



# BUSINESS PAPER

of the  
Ordinary Meeting  
Held  
6 February 2017

**COUNCILLORS PLEASE NOTE:**  
**SPECIAL RATE VARIATION WORKSHOP WILL**  
**COMMENCE AT 3.30PM**  
**COUNCIL MEETING WILL COMMENCE AT 5.00PM**

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

# The Prayer

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

## The Council's Guiding Principles

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

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

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

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

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

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

File Ref: PV:LA:C70-005

O:\2016-17\General Manager\C70-005 Council Committees General\Business Paper\February 2017\February 2017 Business Papers.doc

1 February 2017

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

Dear Councillors

Please Note:

**A workshop to discuss Council's application to IPART for a Special rate Variation (SRV) will commence at 3.30pm. The Council Meeting will commence at 5.00pm.**

I wish to advise that the Ordinary Monthly Meeting of Lockhart Shire Council will be held at the Council Chambers, Green Street, Lockhart on **Monday, 6 February 2017** commencing at **5.00pm**.

Reports are appended for your consideration.

**BUSINESS:**

Opening with a Prayer

Apologies

Leave of Absence

Confirmation of Minutes of the Ordinary Meeting 19 December 2016

Declarations of Pecuniary & Non-Pecuniary Interest

Mayoral Minute/Report

Urgent Matters

Notice of Motion

Committee Reports

Delegates Reports

Status Report/Précis of Correspondence Issued

Staff Reports

- A Connected and Resilient Community
  - Nil reports
- A Dynamic and Prosperous Economy
  - 1. Coffee Shop Proposal
  - 2. Cadet Engineer
- An Environment that is Respected and Protected
  - 3. Biosecurity and Environmental Report
- Infrastructure for the Long Term Needs of the Community
  - 4. Engineering Report
  - 5. Major Projects Update
  - 6. Parks and Gardens Report
  - 7. Development Applications
  - 8. Planning Proposal for Variation to Lockhart LEP – DA25/17
  - 9. Variation to DCP – 17 Hebden St, Lockhart – DA26/17

- Strong Leadership and Services
  - 10. Statement of Funds for December 2016
  - 11. Adoption of the Community Strategic Plan and Related Integrated Planning and Reporting Documents
  - 12. 2017/18 Operational Plan and Budget
  - 13. Special Rate Variation
  - 14. Policy Development and Review
  - 15. Review of Delegations
  - 16. Summary of Customer Requests Report
  - 17. Council Meeting Dates

Questions & Statements

Consideration of Business in Closed Session

Yours faithfully

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

Peter Veneris  
**GENERAL MANAGER**

## Mayoral Minute

Nil.

## Mayoral Report

Nil.

## Urgent Matters

Nil.

## Notice of Motion

### 1. THE ROCK TO BOREE CREEK RAIL LINE

Cr Verdon gives Notice that at the Council meeting to be held on 6 February 2017 he will be moving the following:

That Council:

- a) fully supports the upgrading of The Rock to Boree Creek rail line to heavy rail to enable the more efficient and cost effective use of rail infrastructure.
- b) At the appropriate time submit a submission to Transport NSW outlining the benefits of the upgrade.

#### General Manager's Comments

- Council has previously made written representations to relevant Ministers regarding this project.
- It is understood that the project will be eligible for consideration of funding under the "Fixing Country Rail and Road Program".
- In anticipation of the next round of funding under this Program being announced in 2017, and a funding application being prepared, letters of support have been requested from neighbouring Councils.
- To date letters of support for the project have been received from Greater Hume Shire, Narrandera Shire and Wagga Wagga City Councils.

#### Attachments

1. Email dated 30 January 2017.

<b>Notes:</b>

**Attachment 1 – Email dated 30 January 2017**

**From:** Cr Greg Verdon  
**Sent:** Monday, 30 January 2017 3:38 PM  
**To:** Peter Veneris <[PVeneris@lockhart.nsw.gov.au](mailto:PVeneris@lockhart.nsw.gov.au)>; Cr Rodger Schirmer <[RSchirmer@lockhart.nsw.gov.au](mailto:RSchirmer@lockhart.nsw.gov.au)>  
**Subject:** Fwd: Greg Verdon, road & Rail.docx

Peter/Rodger

I would formally like to give notice of motion for our next meeting if possible.

The motion would read.

- "1. That Council fully supports the upgrading of The Rock to Boree Creek rail line to heavy rail to enable the more efficient and cost effective use of rail infrastructure.
2. That Council at the appropriate time submit a submission to Transport NSW outlying the benefits of the upgrade."

The attached letter from Gerry Lane can be used as supporting documentation.

If you require any further information please do not hesitate to contact me.

Sent from my iPad

## **Committee Reports**

Nil.

## **Delegates' Reports**

Nil.

## 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 December 2016</b>			
354/16	GM	<b>Closed Session – Australia Day Awards 2017</b> Council endorsed recommendations of Australia Day Committee for Awards for Australia Day 2017	Complete.
351/16	GM	<b>Policy Review – Payment of Councillors and Mayoral Fees, Expenses and Facilities</b> Council adopt this policy.	Complete.
350/16	GM	<b>Review of Model Code of Meeting Practice</b> Council to not submit a response to the planned review of the Model Code of Meeting Practice	Complete.
349/16	GM	<b>Riverina Regional Library (RRL) Deed of Agreement</b> Amended Deed of Agreement between the Council of the City of Wagga Wagga and the Councils of Bland, Coolamon, Cootamundra-Gundagai, Federation, Greater Hume, Junee, Lockhart, Snowy Valleys and Temora for the provision of library and information services 2012-18 be authorised to be completed by this Council under Common Seal.	Complete.
348/16	GM	<b>Christmas Office Closure</b> Council informed of the normal three working days closure of the Council Office between Christmas and New Year as provided by industrial arrangements.	Complete.
347/16	MES	<b>Draft Lockhart Development Control Plan 2016</b> Council: a) Adopt the Draft Lockhart Shire Council DCP 2016 as publicly exhibited and subject to the changes as outlined in this report b) Notify within 28 days in the local newspaper of adoption of the DCP c) Amend the DCP to include the date of commencement of the Lockhart Shire Council DCP 2016 being that date which the plan is notified in the local newspaper d) Provide a copy of the adopted DCP to the Secretary of the Department of Planning and Environment pursuant to Section 25AB of the EPA Regulations 2000, and e) Council rescind and give notice in the local newspaper of the rescission of the following policies under Section 165 of the Local Government 1993 , including: <ul style="list-style-type: none"> <li>• Policy 2.11 Flood prone land and building floor level</li> <li>• Policy 2.14 Relocation of dwelling houses</li> <li>• Policy 2.15 Kennelling of dogs</li> <li>• Policy 2.16 Sewer Connection</li> <li>• Policy 2.19 Building line setbacks</li> <li>• Policy 2.21 Vehicular entrances to private properties</li> <li>• Policy 2.37 Erection of sheds in residential areas</li> <li>• Policy 2.38 Erection of fences to residential properties</li> <li>• Policy 2.39 The erection of street numbers</li> <li>• Policy 2.42 Disabled access to businesses</li> <li>• Policy 2.43 Development on flood control land.</li> </ul>	Complete.



345/16	DEES	<p><b>Swimming Pool Upgrade – Lockhart &amp; The Rock Council:</b></p> <p>a) Continues undertaking detailed design and planning works for both Lockhart and The Rock pool upgrades to ensure project is shovel ready this year with works funded from Council reserves;</p> <p>b) Continues engaging with respective pool Steering Committees to assist and provide guidance to Council;</p> <p>c) Applies for funding of \$1M for the pools under the current round Building Better Regions Fund; and</p> <p>d) Commence upgrade of the pools in 2016/17, 2017/18 and 2018/19 years subject to confirmation of grant funding, with project funding being combination of grant funding, third party contributions, loan and Council reserves.</p>	Design works for The Rock buildings commenced. Grant application under BBRF closes 28 Feb 2017.
344/16	DEES	<p><b>Section 94 Contributions Council:</b></p> <p>a) Allocates \$8,200 from old s94 'Parks' contributions to refurbishment of public toilets at The Rock Recreation Ground; and</p> <p>b) rolls remaining contributions from old s94 Plan into the new s94A funds to be allocated as per Part A of the Plan.</p>	Complete.
343/16	DEES	<p><b>Lease of Council Land Council:</b></p> <p>a) Agrees to lease acquired land under the Voluntary Purchase Scheme (VPS) to local residents for use of grazing of animals as appropriate</p> <p>b) Calls for expressions of interest in Council Newsletter to lease land.</p>	See report to Feb 2017 Council meeting (Agenda items 1 and 2 in Closed Session). Complete.
342/16	DEES	<p><b>Request for Upgrade of Road</b></p> <p>Council will not consider the reclassification of Aumanns (Morgans) Lane, The Rock from Earth Formation to Gravel Class 2 unless the applicant makes a substantial contribution towards costs and a further report brought to Council for consideration.</p>	Letter written to applicant. Complete.
<b>Ordinary Council Meeting held 21 November 2016</b>			
328/16	GM	<p><b>Community Strategic Plan Review</b></p> <p>Council to place amended CSP review on public exhibition until Fri, 20 Jan 2017 and community feedback be considered prior to it being resubmitted for adoption at Feb 2017 Council Meeting.</p>	See report to Feb 2017 Council meeting (Agenda item 11). Complete.
327/16	GM/ DCCS	<p><b>Special Rate Variation Application</b></p> <p>Council to apply for a SRV to commence 2017/18 FY of 4.6% p.a. inclusive of rate pegging cumulative for 10 yrs for purpose of increasing Council's own source revenue and to be applied to the provision of community infrastructure including flood mitigation works, road restoration and swimming pool refurbishments.</p>	Submission in preparation. See report to Feb 2017 Council meeting (Agenda item 13).
316/16	GM/ TEDO	<p><b>Riverina Regional Tourism</b></p> <p>Support be given to RRT's continued operations until 30 June 2018.</p>	In progress.

315/16	GM/ TEDO	<b>Australian Kelpie Hall of Fame</b> a) Greens Gonyah Museum be requested to develop and provide a long-term business plan to Council, outlining future developments and how they will be funded, and b) The item be brought back to Council for further discussion in the 2017/18 FY.	Lockhart & District Historical Society have developed a strategic plan and are working on extending this into a business plan.
314/16	GM	<b>Economic Development Strategy</b> Council adopt the short, medium and long term priorities identified at the Economic Development Strategy Workshop as its future action plan and that they be incorporated in to the current review of the Community Strategic Plan and Delivery Program.	Economic Development Strategies incorporated into Community Strategic Plan and Delivery Plan. See report to February 2017 Council meeting (Agenda item 11). Complete.
313/16	GM	<b>Australia Day 2017</b> a) Council endorsed Yerong Creek Hall Committee to host Australia Day 2017 celebrations, and b) Composition of the Australia Day Awards Committee be Cr Driscoll, Cr Schirmer and Cr Sharp	Australia Day Awards presented to recipients at event hosted by the Yerong Creek Hall Committee. Complete.
306/16	TEDO	<b>Minutes of the Tourism/Economic Development Steering Committee - Lockhart Shire Business Excellence Awards</b> Lockhart Shire Council to sponsor the Excellence in Small Business Award at the inaugural Lockhart Shire Business Excellence Awards.	In progress. Awards presentation event scheduled for 22 February 2017.
<b>Ordinary Council Meeting held 19 September 2016</b>			
264/16	DEES	<b>F111 Stabiliser Display, The Rock</b> a) Council supports installation of F111 Stabiliser Fin b) Site meeting to occur to agree position for installation c) Council to meet costs of up to a maximum of \$3,000 in-kind support to complete project (incl. installation of soon to be delivered anchor).	Letter written to The Rock RSL.  Displays have been delivered to The Rock. Works to be undertaken in New Year.  Welding works for Anchor have been arranged.
253/16	GM	<b>Council Improvement Action Plan</b> Council acknowledge and endorse strategic actions embodied in report as key performance requirements for Council and they be included in revised Integrated Planning and Reporting documentation accordingly.	Strategic actions incorporated into Community Strategic Plan and Delivery Plan. See report to February 2017 Council meeting (Agenda item 11). Complete.
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.	In progress.

<b>Ordinary Council Meeting held 18 July 2016</b>			
193/16	GM	<p><b>Closed Session – Proposal to Purchase Lockhart Building</b> If clear validation certificates received, Council:</p> <ul style="list-style-type: none"> <li>a) Purchase property known as Billabong Motors, Lockhart and authorise fixing of Council Seal to relevant transfer documents</li> <li>b) Acknowledge fund raising efforts of Lockhart and District Historical Society and future commitments it has made towards refurbishing the building</li> <li>c) Retain equity of \$30,000 in Lots 8, 9 and 10 in DP4749 for its own future strategic purposes</li> <li>d) Make one-off donation of \$20,000 towards purchase price in recognition of fund raising efforts of the community</li> <li>e) Loan Lockhart and District Historical Society balance of purchase price interest free, repayable at a minimum of \$4,000 per annum.</li> </ul>	Complete.
185/16	DEES	<p><b>Sewer Financial Plan and Proposed Extension at The Rock</b></p> <ul style="list-style-type: none"> <li>a) Commence with design and planning of sewer extension at The Rock in 2016/17 as per Lockhart Sewerage Business: Capital Works Plan and Financial Plan</li> <li>b) Undertake construction of Stages 1-6 of proposed low pressure sewer extension at The Rock in 2017/18 as per Lockhart Sewerage Business Capital Works Plan and Financial Plan</li> <li>c) Investigate feasibility of sewerage Council subdivision on Milne Rd in advance of rest of works.</li> </ul>	<p>Will commence quotes for design works once Project Officer is engaged.</p> <p>Project detailed design to commence Oct Sept.</p> <p>Quotations being sought for design consultant.</p> <p>Consultant engaged, design works well under way.</p>
163/16	GM	<p><b>Notice of Motion – Saggars Family Contribution Acknowledgement</b> Council to decide in future on appropriate form of recognition for contribution the Saggars Family has made to the community</p>	No action yet.
<b>Ordinary Council Meeting held 20 June 2016</b>			
136/16	GM	<p><b>Binding of Council Minute Books</b> Further information to be sought re. Council's obligation under the State Records Act.</p>	Work in progress.
<b>Ordinary Council Meeting held 16 May 2016</b>			
109/16	DCCS	<p><b>Old Lockhart Railway Station Building</b> Council to:</p> <ul style="list-style-type: none"> <li>a) Seek to find a suitable use/tenant for the building</li> <li>b) Begin negotiations with JHR to hand building back, if suitable use/tenant not found within next 6 months.</li> </ul>	Ongoing.
102/16	DCCS	<p><b>Draft Delivery Program 2013-17 &amp; Operational Plan 2015-16 and Budget</b> Council contribute \$10,000 and provide up to \$10,000 as an interest-free loan repayable over 5 years to the Lockhart Recreation Ground Committee for replacement sprinkler system.</p>	Incorporated into 2016-17 Operational Plan Budget. Payment processed.
92/16	TEDO	<p><b>Minutes of the Tourism/Economic Development Steering Committee – Virtual Touring Route</b> TEDO investigate the potential to develop Drivers Way as a virtual touring route through the region.</p>	In progress

<b>Ordinary Council Meeting held 21 March 2016</b>			
37/16	GM	<b>Fit for the Future Update</b> Council to formally invite the Hon. Mike Baird MP, Premier of NSW to open the Greens Gonyah Museum redevelopment, before the end of June 2016, if possible.	Updated invitation forwarded to the new Premier, Hon. Gladys Berejiklian MP.
<b>Ordinary Council Meeting held 16 February 2015</b>			
13/15	GM	<b>Correspondence Sent to Councillors</b> a) Correspondence received from the Minister for Industry regarding Potential Diesel and Petrol Shortage (Resolution No. 309/14 – 17 Nov 14 Ordinary Council Meeting) be forwarded to Senator Bill Heffernan expressing Council's disappointment with the Minister's reply b) Further letter be forwarded to GrainCorp requesting further clarification regarding The Rock to Boree Creek Rail Line.	(a) Complete. (b) Work in progress. Letter sent. No word from RailCorp but \$9M upgrade of line in progress – new sleepers and ballast being laid. John Holland requested to apply for grant in Fixing Country Rail Program. Complete refer 172/14
<b>Ordinary Council Meeting held 17 November 2014</b>			
328/14	DCCS	<b>Request for Financial Assistance – The Rock Men's Shed</b> a) Suitable lease conditions be negotiated between Council and The Rock Men's Shed.	In progress.
<b>Ordinary Council Meeting held 14 October 2014</b>			
294/14	DCCS	<b>Report of Section 355 Committees - Finances</b> Council to endeavour to meet with all 355 Committees and Pleasant Hills Community Hotel to work with them to understand their costs and future projects	Workshop material in planning and being developed.
<b>Ordinary Council Meeting held 21 July 2014</b>			
172/14	GM	<b>The Rock to Boree Creek Rail Line</b> Council to investigate all avenues to have The Rock to Boree Creek Rail Line upgraded to Heavy Weight Rail so grain wagons can be loaded to maximum axle weight.	Letters sent – work in progress. 1 <sup>st</sup> priority in our EOI for State Government \$20B Infrastructure Fund. Dec16 Advice received that branch line may be eligible for funding in next funding round. Refer to the Notice of Motion to the February 2017 Council meeting.
<b>Ordinary Council Meeting held 17 March 2014</b>			
49/14	TEDO	<b>Minutes of Tourism/Economic Development Steering Committee Meeting - Heritage Standards within Lockhart Shire</b> Assessment on the heritage area in Green St to be reviewed by the TEDSC following completion.	In progress.

<b>Ordinary Council Meeting held 19 December 2016 – Councillor Questions &amp; Statements</b>			
Councillors' Questions	DEES	<b>Cr Walker – Bullenbung Rd Causeway</b> – Enquired if there are any plans to replace causeway with culverts?	DEES advised nothing planned at this stage but happy to have a site meeting if requested. No further action at this stage. Complete.
	DEES	<b>Cr Sharp – Fire Risk on Vacant Blocks in Pleasant Hills</b> – Enquired as to Council's responsibility to act re. fire risk	DEES advised Council will write to the property owner if a complaint is received. If no action, follow up letter is written. RFS may also become involved if they also receive a complaint. Several letters written to property owners. Follow up occurring as required. Complete.
	GM	<b>Cr Driscoll – New Crown Lands Management Act</b> – Enquired as to status of review of Crown Lands Management Act and has it been discussed at Council?	GM advised nothing happening at this stage as the majority of the new legislation will commence in early 2018, with further information to be provided in 2017, therefore it has not been discussed at Council as all current legislation remains in place.
	DEES	<b>Cr Verdon – Potholes in The Rock</b> – Advised back lanes between Norman and Railway Sts, as well as rear of Emily Gardens and driveway to Medical Centre all have potholes requiring attention.	DEES advised he will investigate and take appropriate action. Works actioned as required. Complete.
	DEES	<b>Cr Verdon – Sealing of New Culvert Works on Day Street, The Rock</b> – Enquired as to when the new culvert works will be sealed?	DEES advised sealing will commence shortly in conjunction with other sealing works in The Rock area. Works has been sealed. Complete.
<b>Ordinary Council Meeting held 21 November 2016 – Councillor Questions &amp; Statements</b>			
Councillors' Questions	GM/ DEES	<b>Cr Day – Refurbishment of Lockhart Town Signs</b> – Enquired on status of refurbishing the Lockhart town signs?	GM advised there is no money in current budget for town signs upgrades. DEES advised he will meet with Cr Day to discuss possible works. Cr Day & DEES working on refurbishment of the signs.
	DEES	<b>Cr Douglas – Carns Lane</b> – Enquired as to when Carns Lane will be graded as it is in bad condition and is a school bus route.	DEES advised he is aware of condition of lane (damaged by locals who used it during the wet weather), but being earth formation it is a lower priority. School buses are only approved to use the lane when conditions suit. Dees advised it is hoped the lane will be graded shortly when resourcing permits, and will install 'dry weather only' signs at each end. Carns Lane has been graded just prior to Xmas 2016. Complete.

<b>Ordinary Council Meeting held 24 October 2016 – Councillor Questions &amp; Statements</b>			
Councillors' Questions	DEES	<b>Cr Verdon – Council Disaster Management Plan Availability</b> – Also queried if Council Disaster Management Plan was available?	DEES advised the new Emergency Management Plan was almost complete and to expect a presentation to Council at a future meeting.
	DEES/MES	<b>Cr Douglas – Yerong Creek Noise Complaint re. Chooks</b> – Enquired as to status of noise complaint in Yerong Creek re. chooks.	DEES/MES advised an onsite meeting has been held to discuss implementation measures to reduce noise at night. Council will be following up on Tues, 25 Oct 2016. Council has followed up complaint and is currently monitoring the situation.
<b>Ordinary Council Meeting Held 20 June 2016 – Councillor Questions &amp; Statements</b>			
Councillors' Questions	DEES	<b>Cr Yates – Yerong Street, The Rock</b> – requested that as this street is not a B-Double route due to insufficient staking distance for trucks at the Olympic Hwy intersection, could Council lobby State Government for turning/slip lanes to be installed to allow B-Doubles to use this route instead of the main street of The Rock?	DEES advised he will make some enquiries, as well as make contact with RMS and advise.  DEES is in discussions with GHSC on best way to handle this matter. Ongoing.
<b>Ordinary Council Meeting Held 16 November 2015 – Councillor Questions &amp; Statements</b>			
Councillors' Questions	DEES	<b>Cr Morgan – Funding Application for Brookdale Hill Blackspot</b> Enquired if Council has received any news on this funding application?	DEES advised that no news has been received to date.  Application has been unsuccessful at Federal level, currently being assessed at State level.  Council currently undertaking design works for the intersections.  Design work complete. Currently investigating services relocations required.
<b>Ordinary Council Meeting Held 17 August 2015 – Councillor Questions &amp; Statements</b>			
Councillors' Questions	DEES	<b>Cr Verdon – Solar Power</b> Concerned about high cost of electricity at public recreation grounds and pools within Shire and enquired if Council has considered solar power, especially for The Rock Recreation Ground?	DEES has spent considerable time/gone to seminars investigating this issue and will be putting a report to Council shortly. DW will also investigate if s355 Committees could come under Council's power supply contract to obtain a saving.  DEES has investigated and grouping all electrical accounts into Council account is possible. Staff currently investigation total number of accounts that could be rolled over.
<b>Ordinary Council Meeting Held 22 June 2015 – Councillor Questions &amp; Statements</b>			
Councillors' Questions	Cr Day	<b>Cr Day - Milbrulong Silos</b> Cr Day will talk to GrainCorp about Milbrulong silos and possibility of obtaining more land for bunkers – maybe eastern end of Lockhart Industrial Park?	

**6 February 2017 Council Meeting - Correspondence Sent to Councillors**

Date to Councillors	From	Subject	File Ref
21/12/16 (e-mailed)	ALGA News Editor	ALGA News 16 Dec 2016	A75-005
21/12/16 (e-mailed)	Cr Keith Rhoades, LGNSW	LGNSW Weekly #50 – 16 December 2016	S20-007
21/12/16 (e-mailed)	Cr Keith Rhoades, LGNSW	President of LGNSW Weekly Update	S20-007
10/1/17 (e-mailed)	Cr Keith Rhoades, LGNSW	Proposal to update the Environmental Planning and Assessment Act (EP&A Act)	P25-030
12/1/17 (e-mailed)	Tim Hurst, Office of Local Government	Circular 16-51 Further Phase 1 amendments to the Local Government Act commence and amending regulation made	D14-005
12/1/17 (e-mailed)	Tim Hurst, Office of Local Government	Circular 16-52 Induction and Ongoing Professional Development for Mayors and Councillors	D14-005
13/1/17 (e-mailed)	Mandy Strong, Liz Lane, Susan Gooden	Congratulations on excellent Governance of Shire, and seeking Council endorsement for business idea/solution to Lockhart Township's current lack of weekend hospitality outlets	H15-010
17/1/17 (e-mailed)	Cr Keith Rhoades, LGNSW	LGNSW Weekly #1 – 13 January 2016	S20-007
17/1/17 (e-mailed)	Cr Keith Rhoades, LGNSW	President of LGNSW Weekly Update	S20-007
23/1/17 (e-mailed)	Cr Keith Rhoades, LGNSW	LGNSW Weekly #2 – 20 January 2017	S20-007
27/1/17 (e-mailed)	Cr Keith Rhoades, LGNSW	LGNSW Welcomes Barilaro 'No Regional Mergers' Announcement	S20-020
30/1/17 (e-mailed)	Cr Keith Rhoades, LGNSW	LGNSW Weekly #3 – 27 January 2017	S20-007
30/1/17 (e-mailed)	Cr Keith Rhoades, LGNSW	President of LGNSW Weekly Update	S20-007
30/1/17 (e-mailed)	Cr Keith Rhoades, LGNSW	LGNSW Welcomes New Minister for Local Government, Gabrielle Upton	S20-020
01/02/17 (e-mailed)	Bill McDonnell, Lockhart Rotary	Invitation to attend the Lockhart Shire Business Excellence Awards 2017	C63-025

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

<b>Notes:</b>

## **Staff Reports**

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

Nil.



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

### **1. COFFEE SHOP PROPOSAL**

**(GM/H15-010)**

#### Executive Summary

The purpose of this report is to table correspondence regarding a proposal for a new business to be established in Lockhart.

#### Report

A proposal to establish a coffee shop in the former Billabong Motors building is the subject of a letter received from Mandy Strong, Liz Lane and Susan Gooden and addressed to the Mayor and Councillors. A copy of the correspondence is attached.

The authors of the letter are seeking Council's endorsement of the proposal to establish a coffee shop in the north east corner of the subject building. It is noted from the letter that the proposal has the in-principle support of the Green Gonyah Museum Committee. The proponents are offering to provide a business plan and to discuss the proposal further with Councillors if necessary.

Prior to endorsing the proposal, a coordinated approach regarding the use of the building needs to be adopted bearing in mind that other uses for the building have already been proposed. For instance Council recently resolved that the 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.

#### Integrated Planning and Reporting Reference

B3.4 - Work in partnership with stakeholders to attract new businesses in our Shire.

#### Legislative Policy and Planning Implications

Nil.

#### Budget and Financial Aspects

Any financial or other support from Council that has budgetary implications would be subject to a further report to Council.

#### Attachment

1. Letter dated 13 January 2017.

**Recommendation:** That Council invite Mandy Strong, Liz Lane and Susan Gooden to meet with the Mayor and General Manager to discuss the proposal of a coffee shop in the former Billabong Motors building adjacent to the Greens Gonyah Museum.

<b>Notes:</b>

**Attachment 1. – Letter dated 13 January 2017**

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

13<sup>th</sup> January, 2017

Dear Mayor and Councillors,

As proud residents of Lockhart Shire we would like to congratulate you on your excellent governance of the shire. We feel our Shire is fortunate to have an excellent team at its helm, and evidence of this can be seen throughout the shire. Without council and councillors support many outstanding projects which enhance our shire's liveability would not have happened.

We feel however that we are severely lacking in weekend hospitality in Lockhart and would like to ask for council's endorsement of a possible solution. We understand the Council, together with the Greens Gonyah Museum have bought the Billabong Motors building. We feel the north eastern corner of this building would make a great location for a coffee shop. Outdoor eating could in the future be accommodated in the covered area to the north of the building, but at the early stages of the project we envisage to confine the eating area to the indoors. It is thought to have an establishment that would open on Friday, Saturday and Sunday only, and serve hot and cold beverages, and pre-cooked cakes and slices. There would be minimal cooking done on the premises to begin with. This may change should the project be successful. The Museum committee has agreed in principle to the proposal, and will provide a letter of support. If we had council's support for this business we would proceed further, and could provide council with a business plan if they require it.

We do not wish to jeopardise the established hospitality businesses in Lockhart, merely enhance them. We would like to work closely with Graeme and Kathy at Latte Da, and think Lockhart and its visitors would benefit. From a location perspective, at the top end of the main street is perfect, next door to Lockhart's main tourist attraction, the Golder Gallery, and the Museum and Gallery could only benefit from this partnership.

We are available to meet with councillors at any time to discuss this proposal, and look forward to your reply.

Yours sincerely

Mandy Strong  
Liz Lane  
Susan Gooden

2. CADET ENGINEER

(DEES/S30-120)

Executive Summary

Council proposes to include a position of Cadet Engineer in its organisational structure.

Report

Council proposes to include a position of Cadet Engineer in its organisational structure. Charles Sturt University (CSU) has commenced a new engineering programme aimed at filling the gap of developing young engineers in the regional areas as well as ones who can undertake on the job training.

The CSU programme is over 5.5 years, with the first 18 months based at university and the remaining 4 years in 4 x 1 year placements. Council, in conjunction with the student, can choose a 1 year placement, 2 x 1 year placements and so on. It is unlikely that Lockhart Shire would facilitate longer than 2 x 1 year placements with the same student due to the limited experience/training that could be provided.

The Cadet Engineer would be able to assist in providing technical skills shortfall in the organisation, and will be able to undertake a variety of duties including project management, survey work, site supervision, design management, sewerage systems operation, waste management operation and asset management.

The CSU programme has been well received regionally, with REROC being instrumental in its establishment. Other local councils who are planning on being part of the programme included Riverina Water, Junee Shire, Temora Shire and Griffith City Councils.

The Mayor and Director of Engineering & Environmental Services attended an information evening in Griffith late last year, where could meet the CSU Director of Engineering as well as current students in the programme. The evening was well worthwhile to see the benefits not only to Lockhart Shire but also for developing the next generation of engineers.

The first intake of students will be available to commence work at Lockhart Shire Council in July 2017.

Integrated Planning and Reporting Reference

B2.1.2 - Support improve pathways to employment for young residents (apprenticeships, traineeships, etc.).

Legislative Policy & Planning Implications

Nil.

Budget & Financial Aspects

Annual salary costs are up to \$51,000 depending on year of study of the student. This will have nil impact on budget as Cadet Engineer will be costed to existing engineering salaries and/or construction projects.

Attachments

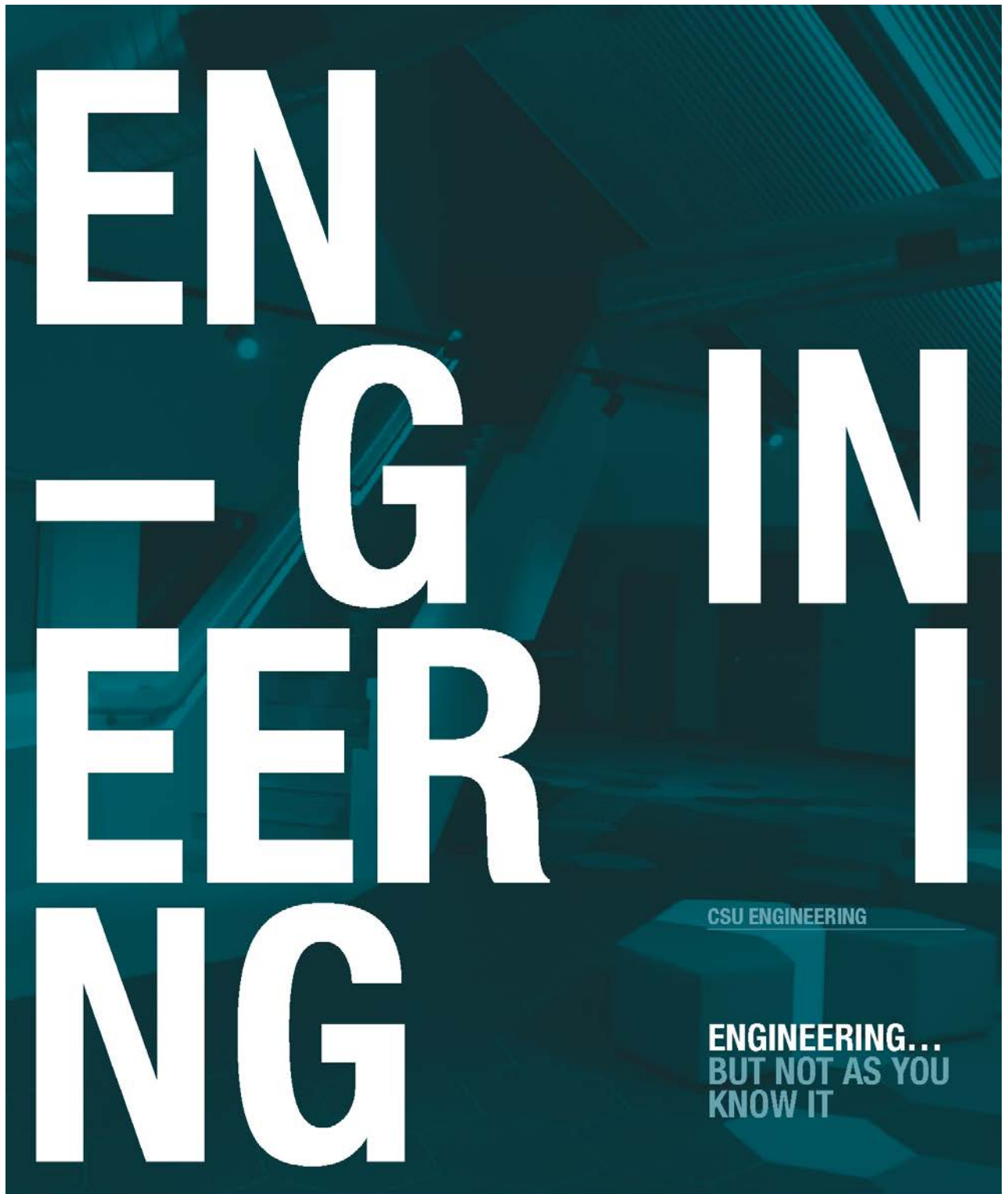
1. CSU Engineering brochure regarding Foundation Partner.
2. Draft CSU Memorandum of Understanding (MOU) for Industry Placement Cooperation.

**Recommendation:** That Council:

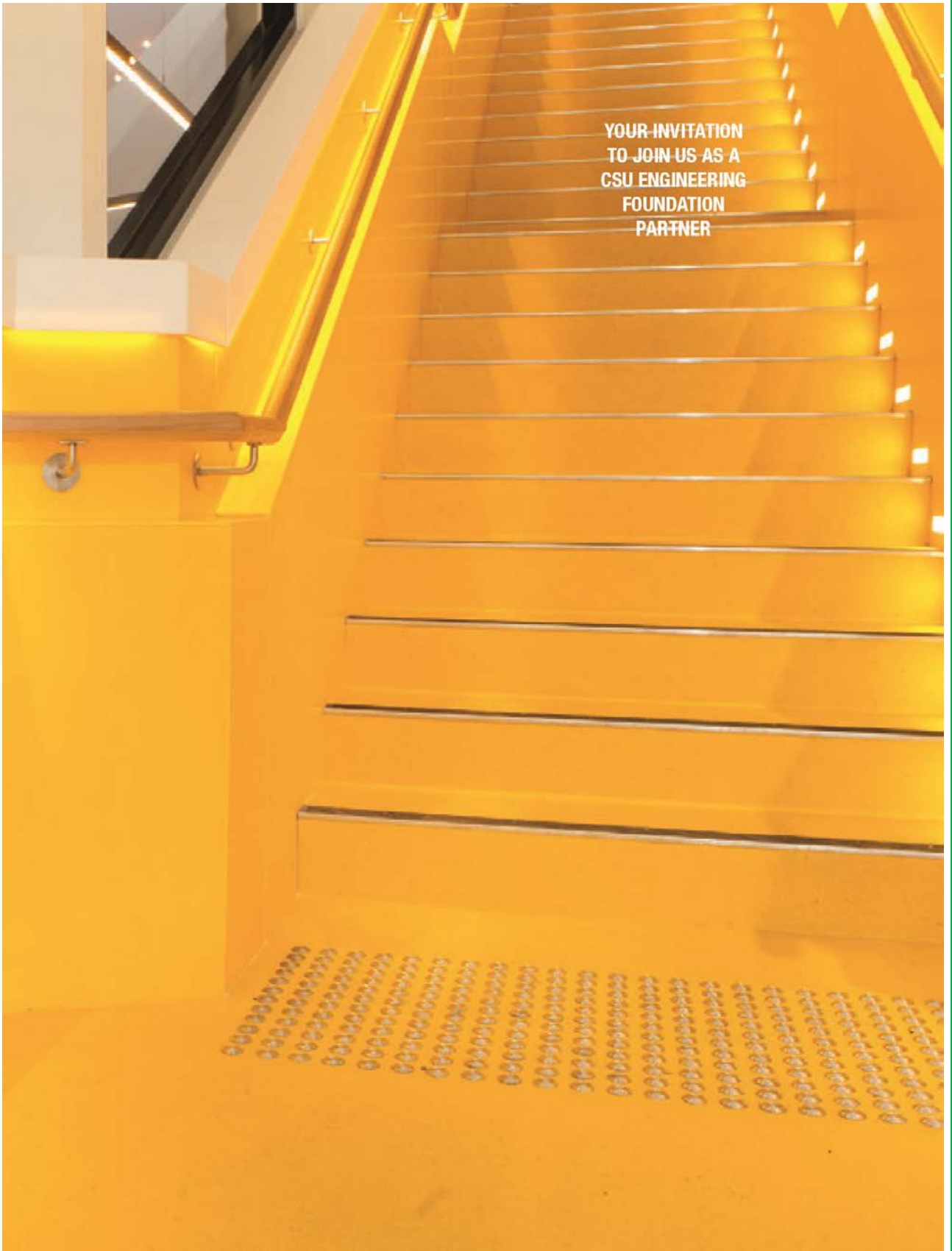
- a) Endorse inclusion of position of 'Cadet Engineer' into the organisation structure, and
- b) Authorise the General Manager and Director of Engineering and Environmental Services to sign the Charles Sturt University Memorandum of Understanding for Industry Placement Cooperation.

<b>Notes:</b>

**Attachment 1. – CSU Engineering Brochure regarding Foundation Partner**







**SHAPE THE FUTURE OF YOUR ORGANISATION**

**AS A CSU ENGINEERING FOUNDATION PARTNER, YOU WILL GAIN MUCH MORE THAN A TALENTED STUDENT ENGINEER. YOU WILL BE PART OF AN INDUSTRY WIDE NETWORK DEDICATED TO DEVELOPING THE ENGINEERS OF TOMORROW – ENGINEERS READY TO MAKE THEIR MARK, AND MAKE A VALUABLE CONTRIBUTION TO YOUR BUSINESS.**

**FU — TU**

## CSU ENGINEERING AND YOUR ORGANISATION – BUILDING THE FUTURE OF ENGINEERING

**CSU ENGINEERING IS LOOKING FOR FOUNDATION PARTNERS TO COMMENCE THE WORK PLACEMENT JOURNEY WITH US IN 2017. OUR FOUNDATION PARTNERS WILL HOST THE FIRST COHORT OF STUDENT ENGINEERS AND WILL LEAD THE WAY WITH US IN ESTABLISHING A DIFFERENT KIND OF ENGINEER.**

BECOMING A CSU ENGINEERING FOUNDATION PARTNER WILL GIVE YOU ACCESS TO:

**A Work-Ready Cadet Engineer**

Your student will be ready to hit the ground running. Our diverse cohort, entrepreneurial focus, agile and innovative curriculum will dispel the typical engineer stereotype.

**A Cadet Engineer who is nurtured by academics and their cohort**

Your Cadet will be supported not just by the CSU academic community but by their entire cohort.

**A Cadet Engineer who is ready to solve your problems**

Your Cadet will be continually learning based on what actually works and will be taught using the latest in educational technology and pedagogy.

**A Cadet Engineer who is project ready**

Your Cadet will be supported when undertaking new projects or research that might not occur in 'business as usual'.

**An entrepreneurial thinker**

Your Cadet will be provided with the skills in communication, finance and management to enhance their ability to make a valuable contribution in your workplace and in your community.

CSU ENGINEERING WILL WORK WITH YOUR COMPANY TO SOLVE YOUR PROBLEMS.

CSU Engineering has been designed to give you an experience like no other. As a Foundation Partner you will have access to more than just a Cadet Engineer - you will gain the support and knowledge from a network of academic staff and our engineering cohort.

Our team based learning environment can help your business broaden and foster growth opportunities through:

- engagement and networking with students from other organisations, including some who have worked overseas
- ongoing professional development for your Cadet Engineer
- ownership of the intellectual property and outcomes of their project, no matter who has contributed.

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**CSU ENGINEERING AND YOUR ORGANISATION –  
BUILDING THE FUTURE OF ENGINEERING**

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**BEING A CSU ENGINEERING FOUNDATION PARTNER  
BENEFITS YOUR COMPANY AND THE BROADER  
COMMUNITY.**

**JOIN US AS A CSU ENGINEERING FOUNDATION  
PARTNER AND YOU WILL BE CONTRIBUTING TO MUCH  
MORE THAN THE MENTORSHIP OF A CADET ENGINEER.**

**BY CREATING SKILLED, WORK-READY GRADUATES  
YOU WILL BE HELPING TO:**

- BOOST THE AGILITY OF YOUR ORGANISATION**
- FACILITATE GROWTH OF BUSINESS  
AND INFRASTRUCTURE**
- KEEP REGIONAL TERTIARY EDUCATION STRONG**
- INCREASE REGIONAL PROFESSIONAL CAPABILITY**
- SUPPORT LOCAL COMMUNITIES, POSSIBILITY OF  
ENGAGING STUDENT ENGINEERS IN ‘PRO-BONO’,  
SOCIALLY RESPONSIBLE COMMUNITY ACTIVITIES  
AND PROJECTS.**

**OUR PRIORITY RECRUITMENT PROCESS WILL  
PROVIDE AN UNPRECEDENTED OPPORTUNITY  
TO SHOWCASE YOUR COMPANY, TRIAL POTENTIAL  
FUTURE EMPLOYEES AND EMPLOY GRADUATES  
WHO ARE WORK-READY FROM DAY ONE.**

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This is page 11 of the Business Paper of the Ordinary Monthly Meeting of the Lockhart Shire Council held in the Council Chambers, Green Street, Lockhart – 6 February 2017.

THE CSU ENGINEERING COURSE HAS BEEN DESIGNED TO KEEP US AHEAD OF THE CURVE IN ENGINEERING EDUCATION AND INNOVATION. WORKING IN CLOSE CONSULTATION WITH OUR FOUNDATION PARTNERS AND INDUSTRY ADVISORY COMMITTEE, WE ARE ANTICIPATING AND RESPONDING TO THE NEEDS OF INDUSTRY AND COMMUNITY, AND FINE-TUNING OUR CURRICULUM TO MEET THOSE NEEDS.

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Agile, industry focused and relevant

Engineering — but not as you know it

OUR  
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**KEY POINTS OF  
DISTINCTION:**

## **AGILE, INDUSTRY FOCUSED AND RELEVANT. IT'S WHAT MAKES CSU ENGINEERING DIFFERENT**

### **ENTREPRENEURIAL GRADUATES**

As the only Australian engineering school hosted within a business faculty, we are able to bring together technical excellence with the communications, financial and management skills that will enhance our graduates' ability to make a difference as leaders in the workplace and society.

### **FOUR ONE-YEAR EMBEDDED PAID WORK PLACEMENTS**

After 1.5 years of full-time studies at CSU's Bathurst campus, Student Engineers then proceed with their education as Cadet Engineers in industry. During paid work placements, the theoretical curriculum is studied online. It's not just learning engineering, it's living it.

### **AN INNOVATIVE CURRICULUM**

Building a new program from the ground up means we can be at the leading edge of educational technology and pedagogy. Our curriculum will continue to evolve based on what actually works to meet the current and future learning needs of our students and our industry partners.

### **A DIVERSE COHORT**

The nature of our cohort means that students learn from diversity, building new skills and expertise not previously associated with being an engineer. The boutique nature of our program allows us to proactively ensure women, regional and indigenous students are strongly represented within our diverse student cohort.

### **A HEAD START ON CHARTERED STATUS**

The additional time offered by a Masters qualification allows CSU Student Engineers to achieve much more than the minimum entry level to the profession. The embedded work in industry will provide graduates with opportunities to demonstrate Chartered Professional Engineer (CPEng) competencies prior to graduation, fast-tracking their path to being recognised as autonomous professionals.

CSU ENGINEERING IS SEEKING INDUSTRY PARTNERS WHO SHARE OUR VISION OF CREATING INNOVATIVE AND ENTREPRENEURIAL ENGINEERS. EMPLOYING A CSU STUDENT ENGINEER PROVIDES AN OPPORTUNITY TO BROADEN BUSINESS GROWTH OPPORTUNITIES WHILE CONTRIBUTING TO LOCAL AND REGIONAL INDUSTRIES AND THE COMMUNITIES THEY SERVE.

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**DURING THEIR TIME ON PLACEMENT AT YOUR ORGANISATION, OUR CADET ENGINEERS, MATCHED TO THE NEEDS OF YOUR INDUSTRY, WILL WORK TO SOLVE REAL-LIFE PROBLEMS AND CHALLENGES BY APPLYING ACADEMIC EXPERTISE TO NEW AND CURRENT PROJECTS.**

## BECOMING A FOUNDATION PARTNER

### STEPS TO BECOMING A FOUNDATION PARTNER

1. In the first instance, let's talk. Contact CSU Engineering to discuss becoming a Foundation Partner:

Professor Euan Lindsay  
Foundation Professor of Engineering  
Email: [elindsay@csu.edu.au](mailto:elindsay@csu.edu.au)  
Phone: 02 6338 6300  
Mobile: 0477 772 966

2. Complete our Letter of Intent – a single page expressing your desire to be a Foundation Partner
3. Identify which branches of our Topic Tree you can support in your business, so that we can match the right Cadet to your business
4. Sign the formal paperwork
5. Recruit and select your Cadet Engineer from our pool of applicants
6. Industry partners complete online training, culminating in a face-to-face training day
7. Cadet Engineer commences placement

### KEY DATES

#### March 2017

Student résumés will be provided to industry partners

#### April 2017

Short listing and interviews

#### May 2017

Offers made

#### June 2017

Industry training day held at CSU in Bathurst for all industry partners hosting Cadet Engineers

#### July – August 2017

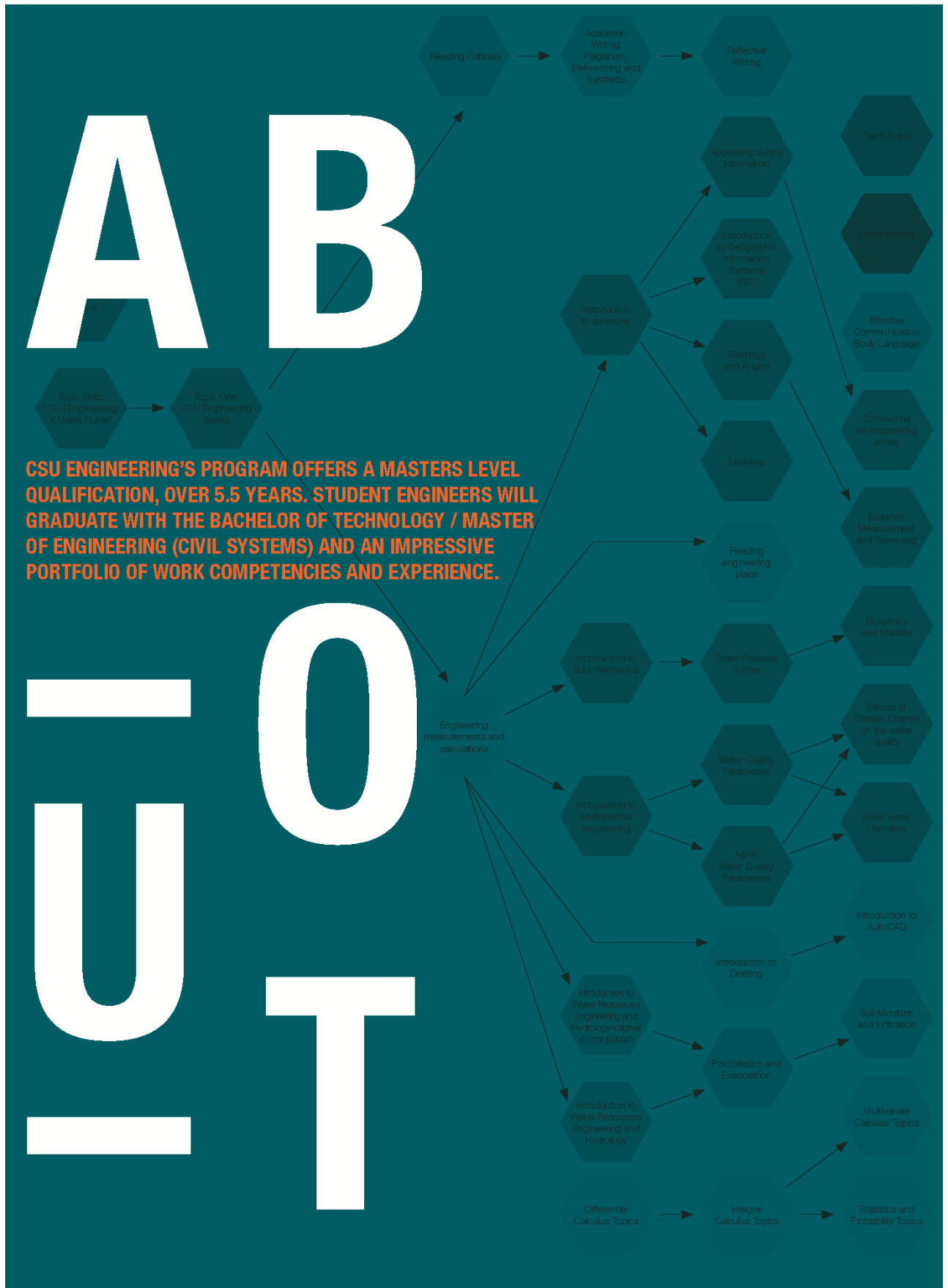
Industry placements commence

#### September 2017

Quarterly placement review where CSU evaluates feedback from Cadet Engineers and industry partners to ensure the placement is on track

#### May – June 2018

Placement concludes / renewed



**CSU ENGINEERING'S PROGRAM OFFERS A MASTERS LEVEL QUALIFICATION, OVER 5.5 YEARS. STUDENT ENGINEERS WILL GRADUATE WITH THE BACHELOR OF TECHNOLOGY / MASTER OF ENGINEERING (CIVIL SYSTEMS) AND AN IMPRESSIVE PORTFOLIO OF WORK COMPETENCIES AND EXPERIENCE.**

## ABOUT THE COURSE

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About the Course

# PHASE 1

### 1.5 YEARS

Three sessions of face-to-face, team-based learning in our purpose-built facilities at CSU in Bathurst, sets the pace for the rest of the course. Phase One introduces the three learning pillars and ensures students are ready to step into the first of four one-year paid work placements.

# PHASE 2

### 2 YEARS

The three learning pillars continue as students develop their skills and knowledge while embedded in paid workplace positions with Foundation Partners. As they start to develop their portfolio and work towards their Cornerstone Thesis, they will continue online study of the underpinning theory and develop their skills through Performance Planning and Review.

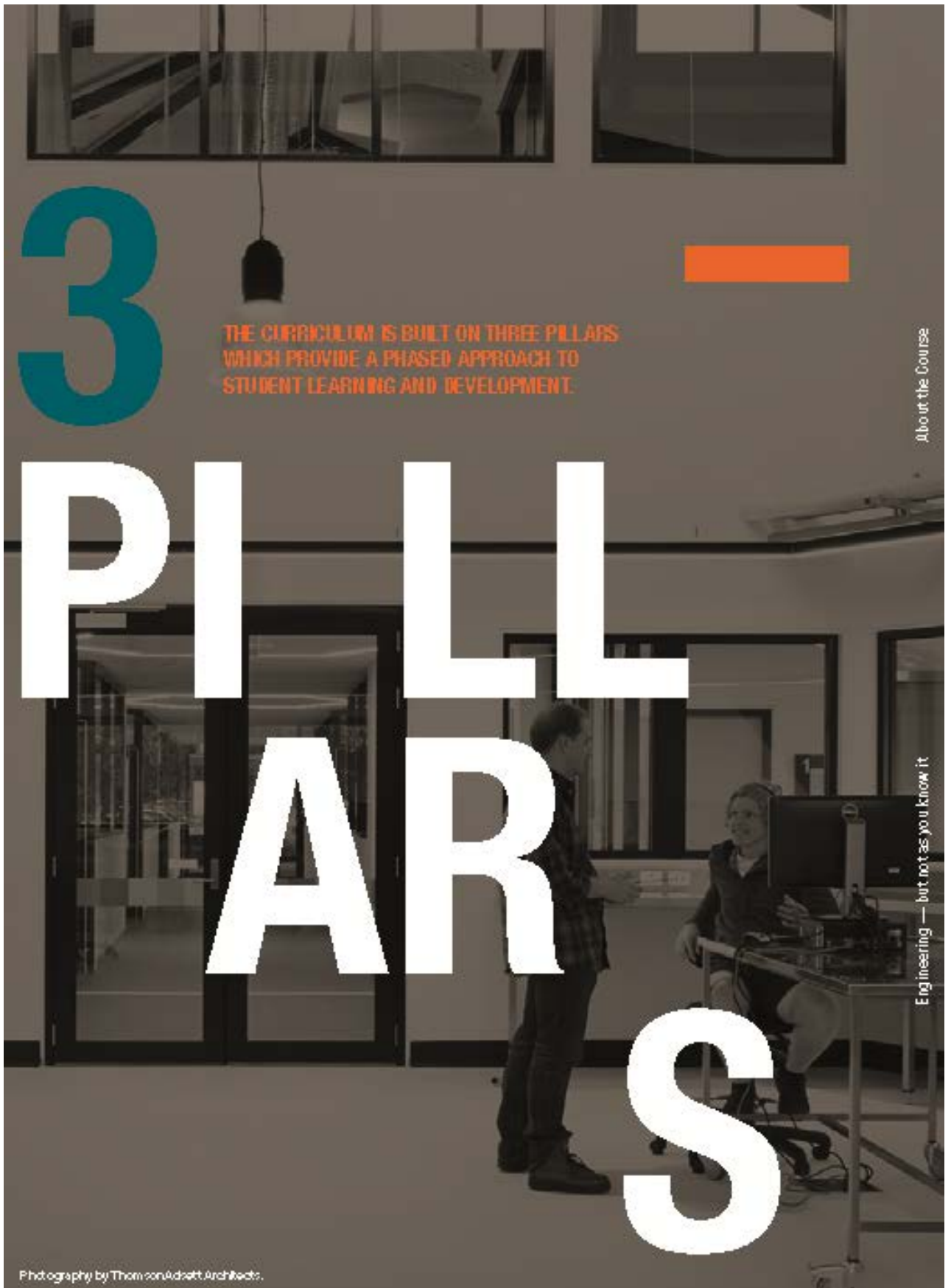
# PHASE 3

### 2 YEARS

As their careers continue, students will have opportunities to implement and further develop their skills as a professional engineer. As they consolidate their engineering portfolio and work towards their Capstone Thesis, they will continue to study advanced and specialist topics in civil engineering online as they grow from cadet to professional engineer.

Engineering — but not as you know it





## ABOUT THE COURSE

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### PROJECT AND PORTFOLIO-BASED LEARNING PILLAR

Practical, project-based learning includes realistic challenges during the first 1.5 years on campus, as well as real projects brought from work placements and students' theses over the next four years. Students will build a portfolio that shows work done and knowledge and skills acquired, along with a reflective self-assessment of their learning.

### PERFORMANCE PLANNING AND REVIEW PILLAR

As students grow into professional engineers, these subjects play an important role in their development as reflective practitioners. This part of the curriculum provides students and the faculty with a reality check on maintaining progress at an appropriate rate. It also helps maintain balance between project-based learning and mastery-learning pillars of engineering theory.

### TOPIC TREE PILLAR

The Topic Tree is all about giving students the power to build their knowledge to fit their own learning needs. Rather than being constrained by subjects that define when and where students learn particular material, their engagement with the Topic Tree will be motivated by the practical challenges of project-based learning during the first three terms, and then in parallel with industry work placements for the remainder of the degree. Knowledge is harvested on a 'just-in-time' rather than a 'just-in-case' basis.

While the look and feel of each pillar will be very similar from year to year, the level of knowledge and skill demonstrated by the Student Engineers in their portfolio is expected to increase each session. By the end of Phase 3, it is expected students will reach (and exceed) the Engineers Australia Professional Engineer competencies.

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## COURSE OUTLINE

		Project and Portfolio Based Learning Pillar	Performance Planning and Review Pillar	Civil Engineering Topic Tree Pillar
Phase 1	Session 1	Engineering Challenge 0		
	Face-to-face	Engineering Challenge 1	Performance Planning and Review – Student Engineer	Topic Tree – Student Engineer
		Engineering Challenge 2		
		Engineering Challenge 3		
Phase 2	1st work placement	Engineering Portfolio – Introductory	Performance Planning and Review – Junior Cadet	Topic Tree – Cadet Engineer
		Engineering Portfolio – Developing		
	2nd work placement	Engineering Cornerstone Thesis	Performance Planning and Review – Intermediate Cadet	
		3rd work placement	Engineering Portfolio – Consolidating	
Engineering Portfolio – Advanced				
Phase 3	4th work placement	Engineering Capstone Thesis	Performance Planning and Review – Professional Engineer	Advanced Topics in Civil Engineering
		Engineering Portfolio – Professional		

Course Outline

Engineering — but not as you know it

**ABOUT THE COURSE**

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**KEYSTONE CURRICULUM HIGHLIGHTS**

**A REGULAR PERFORMANCE PLANNING AND REVIEW PROCESS THROUGHOUT THE WORK PLACEMENTS AS THE STUDENTS PROGRESS FROM JUNIOR CADET TO PROFESSIONAL ENGINEER.**

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**MAJOR PROJECTS IN THIRD AND FIFTH YEAR, WHERE THE STUDENT ENGINEERS TACKLE A REAL PROBLEM OF BENEFIT TO THEIR INDUSTRY EMPLOYER AND SOLVE IT UNDER THE GUIDANCE OF THEIR MANAGER, ACADEMICS AND COLLEAGUES.**

**PORTFOLIO CAPTURING EXPERIENCES THAT WILL PROVIDE ACCELERATED PROGRESS TOWARDS ACQUIRING COMPETENCIES OF A CHARTERED PROFESSIONAL ENGINEER (CPENG), AND INDEPENDENT PRACTICE.**

+

**EVENT RESIDENTIAL SCHOOLS WHERE THE COHORT COMES TOGETHER FOR A WEEK TO SOLVE REAL COMMUNITY PROBLEMS AND BUILD NETWORKS OF BENEFIT TO EMPLOYERS AND REGIONS.**

**INTERNATIONAL EXCHANGE OPPORTUNITIES THAT ALLOW THE STUDENT ENGINEERS TO EXPERIENCE ANOTHER CULTURE AND BRING BACK NEW IDEAS.**



Frequently asked questions

Engineering — but not as you know it

## FREQUENTLY ASKED QUESTIONS

19

### How do I recruit Cadet Engineers?

Following the process outlined in our step-by-step guide, we will work with you to place the best-fit student for your organisation. Industry placements will commence July to August each year.

### What is expected of our organisation?

You will provide experienced engineers employed by your organisation to supervise the Cadet Engineers during their placement. You will ensure these Cadets are provided with appropriate engineering based work which is commensurate to their academic year level and ability.

### How much do I pay our Cadet Engineer?

Cadet Engineers need to be compensated at least to the level suggested by Professionals Australia.

For current advice, please visit:  
[www.professionalsaustralia.org.au/support/rights-wages-conditions/pay-work-experience](http://www.professionalsaustralia.org.au/support/rights-wages-conditions/pay-work-experience)

### How many days per week will Cadet Engineers work?

Four days per week or 80 percent full-time equivalent with one full day a week for study.

### What support do we receive?

Prior to commencement, every Foundation Partner will receive a briefing and training about our industry host support network. Our academic staff will continue to support the student engineers and your organisation, as students work through their specialist topics in support of their project work. At regular intervals throughout the work placement, we will arrange reviews to ensure the placements are meeting expectations for both your organisation and the Cadet Engineer.

### How many Foundation Partner will there be?

Our foundation partnerships will be matched to the number of Student Engineers that require a placement. Due to our small and select cohort, there will only be a limited number of placements that we will be required to find and therefore the sooner you secure your placement the better.

### Do we need to pay our Cadet Engineers when they are on residential school?

It is up to you whether you would like to pay them for residential schools.

### How much time will the Cadet Engineers spend at residential school?

We will be running two one-week residential schools throughout each year.

### Can we host multiple Cadet Engineers?

You can host as many Cadet Engineers as you have capacity for as long as you are able to provide the appropriate support and training to all cadets you host.





### What happens if the placement or Cadet Engineers isn't the best fit?

Our performance planning and review process will ensure that Cadets and organisations can provide feedback on the effectiveness of the placement. Any placement that cannot be made to work effectively may be terminated. The full details of the responsibilities of the student, your organisation and CSU Engineering will be provided in the heads of agreement.

### Can a Cadet Engineer do more than one year placement with the same organisation?

Yes, as long as their work placement opportunities continue to grow and evolve with their increased capabilities and expectations as a Cadet Engineer.



 [www.csu.edu.au/engineering](http://www.csu.edu.au/engineering)  
 1800 334 733  
 [facebook.com/CSUStudentEngineers](https://facebook.com/CSUStudentEngineers)  
 @CSU\_Engineering

**ENGINEERING...**  
**BUT NOT AS YOU**  
**KNOW IT**



**Attachment 2. – Draft CSU Memorandum of Understanding (MOU) for Industry Placement Cooperation**



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**Charles Sturt University**

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**[Insert Host Organisation]**

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# Memorandum of Understanding

## for Industry Placement Cooperation



## Schedule - Memorandum of Understanding

This Memorandum is made up of this Schedule and the Principles.

<b>Item 1</b>	<b>Parties and contacts</b>	<p><b>Charles Sturt University</b> (ABN 83 878 708 551) being a university incorporated in New South Wales under the <i>Charles Sturt University Act 1989</i> and having its registered office at The Grange, Panorama Avenue, Bathurst, NSW 2795 (<b>CSU</b>)</p> <p><b>Contact:</b> Prof Euan Lindsay; Foundation Professor Engineering; (02) 6338 6300; elindsay@csu.edu.au</p> <p><b>[Host] (ABN...)</b> of <b>[Address] (Host Organisation)</b></p> <p><b>Contact:</b> <b>[name], [position], [telephone] and [email]</b></p>																														
<b>Item 2</b>	<b>Areas of Co-operation between CSU and the Host Organisation</b>	<ul style="list-style-type: none"> <li>The Host Organisation intends to make available paid employment undertaking engineering work supervised by an experienced Engineer for the following Cadet Engineer industry placements:</li> </ul> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th></th> <th style="text-align: center;">2<sup>nd</sup> year Cadet Engineer</th> <th style="text-align: center;">3<sup>rd</sup> year Cadet Engineer</th> <th style="text-align: center;">4<sup>th</sup> year Cadet Engineer</th> <th style="text-align: center;">5<sup>th</sup> year Cadet Engineer</th> <th style="text-align: center;">Total Placements</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">2017/18</td> <td></td> <td style="background-color: black;"></td> <td style="background-color: black;"></td> <td style="background-color: black;"></td> <td></td> </tr> <tr> <td style="text-align: center;">2018/19</td> <td></td> <td></td> <td style="background-color: black;"></td> <td style="background-color: black;"></td> <td></td> </tr> <tr> <td style="text-align: center;">2019/20</td> <td></td> <td></td> <td></td> <td style="background-color: black;"></td> <td></td> </tr> <tr> <td style="text-align: center;">2020/21</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>Cadet Engineers will be employed as employees of the Host Organisation for the duration of their placement.</li> <li>The Cadet Engineers' conditions of employment will stipulate a day for study each week and compensation which is equivalent or better to the pay scales for student engineers published by Professionals Australia from time to time on their website: <a href="http://www.professionalsaustralia.org.au/support/rights-wages-conditions/pay-work-experience/">http://www.professionalsaustralia.org.au/support/rights-wages-conditions/pay-work-experience/</a></li> <li>For each placement under this MoU there will be a three-way Industry Placement Agreement between CSU, the Host Organisation and the Cadet Engineer, and each party agrees to formalise the necessary arrangements set out in this Schedule.</li> <li>The Host Organisation will provide a mentor who will be inducted by CSU Engineering and engage in relevant academic process.</li> <li>The Host Organisation will, as far as possible, support the synchronisation of study days for CSU Cadet Engineers in geographic proximity.</li> </ul>		2 <sup>nd</sup> year Cadet Engineer	3 <sup>rd</sup> year Cadet Engineer	4 <sup>th</sup> year Cadet Engineer	5 <sup>th</sup> year Cadet Engineer	Total Placements	2017/18						2018/19						2019/20						2020/21					
	2 <sup>nd</sup> year Cadet Engineer	3 <sup>rd</sup> year Cadet Engineer	4 <sup>th</sup> year Cadet Engineer	5 <sup>th</sup> year Cadet Engineer	Total Placements																											
2017/18																																
2018/19																																
2019/20																																
2020/21																																
<b>Item 3</b>	<b>Commencement Date</b>	This Memorandum commences on the date of signing.																														

**Execution**

Signed by the duly authorised representatives of the parties on the date set out below:

SIGNED for **CHARLES STURT**  
**UNIVERSITY** in the presence of

)  
)  
)

Signature

.....  
Signature of witness

Professor Euan Lindsay  
CSU Engineering

.....  
Name and position of witness (print)

.....  
Date signed

.....  
Date signed

SIGNED for **[INSERT HOST**  
**ORGANISATION]**

)  
)  
)

.....  
Signature

in the presence of

.....  
Signature of witness

.....  
Position

.....  
Name and position of witness (print)

.....  
Date signed

.....  
Date signed

.....  
Memorandum of Understanding – CSU Engineering – Industry Work Placements July 2016

## **Principles – Memorandum of Understanding**

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**1 Term and termination**

This Memorandum commences on the date specified in Item 3 of the Schedule and ends 2 years from that date, unless terminated by either party for any reason by notice.

**2 Principles of Cooperation**

The parties wish to facilitate cooperation in the areas set out in Item 2 of the Schedule intend that such cooperation, if agreed, will be documented by an Industry Placement Agreement, prepared by CSU and executed by the parties in accordance with their respective policies and procedures.

**3 Memorandum will not prevent cooperation with other parties**

The parties agree that this Memorandum will not prevent any party from undertaking any activities or cooperating with third parties or acting independently of the other.

**4 Memorandum not legally binding**

This Memorandum is not intended to be legally binding on either party and does not:

- (a) give rise to any contractual relationship between the parties; or
- (b) create any legal obligations on either party (with the exception of the obligations of confidentiality and privacy), including any obligation to enter into an Industry Placement Agreement or incur any cost or expense.

**5 Relationship of Parties**

Nothing in this Memorandum is not intended to, nor shall, create a partnership, joint venture or agency relationship between the parties.

**6 Confidentiality**

- (a) The parties may exchange Confidential Information relevant to the purpose of this Memorandum.
- (b) Subject to clause 6(e), each party undertakes to treat as confidential all Confidential Information obtained from the other party and undertakes not to:
  - (i) divulge any Confidential Information to any person without first obtaining the consent of the other party in writing except to its employees, contractors, officers, agents and advisors who need to know it for the purposes of performing or giving effect to this Memorandum;
  - (ii) use or reproduce any of the other party's Confidential Information otherwise than in performing or giving effect to this Memorandum; and
  - (iii) transfer or disclose the other party's Confidential Information outside of Australia.
- (c) Each party will take such reasonable steps to provide for the safe custody of any and all Confidential Information in its possession and to prevent any unauthorised access or use.
- (d) At any time upon written request of a party, the other party must return any documents which embody Confidential Information and must not keep any copies in any form.
- (e) Each party may disclose the other party's Confidential Information if:
  - (i) required by law, or by the listing rules of any stock exchange provided that, so far as it is lawful and reasonably practical to do so, prior to such disclosure the party subject to

such disclosure requirement will promptly notify the other party and consult with the other party regarding the nature, timing and content of the proposed disclosure; or

- (ii) required in connection with legal proceedings relating to this Memorandum.
- (f) For the purpose of this Memorandum, “Confidential Information” means information that:
  - (i) is by its nature confidential;
  - (ii) is designated by a party as confidential; or
  - (iii) the parties know or ought to know is confidential (including this Memorandum and all information about the parties and operations which is made available or which becomes known during the term of this Memorandum),

but does not include information which is or becomes public knowledge other than by breach of this Memorandum or has been independently developed or acquired by the other party.

## **7 Privacy**

- (a) Each party agrees, in relation to all Personal Information coming into its possession or control as a result of the parties carrying out and fulfilling the aims of this Memorandum, to:
  - (i) comply with any Privacy law, as amended from time to time:
    - (A) by which it is bound; and
    - (B) by which the other party is bound and in respect of which the other party gives written notice to it to comply as if it was also bound.
  - (ii) ensure the Personal Information is only used for the purpose of performing its obligations under this Memorandum and take all reasonable steps to ensure the personal Information is protected against loss and against unauthorised access, use, modification or disclosure or against other misuse;
  - (iii) not disclose any Personal Information without the written authority of the other party or the individual to whom the Personal Information relates; and
  - (iv) immediately notify the other party where it becomes aware that a disclosure of Personal Information may be required by law.
- (b) For the purposes of this Memorandum:
  - (i) “Personal Information” has the same meaning as in the *Privacy and Personal Information Protection Act 1998 (NSW)*, being information or an opinion (including information or an opinion forming part of a database and whether or not recorded in a material form) about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion;
  - (ii) “Privacy law” means all legislation, principles, industry codes and policies relating to the collection, use, disclosure, storage or granting of access rights to any Personal Information; and
  - (iii) CSU is bound, as at the date of this Memorandum, to comply with the *Privacy and Personal Information Protection Act 1998 (NSW) (PPIPA)* and the Information Privacy Principles under the PPIPA applying to NSW public sector agencies and hereby notifies the Host to comply with those Privacy laws in respect of Personal Information coming into its possession or control as a result of the parties carrying out and fulfilling the aims of this Memorandum as if the Host was bound.
- (c) Nothing in this clause 7 is intended to require a party to deal with Personal Information in a manner which would cause that party to breach a Privacy law by which it is bound.

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

### **3. BIOSECURITY AND ENVIRONMENTAL REPORT**

(DEES/N10-025)

#### Executive Summary

Monthly report on biosecurity and environmental issues.

#### Report

##### **Weeds**

##### ***Spray Program***

Priority for spraying has been given to the control of St John's Wort (*Hypericum perforatum*) and Silverleaf Nightshade (*Solanum elaeagnifolium*) on roadsides within the Shire. Although Silverleaf Nightshade is still occurring at known sites, these patches are continuing to reduce in size, which is encouraging.

Other noxious weeds that have been controlled include Horehound (*Marrubium vulgare*), Bathurst Burr (*Xanthium spinosum*), Blackberry (*Rubus fruticosus*), St Barnaby's Thistle (*Centaurea solstitialis*) and Sweet Briar (*Rosa rubiginosa*).

##### ***Detection of Spiny Burr Grass Infestation***

Unfortunately a new infestation of Spiny Burr Grass (*Cenchrus sp.*) was discovered within the Lockhart Shire in January. This infestation is located on the Urana Lockhart Road approximately 20 kilometres from the Lockhart township. Plants are scattered over 500 metres of the roadside shoulders, on both sides of the road, with a dense incursion in the middle section. Immediately chemical application occurred. As a large majority of plants were within the vicinity between the road edge and the guide posts, fencing of this area could not occur without causing a traffic hazard. In an attempt to reduce the potential of seed dispersal by vehicle tyres, the roadside shoulders were graded, displacing the seedbank to further off the road. Vehicle hygiene was maintained. Relocation of the contaminated soil will be fenced off, restricting seed transfer occurring through movement of travelling stock.

##### ***Spiny Burr Grass Infestation on Western Road***

The burning of the spiny burr infestation on Western Road in March 2016 appears to have been quite successful. While germination has occurred within this fenced off area, numbers have been sufficiently lower than expected, particularly considering the large amount of seed base that was present when first detected.

##### ***Feathertop Rhodes Grass***

Successful control of Feathertop Rhodes Grass (*Chloris virgata*) has been achieved on the roadside shoulders within the Lockhart Shire. Many areas that were infested last summer have been free of this environmental weed this season, proving that a combination of control measures is the most desirable approach, including chipping, burning and rotating chemical application. This can also be said for the patches of resistant ryegrass that were present on the Shire's roadside shoulders. New infestations of this naturally glyphosate resistant species have been discovered in other parts of the Shire, and rapid control has been initiated to eliminate seed production.

##### ***DrumMUSTER***

March collection events have been scheduled for 21 March for Lockhart, and 23 March for The Rock. St Joseph's School will be managing the Lockhart collection event, and The Rock & District Men's Shed will be managing The Rock collection event.

##### **Pests**

##### ***Common White Snail***

Regular inspection of Common White Snail (*Ceratomyxa virgata*) population density is occurring in Fairview Lane, Boree Creek. Baiting occurred on 5 January, following reports received of the presence of snails on the GrainCorp site. No live snails were recorded within the laneway.

**Foxes**

The control of foxes occurred within the Galore Hill Scenic Reserve and Kincaids Reserve, commencing on 12 December.

**Biosecurity Matters**

***New Biosecurity Act Training for Authorised Officers***

Training on the new *Biosecurity Act 2015* is currently being developed for authorized officers, and will consist of a mixture of online and face to face sessions. Face to face sessions will be focused on real and practical scenarios. To assist with developing a broader understanding of the legislation by industry and community, it is proposed that the online modules will also be made available broadly prior to commencement of the Act.

**Environmental Matters**

***Galore Hill Scenic Reserve Biodiversity and Cultural Study***

OzArk Environmental & Heritage Management undertook a complete biodiversity survey of the Galore Hill Scenic Reserve in December 2016. Project funding has been achieved through the Riverina Local Lands Services Community Grant. OzArk Environmental & Heritage Management will compile a thorough report on their findings. Lockhart Shire Council will incorporate these findings when reviewing the Galore Hill Scenic Reserve Plan of Management.

Primarily findings include: six species of microbats identified through echolocation recordings; marsupials sighted include brush tailed possums; red necked wallaby, swamp wallaby, and grey kangaroo; sixty bird species were sighted, including six species which are listed as threatened; eight species of reptiles recorded; a shift in the vegetation community with 30-40 hectares being previously listed as a Dwyer's Red Gum community, with recordings showing the establishment of the Inland Grey Box Woodland habitat; an indication for the necessary control of the density of cypress pine; and the best example of Inland Grey Box Woodland habitat, particularly in abundance, diversity and tree hollows, sited by OzArk ecologists.

Integrated Planning and Reporting Reference

C1.4 – Decreased occurrence, spread and impact of weeds and pests throughout the Shire.

Legislative Policy and Planning Implications

Weed inspections and associated activities are carried out in accordance with the Noxious Weeds Act 1993.

Budget and Financial Aspects

Will be conducted within Council's allocated budget. Funding shortfalls attributed by the State Government Commitment will be picked up by Council as part of its quarterly budget review.

Attachment

Nil.

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

<b>Notes:</b>

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

### **4. ENGINEERING REPORT**

**(DEES/T10-005)**

#### Executive Summary

Monthly report on engineering matters.

#### Background Information

(a) *Works Report:* Construction projects are progressing with the hot summer greatly assisting construction works. The first construction projects at MR370 Rehabilitation north of Wattles Lane and Reid Street Widening, MR543 Heavy Patching and The Rock Mangoplah Road widening are complete. Western Road widening and Urana Lockhart Road Causeways Upgrade have now commenced, with Osborne Yerong Creek Road widening to follow Western Road. The Urana Lockhart Road Causeways Upgrade project will involve traffic delays as new culverts are being installed over the next few months.

Grubben Road Upgrade is a large project (12km), is progressing well with 4km ready for sealing. This project is not scheduled to be completed until April 2017.

Resealing programme for 2016/17 is due to commence in February 2017 and continue into March 2017. Some delays to traffic are expected whilst sealing contractor undertakes this work.

At present all three grader crews are undertaking construction projects.

As previously reported there is some significant damage to some of Council's sealed and unsealed road network from the recent inclement weather. A contractor has commenced heavy patching repairs of the sealed network with Albury Road (MR370) progressing well. These works are expected to take another 4 weeks to complete. Another contractor will be undertaking last of the unsealed road restoration works over the next 2-3 months.

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

Concrete crew is continuing with undertaking construction of drainage structures for the year being new works or maintenance of old pipe crossings.

Only major PAMPS project this year is the sealing/completion of path from The Rock to The Rock Hill Nature Reserve. This work has now been re-scheduled until after Christmas - New Year period.

(b) *Flood Mitigation:* Refer to Major Projects update.

(c) *Road Safety Officer:* Nil to report.

(d) *Traffic Committee:* Nil to report.

(e) *Lockhart Local Emergency Management Committee:* Next LEMC meeting is scheduled for 16 February 2017.

(f) *Fleet:* The new emulsion tank and Jetpatcher are both expected to be delivered late March 2017.

#### Legislative Policy and Planning Implications

Nil.

#### Integrated Planning and Reporting Reference

D3.1 – Develop infrastructure for our community.

Budget and Financial Aspects

Will be conducted within Council's allocated budget.

Attachment

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

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

<b>Notes:</b>

**5. MAJOR PROJECTS UPDATE**

**(DEES/T10-005)**

Executive Summary

Update on Council's current major projects.

Report

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

- a) *Swimming Pools Upgrade:* Staff have finalised detailed design/scoping of the project and have engaged Sunjoule to do the architectural and structural drawings of The Rock Swimming pool buildings. The second round of meetings have been held with each town Pool Steering Committee in mid-December 2016. Both Committees were unanimous with their acceptance of the new option 5 designs. Council have commenced work on the application for the Building Better Regions Fund grants for the pools to help fill the \$1M shortfall in the funding model. Letters have gone out to various committees to help gain support for the grants.
- b) *The Rock Sewer Extension:* The consultant that was engaged by Council to undertake survey and design works has commenced work at The Rock and is expected to be completed by mid-April.
- c) *The Rock STP Tertiary Ponds Upgrade:* A Section 60 approval from NSW Water has been granted for the works. A contractor has been engaged to commence work 31 January 2017.
- d) *Demolition of Voluntary Purchase Properties:* Demolition of the first of the second round of homes at Lockhart is expected to commence in early February. Negotiations occurring on second property in The Rock have been completed, with contracts being prepared to be exchanged.
- e) *Flood Mitigation Construction:* It is expected that staff will call for tenders for the construction works mid-year for Lockhart. There is some administration works required regarding easements and Aboriginal Land Claim on the Commons that need to be completed before construction works can commence. Consultants have been commissioned to undertake the necessary Environmental assessments. The Rock Streven Street drainage works remains on reserve list for funding from OEH.
- f) *Toilet/Shower Upgrade at The Rock Rec Ground:* Works are to start early February and finish in time for the start of the 2017 football-netball season.

Integrated Planning and Reporting Reference

D – Infrastructure for the long-term needs of the community.

Legislative Policy & Planning Implications

Nil.



Budget & Financial Aspects

- (i) Pools – design/scoping estimated \$30,000 for 2016/17
- (ii) The Rock Sewer Extension – survey and design \$80,000
- (iii) The Rock STP Tertiary Ponds – construction estimated \$150,000
- (iv) VP Demolition – Round 2 – demolition cost \$55,000
- (v) Flood Mitigation Construction – funding received for Lockhart is \$327,000 over two years. Budget \$577,000 for 2016/17 for both projects.
- (vi) Toilet/showers The Rock Rec Ground – budget estimate \$26,000, with preferred option cost of \$35,200.

Attachment

Nil.

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

<b>Notes:</b>

**6. PARKS AND GARDENS REPORT**

**(DEES/P10-005)**

Executive Summary

Monthly report on parks and gardens.

Report

**Pools**

Both pools have been enjoying good patronage during the school holidays. An inflatable slide/activity course was organised by Council's Youth Officer for a day each and both pools have held a movie night. Reports from the pool contractors were very favourable.

**Parks and Gardens**

The focus for both The Rock and Lockhart crews was to have all parks and public spaces mowed, edged and sprayed before the Christmas and New Year break. A skeleton crew worked over this period to ensure these areas were tidy, BBQs cleaned, bins emptied and watering done.

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

Irrigation systems are being checked and maintained regularly. Routine garden maintenance is being conducted including regular weeding, spraying, pruning, watering and mulching.

**Mowing and Slashing**

Mowing and edging of most irrigated areas is being conducted fortnightly, some areas however, including Lockhart Recreation Ground and the Urana Street Islands at The Rock are being mowed weekly. Slashing was completed at Pleasant Hills, Mundawaddy Cemetery, Osborne Recreation Ground, Milbrulong, Lockhart Airstrip, Lockhart Showground and urban streets and entrances in The Rock, Yerong Creek and Lockhart leading up to Christmas. Many urban areas have been mowed again this month due to rainfall.

Yerong Creek streets and highway was attended to again prior to the Shire's Australia Day Celebrations held there this year.

### **Weed Control**

Regular weed control is being conducted on Council property including hand spraying and weeding of gardens. Hand weeding has been necessary in many areas due to vigorous growth. Khaki weed and cathead are coming into season, known problem areas will be monitored throughout the warmer months.

### **General Maintenance**

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

### Integrated Planning and Reporting Reference

D1 – Infrastructure that facilitates an active community.

### Legislative Policy and Planning Implications

Nil.

### Budget and Financial Aspects

Will be conducted within Council's allocated budget.

### Attachment

Nil.

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

<b>Notes:</b>

## **7. DEVELOPMENT APPLICATIONS**

**(MES/P25-010)**

The following development applications were approved, with conditions, from 1 December 2016 to 27 January 2017.

<b>DA No</b>	<b>Development</b>	<b>Applicant/Owner</b>	<b>Site of Development</b>
21/17	New Colorbond Shed	Lance & Dorothy Smith	17 Queen St, Yerong Creek
22/17	Above ground swimming pool	Nadine Douglas	16 Hebden St, Lockhart

### Integrated Planning & Reporting Reference

D3.2 – Land use that supports the development of our community.

### Legislative Policy and Planning Implications

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

### Budget and Financial Aspects

Nil.

### Attachments

Nil.

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

<b>Notes:</b>

**8. PLANNING PROPOSAL FOR VARIATION TO LOCKHART LEP – DA25/17 (MES/P25-010)**

Executive Summary

An application to erect a dwelling on RU1 Primary Production land has been lodged with Lockhart Shire Council. The proposed development requires a variation to the minimum 250 hectare development standard of the Lockhart Local Environmental Plan 2012 (LEP), and the applicant's planning proposal is hereby presented for discussion.

Report

Clause 4.6 of the Lockhart LEP aims to provide an appropriate degree of flexibility in applying certain development standards to particular development. In this instance, an applicant wishes to use this clause to seek a variation to the minimum 250 hectare lot size requirement for erection of a dwelling on RU1 land.

The applicant owns a small holding, 5,179m<sup>2</sup>, on the Bidgeemia Road at Urangeline. The lot was created many decades ago, for the erection of a church, and while it was sold to a private investor many years ago, the church remains intact, and largely in its original form. The current owners plan to convert the former church into a dwelling, and thereby require consent from Council for a change of use.

The land fronts directly onto Bidgeemia Road, has a previously-assigned rural address, is fully fenced and well maintained. The building itself lies wholly within the Lot, and has some ancillary buildings located around it.

If Council agree to the proposed planning proposal, then the further concurrence of the Secretary is required.

Integrated Planning and Reporting Reference

D3.2 - Land use that supports the development of our community.

Legislative Policy and Planning Implications

Clause 4.6 of the Lockhart Local Environmental Plan 2012 permits variations to development standards, providing the concurrence of Council and the Secretary are sought. The application seeks to vary the requirement for a minimum 250 hectare lot size for the erection of a dwelling on land zoned RU1 primary production.

Budget and Financial Aspects

Nil.

Attachments

1. Habitat Planning (January 2017) Planning Report - Use of former Church as Dwelling.

**Recommendation:** That Council:

- a) Support the application for variation to the Lockhart LEP, by permitting the change of use of a former church to a dwelling; and
- b) Refer the application to the Secretary for consideration; and
- c) If concurrence of the Secretary is obtained, continue to process and determine the development application DA25/17 under delegated authority from the General Manager.

<b>Notes:</b>

**Attachment 1. – Habitat Planning (January 2017). Planning Report - Use of former Church as Dwelling**



TOWN PLANNING + URBAN DESIGN CONSULTANTS



Prepared for  
Jamie Gilmour & Bettina Brauner

**Habitat Planning**

Suite 1, 622 Maccauley Street  
ALBURY NSW 2640  
p. 02 6021 0662 f. 02 6021 0663  
habitat@habitatplanning.com.au  
habitatplanning.com.au

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Member – NSW Consulting Planner

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## Attachments

- A. Title Plan
- B. Site Plan
- C. Building Plans

## 1. Introduction

The purpose of this report is to support a development application for the use of a former church building for a dwelling on land described as Lot 1 in DP391693. The land is located on Bidgeemia Road, Urangeline East approximately 20 kilometres north of Rand and 25 kilometres south of Lockhart.

The subject land is zoned RU1 Primary Production pursuant to the *Lockhart Local Environmental Plan 2012* ("the LEP"). The minimum lot size for subdivision applicable to the subject land is a considerable 650 hectares under the LEP. The proposed development is permissible with consent, subject to approval under clause 4.6 of the LEP for a variation to the minimum allotment size for the erection of a dwelling in the RU1 zone.

This report has been prepared to address the requirements of the *Environmental Planning and Assessment Act 1979* ("the EP&A Act"), Rural Lands SEPP and the LEP in regards to a Development Application for a rural dwelling. As is required by the *Environmental Planning and Assessment Regulation 2000*, the report includes a Statement of Environmental Effects to demonstrate that the environmental effects of the development have been taken into account.



## 2. Site Analysis

The subject land comprises an existing small lot, described as Lot 1 in DP391693 and is located within the area known as Urangeline East. The lot itself is generally rectangular in shape, and has an area of approximately 5,250m<sup>2</sup>. It appears to have been created in 1954, based on title details and documents available for the land.

The property is located 36 kilometres south of Lockhart via Albury Road, 30 kilometres north of Walbundrie and 40 kilometres east of Urana.

An existing building is located inside the property boundaries, within the south eastern corner of the lot. It represents a former rural church building, which has since ceased use for that purpose. The building appears in excellent condition and has been well maintained.

Existing road access is available to property from Bidgeemia Road in the south west corner of the lot, via a constructed rural crossover and rural fence/gate.

The land is generally cleared, with planted exotic vegetation established at the boundaries of the lot, and the interface with Bidgeemia Road. The internal areas of the lot are generally cleared and comprise maintained exotic grasses.

The surrounding context of the property is rural, with immediately adjoining properties occupied by rural grazing and cropping activities. An existing dwelling and a number of rural shed and infrastructure is noted approximately 200 metres north east of the property on an adjoining rural property. Beyond this however, only two other dwellings are noted within a 2 kilometre radius of the subject land.





Figure 2 Aerial view of the subject land (red outline) and immediate surrounds.



Figure 3 View towards the building from the western boundary of the property.



Figure 4 View south from the northern extent of the property to the existing northern facade.



Figure 5 General conditions of the property surrounding the dwelling. View is from the north eastern corner of the property to Bidgeemia Road.

### 3. Description of proposal

This application proposes use of an existing former church building on land described as Lot 1 in DP391693. The existing lot has been previously excised from the surrounding rural lands, being typical of a rural church, however has not been used as such for a long period of time. The use of land for a dwelling is now proposed by way of a variation to the development standard for rural dwellings under Clause 4.2B of LEP.

No works are proposed within the subject land for the proposed use, with an existing access already constructed from Bidgeemia Road to the property. In addition, no major external works are proposed to the existing building. No trees are to be removed as part of the proposal, nor will any landform modifications of earthworks be undertaken.

The existing building is located on generally flat land and remote from any watercourse or drainage line. No trees will require removal for the establishment of the dwelling and minimal earthworks will be necessary.

Waste disposal is presently provided on site via an existing septic system located behind the larger shed at the north east. Electricity services are also provided to the property and existing building via overhead supply along Bidgeemia Road and have capacity to accommodate ongoing residential use. Water supply is available to the property by existing tanks.



Figure 6 Site Plan.  
Habitat Planning Report Bidgeemia Road, Urangeline East

## 4. Planning Instruments

The proposal requires consideration against the following planning instruments.

### 4.1 State Environmental Planning Policies

#### 4.1.1 State Environmental Planning Policy (Rural Lands) 2008

*State Environmental Planning Policy (Rural Lands) 2008* (“the Rural Lands SEPP”) was introduced in 2008 in an effort to provide a state-wide framework for planning in rural areas, while maintaining Council’s ability to plan for rural areas in line with current local planning frameworks and conditions. The Rural Lands SEPP is applicable in this instance as the proposal is for a dwelling within a rural zone.

##### *Rural subdivisions and dwellings*

Clause 8 of the Rural Lands SEPP refers to the following Rural Subdivision Principles:

- the minimisation of rural land fragmentation,
- the minimisation of rural land use conflicts, particularly between residential land uses and other rural land uses,
- the consideration of the nature of existing agricultural holdings and the existing and planned future supply of rural residential land when considering lot sizes for rural lands,
- the consideration of the natural and physical constraints and opportunities of land,
- ensuring that planning for dwelling opportunities takes account of those constraints.

The proposal will not further fragment the rural lands surrounding, as it utilises an existing small lot and an existing building, rather than the creation of a new rural lot or dwelling. The proposal will rather result in a new use of the building which will have no discernible impacts on the surrounding rural context or remove any existing land from production.

##### *Matters for consideration*

Clause 10 of the Rural Lands SEPP refers to the matters to be considered in determining development applications for rural subdivisions or rural dwellings and states:

- (1) This clause applies to land in a rural zone, a rural residential zone or an environment protection zone
- (2) A consent authority must take into account the matters specified in subclause (3) when considering whether to grant consent to development on land to which this clause applies for any of the following purposes:
  - (a) subdivision of land proposed to be used for the purposes of a dwelling,
  - (b) erection of a dwelling.
- (3) The following matters are to be taken into account:
  - (a) the existing uses and approved uses of land in the vicinity of the development,
  - (b) whether or not the development is likely to have a significant impact on land uses that, in the opinion of the consent authority, are likely to be preferred and the predominant land uses in the vicinity of the development,
  - (c) whether or not the development is likely to be incompatible with a use referred to in paragraph (a) or (b),
  - (d) if the land is not situated within a rural residential zone, whether or not the development is likely to be incompatible with a use on land within an adjoining rural residential zone,
  - (e) any measures proposed by the applicant to avoid or minimise any incompatibility referred to in paragraph (c) or (d).

The subject land is located within the Urangeline East locality which is predominantly a large agricultural properties with no defined urban area. The existing building which is to comprise the new dwelling is separated from neighbouring dwellings, with only 3 dwellings located within a 2 kilometre radius.

In this instance, the proposal seeks to use an existing building on a small lot for a dwelling, rather than creating or constructing a small rural lot. As such, there will be no fragmentation or changes to rural production as a result of the development, with the dwelling use resulting in no physical changes to the property.

Surrounding agricultural activities will be unaffected as the land has been previously excised from productive lands to allow for the former church use.

No watercourses are affected by the proposal and no trees are required to be removed.

The proposal is therefore considered to be consistent with principles and matters for consideration within the Rural Lands SEPP.

#### **4.2 Local Environmental Plan**

The relevant Local Environmental Plan is the *Lockhart Local Environmental Plan 2012* (“the LEP”). The LEP only recently came into effect in 2012 and applies to the proposed development. The relevant provisions of the LEP are addressed below.

##### **4.2.1 Land Use Table**

The subject land is zoned RU1 Primary Production under the LEP.

The objectives of the RU1 Primary Production zone are:

- To encourage sustainable primary industry production by maintaining and enhancing the natural resource base.
- To encourage diversity in primary industry enterprises and systems appropriate for the area.
- To minimise the fragmentation and alienation of resource lands.
- To minimise conflict between land uses within this zone and land uses within adjoining zones.

The proposal is considered to be consistent with these broad objectives because:

- it maintains and enhances the natural resource base of the area through not increasing the density of existing buildings;
- it utilises existing lot configurations, and does not fragment productive rural lands;
- it does not alienate or fragment resource lands because land is being consolidated rather than fragmented; and
- the subject land does not adjoin, nor is it in proximity to, any land in a different zone.

Having regard for the above, the objectives of the zone are considered to be satisfied by the proposal.

It is noted “dwelling houses” are permissible with consent in the RU1 zone.

##### **4.2.2 Erection dual occupancies or dwelling houses on land in Zone RU1 (clause 4.2B)**

Clause 4.2B relates to erection of dwelling houses on land in the RU1 Primary Production zone. This clause states:



- (3) Development consent must not be granted for the erection of a dual occupancy or dwelling house on land to which this clause applies unless the land:
- (a) is a lot that is at least the minimum lot size shown on the Lot Size Map in relation to that land, or
  - (b) is a lot created under this Plan (other than under clause 4.2 (3)), or
  - (c) is a lot created under an environmental planning instrument before this Plan commenced and on which the erection of a dual occupancy or dwelling house was permissible immediately before that commencement, or
  - (d) is a lot resulting from a subdivision for which development consent (or equivalent) was granted before this Plan commenced and on which the erection of a dual occupancy or dwelling house would have been permissible if the plan of subdivision had been registered before that commencement, or
  - (e) would have been a lot or a holding referred to in paragraph (a), (b), (c) or (d) had it not been affected by:
    - (i) a minor realignment of its boundaries that did not create an additional lot, or
    - (ii) a subdivision creating or widening a public road or public reserve or for another public purpose, or
    - (iii) a consolidation with an adjoining public road or public reserve or for another public purpose.

In this instance, the minimum lot size for the land as shown on the Lot Size Map is 650 hectares. The existing lot is only 5,250m<sup>2</sup>, which is well below the minimum expressed for the land. Further, while the lot was created under an environmental planning instrument before the current LEP, the minimum lot size has been carried over from the previous EPI's and therefore clause 3(c) cannot be relied upon.

Clause 4.6 of LEP allows for exceptions or variations to development standards, which includes minimum lot sizes for the erection of a dwelling in the RU1 zone. For such an exception to be granted, certain matters need to be satisfied and the concurrence of the Director-General of Planning granted. This application contains the required written justification for the variation of the standard at Section 4.2.5 below.

#### **4.2.3 Exceptions to development standards (clause 4.6)**

This clause allows for the variation of development standards in circumstances where the variation is considered to achieve better outcomes than a strict application of the applicable standard.

Clause 4.6 of LEP states:

- 1) The objectives of this clause are as follows:
  - a) to provide an appropriate degree of flexibility in applying certain development standards to particular development,
  - b) to achieve better outcomes for and from development by allowing flexibility in particular circumstances.
- 2) Development consent may, subject to this clause, be granted for development even though the development would contravene a development standard imposed by this or any other environmental planning instrument. However, this clause does not apply to a development standard that is expressly excluded from the operation of this clause.
- 3) Development consent must not be granted for development that contravenes a development standard unless the consent authority has considered a written request from the applicant that seeks to justify the contravention of the development standard by demonstrating:
  - a) that compliance with the development standard is unreasonable or unnecessary in the circumstances of the case, and
  - b) that there are sufficient environmental planning grounds to justify contravening the development standard.
- 4) Development consent must not be granted for development that contravenes a development standard unless:
  - a) the consent authority is satisfied that:
    - i) the applicant's written request has adequately addressed the matters required to be demonstrated by subclause (3), and
    - ii) the proposed development will be in the public interest because it is consistent with the objectives of the particular standard and the objectives for development within the zone in which the development is proposed to be carried out, and
  - b) the concurrence of the Director-General has been obtained.
- 5) In deciding whether to grant concurrence, the Director-General must consider:

- a) whether contravention of the development standard raises any matter of significance for State or regional environmental planning, and
  - b) the public benefit of maintaining the development standard, and
  - c) any other matters required to be taken into consideration by the Director-General before granting concurrence.
- 6) Development consent must not be granted under this clause for a subdivision of land in Zone RU1 Primary Production, Zone RU2 Rural Landscape, Zone RU3 Forestry, Zone RU4 Primary Production Small Lots, Zone RU6 Transition, Zone R5 Large Lot Residential, Zone E2 Environmental Conservation, Zone E3 Environmental Management or Zone E4 Environmental Living if:
- a) the subdivision will result in 2 or more lots of less than the minimum area specified for such lots by a development standard, or
  - b) the subdivision will result in at least one lot that is less than 90% of the minimum area specified for such a lot by a development standard.
- 7) After determining a development application made pursuant to this clause, the consent authority must keep a record of its assessment of the factors required to be addressed in the applicant's written request referred to in subclause (3).
- 8) This clause does not allow development consent to be granted for development that would contravene any of the following:
- a) a development standard for complying development,
  - b) a development standard that arises, under the regulations under the Act, in connection with a commitment set out in a BASIX certificate for a building to which State Environmental Planning Policy (Building Sustainability Index: BASIX) 2004 applies or for the land on which such a building is situated,
  - c) clause 5.4.

This clause is being relied upon to use land for a dwelling on a lot that is less than the minimum of 650 hectares expressed in Clause 4.1 of the LEP.

In making a request under Clause 4.6, it has to be demonstrated:

- a) that compliance with the development standard is unreasonable or unnecessary in the circumstances of the case, and
- b) that there are sufficient environmental planning grounds to justify contravening the development standard.

The contravention of the development standard is justified because:

- the proposal involves use of an existing building already constructed on the land, and to which no significant modifications are required;
- it is considered unreasonable to require such a larger lot to be created to accommodate an existing building for use as a dwelling;
- the use of the building for a dwelling will not create demands for the provision or extension of services as these are already provided to the property;
- the lot has been historically sat outside of any productive agricultural land, meaning that compliance with the minimum lot size would likely have more of an impact upon productive agricultural land;
- the proposal will result in no physical changes to the property, including any loss of productive rural land, which is the overarching objective of the minimum lot size applying to development of a dwelling; and
- the minimum lot size expressed in the LEP would appear excessive having regard for the equivalent used in local government areas adjoining Lockhart and further afield.

In considering the request Council has to be satisfied that:

- i) the applicant's written request has adequately addressed the matters required to be demonstrated by subclause (3), and
- ii) the proposed development will be in the public interest because it is consistent with the objectives of the particular standard and the objectives for development within the zone in which the development is proposed to be carried out.

Council can be satisfied in this regard because:

- it has been demonstrated the proposal deems the development standard to be unreasonable and unnecessary (see above);
- the objective of the development standard is to preserve rural land in agricultural use by preventing fragmentation and this is achieved by the proposal that is actually consolidating rural lots;
- the proposal is not inconsistent with the objectives of the RU1 zone (see section 4.2.1 above).

If Council is to support the proposal it requires the concurrence of the Director-General of the Department of Planning who needs to consider if:

- a) whether contravention of the development standard raises any matter of significance for State or regional environmental planning, and
- b) the public benefit of maintaining the development standard, and
- c) any other matters required to be taken into consideration by the Director-General before granting concurrence.

The Director-General can be reassured that the proposal:

- does not contravene any SEPP and in particular the Rural Lands SEPP (see section 4.1.1 above);
- is in the public interest because it uses an existing building on an existing small rural lot, and therefore reduces demand for fragmentation of other more productive rural land surrounding; and
- will still achieve the objectives of dwellings in rural areas, by way of utilising an existing building which as ceased its former use (church) and proposing no substantial changes to the property.

In summary, it would be unreasonable to apply the development standard, given the proposal seeks to utilise an existing building on a long created small lot which has no agricultural productivity, rather than erection of a new dwelling on land which may otherwise be utilised for agricultural purposes.

Given the opportunity the proposal presents to achieve the objectives of the relevant environmental planning instruments (being to avoid rural land fragmentation and land use conflicts), it is clearly unnecessary to impose the standard in this instance.

## 5. Statement of Environmental effects

Clause 2 of Part 1 of Schedule 1 to the *Environmental Planning and Assessment Regulation 2000* lists the documents that must accompany a development application. Subclause 2(1)(c) states that one of these documents must be a statement of environmental effects. Subclause 2(4) specifies the matters to be addressed in a statement of environmental effects as follows:

- a) the environmental impacts of the development,
- b) how the environmental impacts of the development have been identified,
- c) the steps taken to protect the environment or to lessen the expected harm to the environment, any matters required to be indicated by any guidelines issued by the Director-General for the purpose of this clause.

It is noted that there are no guidelines issued by the Director-General applicable to this proposal. The development is considered to have the following environmental effects.

Consideration	How identified	Potential Impacts	Response
Context & setting	Visual inspection of the site and surrounds.	Potential loss of agricultural land from productive capacity. Potential positive impact by use of existing vacant or underutilised buildings for dwelling purposes rather than development of new dwellings in productive agricultural areas.	The subject land represents a standalone parcel, which is understood to have been in the present configuration for some time. It is not associated with any adjoining rural property, nor is it considered productive in its own right.
Access & traffic	Anticipated.	Potential negative impact through an additional traffic generation. Positive impact through utilisation of existing and active access to the property.	Given the property has been disused for a church for some time, use of the land for a new use will introduce traffic movements to the property. However, the rate of access to and from the property is expected to be less than generally accepted rates of residential movements (i.e. 8 per day per property), given the context of the property.  The existing condition of Bidgeemia Road, and the rural crossover to the property, is considered to be suitable for the existing building to accommodate a dwelling use.
Public domain	Visual inspection of the site and surrounds.	No impacts.	None required.
Infrastructure	Anticipated.	Potential negative impact through increased load on infrastructure. Positive impact through the road serving the proposed dwelling being sealed.	The proposal will utilise an existing building, which is presently supplied with necessary services and infrastructure. As the proposal will not increase the area of the dwelling, it is considered that the existing services are able to accommodate expected loads from the new dwelling use.
Heritage	LEP Schedule	The site does not contain any heritage items, nor are there any heritage items in the vicinity.	None required.
Archaeology	Anticipated.	There are no known archaeological items on the site or within the immediate area.	If during works within the property archaeological items are uncovered the appropriate protocols for dealing with such instances will be observed.
Soils & Contamination	Anticipated.	The proposal does not include any external works which may disturb soil or introduce potential contaminants. Potential for soils unsuitable for on-site effluent disposal.	The property already contains an on-site waste disposal system, which is expected to be suitable to accommodate the loads from a dwelling. There are no watercourses or water bodies within the immediate area which may be affected by wastewater, regardless of soil conditions.

Consideration	How identified	Potential Impacts	Response
Air & microclimate	Anticipated.	Negative impact through dust raising during works within the property.	No major construction works are necessary for the proposal.
Flora & fauna	Visual inspection of site.	No vegetation removal is proposed for removal.	None required.
Waste	Anticipated.	Potential negative impact through activities associated with a dwelling that generates ongoing domestic waste.	Council's waste transfer station can accommodate the normal household waste from the proposed dwelling. Council have limited ability to control the use of land for a dwelling once it is occupied.
Noise	Anticipated. Visual inspection of the site and surrounds	Detrimental impact from noise during construction. Detrimental impact through use of the dwelling.	The separation distance to the nearest dwellings is such that no impact will be experienced. Noise from construction is occasional and temporary and acceptable on that basis. Council have limited ability to control the use of land for a dwelling once it is occupied.
Natural hazards	Lockhart Bushfire Prone Land Map.	The land is not identified as bushfire prone and does not adjoin any bushfire prone lands. The Watercourse Map in the LEP shows no watercourses on the subject land or in near proximity.	Not applicable.
Social impact	Anticipated.	Potential positive impact through an additional dwelling and hence additional residents in the Urangeline East community.	None required.
Economic development	Anticipated.	There are no economic impacts expected.	None required.

## 6. Conclusion

The proposed development application seeks approval for the use of a former church building for a dwelling on land described as Lot 1 in DP391693 and addressed as Bidgeemia Road, Urangeline East. The proposal is considered in the above sections of this report against the relevant matters of the EP&A Act, the ALEP 2010 and the ADCP 2010. It is considered that the proposal is consistent with the relevant controls and requirements of the above documents, and includes a request for an exemption under Clause 4.2B of the LEP relating to the minimum lot size for a dwelling in the RU1 zone.

Having regard for the content of this report, the proposal deserves the support of Council and the Director-General because:

- it is generally consistent with the relevant environmental planning instruments;
- the 650 hectare minimum lot size for a dwelling in the RU1 zone would appear to be excessive, particular in the circumstances of this application;
- the site is already a small rural lot with an established building, meaning that the proposal will not fragment rural land or remove land from production;
- it will not impact upon the ongoing productive capacities of surrounding rural land;
- it will utilise an existing building for the new dwelling use, with no major modifications required;
- it will incorporate an existing rural crossover from Bidgeemia Road, and electrical connection via overhead services;
- the site accesses a sealed road;
- there will be no detrimental environmental impacts; and
- it is consistent with the current character of the area.

## Attachment A

Title Plan

Habitat Planning Planning Report **Bidgeemia Road, Urangeline East**



## Attachment B

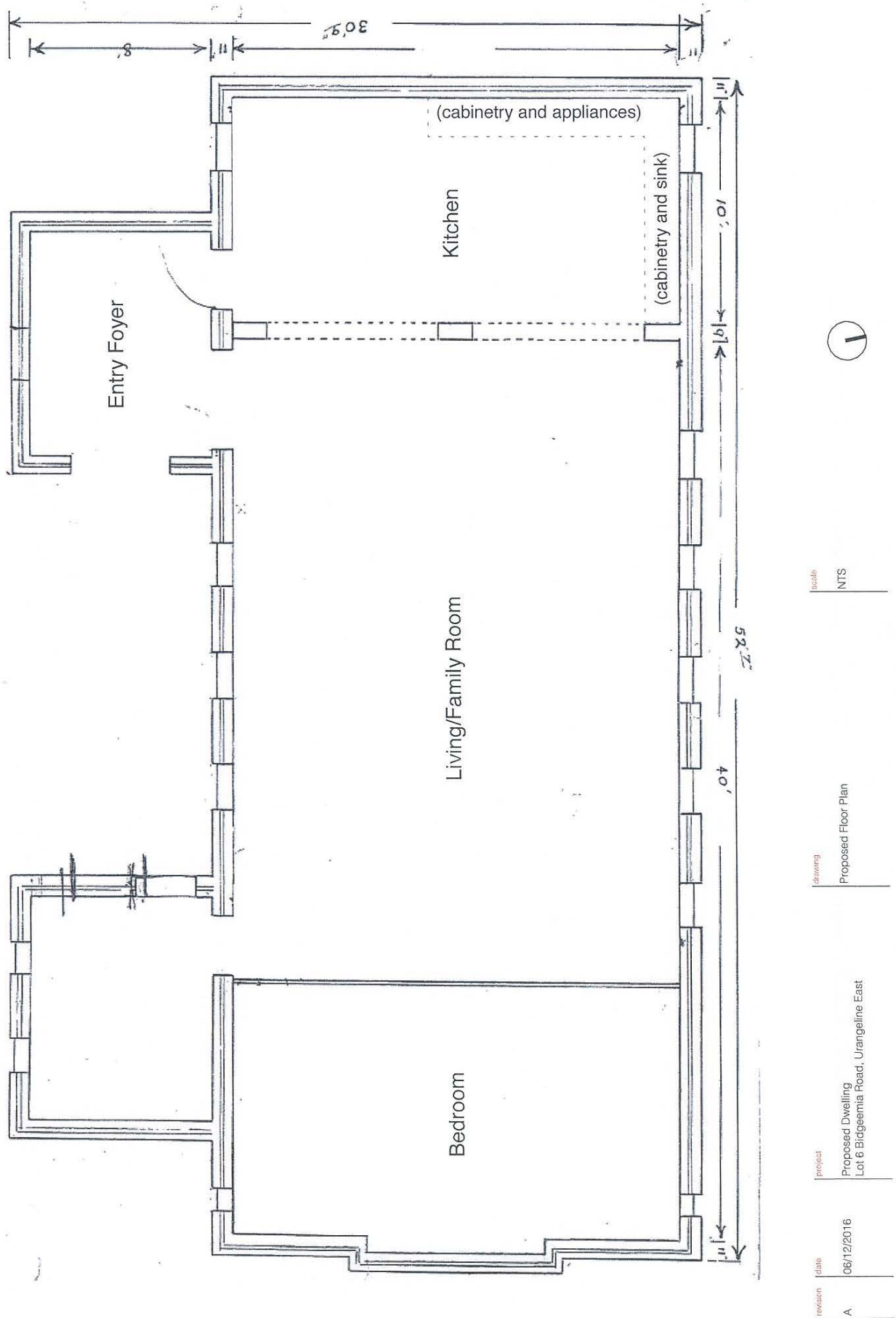
Site Plan

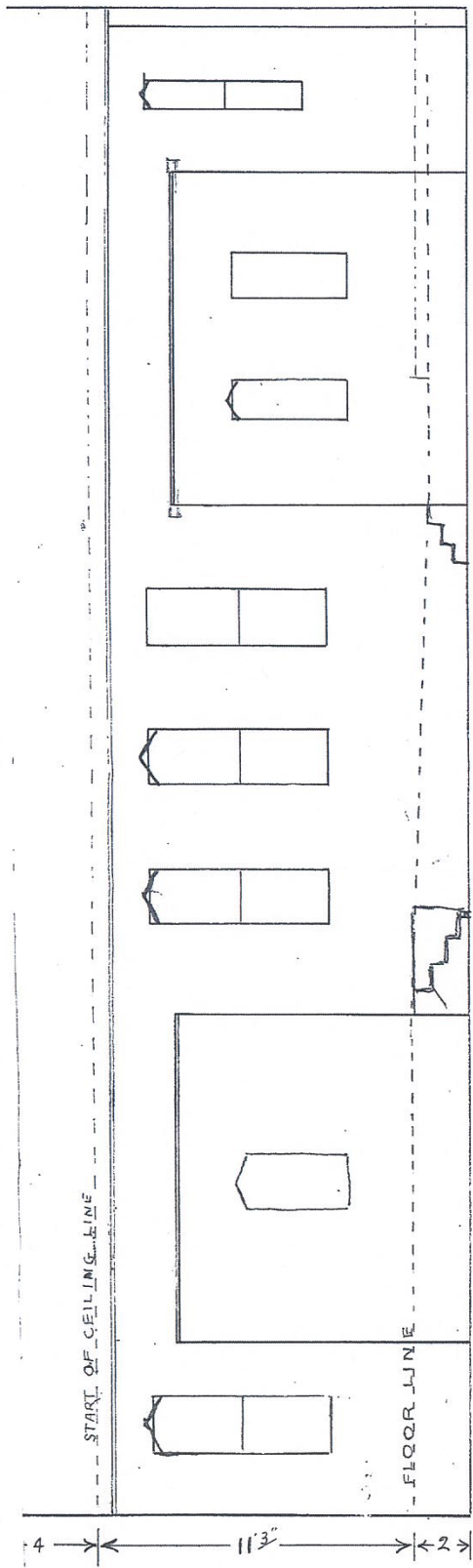


revision: A  
 date: 06/12/2016  
 project: Proposed Dwelling Lot 6 Bidgeemia Road, Urangeline East  
 drawing: Site Plan  
 scale: NTS  
  
 habitat planning

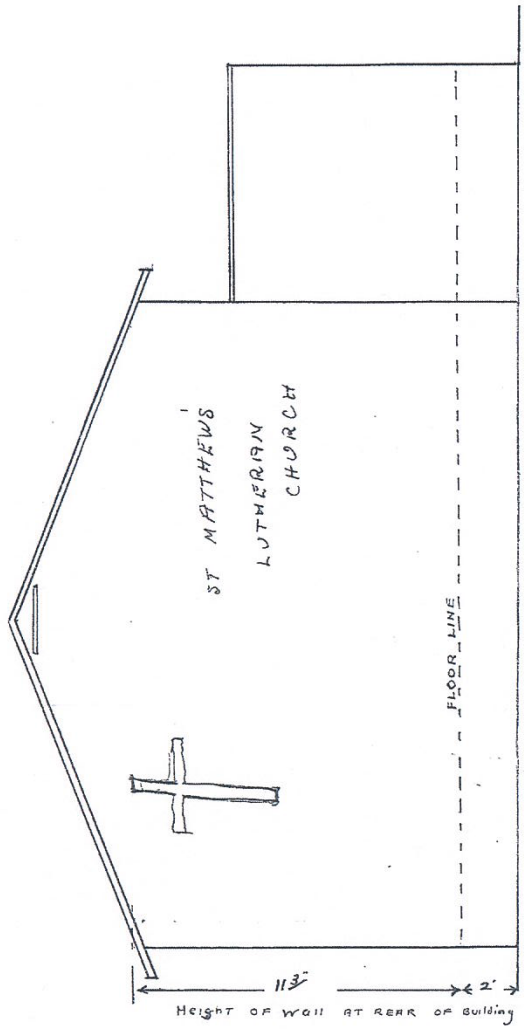
## Attachment C

Proposed Floor Plan





SOUTH ELEVATION



WEST ELEVATION

revision	date	project	drawing	scale
A	06/12/2016	Proposed Dwelling Lot 6 Bidgeemia Road, Urangeline East	Existing Elevations	NTS

9. **VARIATION TO DCP – 17 HEBDEN STREET, LOCKHART - DA26/17**

**(MES/P25-010)**

Executive Summary

Development application DA26/17 has been lodged, seeking consent for the construction of a colorbond shed at 17 Hebden Street, Lockhart NSW. The proposed site layout and shed dimensions require a variation to the development standards of the Lockhart Development Control Plan 2016.

Report

The Lockhart Development Control Plan 2016 (DCP) requires a building line setback of 3 metres from side street boundaries, with the objective of setting a standard and appealing streetscape within residential areas. DA 26/17, which seeks consent for the erection of a detached, colorbond shed at 17 Hebden Street, Lockhart, proposes a reduced setback of 1.5 metres from the side street (Hayes Street). The applicant has not submitted a written statement specifying the ground for the variation, though has attached a site plan demonstrating that a reduced setback is required to avoid existing sewerage and water lines, while allowing a 'drive through' vehicular access.

The applicant also requires a variation to the shed height restriction in the DCP. Currently, the standard in the DCP restricts shed heights to 3.1 at the eve, and 4.5 to the peak. The proposed overall building height complies with this standard, however the height at eve is planned at 3.4m – 300mm greater than that permitted. The owner specifies that the extra height is required to fit a caravan in the shed.

In determining this request Council need to consider the following matters:

- *Streetscape, façade and visual amenity* – the shed as proposed will be highly visible from the Hayes Street aspect. Colours will be matching that of surrounding buildings, however its height and setback will make it a dominant feature for road users. A wide nature strip allows street trees to provide some screening, however their scale is insufficient to achieve a full curtain to the shed.
- *Precedence* – There are several buildings in Hayes Street which have a reduced, or non-existent, building line setback. Some have been built recently, and this makes it difficult to selectively enforce development standards.
- *Block dimensions* – The lot measures 1012m<sup>2</sup> in total, and provides ample space for the erection of a shed of the proposed dimensions. Even with a 3m side setback, the shed will still fit comfortably on the lot without compromising the sewerage line.

Integrated Planning and Reporting Reference

D3.2 - Land use that supports the development of our community.

Legislative Policy and Planning Implications

The development as proposed requires a variation to Council's Development Control Plan 2016.

In accordance with s79C of the Environmental Planning and Assessment Act 1979, Council are to consider, as with all development applications, the likely impacts of that development, and the suitability of the site for the development.

Budget and Financial Aspects

Nil.

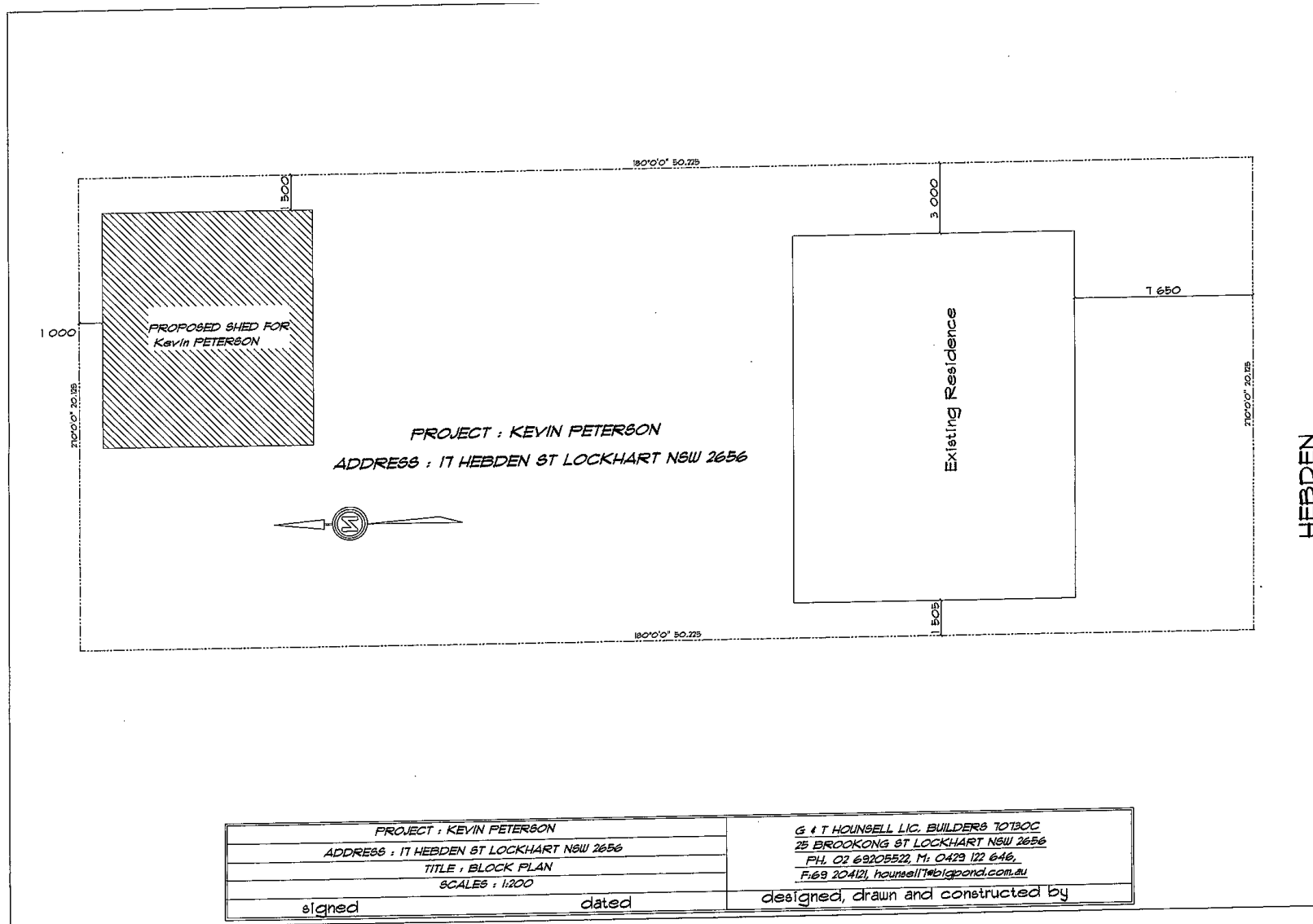
Attachments

1. Site plan and elevations.
2. Photographs of proposed site.

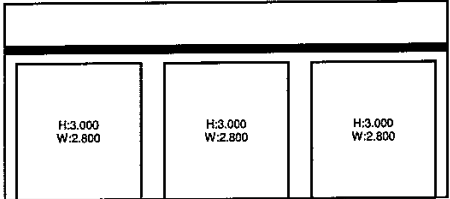
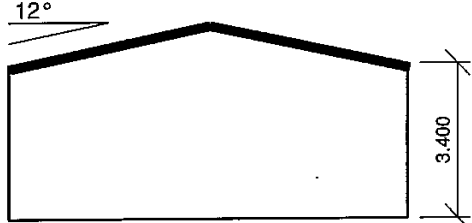
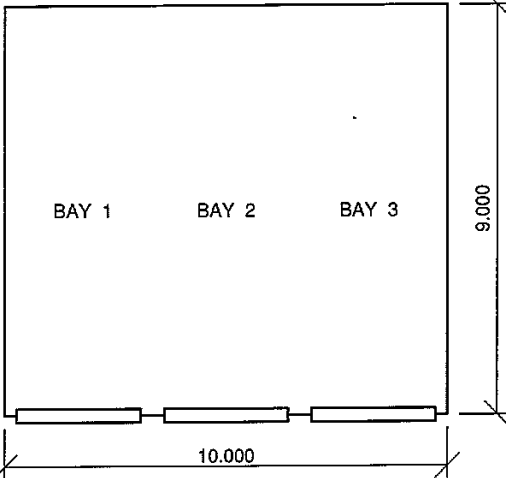
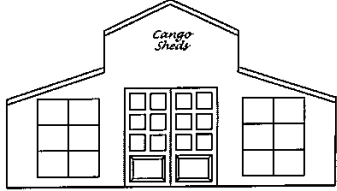
**Recommendation:** That Council grant consent for a variation to the Lockhart DCP, thereby permitting a reduced building line setback of 1.5 metres, and an increased building height, for a proposed new shed at 17 Hebden Street, Lockhart.

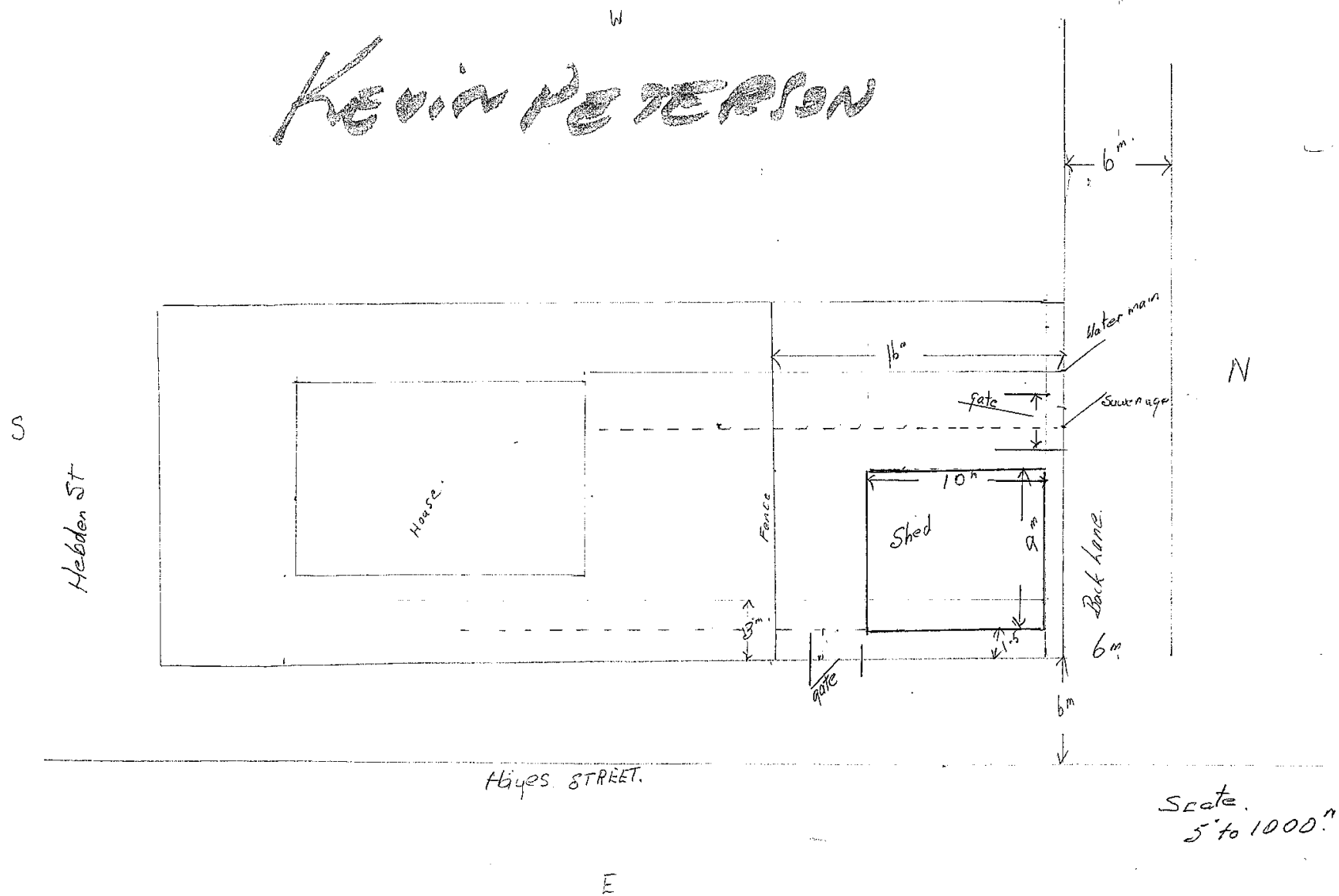
<b>Notes:</b>

**Attachment 1. – Site Plan and Elevations**





8 / BASE : 240 : WIDE : 160 : HOLES C/C ; PUNCH : 35 , 165 4 / APEX : 138 : LONG : 35 , 103 .	TOMO:54 mm , JAYDE :50 mm , SCOOTER :5 mm 8 / EAVE PLATES : 220 long , 25,65,195,		
 <p><b>SIDE ELEVATION</b></p>	 <p><b>LEFT ELEVATION</b></p>		
 <p><b>PLAN</b></p>	 <p><b>WALL SHEETING:</b> Basalt. 0.42 Corr Wall Sheeting</p> <p><b>ROOF SHEETING:</b> Basalt. 0.42 Corro Roofing</p> <p><b>GUTTER TYPE:</b> Basalt. gutter</p> <p><b>BARGE CAPPINGS:</b> Basalt. 11 CANGO BARGE</p> <p><i>BATTENS :100 , POSTS :250</i></p> <p><i>DESIGN AND SYSTEM BY CANGO SHEDS</i></p> <p>SIGNED.....</p>		
<b>CANGOSHEDS FRAME LAYOUT</b>	<b>NAME / 1</b>	<b>DATE:</b> 09-JAN-17	<b>ADDRESS:</b> street , Town , 2656



**Attachment 2. – Photographs of Proposed Site**



## STRATEGIC DIRECTION E: Strong Leadership and Services

### 10. STATEMENT OF FUNDS FOR DECEMBER 2016

(DCCS/F10-010)

The reconciled position of funds held in Council's bank accounts and on investment as at 31 December 2016 is shown below for the information of members.

Statement of Funds as at:	31 December 2016	
<b>Combined Bank Accounts:</b>		\$
Bank Balance as at:	1 December 2016	1,391,057.60
Plus: Receipts to:		
Rates Receipts	34,905.19	
Sundry Debtor receipts	22,600.22	
Grant receipts -	-	
Voluntary Purchase	139,416.86	
Storm Damage Grant	500,000.00	
Pensioner Concession Rebate	49,974.51	
Investments redeemed	500,000.00	
Interest on Investment	3,213.70	
DEFT transfer	-	
Other receipts	238,855.52	
Total receipts for month		1,488,966.00
		<b>2,880,023.60</b>
Less: Payments for Month less Canc. Chqs		2,000,043.63
New Term Deposits		0.00
<b>Current Bank Balance</b>		<b>879,979.97</b>

Investments:	Interest Rate per Annum	Amount Invested	% of Total
AMP Call	At Call	500,000.00	6.85%
Bankwest	2.55	250,000.00	3.42%
Bankwest	At Call	750,000.00	10.27%
BENDIGO	2.35	250,000.00	3.42%
BENDIGO	2.70	500,000.00	6.85%
BENDIGO	2.60	250,000.00	3.42%
BENDIGO	2.60	500,000.00	6.85%
Curve Securitys/AMP	2.75	250,000.00	3.42%
Curve Securitys/AMP	2.95	250,000.00	3.42%
IMB Limited	2.55	300,000.00	4.11%
IMB Limited	2.50	250,000.00	3.42%
NAB	2.62	300,000.00	4.11%
nab	2.96	250,000.00	3.42%
NAB	1.90	300,000.00	4.11%
NAB	2.74	500,000.00	6.85%
nab	2.71	250,000.00	3.42%
NAB	2.65	250,000.00	3.42%
NAB	2.70	250,000.00	3.42%
RIM AMP	2.95	400,000.00	5.48%
Rim NAB Limited	2.75	250,000.00	3.42%
RIM-amp	2.95	500,000.00	6.85%
		7,300,000.00	
<b>TOTAL FUNDS HELD ARE:</b>		<b>8,179,979.97</b>	100.00%

These funds are comprised as follows:

	CURRENT A/C	INVESTMENTS	TOTAL
General Fund	-803,401.94	6,339,035.51	5,535,633.57
Combined Sewerage	1,651,849.51	960,964.49	2,612,814.00
Galore Hill Trust Fund	31,532.40	0.00	31,532.40
	<b>879,979.97</b>	<b>7,300,000.00</b>	<b>8,179,979.97</b>

<b>RESERVES</b>	Externally Restricted	2,644,346.40
	Internally Restricted	4,655,653.60
	Unrestricted	879,979.97
		<b>8,179,979.97</b>

I hereby certify that all investments shown have been made in accordance with Section 625 of the Local Government Act 1993, the Regulations and Council's Investment Policy.

  
 Director Corporate Services  
 30 January 2017

Integrated Planning and Reporting Reference

E.4.2.1a – Continue to develop sound financial management policies and practices that help ensure Council's long-term financial sustainability.

**Recommendation:** That the Statement of Funds for December 2016 be received.

<b>Notes:</b>

**11. ADOPTION OF THE COMMUNITY STRATEGIC PLAN AND RELATED INTEGRATED PLANNING AND REPORTING DOCUMENTS (GM/I13-010)**

Executive Summary

The purpose of this report is to adopt the Community Strategic Plan (CSP) and related Integrated Planning and Reporting (IP&R) documents namely the Delivery Program, Long Term Financial Plan and Asset Management Plans.

Report

Each local government area must have a CSP that has been developed and endorsed by the Council and which identifies the main priorities and aspirations for the future of the local government area covering a period of at least 10 years from when the Plan is endorsed.

Following an ordinary election of councillors, the Council must review the CSP before 30 June following the election. A draft CSP or amendment of a CSP must be placed on public exhibition for a period of at least 28 days and submissions received by the Council must be considered before the CSP or amendment is endorsed by the Council.

Following community consultation, including a series of public meetings held at various venues throughout the Shire late last year, a draft CSP was tabled at the Council meeting held on 21 November 2016. At that meeting it was resolved that: -

*“Council endorses the draft Community Strategic Plan Review documentation as amended and places it on public exhibition until Friday, 20 January 2017 and that community feedback be considered prior to it being resubmitted for adoption at the February 2017 Council meeting”*

During the public exhibition period the CSP was made available on Council's website, Community Facebook page, at Council's office, and at The Rock, Yerong Creek and Pleasant Hills Post Offices. Information regarding the availability of the CSP was also disseminated through Council's community contacts database.

No submissions were received by the closing date of 20 January 2017.

Council has also resolved to seek a Special Rate Variation (SRV) and this matter is the subject of a separate report to Council (refer agenda item 13). According to the *“Guidelines for the Preparation of an Application for a Special Variation to General Income for 2017/18”* released by the Office of Local Government (OLG), before applying to the Independent Pricing and Regulatory Tribunal (IPART) for a special variation Council must first adopt its CSP, Delivery Program, Long Term Financial Plan and where applicable, its Asset Management Plans. Accordingly these documents are also presented for adoption by Council.

According to the Guidelines Council does not have to adopt its Operational Plan for the coming year before applying to IPART for an SRV. The Operational Plan has to be in place by 1 July 2017 and a proposed timeline for preparing the Operational Plan is also the subject of a separate report to Council (refer agenda item 12).

Integrated Planning and Reporting Reference

E4.2.1 – Advocate and prepare for the long term sustainability of our Shire.

E4.2.1a – Continue to develop sound financial management policies and practices that help ensure Council's long term financial sustainability.

E6.1.1 – Meet all governance and regulatory requirements in the conduct of Council's operations.

Legislative Policy & Planning Implications

Section 402 (5) provides that, following an ordinary election of councillors, the Council must review the community strategic plan before 30 June following the election. Adoption of the amended CSP will satisfy this requirement.

Budget & Financial Aspects

The CSP incorporates Council's proposal to make application for a Special Rate Variation (SRV) and other strategies for ensuring its long term financial sustainability.

Attachments

1. Community Strategic Plan
2. Delivery Program
3. Long Term Financial Plan
4. Transport and Community Facilities Asset Management Plans.

The documents listed above are separately enclosed.

**Recommendation:** That the Community Strategic Plan, Delivery Program, Long Term Financial Plan and Asset Management Plans as presented, be adopted.

<b>Notes:</b>

**12. 2017/18 OPERATIONAL PLAN AND BUDGET**

**(GM/I13-005)**

Executive Summary

The purpose of this report is to adopt a timetable for the preparation of Council's 2017/18 Operational Plan and Budget.

Report

Council is required to have its Operational Plan adopted before the beginning of each financial year which details the activities to be engaged in by the Council during the year as part of the delivery program covering that year.

The Operational Plan must include a statement of the Council's Revenue Policy for the year covered by the Operational Plan.

Prior to adopting the Operational Plan by 1 July, the Council must prepare a draft Operational Plan and give public notice of the draft indicating that submissions may be made to the Council at any time during the period (not less than 28 days) that the draft is to be on public exhibition.

During the period of public exhibition, the Council must have for inspection at its office (and at such other places as it may determine) a map that shows those parts of its area to which each category and sub-category of the ordinary rate and each special rate included in the draft Operational Plan applies.

In order to ensure that Council meets the legislative deadlines for adoption of the 2017/18 Operational Plan, and having regard to Council's current meeting cycle, the following timeline is proposed for Council's consideration:

<b>Date</b>	<b>Description</b>
Monday 6 Feb 2017 Ordinary Council Meeting	– Community Strategic Plan tabled for adoption. – Special Rate Variation Application tabled for endorsement prior to submitting to IPART.
Date to be determined	– Councillor Bus Tour of Shire
20 March 2017 Councillor Workshop	– Consideration of major projects and "wish lists" for inclusion in draft Budget and Operational Plan.
April 2017 (date TBC) Councillor Workshop	– Consideration of draft Budget and Operational Plan.
15 May 2017 Ordinary Council Meeting	– Draft Budget and Operational Plan tabled for endorsement to place on public exhibition.
16 May - 13 June 2017	– Draft Budget and Operational Plan on public exhibition.
19 June 2016 Ordinary Council Meeting	Draft Budget and Operational Plan tabled for adoption.

Bearing in mind that Council is at the beginning of a new four year term, it is understood that it has been suggested that a bus tour of the Shire be arranged. Ideally this would be most beneficial if it was to take place prior to the Workshop proposed for 20 March 2017. Accordingly it is recommended that a date for such a bus tour be determined by Councillors.

#### Integrated Planning and Reporting Reference

E4.2.1 – Advocate and prepare for the long term sustainability of our Shire.

E4.2.1a – Continue to develop sound financial management policies and practices that help ensure Council's long term financial sustainability.

E6.1.1 – Meet all governance and regulatory requirements in the conduct of Council's operations.

#### Legislative Policy & Planning Implications

In order to comply with the legislative deadlines contained in the Local Government Act, and having regard to Council's current meeting cycle, it will be necessary to endorse a Draft Budget and Operational Plan for public exhibition at the May Ordinary Council meeting, and adopt the final version of the documents at the June Ordinary Council meeting after considering any submissions received.

#### Budget & Financial Aspects

Consultancy services have been engaged to assist with the preparation of the Community Strategic Plan and the IPART Application for a Special Rate Variation however the Draft Budget and Operational Plan will be prepared by Council officers and existing resources.

#### Attachments

Nil.

**Recommendation:** That Council:

- a) endorse the timeline outlined in the report for the preparation of the 2017/18 Draft Budget and Operational Plan including the conduct of Councillor Workshops on 20 March and April 2017.
- b) determine a date for a bus tour of the Shire to take place prior to 20 March 2017.

<b>Notes:</b>

**13. SPECIAL RATE VARIATION**

**(GM/I05-005)**

Executive Summary

The purpose of this Report is to endorse an application to the Independent Pricing and Regulatory Tribunal (IPART) for a Special Rate Variation (SRV).

Report

Council at its meeting held on 21 November 2016 passed the following resolution: -

*“That Council apply for a Special Rate Variation to commence in the 2017/18 financial year of 4.6% per annum inclusive of rate pegging cumulative for 10 years for the purpose of increasing Council’s own source revenue and to be applied to the provision of community infrastructure including flood mitigation works, road restoration and swimming pool refurbishments.”*

The above resolution was passed after a period of community engagement, including five community engagement sessions which were held across the Shire and concluded on 27 October 2016.

Subsequent to Council’s resolution being passed the Office of Local Government (OLG) issued “Guidelines for the Preparation of an Application for a Special Variation to General Income for 2017/18”. An application to IPART for an SRV is being prepared having regard to the Guidelines.

**Period of the Special Rate Variation**

Section 508A of the Local Government Act 1993 deals with special variations over a period of years. Section 508A (2) in particular states that: -

*“The specified period must not exceed 7 years, but this subsection does not prevent a further determination being made that takes effect after that period”.*

Council’s SRV application to IPART will therefore have to be for a 7 year period notwithstanding that the Council resolution passed on 21 November 2016 and the information disseminated in the community refers to a 10 year period. However Council could, if its application is successful, make another application at the end of the 7 year period seeking an SRV for a further three years consistent with the proposal outlined to the community. Resolving to lodge the second application would of course be a matter for the next Council to be elected in 2020.

An SRV approved pursuant to Section 508A of the Local Government Act can be either temporary or permanent. In the case of a temporary increase, at the expiration of the SRV the Council must adjust its general income to the level that it would have been without the SRV.

In the case of a permanent increase, at the expiry of the SRV period the increases are retained permanently in the rate base and the rate peg applies to the new level of General Income from that point onwards.



It is Council's intention to use the SRV to increase Council's own source revenue and lift its General Income to a new higher level which will then be subject to the rate peg thereafter. Specific projects have been identified for the use of the additional funds during the period of the SRV, i.e. road works, flood mitigation and swimming pool upgrades.

On this basis Council's application to IPART is being prepared on the basis of a permanent SRV.

Bearing in mind that the nominated projects referred to above are subject to a number of funding sources, i.e. SRV, loans and grant funds, Council will need to clarify its position regarding these projects with respect to various scenarios, e.g. if the SRV is not approved and/or if the grant applications are not successful. In this regard it should be noted that IPART can approve an SRV application in whole or in part or decline an application. It can also impose conditions on any approval.

A separate Workshop is proposed to be held prior to the Council meeting to enable financial modelling of the various scenarios referred to above to be presented and discussed so that Council can make an informed decision at the Council meeting.

Integrated Planning and Reporting Reference

E4.2.1a - Continue to develop sound financial management policies and practices that help ensure Council's long term financial sustainability.

Legislative Policy & Planning Implications

Section 508A of the Local Government Act applies in respect of Council's application for an SRV.

Submitting an application for an SRV is also a key component of the Council's Improvement Action Plan submitted as part of the Fit for the Future process.

Budget & Financial Aspects

An SRV where the increases are retained permanently in the rate base is necessary for Council to increase its own source revenue and enable it to fund the nominated projects during the period of the SRV and other infrastructure projects in the future.

Attachments

Nil.

**Recommendation:** That Council:

- a) Apply for a Special Rate Variation to commence in the 2017/18 financial year of 4.6% per annum inclusive of rate pegging cumulative for 7 years, to remain permanently in the rate base, for the purpose of increasing Council's own source revenue and to be applied to the provision of community infrastructure including flood mitigation works, road restoration and swimming pool refurbishments; and
- b) Clarify which projects (if any) it proposes to include in the 2017/18 budget and Operational Plan, if the SRV application and/or grant applications are unsuccessful, following consideration of the financial modelling to be presented at a Councillor Workshop.

<b>Notes:</b>

**14. POLICY DEVELOPMENT AND REVIEW**

**(GM/C70-025)**

Executive Summary

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

The purpose of this report is to establish a process for the review of existing policies and development of new policies.

Report

Council's Policy Register contains over 70 Policies divided into three sections namely "Council and Electoral", "Technical" and "Staff Matters".

At the Council meeting held on 19 December 2016 up to eight "Technical" Policies were either consolidated, amended, updated or repealed in conjunction with the adoption of the Lockhart Development Control Plan 2016. Certain other Policies governed by legislation e.g. "Payment of Expenses and Provision of Facilities to the Mayor and Councillors" have been reviewed recently however many others have not been reviewed for some time.

Policy No. 1.0 "Policies – Procedure for Consideration and Adoption" itself has not been reviewed since 2009 and needs to be updated as it does not reflect current legislative provisions.

In addition some policy gaps have been identified where new policies need to be developed e.g. Council does not have a policy dealing with the use of computers, the internet, e-mail and social media, an important issue in all organisations today.

Updating and reviewing the Council's Policy Register is a significant and time consuming task. In order to undertake this task the following process is proposed for Council's consideration:

1. In the first instance review Policy No. 1.0 which deals with the procedure for considering and adopting policies. There are certain processes outlined in the Local Government Act that have to be followed and these are not reflected in the current Policy. A revised Policy No. 1.0 "Policies – Procedure for Consideration and Adoption" is attached.
2. Delegate authority to the General Manager to update those Policies that require only minor amendments that do not alter the substance or intent of the Policy. Some Policies for example only need a position title or the name of an Act referenced in the document to be updated.
3. Those Policies that require more significant changes in order to be brought up to date be reviewed in three tranches i.e. "Council and Electoral", "Technical" and "Staff Matters" with reports on each section to be tabled at a future Council meeting.
4. Any new policies are developed in accordance with the revised Policy No. 1 attached and are subject to a separate report to Council.

Integrated Planning and Reporting Reference

E6.1.1a - Ensure all statutory policies, codes and plans are adopted by Council and reviewed regularly.

Legislative Policy and Planning Implications

Codes and policies mandated by legislation, e.g. Code of Conduct, Code of Meeting Practice, Payment of Expenses and Provision of Facilities to the Mayor and Councillors etc. will be incorporated into the Policy Manual along with all other Council policies.

Budget and Financial Aspects

Not applicable.

Attachments

1. Amended Policy 1.0 – "Policies – Procedure for Consideration and Adoption". A marked up copy is attached to highlight the changes proposed.

**Recommendation:** That Council:

- a) Endorse amended Policy 1.0 “Policies – Procedure for Consideration and Adoption”, as presented for public exhibition;
- b) Delegate authority to the General Manager to update existing Policies that require only minor amendments and do not alter the substance or intent of the Policy.

<b>Notes:</b>

**Attachment 1. – Amended Policy 1.0 – “Policies – Procedure for Consideration and Adoption”**

1.0 Policies – Procedure for Consideration and Adoption

POLICY TITLE: POLICIES – PROCEDURE FOR CONSIDERATION AND ADOPTION

FILE REF: C75-005

~~EXPIRY REVIEW~~ DATE: ~~UNLIMITED~~ February 2020

OBJECTIVES

To provide a process for the identification, development and review of appropriate policies and procedures that facilitates an effective governance and control environment.

Australian Standard AS 8000-2003 on Good Governance Principles states that “The governance requirements created by the entity’s operations need to be identified, managed and where necessary policies and procedures established”.

~~To ensure that adequate time is available for investigation and research by staff before a policy proposal is put into draft format for consideration of adoption by the Council and, in turn, to ensure that members of Council have reasonable notice and opportunity to assess the provices and consequences of adoption of such a policy.~~

POLICY STATEMENT

(i) Any policy proposal shall, as near as it is practicable to do, be committed to the standard format of the Council’s Policy Register before being submitted for formal consideration of the Council.

~~(ii) A draft of the proposed policy shall, upon being submitted for consideration of adoption by the Council, lay on the table for one calendar month until the next ordinary meeting of the Council when it may be adopted with or without amendment.~~

**Identification of Policy Needs**

~~(ii)~~ (ii) Policy needs will continue to be identified by the Council, management and staff as well as any internal and external audit activities.

**Development and Issue of Policies**

~~(iii)~~ (iii) The development of new and amended policies is the responsibility of the General Manager in conjunction with the Management Executive.

~~(iv)~~ (iv) Any new or amended Policies that, in the Council’s opinion, may impact on residents and ratepayers and/or on the provision of services to the community, are to be placed on public exhibition for a period of not less than 28 days, and any submissions received will be considered by Council prior to adoption of the Policy.

~~(iv)~~ (iv) Sub-section (iv) will also apply to any Policies required by legislation to be placed on public exhibition prior to adoption e.g. Payment of Expenses and Provision of Facilities to the Mayor and Councillors.

**Dissemination of Council policies and Staff Awareness**

(v) Subject to adoption by the Council, new and amended policies are to be disseminated to all staff and incorporated into the Policy Manual.

~~(vi)~~ (vi) A current and up to date Policy Manual is to be maintained and be accessible to all staff.

~~(vii)~~ (vii) A copy of the Policy Manual will also made available on the Council’s Website.

**Policy Update and Review Process**

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

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

~~(vii)~~(x) The General Manager is authorised to update those Policies that require only minor amendments that do not alter the substance or intent of the Policy. Some Policies for example only need a position title or the name of an Act referenced in the document to be updated.

~~(viii)~~(xi) Those Policies that require more significant changes will be subject to a separate report to Council.

Confirmed by Council 6 February 2017  
Refer minute

*Confirmed by Council 17 August 2009*  
*Refer minute 283/09*

*Confirmed by Council – 19 April 2004*  
*Refer Minute No. 24056*

*Adopted by Council – 15 May 2000*  
*Refer Minute No. 22204*

15. REVIEW OF DELEGATIONS

(GM/D10-005)

Executive Summary

Section 380 of the Local Government Act states that “each council must review all its delegations during the first 12 months of each term of office”. Bearing in mind that the last ordinary council election was held in September 2016 Council is required to review its delegations by September 2017.

Report

A council may, pursuant to Section 377 of the Local Government Act, by resolution, delegate to the general manager or any other person or body (not including another employee of the council) any of the functions of the council, other than the following:

- a) the appointment of a general manager,
- b) the making of a rate,
- c) a determination under section 549 as to the levying of a rate,
- d) the making of a charge,
- e) the fixing of a fee,
- f) the borrowing of money,
- g) the voting of money for expenditure on its works, services or operations,
- h) the compulsory acquisition, purchase, sale, exchange or surrender of any land or other property (but not including the sale of items of plant or equipment),
- i) the acceptance of tenders to provide services currently provided by members of staff of the council,
- j) the adoption of an operational plan under section 405,
- k) the adoption of a financial statement included in an annual financial report,
- l) a decision to classify or reclassify public land under Division 1 of Part 2 of Chapter 6,
- m) the fixing of an amount or rate for the carrying out by the council of work on private land,
- n) the decision to carry out work on private land for an amount that is less than the amount or rate fixed by the council for the carrying out of any such work,
- o) the review of a determination made by the council, and not by a delegate of the council, of an application for approval or an application that may be reviewed under section 82A of the Environmental Planning and Assessment Act 1979,
- p) the power of the council to authorise the use of reasonable force for the purpose of gaining entry to premises under section 194,
- q) a decision under section 356 to contribute money or otherwise grant financial assistance to persons,
- r) a decision under section 234 to grant leave of absence to the holder of a civic office,
- s) the making of an application, or the giving of a notice, to the Governor or Minister,
- t) this power of delegation,
- u) any function under this or any other Act that is expressly required to be exercised by resolution of the council.

With the commencement of a new General Manager this is an opportune time to update the delegations extended by Council to the previous General Manager and also comply with the requirements of Section 380 of the Local Government Act.

Council, at its meeting held on 15 July 2013, passed the following resolution extending the existing delegation to the former General Manager:

- A. *“That pursuant to Section 377 of the Local Government Act 1993 the General Manager, Roderick Shaw, be and hereby is delegated authority to exercise all such powers, authorities, duties and functions as may be experienced by the Council under any Act other than: -*
  - i. *In relation to any matter where the Mayor has directed the General Manager, in writing, not to exercise a delegated function and to refer the matter to Council for determination; and*
  - ii. *Those functions that are required by Section 377 to be exercised only by the Council;*

- B. *That pursuant to Section 377 of the Local Government Act 1993 the General Manager, Roderick Shaw, be and hereby is delegated authority to write off outstanding amounts of up to \$500 that are deemed uneconomic to collect.”*

It is proposed that the Council review its delegations as required by Section 380 of the Local Government Act and extend to the new General Manager the same delegations that were given to the former General Manager.

As Council is required to review all of its delegations within its first 12 months of each term of office, any delegations extended to Committees established pursuant to Section 355 of the Local Government Act will also have to be reviewed and this will be the subject of a separate report to Council.

Integrated Planning and Reporting Reference

E6.1 - Provision of excellent leadership and governance within Council.

Legislative Policy and Planning Implications

It is a legislative requirement that Council review its delegations within 12 months of an ordinary election.

Budget and Financial Aspects

Not applicable.

Attachment

Nil.

**Recommendation:**

- A. *“That pursuant to Section 377 of the Local Government Act 1993 the General Manager, Peter Veneris, be and hereby is delegated authority to exercise all such powers, authorities, duties and functions as may be experienced by the Council under any Act other than:*
- iii. *In relation to any matter where the Mayor has directed the General Manager, in writing, not to exercise a delegated function and to refer the matter to Council for determination; and*
  - iv. *Those functions that are required by Section 377 to be exercised only by the Council;*
- B. *That pursuant to Section 377 of the Local Government Act 1993 the General Manager, Peter Veneris, be and hereby is delegated authority to write off outstanding amounts of up to \$500 that are deemed uneconomic to collect.”*

<b>Notes:</b>

**16. SUMMARY OF CUSTOMER REQUESTS REPORT**

**(DEES/C98-005)**

Executive Summary

Summary of customer requests received by Council.

Report

Council receives customer requests for numerous reasons such as road repairs, stormwater issues, trees, noisy dogs, new garbage bins and burials. Council has a system to collect and monitor where any request may be up to at any time, assess for trends, as well as look at response times.

Customer requests are monitored weekly with most requests dealt with in a timely manner. The increase in customer complaints in the last 12 months is mostly attributed to the now reporting of issues with Council properties (87) and also increase in road and drainage complaints due to the wet winter/spring period.

Integrated Planning and Reporting Reference

E2 – Accessible and responsive service delivery.

Legislative Policy & Planning Implications

Nil.

Budget & Financial Aspects

Included in annual operational budget.

Attachment

1. Summary of Customer Requests Report as at 31 December 2016.

**Recommendation:** For Council's information.

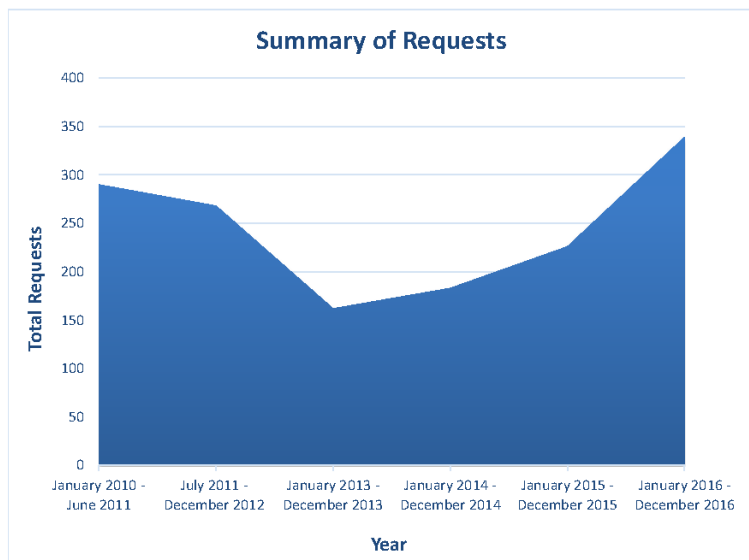
<b>Notes:</b>



**Attachment 1. – Summary of Customer Requests Report as at 31 December 2016**

**Summary of Requests Lodged**

Year	Period	Total Requests
January 2010 - June 2011	18 months	290
July 2011 - December 2012	18 months	268
January 2013 - December 2013	12 months	162
January 2014 - December 2014	12 months	183
January 2015 - December 2015	12 months	226
January 2016 - December 2016	12 months	339



**SERVICE TYPE - January 2016 to December 2016**

Unassigned	1
Dogs	21
Animals	21
Building	1
Noise	1
Overgrown/Untidy Allotments	11
Stockroutes & Reserves	1
Sewerage	5
Back Lanes	5
Bins	29
Burials	23
Cemeteries	6
Council Properties	87
Culverts	4
Drainage	23
Footpaths	3
Kerb and Gutter	2
Parks and Gardens	2
Public Toilets	5
Roads - Rural Unsealed	44
Roads - Rural Sealed	15
Roads - Urban Sealed	7
Signs	3
Street Cleaning	1
Streert Lighting	1
Swimming Pools- Private	2
Trees	12
Application for Rural Addressing Post	1
Rural Addressing Application	2
<b>TOTAL</b>	<b>339</b>

**17. COUNCIL MEETING DATES**

**(GM/C70-005)**

Executive Summary

The scheduled date for the April 2017 Council meeting falls on a public holiday necessitating Council to fix an alternative date for that meeting.

Report

Council meetings are scheduled to be held on the third Monday of each month. The April 2017 Council meeting is scheduled to be held on Monday 17 April 2017 which is also the Easter Monday Public Holiday. Accordingly it is necessary for Council to determine an alternative date for that meeting.

Integrated Planning and Reporting Reference

E6.1 - Provision of excellent leadership and governance within Council.

E6.1.1 - Meet all governance and regulatory requirements in the conduct of Council's operations.

Legislative Policy & Planning Implications

Section 365 of the Local Government Act provides that the Council is required to meet at least 10 times each year, each time in a different month. Council's schedule of meeting dates complies with this requirement.

Budget & Financial Aspects

Not applicable.

Attachments

Nil.

**Recommendation:** That the April Council meeting be held on Tuesday, 18 April 2017 in lieu of 17 April 2017 being the Easter Monday Public Holiday.

<b>Notes:</b>

## Questions and Statements

Nil.

## Closed Session Agenda

The following item/s are listed for consideration by Council on 6 February 2017:

1. **LEASE OF THE ROCK PUBLIC WATERING PLACE – RESERVE 15045 YERONG STREET, THE ROCK (DEES/C80-050)**
2. **LEASE OF 24 ISLAND BEND LANE, THE ROCK (DEES/C80-050)**