a) *Policy 2.28 Asbestos Management and Asbestos Management Plan* be placed on public exhibition for minimum of 28 days; and
- b) Further report be brought to Council in due course.

<b>329/18</b>	<b>RESOLVED</b> on the motion of Crs Verdon and Walker that: a) <i>Policy 2.28 Asbestos Management and Asbestos Management Plan</i> be placed on public exhibition for minimum of 28 days; and b) Further report be brought to Council in due course.
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## **STRATEGIC DIRECTION B: A Dynamic and Prosperous Economy**

### **5. POLICY 1.19 LOCAL PREFERENCE PURCHASING POLICY (GM/C70-025)**

#### Executive Summary

A revised *Policy 1.19 Local Preference Purchasing Policy* is presented for Council's consideration.

#### Report

At its meeting held on 6 February 2017 Council endorsed a process for the review of existing policies and development of new policies.

As part of the ongoing process of reviewing Council's policies, *Policy 1.19 Local Preference Purchasing Policy* has been reviewed and the revised Policy is tabled for Council's consideration.

Purchasing and procurement was the focus of the most recent internal audit review by Council's contracted Internal Auditor. The internal Auditor recommended that:

*"Council ensure that the Procurement Policy and Procedures are reviewed on a regular basis with the procurement thresholds and procedural requirements a focus of these reviews."*

The Internal Auditor also provided an example of best practice procurement policy and procedures and which has been considered as part of this review.

The revised policy should be read in conjunction with Policy 2.31 Procurement Policy which has also been reviewed and is the subject of a separate report.

#### Integrated Planning and Reporting Reference

B1 - Support the growth of the business and industry sector.

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 and Planning Implications

Section 8A (b) of the Act states that, "*Councils should carry out functions in a way that provides the best possible value for residents and ratepayers*".

#### Budget and Financial Aspects

The Policy changes will have no discernible impact on Council's Budget.

#### Attachments

1. *1.19 Local Preference Purchasing Policy.*

**Recommendation:** That the revised *Policy 1.19 Local Preference Purchasing Policy* be placed on public exhibition for a period of 28 days and any submissions received be tabled for Council's consideration prior to adoption of the Policy.

<b>330/18</b>	<b>RESOLVED</b> on the motion of Crs Sharp and Driscoll that the revised <i>Policy 1.19 Local Preference Purchasing Policy</i> be placed on public exhibition for a period of 28 days and any submissions received be tabled for Council's consideration prior to adoption of the Policy.
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## **STRATEGIC DIRECTION C: An Environment that is Respected and Protected**

### **6. BIOSECURITY AND ENVIRONMENTAL REPORT**

(DEES/N10-025)

#### Executive Summary

Monthly report on priority weeds and environmental matters.

#### Report

#### **Weeds**

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

Inspections were carried out on both rural and residential properties, which were selected due to a change of ownership, or having a history of priority weeds that are active at this time of year.

The weeds most commonly found were Privet (*Ligustrum* sp.), Green Cestrum (*Cestrum parqui*), Horehound (*Marrubium vulgare*), Blackberry (*Rubus fruticosus* species aggregate), Bridal Creeper (*Asparagus asparagoides*), Prickly Pear (*Opuntia* sp.), Willow (*Salix* sp.), St John's Wort (*Hypericum perforatum*), and Cape Broom (*Genista monspessulana*).

No. 1 <sup>st</sup> Inspections	No. Re-inspections required	No. 2 <sup>nd</sup> Inspections	No. Biosecurity Undertakings Accepted	No. Biosecurity Directions Issued	No. 3 <sup>rd</sup> Inspections	No. 4 <sup>th</sup> Inspections
19	5	2	0	0	1	0

#### ***Control Program***

Priority has been given to the continued control of vegetation on the roadside shoulders.

#### ***Draft TSR Plan of Management***

Local Land Services (LLS) have released a draft Travelling Stock Route (TSR) Plan of Management for public exhibition. Following the review of this document Council's Environmental Services intends to provide LLS with a submission before the closing date of 21 December 2018, and encourages other members of the community to provide feedback to the Local Land Services on the management of these parcels of land.

#### **Environmental Matters**

##### ***Biodiversity & Climate Change Roadshow***

Council's Environmental Officer attended the Biodiversity & Climate Change Roadshow, held in Wagga Wagga, on 1 November 2018. Through researching the various climate change trends that are predicted, scientists have developed various hubs to allow natural resource managers and conservation practitioners with modelling tools to analysis the future restrictions imposed on threatened species (which are already in confined econiches), provide alternative sites which may suit particular threatened species in the future and may require intervention for relocation, and provide base line data to be considered when developing a restoration and rehabilitation project. For example, consider a project involving the revegetation of a roadside reserve – to ensure the survival and success of the plants established during this project, the scientists propose that rather than planting the local native species which have adapted to this region, project planners should select species that have adapted to the climatic conditions that are predicted to occur in twenty or thirty years for this region. Food for thought, but issues arise with the genetic pool of local native species and associated provenance, the invasive nature of native species from other regions, and addressing the loss of our unique local native species.

#### Integrated Planning and Reporting Reference

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

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

C3 – Flora and fauna are protected across the Shire.

Legislative Policy and Planning Implications

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

Budget and Financial Aspects

Will be conducted within Council's allocated budget.

Attachments

Nil.

**Recommendation:** That the information in this report be noted.

<b>331/18</b>	<b>RESOLVED</b> on the motion of Crs Driscoll and Walker that the information in this report be noted.
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**7. DRAFT POLICY 2.53 MOBILE GARBAGE BIN ISSUE AND REPLACEMENT (DEES/C70-025)**

Executive Summary

*Draft Policy 2.53 Mobile Garbage Bin Issue & Replacement* is presented for Council's consideration.

Report

Council has had kerbside collection service since 1992 and recently have had a number of enquiries to either repair or replace bins issued at this time. To allow for consistency in the determination of issue of bins and in particular who pays, a *Policy 2.53 Mobile Garbage Bin Issue & Replacement* is presented for Council's consideration.

Integrated Planning and Reporting Reference

C1 – Our environmental practices are sustainable.

Legislative Policy and Planning Implications

Kerbside collection is conducted in accordance with the Local Government Act 1993 as well as Protection of the Environment Operations Act 1997

Budget and Financial Aspects

The Policy will have no impact on Council's Budget as the bin issue will be either paid by the user or incorporated in the annual waste collection charges.

Attachments

1. Draft Policy 2.53 Mobile Garbage Bin Issue & Replacement.

**Recommendation:** That

- a) *Draft Policy 2.53 Mobile Garbage Bin Issue & Replacement* be placed on public exhibition for minimum of 28 days; and
- b) Further report be brought to Council in due course.

<b>332/18</b>	<b>RESOLVED</b> on the motion of Crs Verdon and Sharp that: a) <i>Draft Policy 2.53 Mobile Garbage Bin Issue &amp; Replacement</i> be placed on public exhibition for minimum of 28 days; and b) Further report be brought to Council in due course.
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## **STRATEGIC DIRECTION D: Infrastructure for the Long Term Needs of the Community**

### **8. ENGINEERING REPORT**

**(DEES/T10-005)**

#### Executive Summary

Monthly report on engineering matters.

#### Background Information

- (a) *Works Report:* One grader crew has commenced shoulder widening works on Yerong Creek Mangoplah Road. The second grader has commenced shoulder widening works on The Rock Mangoplah Road. One crew will then continue with maintenance grading and gravel re-sheets in accordance with updated programme. The second crew will continue on with other shoulder widening works being the Osborne Yerong Creek Road and Western Road.

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

Concrete crew is continuing with the HML bridges project being the repair and upgrade of 9 bridge structures throughout the Shire, with both Egans Creek and Moreys Bridges almost complete. Next bridges to upgrade will be Brookong Creek in Lockhart and Burkes Creek in The Rock, with works to commence in the coming weeks. The first of the culverts to upgrade is the crossing on Green Street, with the culverts been delivered to site. These works are not scheduled to commence until the New Year (mid-January 2019) with traffic generally having access via one lane.

Council has been advised that it has been successful with its grant application under Heavy Vehicle Safety & Productivity Program (HVSP) for replacement of a further 4 structures as well as Flood Detour Road upgrade. The funding deed has now been fully executed and Council can commence committing costs. It is expected that these projects will commence mid-2019. Design works are being undertaken for Flood Detour Road, with the road to be designed to accommodate B-Doubles, as well as improve drainage in the area. In addition, design works for the replacement of the causeways on The Rock Bullenbong Road as well as Lockhart The Rock Road are almost complete.

Council has submitted a full business case grant application for the upgrade of Urana Lockhart Road, which would be the widening and heavy patching works on 22.5km of MR59. It is hoped that Council will hear the determination on the application by early 2019.

In addition, Council has recently submitted a grant application under the Drought Relief Heavy Vehicles Access program for the trimming of trees and vegetation to allow 4.6m high access across the Shire. Council approved 4.6m access in May 2017, as well as recently granted Class 3 Drought Assistance Dimension Exemption Notice 2018 to assist farmers, allowing more efficient movement of hay and livestock by use of the higher and wider loads. The trimming of trees will not only assist with higher vehicles but also modern agricultural equipment. Council has received numerous complaints in recent times regarding overhanging branches however to date has not had the resources to deal with the matter on a large scale across the Shire. It is hoped Council will hear an outcome on the application in early December 2018.

- (b) *Flood Mitigation:* Refer to Major Projects update.
- (c) *Road Safety Officer:* The Road Safety Officer recently undertook a Safe Learner driving session at Lockhart Central School, which was very well received by the students.
- (d) *Traffic Committee:* The Traffic Committee has endorsed the report to extend the 50 km/hr zone on the west side of Lockhart to incorporate Flood Detour Road in the urban zone. This has been undertaken as part of the design process to upgrade and seal the road. Council is now waiting on RMS speed zone unit sign off on the extended speed zone.



- (e) *Lockhart Local Emergency Management Committee:* Nil to report.
- (f) *Fleet:* Council staff have commenced fleet replacement program for 2018-19, with all vehicles, tractors and mowers now been delivered. The new rollers are due in the first quarter in 2019.

Legislative Policy and Planning Implications

Nil.

Integrated Planning and Reporting Reference

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

Budget and Financial Aspects

Will be conducted within Council's allocated budget.

Attachment

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

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

<b>333/18</b> <b>RESOLVED</b> on the motion of Crs Rockliff and Douglas that the information be noted.
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**9. MAJOR PROJECTS UPDATE – DECEMBER 2018**

**(DEES/T10-005)**

Executive Summary

Update on Council's current major projects.

Report

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

- a) *Swimming Pools Upgrade:* The Rock new amenities have been completed, with the pool opened on Friday 16 November 2018 by the Hon. Bronnie Taylor MLC, with 50 people in attendance. External works will recommence after the pool is closed in March 2019. The Rock pool works itself is planned to be undertaken in 2019 between swimming seasons.
- b) *Demolition of Voluntary Purchase Properties:* Grant application has been submitted for Voluntary Purchase of properties in Lockhart for the next three years. Outcome of the grant is expected to be heard very shortly. Council staff have recently been advised in writing by OEH that no VP will be occurring in 2018/19 year.
- c) *Flood Mitigation Construction-Lockhart:* Council has been successful with the grant application for Stage 2 flood mitigation works in Lockhart, being the drainage system east of the Industrial Park. It is anticipated that the works will commence mid-2019 and be completed by end of 2019.
- d) *Flood Mitigation Construction-The Rock:* The Rock Strevens Street drainage project is 75% complete. The main drain, Mangoplah Road culvert, railway and private culvert crossings are all complete. The contractor has now formally advised that he wishes to withdraw from the remainder of the Contract, being the Olympic Highway culverts upgrade. Council is working with the contractor to finalise the Contract and is also liaising with Greater Hume Shire Council to undertake the remaining works on behalf of Council. Staff have advised OEH of the situation, and it is now anticipated that the project will be completed in April/May 2019.

Integrated Planning and Reporting Reference

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

Legislative Policy & Planning Implications

Nil.

Budget & Financial Aspects

- (i) Pools – total refurbishment costs estimated to be \$4.7M for both pools
- (ii) VP Demolition – completion of Round 3 is anticipated to cost \$30,000
- (iii) Flood Mitigation Construction - Funding received for Strevens Street is \$856,000. Construction budget for the project is \$1.0M. Funding for Stage 2 at Lockhart (TBC) is expected to be \$570,000 with total project vale of \$665,000.

Attachment

Nil.

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

<b>334/18</b> <b>RESOLVED</b> on the motion of Crs Driscoll and Walker that the information be noted.
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**10. PARKS AND GARDENS REPORT**

**(DEES/P10-005)**

Executive Summary

Monthly report on parks and gardens.

Report

**The Rock Swimming Pool**

The Rock pool is open for another season with great new facilities for the comfort of patrons and staff.

Council staff were highly involved in readying the complex for opening including new paths and gardens at the entrance, turning the grounds from a building site back into a green welcoming space and above all preparing the pool for its last season.

Both pools are reporting good early attendances.

**Sculpture Trail**

This years National Farm Art Sculpture Award winner – ‘Bunyip from Burra Creek’ by Sean Meany is looking quite at home by the entrance of Lockhart Caravan Park.

‘Cubed’ and ‘Native Waratah’ by Matt Bye and purchased by Lockhart & District Community Bank have been installed at Walter Day Park. ‘Native Waratah’ is nestled amongst the newly planted Red Cross roses. ‘Cubed’ will have further planting carried out around it as part of the upgrade of the garden beds and extension of the granite path from ‘The 9 Martyrs’ to the Halliday Street side of the rose garden after Christmas.

**Trees**

Trees planted this year and last year are being watered regularly along with a number of recently planted gardens. The watering schedule has increased due to the ongoing dry year.

**Mowing and Slashing**

Slashing has been undertaken recently at Pleasant Hills, Osborne Recreation Ground and Milbrulong; urban streets and entrances of The Rock, Yerong Creek and Lockhart are now the focus leading up to Christmas.

Fortnightly mowing and edging will be scheduled for most irrigated areas during the growth season.

**Weed Control**

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

Khaki and cathead are coming into season, known problem areas will be monitored throughout the warmer months.

### **Parks and Gardens**

Irrigation systems are being checked and adjusted. Running times will be increased as weather warms up.

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

### **General Maintenance**

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

### Integrated Planning and Reporting Reference

D1 – Infrastructure that facilitates an active community.

### Legislative Policy and Planning Implications

Nil.

### Budget and Financial Aspects

Will be conducted within Council's allocated budget.

### Attachment

Nil.

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

<b>335/18</b> <b>RESOLVED</b> on the motion of Crs Rockliff and Driscoll that the information be noted.
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## **11. HEAVY VEHICLE ACCESS**

**(DEES/R40-065)**

### Executive Summary

Update on the status of heavy vehicle access across the Shire.

### Report

As previously discussed at Council, heavy vehicle access across the Shire and the way it is managed is changing. The National Heavy Vehicle Regulator (NHVR) has just advised that Council's delegation to issue access permits under Class 3 vehicles has been removed. This will have little impact across the Shire as very few of these permits are issued by Council.

More importantly, the NHVR are continuing with the removal of Council's delegation to issue directly Class 1 permits sometime in 2019. This will have a more immediate impact on our Local Government Area (LGA) as Class 1 includes Oversize Over Mass (OSOM) permits as well as agricultural equipment which are the most common permit requests and ones where farmers are most likely to walk in and request at the front counter.

Class 2 vehicles already have to be applied through the NHVR or have a gazettal notice approved to cover these vehicles.

Council, in May 2017, approved to gazette for 4.6m high vehicles. This has, until recently, been held up by Essential Energy concurrence. This has now been received and it is anticipated the gazettal notice and maps will be updated by early 2019.

In order to improve access across the Shire, staff are proposing the following gazettal's in 2019 when further information is provided by the NHVR:

- Performance Based Standards (PBS) 2B vehicles for GML. The attached NHVR PBS Vehicle Configurations brochure shows the intended PBS Level 1 and 2 configurations to be included in the gazettal. This would most likely to also include PBS A-Doubles to GML. Once all the bridges have been upgraded and hopefully MR59 to Urana, then this would be recommended to be increased to allow HML. B-Triples will also be considered moving forward as Council is receiving an increasing number of applications and enquiries regarding these configurations.
- A new OSOM Notice is currently being developed which is hoped to allow gazettal of oversized loads, within specified dimensions and loadings, such as silos being transported by Kotzur. A large proportion of permit applications are for OSOM.
- The NHVR has also advised that a new Agriculture Notice is due to be released in early 2019, which it is hoped can be used to cover the movement of agricultural equipment. The gazetting of access in accordance with this notice will support local farmers with the movement of air-seeders and headers in particular.

REROC held a Transport Forum in Wagga on 29 November 2018, which was attended by the Mayor and Director Engineering and Environmental Services. The new proposed OSOM Notice was discussed along with general access permits through the NHVR. In addition, at this forum the following matters were presented and discussed:

- Council's responsibilities under the new Chain of Responsibility (CoR) laws as part of the National Heavy Vehicle Law (NHVL). The law requires Council to not only manage its own staff and vehicles over 4.5 tonne, but also other heavy vehicles where it is deemed to have an influence over the journey. This is including loads leaving Council sites as well as procurement of supplies requiring delivery by heavy vehicles. The attached brochure provides more detail on the responsibility of Councils, including the managing of driver fatigue, overloading and the tying down of loads. Staff have had a training session on the new CoR laws, as well as Council WHS documentation is currently being updated to incorporate this responsibility. Further training will be undertaken, and signage will be placed around at Council sites.
- The proposed Inland Rail and the connectivity with Council's in this region. There will be further engagement sessions in 2019, however it appears they are pushing ahead with the route following the main southern rail line until Illabo. Enquiries were made at the forum regarding any upgrading to the Boree Creek branch line and it was very clear that it appears no immediate upgrade is likely. They did state that the line will be one of five (5) secondary lines in the State to be investigated at some point in the future.
- Transport for NSW presented the NSW Freight & Ports Plan 2018-2023. This underlines the future of freight transport in NSW. They are anticipating a 26% increase in grain freight in the next 20 years. However, again it was made very clear, that they are looking at major freight hubs (i.e. Bowmen in Wagga or interchange in Parkes) rather than the smaller centres like Lockhart Shire. Unless there is industry investment it is unlikely to be supported by the Government, again a point with obtaining funding to upgrade the Boree Creek branch line. Transport for NSW is also pushing for the use of higher productivity vehicles, particularly A-Doubles where two (2) 40ft containers can be transported to connect with the rail network.

#### Integrated Planning and Reporting Reference

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

#### Legislative Policy and Planning Implications

Heavy Vehicle National Law (HVNL).

#### Budget and Financial Aspects

Nil at this stage.

#### Attachments

1. Letter from NHVR dated 4 December 2018.
2. Chain of Responsibility (CoR) – Local Government and the Heavy Vehicle National Law.
3. NHVR – PBS Vehicle Configurations.

**Recommendation:** That:

- a) Council notes the information provided, and
- b) Director Engineering and Environmental Services to provide a further report to Council when further information from NHVR is available.

<b>336/18</b>	<b>RESOLVED</b> on the motion of Crs Rockliff and Douglas that: a) Council notes the information provided, and b) Director Engineering and Environmental Services to provide a further report to Council when further information from NHVR is available.
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**12. DEVELOPMENT APPLICATIONS**

**(MES/P25-010)**

Executive Summary

Monthly report on development applications approved by the Council.

Report

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

DA No	Development	Applicant/Owner	Site of Development
CDC 31/19	New colorbond shed	A Murphy	57 Brookong St, Lockhart
CDC 34/19	Inground swimming pool	Leisure Pools	350 Bulloc Hill Rd, The Rock
DA 35/19	New manufactured home	Kybren Homes	5164 Pleasant Hills Rd, Pleasant Hills
DA 37/19	New colorbond shed	John Fox	4 Veneris St, Lockhart
DA 38/19	New detached steel shed	Nrubeola Nominees	1485 Wilson Comera Rd, Boree Creek
DA 39/19	New detached steel shed	Keith Burn	61-63 Federal St, Lockhart
DA 40/19	Public Event – The Rock Charity Rodeo	Danni Fraser	3778 Lockhart The Rock Rd, The Rock
DA 43/19	Verandah at rear of dwelling	R & J Gooden	27 Green St, Lockhart

Integrated Planning & Reporting Reference

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

Legislative Policy and Planning Implications

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

Budget and Financial Aspects

Nil.

Attachment

Nil.

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

<b>337/18</b>	<b>RESOLVED</b> on the motion of Crs Douglas and Walker that the information be noted.
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## **STRATEGIC DIRECTION E: Strong Leadership and Governance**

### 13. INVESTMENT AND BANK BALANCES REPORT – NOVEMBER 2018

(DCCS/F10-010)

#### Executive Summary

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

#### Report

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

#### Cash at Bank

**Opening Combined Cashbook Balance** 807,892.78

Add: Total Receipts

Rates		366,800.30
Debtors		52,231.23
Grants	FAG Grant	450,996.00
	RTR Grant	150,000.00
	Crown Lands Grant	73,880.00
	Pensioner Subsidy Grant	47,023.79
BAS ATO		17,203.00
Plant Sales		47,661.16
Investment Interest		9,634.58
Redeemed Investments		500,000.00
Other Receipts		235,413.48

1,903,819.75

Less: Total Payments

1,695,018.70

New Investments      1490-3015-0001

0.00

**Closing Combined Cashbook Balance**

**1,016,693.83**

**Closing Bank Statement Balance**

Bendigo Bank 635,890.89

Macquarie Bank 286,596.34

Bendigo Bank-Prichard Trust 31,623.10

954,110.33

Add: Outstanding Deposits

92,360.06

1,046,470.39

Less: Outstanding Cheques

29,776.56

**Closing Combined Cashbook Balance**

**1,016,693.83**

Investments:	Interest Rate per Annum	Amount Invested	% of Total
AMP/Curve Securitys	2.80	250,000.00	3.14
AMP/RIM	2.55	500,000.00	6.29
AMP/RIM	2.80	300,000.00	3.77
AMP/RIM	2.80	400,000.00	5.03
Bankwest	2.75	300,000.00	3.77
Bankwest	2.75	400,000.00	5.03
Bankwest	2.65	500,000.00	6.29
Bankwest	2.80	500,000.00	6.29
Bankwest	2.75	400,000.00	5.03
Bankwest	at call	500,000.00	6.29
BENDIGO	2.45	250,000.00	3.14
BENDIGO	2.00	100,000.00	1.26
BENDIGO	2.45	250,000.00	3.14
BENDIGO	2.50	500,000.00	6.29
NAB	2.67	500,000.00	6.29
NAB	2.70	500,000.00	6.29
NAB	2.70	500,000.00	6.29
NAB	2.70	500,000.00	6.29
NAB/Tcorp	2.64	500,000.00	6.29
T Corp	at call	300,000.00	3.77
		<b><u>7,950,000.00</u></b>	100.00

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

FUND		AMOUNT
General (PTD)	1490-3000-0000	769,117.78
Combined Sewerage	8490-3000-0000	215,952.95
Trust Fund	9991-3000-0000	31,623.10
		<b><u>1,016,693.83</u></b>
		<b><u>1,016,693.83</u></b>
<b>TOTAL FUNDS HELD ARE:</b>		<b><u>8,966,693.83</u></b>

Integrated Planning and Reporting Reference

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

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

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

Legislative Policy and Planning Implications

Local Government Act 1993 Section 625 Investments.

Government (General) Regulations Clause 212.

Budget and Financial Aspects

Council's 2018/19 Operational Budget has forecast a total of \$100,000 income from interest on investments, being split between General Fund of \$85,000 and Sewer Fund of \$15,000. For the months July 2018 to November 2018 the average end of month balance of funds invested has been \$9.11 million and the average return on invested funds has been 2.60%. On these year to date figures, Council's budgeted income on investments will be achieved for General Fund and Sewer Fund.

Responsible Accounting Officer Statement

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

**Recommendation:** That:

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

**338/18**

**RESOLVED** on the motion of Crs Douglas and Sharp that:

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

**14. MODEL CODE OF MEETING PRACTICE FOR NSW COUNCILS**

**(GM/C70-005)**

Executive Summary

The Minister for Local Government has released the soon to be prescribed Model Code of Meeting Practice (the Model Code).

Report

The Model Code has been released so that councils can familiarise themselves with it ahead of its prescription. Once the Model Code is prescribed, transitional arrangements will apply to its adoption by councils. The Office of Local Government (OLG) will provide more detailed guidance when the new Model Code is prescribed however as a general rule the OLG advises that councils should endeavour to adopt a code of meeting practice based on the Model Code within six months of its prescription.

Irrespective of whether councils have adopted a code of meeting practice based on the Model Meeting Code, all councils (but not joint organisations) will be required to webcast meetings of the council and committees of which all members are councillors within 12 months of its prescription. According to the OLG the webcasting requirement may be met simply by posting an audio or video recording of the meeting on the council's website. Council's adopted Code will be required to stipulate whether the council will be live streaming its meetings or uploading an audio visual recording or an audio recording on its website.

Before adopting a new code of meeting practice, councils will still be required to exhibit a draft of the code of meeting practice for at least 28 days and provide members of the community at least 42 days in which to comment on the draft code.

A copy of the Model Code has been separately distributed with the agenda. The Model Code contains both mandatory and non-mandatory provisions. The non-mandatory provisions are indicated in red font. The Model Code also applies to meetings of boards of joint organisations and county councils. The provisions of the Model Code that are specific to boards of joint organisations are indicated in blue font.

Until such time as the Model Code has been prescribed by the regulations, councils will not be in a position to adopt the model code.

Integrated Planning and Reporting Reference

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

E2 - Use effective community engagement processes.

E2 - Ensure the community is informed by improving access to information.

Legislative Policy and Planning Implications

The Model Code of Meeting Practice for Local Councils in NSW is made under section 360 of the Local Government Act 1993 and the Local Government (General) Regulation 2005.

The Code applies to all meetings of councils and committees of councils of which all the members are councillors (committees of council). Council committees whose members include persons other than councillors may adopt their own rules for meetings unless the council determines otherwise.

Councils must adopt a code of meeting practice that incorporates the mandatory provisions of the Model Code. A council's adopted code of meeting practice may also incorporate the non-mandatory provisions of the Model Meeting Code and other supplementary provisions. However, a code of meeting practice adopted by a council must not contain provisions that are inconsistent with the mandatory provisions of this Model Meeting Code.

A council and a committee of the council of which all the members are councillors must conduct its meetings in accordance with the code of meeting practice adopted by the council.

Budget and Financial Aspects

Whilst most new provisions included in the Model Code of Meeting Practice will not have a discernible impact on Council's budget, the mandatory webcasting of all council meetings will necessitate expenditure on Council's IT systems.

Attachments

A copy of the Model Code of Meeting Practice has been separately forwarded to all Councillors.

**Recommendation:** That:

- a) The release of the Model Code of Meeting Practice be noted pending further information to be made available by the Office of Local Government regarding transitional arrangements that will apply to the Codes adoption by councils.
- b) Options for the webcasting of council meetings and associated costs be investigated and reported back to Council at a future meeting.

**339/18**      **RESOLVED** on the motion of Crs Verdon and Day that:

- a) The release of the Model Code of Meeting Practice be noted pending further information to be made available by the Office of Local Government regarding transitional arrangements that will apply to the Codes adoption by councils.
- b) Options for the webcasting of council meetings and associated costs be investigated and reported back to Council at a future meeting.



15. POLICY 2.31 PROCUREMENT POLICY

(GM/C70-025)

Executive Summary

A revised *Policy 2.31 Procurement Policy* is presented for Council's consideration.

Report

At its meeting held on 6 February 2017 Council endorsed a process for the review of existing policies and development of new policies. Since that time a total of 48 policies have been reviewed.

As part of the ongoing process of reviewing Council's policies, *Policy 2.31 Procurement Policy* has been reviewed and the revised Policy is tabled for Council's consideration.

Purchasing and procurement was the focus of the most recent internal audit review by Council's contracted Internal Auditor. The internal Auditor recommended that: -

*"Council ensure that the Procurement Policy and Procedures are reviewed on a regular basis with the procurement thresholds and procedural requirements a focus of these reviews."*

The Internal Auditor also provided an example of best practice procurement policy and procedures and which has been considered as part of this review.

One of the changes introduced as part of this review is the table attached as Schedule 1 of the Policy which provides a guide to procurement thresholds, best value procedure, procurement methods and authorisation.

The revised policy should be read in conjunction with Policy 1.19 Local Preference Purchasing Policy which has also been reviewed and is the subject of a separate report.

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 and Planning Implications

An objective of the Procurement Policy is to ensure compliance with the Local Government Act and the Local Government (General) Regulation with respect to tendering, managing conflicts of interest and other probity related provisions.

Section 8A (b) of the Act states that "*Councils should carry out functions in a way that provides the best possible value for residents and ratepayers*".

Budget and Financial Aspects

The Policy changes will have no impact on Council's Budget.

Attachments

1. Policy 2.31 Procurement Policy.

**Recommendation:** That the revised *Policy 2.31 Procurement Policy* be placed on public exhibition for a period of 28 days and any submissions received be tabled for Council's consideration prior to adoption of the Policy.

<b>340/18</b>	<b>RESOLVED</b> on the motion of Crs Walker and Sharp that the revised <i>Policy 2.31 Procurement Policy</i> be placed on public exhibition for a period of 28 days and any submissions received be tabled for Council's consideration prior to adoption of the Policy.
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**16. REVIEW OF ORGANISATION STRUCTURE**

**(GM/S30-005)**

Executive Summary

Section 332 of the Local Government Act, Determination of structure, states:

- (1A) The general manager must, after consulting the council, determine the positions (other than the senior staff positions) within the organisation structure of the council.
- (1B) The positions within the organisation structure of the council are to be determined so as to give effect to the priorities set out in the strategic plans (including the community strategic plan) and delivery program of the council.

Report

Section 333 of the Local Government Act details, Council may review and re-determine the organisation structure at any time but must review it within 12 months of an ordinary election. The organisation structure was last reported to Council for adoption at the July 2017 council meeting, which was within the required 12 months of the last ordinary election of Council held in September 2016.

A copy of the structure adopted at the July 2017 council meeting listing the areas of responsibility under the General Manager and the two directors is attached. (Organisation Structure July 2017.)

There is some tidying up to the July 2017 structure, as adopted, required:

- a. Under the Director of Engineering and Environmental Services, the Cadet Engineer (Fixed Term) needs to be amended to Cadet Engineer. Each incumbent is on a fixed term, however the substantive position is permanent ongoing. (Refer to the February 2017 Council meeting, resolution 6/17.)
- b. Under the Director of Engineering and Environmental Services, Manager Environmental Services the position of Compliance Officer (Fixed Term), council resolution 160/17 from the July 2017 meeting needs to be included.
- c. Under the Director Corporate and Community Services, the position of Trainee Administration Assistant, council resolution 175/15 from the July 2015 meeting needs to be included.

Propose changes:

- a. remove the Trainee Administration Assistant under the Director Corporate and Community Services from the structure.
- b. Include two Permanent Part-Time positions, a Finance Assistant and an Administrative Assistant under the Director Corporate and Community Services to the structure.

While the council resolution from the July 2015 meeting included a Trainee Administration Assistant, this position was never filled. Part of the rationale for the Trainee position was to provide more flexibility of coverage if one or more members of the administration staff were on leave. It was also considered Council would benefit from having an “all-rounder” that could cover most administrative positions.

At the time to achieve the full benefit of engaging a Trainee, the Federal Government provided assistance and subsidies through accredited employment agencies. However, the administrative ‘burden’ required to comply with the Federal Government was deemed inefficient on operations. It was also considered that Corporate and Community Services did not have the excess capacity of supervision required to fulfil the Federal Government’s assistance criteria.

Council had been engaging casuals for administrative support as far back as July 2013, to assist in Corporate and Community Services in managing the increase in work, mainly in creditors and in Environmental Services to cover extended leave of staff in 2013.

It was determined that due to the frequency and regularity of engaging casuals has led to a review whereby it is recommended Council would be better served in regard to providing more flexibility to “convert” these casual hours to two permanent part-time positions. This would give Council greater security with skilled resources and improved flexibility when other staff are on leave with engaging permanent part-time employees as opposed to casuals. This would also ensure Council is complying with the Local Government (State) Award 2017.

The proposed changes would require no adjustments to the adopted Operational Budget for 2018-2019.

Integrated Planning and Reporting Reference

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

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

Legislative Policy and Planning Implications

- Section 333 of the Local Government Act states that the organisation structure may be re-determined from time to time and that the council must review, and may re-determine, the organisation structure within 12 months after any ordinary election of the council.
- Changes to the Organisation Structure are in accordance with Local Government Award.

Budget and Financial Aspects

The two permanent part-time positions would be funded within adopted budget for 2018-19.

Attachments

1. Organisation structure as adopted in July 2017.
2. Proposed organisation structure.

**Recommendation:** That Council endorses the proposed restructure to include two permanent part time positions in the Organisation Structure where casual employees have previously been utilised.

<b>341/18</b>	<b>RESOLVED</b> on the motion of Crs Driscoll and Rockliff that Council endorses the proposed restructure to include two permanent part time positions in the Organisation Structure where casual employees have previously been utilised.
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## Questions and Statements

### Cr Walker

- (i) **Rail Yard at Yerong Creek** – Requested that Council send a letter to ARTC regarding tidying up the rail yard at Yerong Creek.

Response – Director Engineering and Environmental Services

DEES advised he will send a letter to ARTC.

### Cr Sharp

- (i) **Compliance Officer Inspections** – Following a complaint from a resident at Bidgeemia, Cr Sharp enquired about prior notification being sent before the Compliance Officer inspects septic on private property.

Response – Director Engineering and Environmental Services

DEES advised that letters are sent to the property owners with a date for inspection and advice to contact Council to arrange an alternative inspection time if not convenient.

### Cr Douglas

- (i) **Request for Education Program for Cyclists** – Enquired if the Road Safety Officer (RSO) could run an education program for cyclists in the Shire, especially regarding the wearing of hi-vis gear particularly in the early morning.

Response – Director Engineering and Environmental Services

DEES advised that he will speak to the RSO about running a program.

### Cr Rockliff

- (i) Merry Christmas to all.

### Cr Driscoll

- (i) **Upgrade of Councillor iPads** – Enquired about the upgrade of Council issued iPads for Councillors.

Response – Director Corporate and Community Services

DCCS advised he will be attending to this as a priority in the New Year.

### Cr Day OAM

- (i) **Request for Street Light outside Greens Gonyah Museum** – Enquired if a street light could be installed outside the Greens Gonyah Museum in Lockhart?

Response – Director Engineering and Environmental Services

DEES advised that this is being considered as part of the upgrade works in the main street, but in the meantime the Museum could install a light to light up the steps.

- (ii) **Lockhart Swimming Club** – Stated that Ian McLeod has advised that the Lockhart Swimming Club was going very well at the new pool.

### Cr Verdon

- (i) **The Rock Cemetery** – Advised that he has received numerous positive comments on how well The Rock Cemetery is presented, and to pass on thanks to staff involved.

Response – Director Engineering and Environmental Services

DEES advised he will pass on thanks to staff.

- (ii) Also wished to say Merry Christmas to all.

**Cr Schirmer**

- (i) **Read an apology from Cr Marston regarding his absence from the December Council meeting and extending his best wishes for the festive season.**
  
- (ii) **Passed on Thanks to Council from former councillor Ross Edwards following the recent passing of his grandson.**

## CLOSED SESSION

**342/18**     **RESOLVED** on the motion of Crs Douglas and Rockliff that Council close the meeting to the public as per section 10(A)(2)(a) of the Local Government Act 1993.

The meeting moved into Closed Session at 5.47pm.

**345/18**     **RESOLVED** on the motion of Crs Verdon and Day that Council move into Open Council.

The meeting moved into Open Session at 5.58 pm.

## OPEN COUNCIL

The resolutions of Council, relating to Items 17 and 18, passed while the meeting was closed to the public, were read to the meeting by the General Manager.

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

### 17. AUSTRALIA DAY AWARDS 2019 (GM/C15-005)

This item is classified CONFIDENTIAL under section 10A(2) of the *Local Government Act 1993*, which permits the meeting to be closed to the public for business relating to the following:

- (c) Information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

**343/18**     **RESOLVED** on the motion of Crs Sharp and Walker that Council endorse the recommendations of the Australia Day Awards Committee regarding the 2019 Australia Day Awards.

### 18. REQUEST FROM THE OSBORNE RECREATION GROUND MANAGEMENT COMMITTEE (P10-005)

This item is classified CONFIDENTIAL under section 10A(2) of the *Local Government Act 1993*, which permits the meeting to be closed to the public for business relating to the following:

- (c) Information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

**344/18**     **RESOLVED** on the motion of Crs Rockliff and Day that Council:

- a) Enters into a lease agreement with Jason Webster, as adjoining land owner to the Osborne Recreation Ground to lease land as per attached map for \$1.00 per annum for 3 years,
- b) The General Manager and Director of Corporate and Community Services be authorised to sign the lease on behalf of Council.

The meeting concluded at 6.59pm.

The minutes of the meeting held on Monday, 17 December 2018 were confirmed as a true and accurate record at the Ordinary Council Meeting held on 4 February 2019 at which time the signature was hereunto subscribed.

\_\_\_\_\_  
**CHAIRMAN**

\_\_\_\_\_  
CHAIRPERSON