



BUSINESS PAPER

**of the
Ordinary Meeting
Held
5 February 2018**

**COUNCILLORS PLEASE NOTE:
JOINT ORGANISATIONS WORKSHOP WILL COMMENCE
AT 3.00PM**

**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:\2017-18\General Manager\C70-005 Council Committees General\Business Paper\February 2018\February 2018 Business Papers.doc

31 January 2018

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

Dear Councillors

Please Note:

A Joint Organisations workshop will commence at 3.00pm.

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, 5 February 2018** commencing at **5.00pm**.

The Order of Business will be as shown overleaf.

Yours faithfully



Peter Veneris
GENERAL MANAGER

Order of Business

Opening with a Prayer	
Apologies	
Nil.....	
Leave of Absence	
Whilst previously seeking and being granted leave of absence, Cr Verdon has given notice that he will be attending the Council Meeting on 5 February, 2018.	
Confirmation of Minutes of the Ordinary Meeting 18 December 2017	
Declarations of Pecuniary & Non-Pecuniary Interest	
Mayoral Minute/Report	Page 6
Urgent Matters	Page 6
Notice of Motion	Page 6
Committee Reports	Page 7
Delegates Reports	Page 10
Status Report/Précis of Correspondence Issued	Page 11
Staff Reports	
A. <u>A Connected and Resilient Community</u>	
1. The Rock SES Unit Headquarters	Page 21
B. <u>A Dynamic and Prosperous Economy</u>	
2. Compliance Officer Update	Page 23
C. <u>An Environment that is Respected and Protected</u>	
3. Biosecurity and Environmental Report.....	Page 25
D. <u>Infrastructure for the Long Term Needs of the Community</u>	
4. Engineering Report	Page 26
5. Major Projects Update.....	Page 27
6. Parks and Gardens Report	Page 28
7. Swimming Pool Upgrade – Lockhart and The Rock	Page 30
8. Development Applications.....	Page 31
9. Low Pressure Sewer Systems Policy	Page 32
10. On Site Sewerage Management Inspection Program	Page 39
11. Variation to DCP – Fences to Residential Properties	Page 40

E. Strong Leadership and Governance

- 12. Investment and Bank Balances Report - December 2017 Page 43
- 13. Quarterly Budget Review – December 2017 Page 44
- 14. Draft Mode Code of Meeting Practice for NSW Councils Page 71
- 15. Proposed Councillor Induction and Professional Development Guidelines Page 72
- 16. Joint Organisations of Council Page 75
- 17. Policy 3.23 Employee Assistance Program and Critical Incident Support Page 76
- 18. Policy 3.11 Smoke Free Workplace Policy Page 79
- 19. Summary of Customer Requests Report Page 82

Questions & Statements Page 84

Consideration of Business in Closed Session

- 20. Outstanding Conditions of Development Consent – Potential Claim Against The Council
..... Page 84

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

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

- 21. Lease of 34 and 38 Day Street, The Rock Page 84

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

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

- 22. Long Service Leave Liability Page 84

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

- (a) Personnel matters concerning particular individuals (other than councillors).

Resumption of Open Council Page 84

Mayoral Minute

Nil.

Mayoral Report

Nil.

Urgent Matters

Nil.

Notice of Motion

Nil.

Committee Reports

1. TOURISM/ECONOMIC DEVELOPMENT OFFICER REPORT (TEDO/T26-005)

1. Lockhart Visitor Information Centre Numbers

Visitor numbers to the Lockhart Visitor Information Centre continued to increase over the past 12 months, with 2017 recording the highest numbers to date. The volunteers at Greens Gunyah Museum are to be commended for their continued efforts and contribution to Lockhart Shire's tourism industry.

LOCKHART VIC ANNUAL VISITOR NUMBERS

Month	2013	2014	2015	2016	2017
January	45	39	201	143	155
February	50	44	96	160	95
March	165	95	211	246	285
April	311	183	241	266	308
May	102	153	212	274	194
June	110	127	176	170	241
July	156	127	181	135	204
August	83	96	113	126	123
September	194	101	294	366	318
October	627	967	729	576	955
November	162	123	122	226	238
December	85	73	127	134	176
Total	2099	2128	2703	2822	3292

2. The Rock Hill

NPWS are currently processing the 2017 visitor numbers data relating to The Rock Hill Nature Reserve and will advise when available.

It has been confirmed The Rock Hill will be transitioning to NPWS Murrumbidgee (located in Tumut) at the end of the financial year. NPWS has assured Lockhart Shire Council the current standard of management will be maintained, including tasks/projects currently in the pipeline such as a new brochure and the establishment of a volunteer group.

The Rock Hill Management Planned has been reviewed and completed by NPWS following consultation with relevant stakeholders including feedback from Lockhart Shire Council and will guide the future management of the reserve from this year onwards.

NPWS Moama office have nearly finished two years of improvements at The Rock Hill Nature Reserve which has included new toilets, BBQs, shelter, track work including the reopening of a second track and new signage at the entrance, car park and along the tracks.

Examples of the new interpretative signage at The Rock Hill Nature Reserve follow:



3. Grant Applications

A number of successful grant applications were recently announced. Those relating to Tourism & Economic Development in Lockhart Shire include:

Funding Stream	Project	Amount
Stronger Communities Programme (Lockhart Shire Council)	The Rock Outdoor Gym	\$15,000
Country Arts Support Program (Lockhart Shire Council)	Lockhart Water Tower Mural	\$4,000
Community Building Partnerships (Greens Gonyah Museum via Lockhart Progress Association)	Billabong Motors Refurbishment	\$25,000
Volunteer Museum Small Grants Program (Greens Gonyah Museum)	Greens Gonyah Museum Interpretative Panels	\$1,710
Community Building Partnerships (The Rock Progress Association)	The Rock Regional Observatory	\$100,000

Lockhart Shire Council's Museum Advisor, Kim Biggs, is to be congratulated on her continued success with funding applications for both Greens Gonyah Museum and The Rock Town Hall & Museum.

4. Project Update

Thrive Riverina	Stakeholders from across the Riverina attended the Thrive Riverina AGM at Greens Gunyah Museum where the Chair updated members on the new strategic direction for Thrive Riverina, which includes the possibility of a region-wide tourism marketing campaign with Destination Riverina Murray and DNSW
Destination Riverina Murray	The new regional Destination Management Plan is due for release in March 2018.
Regional Development Australia – Country Change	Successful filming of new resident and streetscapes. The updated Country Change website and social media pages are promoting Lockhart Shire as a great place to live and the TEDO is working with RDA Riverina on further content.
South Western Wireless Communications (SWWC)	TEDO working on information for grant application due now to open in early 2018. SWWCC have appointed a Government and Business Relations Manager to assist Councils progress connectivity.
Lockhart Business Awards	Lockhart Business Awards voting opens on 1 February and close on 16 March 2018. Entry forms will be available in shopfronts throughout Lockhart Shire and on the Shire website. The Presentation Evening is on 10 May 2018 at The Rock Memorial Bowling Club.
Lockhart Verandah Project	The Manager of Environmental Services and TEDO met with Heritage Near Me to further the grant application restoration works on the Lockhart Verandahs and are currently awaiting further information.
Walk of Fame	The first seven Walk of Fame panels are being finalised at the signmakers and are due for installation in February. Two further nominees will be presented to the TEDSC committee in early February.
Drovers Way Touring Route	Destination Riverina Murray has marked the Drovers Way as a priority project and will assist with progress where possible.
Town Visitor Information Boards	Lockhart Rotary to produce matching frame for Lockhart Tourism Board. Information board at The Rock Recreation Ground, funded by The Rock Progress Association to be sent to signmaker in February.
The Rock Progress	Work continuing on funding for astronomy project. B&S Ball a success and planning has commenced for 2018. 2018 Debutante Ball in planning.
Lockhart Museum	Following grant announcements, the Museum is proceeding with major improvements to Billabong Motors. Awaiting outcome of a \$60,000 grant application.
The Rock Museum	The sound system project is nearing completion.
Events	There are a number of events in planning and TEDO is assisting with promotion where possible.

The February TEDSC meeting will be held at The Rock on Tuesday, 6 February 2018 at 6.00pm.

Recommendation: That the information be noted.

Notes:

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
Ordinary Council Meeting held 18 December 2017			
327/17	GM	Closed Agenda – Australia Day Awards 2018 Endorse recommendations of the Australia Day Awards Committee regarding 2018 Australia Day Awards.	The Australia Day Awards were presented at the Australia Day celebrations held at Osborne on 26 January. Complete.
325/17	GM	Policy 1.22 Compliance Policy Policy adopted as presented.	The Policy Register has been updated to include the new Compliance Policy. Complete.
324/17	GM	Joint Organisations of Councils a) Information re passing of the Local Government Amendment (Regional Joint Organisations) Bill 2017 noted b) A workshop be convened prior to next Council Meeting and a representative of the Office of Local Government be invited to attend, and c) A further report re the formation of JOs in the Riverina-Murray region be presented to 5 Feb 2018 meeting of Council.	A Workshop is scheduled for 3.00pm on 5 February 2018. Melissa Gibbs, OLG's Director Policy and Sector Development will be in attendance. Complete.
321/17	DEES	Southern Lights Project Council to provide in-principle support for the Southern Lights Project	Advice provided to REROC. Complete.
316/17	GM	The Rock to Boree Creek Rail Line Council to continue to make applications when further rounds of funding are released.	A further application will be made when next funding round is launched.
Ordinary Council Meeting held 20 November 2017			
306/17	DEES	Closed Agenda – Tender – Flood Mitigation Construction Works – Lockhart a) Award Contract for 'Lockhart Flood Mitigation Works: Government Dam Upgrade/Levee Construction to Scott Newbery Earthmoving Pty Ltd for \$469,095.00 (incl. GST), subject to confirmation of approval and revised funding from OEH; and b) Authorise GM and DEES to sign Contract & PO.	Currently waiting for final OEH approval. Approval received, and works have commenced. Complete.
304/17	GM	Council Meeting – February 2018 Council meeting scheduled to be held on 19 Feb be brought forward to 5 Feb 2018.	Notice of revised date of the February 2018 Council meeting was given in the Council Newsletter and the Eastern Riverina Chronicle in January 2018. Complete.
298/17	DCCS DEES	Quarterly Budget Review – September 2017 a) Adopt adjustments in income, expenditure and reserves in the Sept 2017 Quarterly Budget Review b) Bring report to February 2018 Council Meeting on borrowing requirements c) Develop a town beautification masterplan, including costings, for the Shire.	a) Completed. b) Refer Agenda Item 13 c) Not yet started.
294/17	MES	On-Site Sewage Management Inspection Program a) Endorse proposed new fee for inspection on on-site sewerage management systems for public exhibition, and consider any submissions received before formal adoption of the fee, and b) Endorse on-site sewerage management inspection program for the Lockhart Shire.	Refer agenda Item 10.

293/17	MES	Low Pressure Sewer System Policy Place the “Draft Low Pressure Sewer System Policy” on public exhibition for a period of not less than 28 days, and consider any submissions prior to formal adoption.	Refer Agenda Item 9.
291/17	DEES	Voluntary Purchase Scheme – Lease of Land a) Lease land at 34 and 38 Day St, The Rock for purpose of grazing of animals, and b) Advertise for EOI in Council’s newsletter.	Currently advised in Council newsletter. Further report to February 2018 meeting.
Ordinary Council Meeting held 16 October 2017			
266/17	DEES	Closed Agenda – Tender – Waste Contract a) Contract for ‘Domestic Garbage, Recyclables & Organics Collection & Transport Service’ to be awarded to Cleanaway, adjusted for two bin collection service for an interim 6-month period as required; Contract to be 7 years – 2 April 2018 to 2 April 2025, renewable annually thereafter by mutual consent for up to three by one-year agreements; and b) General Manager and Director of Engineering & Environmental Services authorised to sign Contract and Purchase Orders; and c) Council to make application for grant funding to supply FOGO bins and kitchen caddy’s; and d) Undertake resident education program on 3-bin system and FOGO collection; and e) Staff authorised to enter into negotiations with Kurrajong Waratah to continue with Recyclables processing on behalf of Lockhart Shire Council.	(a) & (b) Letter issued to Cleanaway. Contracts prepared. (c) & (d) Council engaging consultant to assist with grant application (e) Council met with Kurrajong Waratah. Negotiations progressing well, waiting on CDS information before can finalise agreement.
246/17	DEES	Renewable Energy Project Lockhart Council: a) Supports the project in principal; and b) Enters into ‘Memorandum of Understanding’ with Better Energy Technology to further investigate the proposal; and c) Assist with grant funding applications with ARENA as well as Federal & NSW Government agencies applicable to the project; and d) Undertakes community consultation in a form and time that is applicable; and e) Further report be brought to Council as new information becomes available.	Public information sessions held on 21/11/2017 as scheduled. In principle agreement currently being drafted between Council and Better Energy Technology regarding lease of Council land for project infrastructure. Public meetings very successful. Working with BET on submissions.

Ordinary Council Meeting held 18 September 2017			
222/17	DEES	<p>Regional Growth Fund Council to:</p> <p>a) Make application under “Stronger Country Communities” fund of up to \$2M for swimming pool upgrades at Lockhart and The Rock; and</p> <p>b) Make application under “Growing Local Economies” fund of up to \$1M for repairs/upgrades to bridges and culverts to allow HML access.</p>	<p>(a) “Stronger Country Communities” application for pools submitted prior to closing date of 18 October 2017. Hopefully will hear some news in March 2018. Consideration of going to tender for Lockhart pool in the mean-time.</p> <p>(b) “Growing Local Economies” application to be submitted after pool application submitted.</p> <p>As Council has received funding for the bridges under FCR, no longer require to submit application. Complete.</p>
221/17	DEES	<p>Request for Road Name Change</p> <p>a) Council does not support the road name change</p> <p>b) Add ‘Bourke’ to list of potential new road and parks names; and</p> <p>c) DEES to write back to applicant informing them of Council’s decision</p> <p>DEES will contact LLS regarding reinstatement of signage at Bourkes Reserve.</p>	<p>Letter written to applicant as well as LLS, with no response as yet.</p> <p>LLS has provided new sign for the Reserve. Council to install.</p> <p>Complete.</p>
209/17	TEDO	<p>Minutes of the Tourism/Economic Development Steering Committee Meeting – Internet Coverage</p> <p>Subject to SWWC proposal for provision of reliable fast speed internet to Lockhart Shire being relevant to the assessment criteria for “Connecting Country Communities: grants program, Council to submit grant application under that program.</p>	<p>Funding round opens early 2018.</p>
Ordinary Council Meeting held 21 August 2017			
195/17	MES	<p>Development Application – Consolidation of Lots 33-39 Urana St, Lockhart</p> <p>Council to:</p> <p>a) Grant consent for Council staff to approve the Development Application under delegation; and</p> <p>b) Refund the development application fees paid by the applicant, as prescribed by Policy 2.36 – Refund of Fees to Community Organisations; and</p> <p>c) Agree to cover costs of the consolidation, including payment of solicitor’s fees and costs for registration of deposited plans.</p>	<p>Staff have commenced with consolidation works. Letter issued to Historical Society.</p> <p>DA approved and plans gone to solicitor for registration with LPI.</p> <p>Registration finalised.</p> <p>Complete.</p>
181/17	TEDO	<p>Minutes of the Tourism/Economic Development Steering Committee Meeting – Lockhart Railway Station</p> <p>Addition time to be given to source an alternative use/tenant for the Lockhart Railway Station building.</p>	<p>In progress.</p>
Ordinary Council Meeting held 19 June 2017			
129/17	TEDO	<p>Minutes of the Tourism/Economic Development Steering Committee Meeting – Wall of Fame</p> <p>Walk of Fame project to be undertaken.</p>	<p>Panels due for installation mid-February.</p>

Ordinary Council Meeting held 15 May 2017			
115/17	GM	<p>Councillor Professional Development Councillors to nominate any professional development they would like to undertake to assist in the development of a Professional Development Program for Councillors for 2017/18.</p>	<p>Training and Development opportunities distributed to Councillors as they arise.</p> <p>Draft Councillor Professional Development Guidelines recently released for consultation to be tabled at February 2018 council meeting (refer agenda item 15).</p>
108/17	GM	<p>Council's Application for a Special Rate Variation – IPART Determination Council to make personal and written representations regarding its experience with the FFTF and SRV process and also redouble its efforts to secure grant funding for the nominated projects and in particular the Lockhart and The Rock swimming pools.</p>	<p>Representations being made with the focus on securing funding for the swimming pool refurbishments.</p> <p>Application for funding has been lodged under the Stronger Country Communities Fund. Complete.</p>
Ordinary Council Meeting held 18 April 2017			
73/17	GM	<p>Acknowledgement of Saggars Family Contribution Council to install a new seat, with an appropriately worded plaque, on the corner of Green & Matthews St's, in recognition of the contribution that the Saggars Family has made to the community.</p>	<p>Contact has been made with Mr Gordon Saggars, both verbally and in writing.</p> <p>Mr Saggars supports and appreciates Council's initiative. The following wording for the plaque has been agreed with Mr Saggars: -</p> <p><i>"In recognition of the significant contribution made by the Saggars family to the Lockhart District in providing 70 years of continuous dental services to its residents."</i></p> <p>Seat and plaque ordered. Waiting on seat still as special order to match existing style in the main street.</p> <p>Delivery expected shortly with installation to occur shortly thereafter.</p>
72/17	DEES	<p>Caravan Parks</p> <ol style="list-style-type: none"> a) Information noted pending a furthermore detailed report b) Council has determined as a matter of policy that caravan parks be short term (holiday park) stays; and c) Expressions of Interest (EOI) be invited for Management of the Lockhart Caravan Park for 1 July 2017 to 30 June 2018 with option of 2 x 12-month extensions on mutual agreement. 	<p>More detailed report to be presented at a future Council meeting.</p> <p>Items (b) & (c) are complete. Staff currently compiling information to put together further report.</p>

Ordinary Council Meeting held 20 March 2017			
33/17	TEDO	Minutes of the Tourism/Economic Steering Committee Meeting – Shire Signs Designs for the Shire signs to be investigated.	Dependent on budget. Nil progress
Ordinary Council Meeting held 6 February 2017			
5/17	GM	Coffee Shop Proposal Council to invite Mandy Strong, Liz Lane and Susan Gooden to meet with Mayor and GM to discuss the proposal of a coffee shop in the former Billabong Motors building adjacent to the Green Gunyah Museum.	Meeting held on 1 March 2017. Discussions continuing with Council's Manager Environmental Services regarding regulatory requirements.
Ordinary Council Meeting held 21 November 2016			
315/16	GM/ TEDO	Australian Kelpie Hall of Fame a) Greens Gunyah Museum be requested to develop and provide a long-term business plan to Council, outlining future developments and how they will be funded, and b) The item be brought back to Council for further discussion in the 2017/18 FY.	Lockhart & District Historical Society have developed a strategic plan and are working on extending this into a business plan.
Ordinary Council Meeting held 19 September 2016			
241/16	TEDO	Minutes of Tourism/Economic Development Steering Committee - Town Visitor Information Boards New town visitor information boards to be designed and installed in The Rock and Lockhart.	In progress. Due for installation in March.
Ordinary Council Meeting held 16 May 2016			
109/16	DCCS	Old Lockhart Railway Station Building Council to: a) Seek to find a suitable use/tenant for the building b) Begin negotiations with JHR to hand building back, if suitable use/tenant not found within next 6 months.	Ongoing. No potential tenants have enquired. Promoting venue as a regional meeting site. Very little activity to date.
Ordinary Council Meeting held 14 October 2014			
294/14	DCCS	Report of Section 355 Committees - Finances Council to endeavour to meet with all 355 Committees & Pleasant Hills Community Hotel to work with them to understand their costs and future projects	Plan being developed with correspondence to be sent. Revised policy adopted by Council. Procedure Manual has been developed. Meetings currently being arranged with Section 355 Committees to present revised Policy and Procedure Manual.
Ordinary Council Meeting held 18 December 2017 – Councillor Questions & Statements			
Councillor's Questions	GM/ DEES	Cr Verdon – Cardboard Recycling in The Rock – Enquired as to what is happening with cardboard recycling in The Rock, as another resident has indicated he might be able to continue with the service.	DEES advised that no community group had approached Council and felt the back of the supermarket was not the best location for this service. GM advised he will make approach to the Men's Shed to see if they are interested in providing the service similar to the Lions Club in Lockhart. Gm approached The Rock Men's Shed, and although luke warm interest they will investigate further and talk to Lockhart Lions Club.

	DEES	Cr Verdon – Drainage Issues in Mixner St, The Rock – Advised that residents had noted some drainage issues at the end of Mixner St, The Rock.	DEES advised he was aware of the complaint, had spoken with nearby residents, and inspected the site. Some minor clean out works will occur when resourcing permits. Works undertaken. Complete.
	DEES	Cr Marston – Installation of Lighting to RSL Memorabilia in The Avenue, The Rock – Enquired as to whether Council could provide a quote to install lighting to the anchor, F-111 tail fin and The Avenue of Honour sign in The Avenue, The Rock for the purposes of a grant application.	DEES advised he will obtain a quote. Staff in discussions with contractor regarding quote.
	GM	Cr Marston – Insurance of RSL Memorabilia in The Avenue, The Rock – Enquired as to whether insurance of the memorabilia is covered by Council as the memorabilia is on Council land?	GM advised that Council's insurance does cover these items and will prepare documentation to confirm this. A draft agreement has been prepared and forwarded to The Rock RSL to properly document the placement of the memorabilia in Council's custody.
	GM	Cr Marston – Council Elections – Enquired if Council, for the 2020 Council Elections would consider advertising its own election (not through AEC) to save money.	GM advised that this could be considered at the appropriate time, closer to the election year.
	DEES	Cr Sharp – Advised of 'Speed hump' (tree root), West of Spurrells Lane, Pleasant Hills Rd.	DEES advised he is aware of the lifted pavement and will re-inspect and take appropriate action. Staff have investigated and arranging remedial works.
	DEES	Cr Sharp – Cleanaway's Composting – Enquired as to whether opportunity may exist for Lockhart Shire to take on Cleanaway's composting if Howlong does not accept the proposal.	DEES advised he made enquiries to Cleanaway approximately 18mths ago but was advised that under the Contract the facility must be located in one of the three Shires under the agreement. No further action required. Complete.
Councillor's Questions	DEES	Cr Walker – Driveway/Access Culverts on Vincents Rd – Enquired as to who is responsible regarding driveway/access culverts that are high and holding back water on Vincents Rd.	DEES advised it is the property owner's responsibility. No further action at this stage. Complete.
	DEES	Cr Walker - Montague's Lane, The Rock – Advised that Montague's Lane requires gravelling after the last storm event.	DEES advised he is aware of the issue and the lane is due for a re-sheet in the New Year. Re-sheets scheduled to occur shortly.

Ordinary Council Meeting held 20 November 2017 – Councillor Questions & Statements			
Councillor's Questions	GM	Cr Marston – Potential Purchase of Land for Development – Following completion of Carson Rd Development, The Rock, enquired if Council could look into the purchase of more land for development (using borrowings) – Shire-wide, but maybe concentrating on The Rock and lifestyle blocks in Yerong Creek, requesting this be put on the agenda for further discussion.	Advice has been sought from the selling agents in relation to the lots being created in State 2 of the Carson Rd subdivision currently under construction, and other development opportunities, and a report is being prepared for consideration at the March 2018 Council meeting.
	GM	Cr Driscoll – Land Sales in Lockhart – Enquired re. land sales in Lockhart and suggested combining lots in Green Street West to create larger blocks.	Advice has been sought from the selling agents in relation to unsold lots in the Green St West and Bond St subdivisions and a report is being prepared for consideration at the March 2018 Council meeting.
	DEES	Cr Verdon – New Compliance Officer – Enquired as to the activities of the new Compliance Officer?	DEES advised new Compliance Officer is going well, with a current focus on companion animals and unkept properties. An update will be reported to the February 2018 meeting on progress of the Compliance Officer. Complete.
	DEES	Cr Verdon – Back Lane behind IGA and Hall, The Rock – Advised this lane requires some maintenance.	DEES advised he will investigate and take appropriate action. DEES has inspected the laneway and has arranged remedial works to be undertaken shortly. Works undertaken. Complete.
Ordinary Council Meeting held 16 October 2017 – Councillor Questions & Statements			
Councillor's Questions	DEES	Cr Sharp – Mowing of Nature Strips in Pleasant Hills – Thanked Council staff for mowing of village at short notice last week.	DEES will pass thanks on to staff. Complete.
	DEES	Cr Sharp – Residents Mowing Nature Strips – Enquired if residents could mow nature strips in the Pleasant Hills village area in between Council mows?	DEES advised that this is permissible and would be greatly appreciated. Complete.
	DEES	Cr Douglas – Lockhart Industrial Park – Enquired if trees could be planted on southern side of the Lockhart Industrial Park as a screen?	DEES will investigate and advise.
	DEES	Cr Rockliff – Overhanging Sidewalk Trees – Advised he had received complaints regarding overhanging trees along footpath on northern side of Green St, between O'Connell & Day Sts.	DEES advised he had also received complaints & had inspected the area with one tree needing trimming, and that this will be attended to in due course. Offending tree has been trimmed. Complete.

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

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

5 February 2018 Council Meeting - Correspondence Sent to Councillors

Date to Councillors	From	Subject	File Ref
18/12/17 (e-mailed)	Inspector Peter McLay, Wagga Wagga Local Area Command, NSW Police	Police Presence in the Lockhart Shire	P35-005
18/12/17 (e-mailed)	Cr Linda Scott, LGNSW	LGNSW Weekly – 15 December 2017	S20-007
18/12/17 (e-mailed)	Cr Linda Scott, LGNSW	President of LGNSW Weekly Update	S20-007
18/12/17 (e-mailed)	ALGA News Editor	ALGA News 15 December 2017	A75-005
22/12/17 (e-mailed)	ALGA News Editor	ALGA News 21 December 2017	A75-005
15/01/2018 (e-mailed)	Cr Linda Scott, LGNSW	LGNSW Weekly – 12 January 2018	S20-007
15/01/2018 (e-mailed)	Cr Linda Scott, LGNSW	President of LGNSW Weekly Update	S20-007
16/01/18 (e-mailed)	Robert and Shersteen Smith	Thank you letter for recent roadworks	C63-015
22/01/18 (e-mailed)	Cr Linda Scott, LGNSW	LGNSW Weekly – 19 January 2018	S20-007
22/01/18 (e-mailed)	Cr Linda Scott, LGNSW	President of LGNSW Weekly Update	S20-007
30/01/18 (e-mailed)	Cr Linda Scott, LGNSW	LGNSW Weekly – 25 January 2018	S20-007
30/01/18 (e-mailed)	Cr Linda Scott, LGNSW	President of LGNSW Weekly Update	S20-007
30/01/18 (e-mailed)	ALGA News Editor	ALGA News 25 January 2018	A75-005
31/01/18 (e-mailed)	Myra Jenkyn	Entrances to Lockhart Township	C50-005

Recommendation: That the information be noted.

Notes:

Staff Reports

STRATEGIC DIRECTION A: A Connected and Resilient Community

1. THE ROCK SES UNIT HEADQUARTERS

(GM/E23-005)

Executive Summary

The Rock SES Unit is seeking assistance from Council to complete an upgrade of its headquarters commenced in 2016.

Report

In January 2016 the Rock SES approached Council for assistance in upgrading its headquarters which had proven to be inadequate following the 2010 and 2012 flood events and the allocation of additional emergency response equipment. The Rock SES Unit was successful in securing funding from the State SES to extend its headquarters by building a new shed adjacent to the existing one.

Section 17 of the State Emergency Service Act 1989 states that, *“The council of a local government area must, within 3 months of the appointment of a local controller for the area, provide (free of charge) suitable training facilities and storage and office accommodation to enable the local controller to exercise his or her functions. Any such facilities and accommodation are to be of a standard approved by the Commissioner”.*

Notwithstanding the legislative requirements outlined above, at that time Council advised The Rock SES Unit that it was not able to make a financial contribution towards the construction of the new shed but that it was in a position to provide in kind support. At its meeting held on 8 February 2016 Council approved the following in kind support valued at \$14,875:

- a) Waiving of DA fees;
- b) Removal and reinstallation of security fencing;
- c) Removal of “height safety tower”;
- d) External concrete pathways and landscaping;
- e) External stormwater and sewerage provision.

Following construction of the new shed The Rock SES Unit was successful in securing another grant of \$60,500 from the State SES to complete the internal fitout of the building. This grant has now been fully expended however several matters remain incomplete which is preventing the Council from being able to issue an occupation certificate.

The Rock SES is seeking Council’s assistance with one of the outstanding matters whilst it pursues further funding from the State SES to address the remaining issues. Assistance is being sought for the installation of an access ramp to comply with the Council’s building and planning requirements and the Disability Action Plan. The estimated cost of the ramp is \$2,500 - \$3,000 including installation.

Supporting The Rock SES Unit’s request is recommended bearing in mind that:

- a) Council has a legal obligation pursuant to the State Emergency Service Act 1989 to provide, free of charge, suitable training facilities and storage and office accommodation;
- b) Notwithstanding the legal obligation referred to above, Council’s total contribution towards the upgraded facility will only represent a small proportion of the total cost.
- c) In terms of natural disasters flood remains one of the highest risks faced by residents of The Rock and Lockhart Shire and it is in Council’s interest for the local SES Unit, as the legislated combat agency for flood events, to have adequate facilities.

Integrated Planning and Reporting Reference

- A2 - Ensure that Lockhart Shire is well prepared to respond to adversity.
- A2 - Strengthen mechanisms that support access and inclusion for our community
- A2 - Promote community safety initiatives within the community.

Legislative Policy & Planning Implications

The State Emergency Service Act 1989 states that the council of a local government area must, within 3 months of the appointment of a local controller for the area, provide (free of charge) suitable training facilities and storage and office accommodation.

Budget & Financial Aspects

The estimated cost of the ramp is \$2,500 - \$3,000 including installation.

The 31 December 2017 quarterly financial review (refer Agenda Item 13) has identified savings in the overall budget that will more than offset this additional expenditure.

Attachments

Nil.

Recommendation: That Council approve expenditure of up to \$3,000 towards the completion of The Rock SES Unit's headquarters building upgrade.

Notes:

STRATEGIC DIRECTION B: A Dynamic and Prosperous Economy

2. COMPLIANCE OFFICER UPDATE

(MES/C70-025)

Executive Summary

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

Report

At the Council meeting held on 17 July 2017 Council endorsed the position of 'Temporary Compliance Officer' for a fixed term of two (2) years. This position was filled in October 2017, and a progress update is provided to Council for its information.

Priority has been given to companion animals, and updating the NSW Companion Animals Register, which the Compliance Officer is conducting through a physical door knock of all properties in the Shire. So far, 3 streets in Lockhart have been visited by the Compliance Officer.

Since starting in October 2017:

- 25 new companion animals have been added to the companion animals register;
- 60 new companion animals have been permanently identified (microchipped);
- Approximately 394 corrections have been made to companion animals on the register, which include out of date records, deaths, change of address/phone, change of owner, new registration and micro chipping. These records date as far back as 1998;
- Ongoing compliance checks of 3 known breeders (puppy farms);
- 21 compliance letters sent to owners;
- 6 infringements have been issued (PINS);
- Upgrades to Council's impounding facilities have been undertaken;
- 1 dog attack investigated and resolved;
- 8 animals have been impounded; and
- various other administration and compliance duties have been undertaken, including call outs, attending to abandoned cars, and daily patrols of villages in the Shire.

Furthermore, swimming pool compliance inspections form a component of the Compliance Officer's role, and they are currently being conducted under the supervision of Council's Manager Environmental Services, until prerequisite experience is achieved prior to mandatory training.

The Compliance Officer has been heavily involved in dealing with overgrown properties. Almost 40 properties have been inspected and landowners contacted in regard to properties in unhealthy conditions, as described by Council's "*Local Orders Policy – Premises or Land not in a Safe or Healthy Condition*", which was adopted by Council in September 2017.

Fittingly, Council has received a petition from concerned residents about a property in Ferrier Street in Lockhart. The petition raised concerns about the condition of the existing dwelling and general overgrown nature of the land, and lack of action to rectify the issues by the owner. The land has had the attention of Council staff for some time, and an Order has been issued for the demolition of the dwelling and associated structures.

Although no objection to the Order has been received, it is apparent from discussions with the landowner that due to their personal circumstances it may be beyond their capacity to comply with the Order.

If a person fails to comply with the terms of an order given to a person the Council has the power to do all such things as are necessary or convenient to give effect to the terms of the order, including the carrying out of any work required by the order. A similar outcome could also be pursued by agreement with the owner and discussions with the owner suggest such an agreement could be reached.

A further report will be presented to Council for consideration, along with a staff recommendation, upon expiry of the Order.

Integrated Planning and Reporting Reference

B1 – Our Shire is attractive and welcoming to businesses, industry, residents and visitors.

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

Legislative Policy and Planning Implications

If a person fails to comply with the terms of an order given Part 2 of Chapter 7 of the Local Government Act, the Council may do all such things as are necessary or convenient to give effect to the terms of the order, including the carrying out of any work required by the order.

Budget and Financial Aspects

Any budgetary implications will be outlined in a further report to Council.

Attachments

Nil.

Recommendation: That:

- a) That the information be noted by Council.
- b) That a further report be presented to Council following the expiration of the demolition order issued pursuant to Council's *"Local Orders Policy – Premises or Land not in a Safe or Healthy Condition"*.

Notes:

STRATEGIC DIRECTION C: An Environment that is Respected and Protected

3. BIOSECURITY AND ENVIRONMENTAL REPORT

(DEES/N10-025)

Executive Summary

Monthly report on priority weeds and environmental matters.

Report

Weeds

Spray Program

Priority for spraying has been given to the control of all weeds on roadsides, and includes spot spraying of Horehound (*Marrubium vulgare*) and St John's Wort (*Hypericum perforatum*), Bridal Creeper (*Asparagus asparagoides*), and Lippia (*Phyla canescens*), as well as some environmental weeds.

Spraying of roadside shoulders has also commenced, for control of Feathertop Rhodes grass, Fleabane and assorted summer weeds.

Pests

Common White Snail

Inspection of Fairview Lane occurred on 20 December 2017. No live common white snails were found. Baiting of the site occurred on this date, and the vegetation in the laneway was sprayed. Reinspection will be scheduled for early in the new year.

Environmental Matters

To enhance road user visibility around intersections and along blind spots, Council's Environmental Officer has been marking some trees and woody weed species for removal or trimming by staff. Careful identification and assessment is required during this process to avoid damage to or removal of hollow-bearing trees, vegetation in endangered ecological communities, and aboriginal significant items (scar trees and camp sites, tools, etc.).

Integrated Planning and Reporting Reference

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

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

C3 – Flora and fauna are protected across the Shire.

Legislative Policy and Planning Implications

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

Budget and Financial Aspects

Will be conducted within Council's allocated budget.

Attachments

Nil.

Recommendation: That the information in this report be noted.

Notes:

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:* Two grader crews are on construction projects being shoulder widening on Osborne Yerong Creek Road and various gravel re-sheets, with a third undertaking maintenance grading and gravel re-sheeting as required.

Grader crews will continue with construction and maintenance programmes, with Brookdale Hill works now scheduled to commence well after the New Year, subject to RMS Regional Repair Program funding, which has not been confirmed as yet.

We remind residents that the summer period is Council's main construction period and although we will try to avoid impact on local traffic it is not always possible. Residents' patience with construction crews is appreciated.

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

The concrete crew is undertaking drainage extension works for construction projects. The crew is also continuing with maintenance of footpaths, drainage structures, kerb and gutter as well as signs maintenance throughout the Shire as required.

Council has also been successful in securing a grant to install a new bus shelter at Lockhart Post Office and relocate the existing shelter donated by Rotary to Walter Day Park, with the existing information shelter at Walter Day Park to be relocated to Milbrulong as part of its heritage upgrade project.

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

- (b) *Flood Mitigation:* Refer to Major Projects update.
- (c) *Road Safety Officer:* Nil to report.
- (d) *Traffic Committee:* Traffic Committee has approved safety signage and works on Old Trunk Road, The Rock, as well as Woodend Fiveways Road. New signage to be installed shortly.
- (e) *Lockhart Local Emergency Management Committee:* Nil action to report.
- (f) *Fleet:* The new heavy trucks as well as the truck and dogs have been delivered. Staff are now obtaining quotes for plant replacement for the 2018/19 year.

Legislative Policy and Planning Implications

Nil.

Integrated Planning and Reporting Reference

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

Budget and Financial Aspects

Will be conducted within Council's allocated budget.

Attachment

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

Recommendation: That the information be noted.

Notes:

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 is as follows:

- a) *Swimming Pools Upgrade:* Development Approval (DA) has been granted for the amenities upgrade at Lockhart pool as well as The Rock pool new amenities building. Council recently submitted grant application under the NSW Government's Regional Growth Fund – Stronger Country Communities. It is hoped Council will hear shortly on the outcome of this application. See further report to Council at February 2018 meeting.
- b) *The Rock Sewer Extension:* Construction work has been progressing well with the main pipeline nearly completed, including underbore of Highway and Main Southern Rail line. Installation of on property works has commenced. There have been 49 confirmed properties agreeing to connect to the scheme. It is anticipated that this project will be completed within the first quarter of 2018.
- c) *Demolition of Voluntary Purchase Properties:* Current grant funding allows for one more property to be purchased at each of Lockhart and The Rock in 2017/18. A contractor has been engaged to begin demolition work at 38 Day Street The Rock in January 2018, and be completed by the end of February 2018.

Negotiations with a third property owner in Lockhart did not reach an agreement. Council has approached the fourth property owners with a valuation of the property, with Council waiting to hear on the property owners' decision.

Council has resolved to apply for further funding for VPS, with grant applications expected to be open early 2018.

- d) *Flood Mitigation Construction-Lockhart:* OEH has approved the additional funding required, with Scott Newbery Earthmoving Pty Ltd commencing construction work on the Lockhart Government Dam Levee the second week of January 2018.
- e) *Flood Mitigation Construction-The Rock:* The Rock Stevens Street drainage works funding from OEH has been received. Tenders for the works will be advertised early February 2018 now the REF and easement has been finalised.

Integrated Planning and Reporting Reference

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

Legislative Policy & Planning Implications

Nil.

Budget & Financial Aspects

- (i) Pools – total refurbishment costs estimated to be \$4.2M for both pools
- (ii) The Rock Sewer Extension – budget for stage 1 construction is \$1.25M
- (iii) VP Demolition – Round 3 – purchase & demolition costs for both properties is anticipated to be \$420,000, with OEH to provide grant funding of approximately \$360,000
- (iv) Flood Mitigation Construction – funding now received for Lockhart Government dams is \$407,000 from OEH. Funding received for Streven Street is \$652,941. Construction budget for both projects is \$1.306M, with \$693,000 planned for 2017/18.

Attachment

Nil.

Recommendation: That the information be noted.

Notes:

6. PARKS AND GARDENS REPORT

(DEES/P10-005)

Executive Summary

Monthly report on parks and gardens.

Report

Sculpture Trail

This year's Spirit of the Land winner, 'Magpie Song' by Stuart Taylor has been installed at the front of Lockhart Caravan Park and 2015 winner Rusty Cockatoo by Sean Meaney has taken up permanent residence at CWA Park.

Pools

Activities such as movies nights, pool inflatable, water aerobics, swimming club and lessons have all helped achieve good numbers through the gates again in December and January

Caravan Park

The Caravan Park Managers have had good feedback from patrons regarding the recently installed Wi-Fi and the television installed in the camp kitchen. With the planned addition of an extended seating area and fire pit it is hoped that the camp kitchen becomes a real social spot for the park and helps to encourage patrons to lengthen their stay in Lockhart. Wi-Fi availability is via password access from the Caravan Park Manager.

Round-a-bout Street Lamp

Elegance Stained Glass was consulted about replacing a broken glass panel in the lamp. The glass in the panel has been identified as a texture called Pyramid which is old and rare. Council was advised to try building recyclers in the hope that they may have a fanlight containing this glass that could be cut to size. If a suitable piece cannot be sourced suitable replacement glass will need to be chosen.

Trees

A cherry-picker was hired to assist with the removal of a number of large dead/dying trees in both The Rock and Lockhart. Watering of newly planted trees will be scheduled regularly throughout the warmer months.

Mowing and Slashing

Although scheduled summer slashing was undertaken, regular rain and humidity have created ideal growing conditions and most areas have needed to be done again. Urban streets and entrances of The Rock, Yerong Creek and Lockhart were the focus leading up to Christmas and Osborne before Australia Day Celebrations. Milbrulong and Pleasant Hills have also received an extra summer mow. High temperatures have also had to be considered when scheduling mowing. Fortnightly mowing and edging is being conducted for most irrigated areas during the growth season.

Weed Control

Regular weed control is being conducted on Council property including hand spraying and weeding of gardens. The regular rain is creating ideal growing conditions especially for problem weeds such as khaki, catheads, fleabane and hairy panic; known trouble spots will be controlled and reviewed over the summer. Spraying lawns for broadleaf weeds is continuing.

Parks and Gardens

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

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

Irrigation systems have been turned on and will be checked regularly during the irrigation season.

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.

Notes:

7. SWIMMING POOL UPGRADE – LOCKHART AND THE ROCK (DEES/S55-005/S55-015)

Executive Summary

Lockhart Shire Council operates two swimming pool complexes, one at Lockhart and one at The Rock. Both pool complexes need upgrading to bring into modern standards and community expectations.

Report

Lockhart Shire Council operates two swimming pool complexes, one at Lockhart and one at The Rock. Both pool complexes need upgrading to bring into modern standards and community expectations. Both pools are currently in operation for the 2017/18 season. There is no certainty that the Lockhart pool will make it through the season without disruptions.

Council's Delivery Program adopted in June 2017 included expenditure of \$2 million (\$1.5 million from reserves and \$500,000 from loans) in 2018/19 and 2019/20 to undertake necessary repairs and upgrades to the two swimming pools. In the Delivery Program that was publicly exhibited prior to its adoption Council also flagged its intention to pursue grant opportunities which, if successful, would enable the full refurbishment of the swimming pools at an estimated cost of \$4.2 million.

Council was unsuccessful with its application under the Building Better Regions Fund (BBRF). Council has recently submitted grant applications under NSW Government's Stronger Country Communities as well as Liquor & Gaming Infrastructure Grant. It was understood that the processing of applications under the Stronger Country Communities Fund was to include a random telephone survey of up to 100 Shire residents. However, it is noted that some face to face surveys were also undertaken on 20-21 January 2018 at The Rock and Lockhart supermarkets. It is expected that outcome of these grant applications will be known sometime in March 2018.

Given the later than expected announcement on grant funding, it is recommended that tenders be invited at this time to upgrade Lockhart Pool and amenities to limit any time losses that may occur, to allow upgrade of the complex during 2018. Lockhart pool is 60+ years in age and in significant decay. It is proposed that The Rock complex would be upgraded in 2019.

Consideration could be given to calling for tenders for both pool complexes at the one time to possibly achieve a better buying price, with several scenarios in timing and awarding of contracts. From research and discussions with Greater Hume Shire Council the pool contract market is limited, and too large a project may actually limit the contractors that tender even further.

The calling for tenders will not compromise the grant applications as long as no Contracts are entered into nor any work commenced prior to determination of the grant applications. This has been confirmed with the Government Department processing the grant application.

Inviting tenders at this time, without obligation to enter into a contract unless and until grant funding is secured, will not only limit time delays but will also crystallise the actual costs of this component of the project which to date, has been based on internal estimates and the recent experience of other councils which have upgraded their swimming pool complexes.

Integrated Planning and Reporting Reference

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

Legislative Policy and Planning Implications

Ensure our pool complexes comply with statutory requirements and safety obligations.

Budget and Financial Aspects

- (a) Budget estimates for Option 5, including upgrading of the facilities, are (i) Lockhart - \$2.0M and (ii) The Rock - \$2.2M: Total of \$4.2M.
- (b) The Stronger Country Communities grant application was for \$1,528,536, and Liquor & Gaming Infrastructure Grant application was for \$300,000. The balance of monies (\$2,371,464) could be provided from loans, Council reserves or combination of both.
- (c) Council has included in 2018/19 and 2019/20 budgets allocation of \$2M for pool refurbishments.

Attachments

Nil.

Recommendation: That Council:

- a) Calls for tenders for Lockhart Swimming Pool upgrade works with costs to be funded from Council reserves; and
- b) Provides further report to Council once outcome of funding applications is known and tenders have been received.

Notes:

8. DEVELOPMENT APPLICATIONS

(MES/P25-010)

Executive Summary

Monthly report on development applications approved by the Council.

Report

The following development applications were approved, with conditions, from 1 December 2017 to 31 December 2017.

DA No	Development	Applicant/Owner	Site of Development
33/18	Boundary Adjustment	James Male	553 Dick Knobels Ln & Robertson's Ln, Munyabla
35/18	Steel Shed	David Walker	370 Bullock Hill Rd, The Rock
36/18	New Shed	Peter Creek	21 Gale St, Pleasant Hills
37/18	Storage Shed	Mark Schirmer	6 Harry Davies Dr, Lockhart

Integrated Planning & Reporting Reference

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

Legislative Policy and Planning Implications

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

Budget and Financial Aspects

Nil.

Attachment

Nil.

Recommendation: That the information be noted.

Notes:

9. LOW PRESSURE SEWER SYSTEMS POLICY

(MES/C70-025)

Executive Summary

A Low-Pressure Sewer Systems Policy has been drafted to define where and when low pressure sewer systems will be allowed within the Council boundary, whose responsibility the installation and maintenance is and what systems will be permissible. The proposed Policy is presented for adoption following public exhibition.

Report

At the Council meeting held on 20 November 2017 Council endorsed a draft Low-Pressure Sewer Systems Policy, for public exhibition.

In accordance with Council's resolution the amended Policy was publicly exhibited for a period of 28 days. Copies of the document were made available on Council's website as well as Council's office and Post Offices within the Shire. A period of 42 days has been allowed for the acceptance of submissions in accordance with legislative requirements however no submissions were received.

The draft Policy is now presented for adoption by Council. A copy of the draft Policy is attached.

Integrated Planning and Reporting Reference

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

Legislative Policy and Planning Implications

The Local Government Act 1993 regulates the approval process for connection to Council's sewer network, in addition to access to properties by Council staff for inspection and maintenance.

Budget and Financial Aspects

Nil.

Attachments

1. Low Pressure Sewer System Policy.

Recommendation: That the Low-Pressure Sewer Systems Policy, as publicly exhibited, be adopted and that Council give public notice of the adoption of the Policy.

Notes:

Attachment 1. – Low Pressure Sewer System Policy

Low Pressure Sewer Systems

POLICY TITLE:	LOW PRESSURE SEWER SYSTEMS
FILE REFERENCE:	S15-005
EXPIRY DATE:	DECEMBER 2020

PURPOSE

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

SCOPE

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

POLICY STATEMENT

1. Definitions

Boundary Kit: Valve at the property boundary incorporating isolation valve, non-return valve and inspection tee piece.

Council: Lockhart Shire Council.

Control Panel: The box incorporating the electrical controls and high-level alarms and switches for pumps.

Equivalent Tenement (ET): An equivalent Tenement (ET) is the basic unit of measure used to quantify the demand or loading on water supply or sewerage services respectively. As previously stated, one ET represents the equivalent demand or loading from a standard residential household.

Pump Unit: Comprises of grinder pump, storage vessel control panel pressure switches and ancillary equipment.

Emergency Storage: That capacity in the storage vessel above the high-level alarm point.

Lateral Spur: Line from the reticulation main to the property kit.

Property delivery line: Pipeline connecting the property boundary kit to pump unit.

Standard connection: Single dwelling equivalent to 1 ET.

2. Roles and responsibilities

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

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

3. Pressure Sewer Systems

3.1 WHAT IS A PRESSURE SEWERAGE SYSTEM

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

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

- A pumping unit containing a grinder pump, specifically designed for pressure sewerage applications, installed on each property to drain that individual property. These pumping units will only be those types that have been approved by NSW Government regulatory bodies and agreed to be used by Lockhart Shire Council for that purpose;
- Connections of these pumping units to Council's pressure sewerage reticulation system, via a specially designed Boundary Kit;
- A reticulation system specifically designed for pressure sewerage applications, and capable of supporting a number of such individual pumping units to transport the sewerage to the system discharge point. An alarm system built within the overall pumping unit to warn residents, who in turn will be required to contact Council either during work hours or after hours, that the pump is no longer working and to allow maintenance to occur within an acceptable timeframe.

3.2 WHERE CAN PRESSURE SEWERAGE SYSTEMS BE USED

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

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

3.3 LIMITED PRESSURE SEWERAGE PUMP TECHNOLOGIES

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

3.4 SUPPORTING DOCUMENTATION

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

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

4. General Responsibilities

4.1 OWNERSHIP OF THE RESIDENTIAL PUMPING UNITS

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

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

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

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

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

4.2 MAINTENANCE OF THE RESIDENTIAL PUMPING UNIT

Council will provide all residents with a propriety pumping unit that to-date, has a proven track record in so far as reliability and performance is concerned. Based on relevant past experience, these units do not require preventative maintenance, however if repairs are required, Council will maintain the unit on behalf of the resident with the cost being covered by the annual sewerage availability charge. However, if the unit is damaged by misuse or negligence by the householder the cost of repairs will be billed to the landowner.

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

4.3 POWER FOR THE PUMPING UNIT

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

5. Installing Pressure Sewerage – General

5.1 DESIGN SERVICES

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

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

5.2 NUMBER OF PUMP UNITS PER PROPERTY/NON STANDARD CONNECTION

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

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

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

6. Installation on the Property

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

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

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

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

7. Installation of the Reticulation Mains

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

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

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

8. Application of the Technology

8.1 EXISTING ON-SITE SYSTEMS AND PRIVATE “PUMP UPS”

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

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

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

8.2 NEW SUBDIVISIONS – MULTIPLE LOTS

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

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

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

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

8.3 NEW SUBDIVISIONS – SINGLE LOT

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

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

9. Operation and Maintenance of the Pressure Sewerage System

9.1 LEVELS OF SERVICE

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

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

9.2 COUNCIL RESPONSIBILITIES

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

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

9.3 RESIDENT RESPONSIBILITIES

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

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

9.4 PROPERTY OWNER RESPONSIBILITIES

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

9.5 ACCESS FOR COUNCIL MAINTENANCE OFFICERS

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

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

9.6 IDENTIFICATION OF MAINTENANCE EMPLOYEES AND CONTRACTORS

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

10. Modifications or Household Additions

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

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

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

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

11. Administration

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

11.1 OPERATION RECORDS

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

11.2 PROPERTY DIAGRAMS

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

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

11.3 SPARES

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

10. ON-SITE SEWERAGE MANAGEMENT INSPECTION PROGRAM

(MES/S15-045)

Executive Summary

A new fee is proposed for the delivery of Council's recently endorsed On-site Sewerage Management Inspection Program for the Lockhart Shire.

Report

At the Council meeting held on 20 November 2017 Council endorsed an On-site Sewerage Management Inspection Program for the Lockhart Shire.

The inspection program targets on site sewerage management systems, including septic, aerated wastewater treatment systems, grey water systems and alternate designs, and will be rolled out on a risk-based approach – targeting high risk systems first.

Council considered the introduction of a fee which will be charged to recover the cost of administering the program. A proposed fee of \$100 was publicly exhibited for 28 days following the November Council meeting, along with information supporting the program. No submissions were received.

The fee is now presented for adoption by Council.

Integrated Planning and Reporting Reference

C1 - Our environmental practices are sustainable.

Legislative Policy and Planning Implications

Section 68 of the Local Government Act 1993 regulates the operation of on-site sewerage management systems, including licensing and approvals.

Section 608 of the Local Government Act 1993 grants Council the statutory power to charge for services, including authorized activities and approvals.

Budget and Financial Aspects

The proposed new fee, if endorsed, will be added to the list of Council's fees and charges in the 2017-18 Operational Plan, with income collected going towards offsetting the cost of administering the inspection program.

Attachments

Nil.

Recommendation: That Council adopt the proposed new fee of \$100 for inspection of on-site sewerage management systems in the Lockhart Shire.

Notes:

11. VARIATION TO DCP – FENCES TO RESIDENTIAL PROPERTIES

(MES/P25-005)

Executive Summary

Council have received a request for variation to the development controls in the Lockhart Development Control Plan 2016 (DCP), for works proposed at 24 Queen Street, Yerong Creek.

Report

The Lockhart DCP has been introduced with the aim of providing efficient development that positively responds to the character of existing villages. In this instance, restrictions on fence heights to front boundaries have been adopted to maintain the aesthetics of a rural village, while also maintaining safety, privacy, noise amelioration, views, appealing streetscapes and provision of services.

The owner of 24 Queen Street in Yerong Creek cites some of these issues as justification for an increased solid fence height from 1.2 metres to 1.8 metres. It is argued that theft of personal goods has previously occurred at the site, located on the corner of Moonba and Queen Streets, and that a taller solid fence will provide improved protection and privacy to their land.

Council has previously received numerous complaints about the current condition of the land, with particular reference to the stockpiling of car bodies and general household items along the property boundary. A makeshift privacy screen has been in place for some time, however its current condition severely impacts on current street aesthetics. Council has written to the landholder and identified these issues.

Precedence

In Queen Street and adjoining Streets there are properties with tin fences that extend beyond the standard height restrictions for front fences. Plunkett Street, which extends through the main street precinct, also has fences to similar heights, including a parcel of vacant land belonging to Council.

In these instances, the increased fence heights are used for privacy purposes and security purposes and have generally been in place for many years.

Impacts on Street Aesthetics

Queen and Moonba Streets are planted out with 'Bottle Brush' and 'Ash' street trees, providing a good screen to residential blocks from a road users aspect. The street is generally tidy, however there are a number of vacant blocks which are in need of some general maintenance. The proposed fence to be installed is on a corner block and visually prominent in its current state. While attempts have been made by the owners to make the block more orderly, any fence of closed construction will improve aesthetics for neighbours and road users, and the tall fence design will be softened by the existing street trees.

A development application has been lodged for erection of the fence, and no submissions have been received from adjoining landholders. Noting the complaints received about aesthetics of the land, and considering the owner's desire to improve site security, Council staff believe that granting consent for erection of the fence will be a positive outcome for all parties.

Integrated Planning and Reporting Reference

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

Legislative Policy and Planning Implications

The Lockhart Shire Development Control Plan is pursuant to Division 6 of the Environmental Planning & Assessment Act 1979 and sets out Council's controls for building and development in conjunction with the Lockhart Local Environmental Plan 2012.

Budget and Financial Aspects

Nil.

Attachments

1. Photos of fence to 24 Queen St, Yerong Creek.

Recommendation: That Council, through determination of a Development Application for the works, permit a variation to the Lockhart DCP for an increased front fence height at 24 Queen Street, Yerong Creek, NSW.

Notes:

Attachment 1. – Photos of fence to 24 Queen St, Yerong Creek



STRATEGIC DIRECTION E: Strong Leadership and Governance

12. INVESTMENT AND BANK BALANCES REPORT - DECEMBER 2017

(DCCS/F10-010)

Executive Summary

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

Report

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

Investments:	Interest Rate per Annum	Amount Invested	% of Total
Bankwest	2.40	250,000.00	3.65%
Bankwest	2.35	500,000.00	7.30%
BENDIGO	2.25	250,000.00	3.65%
BENDIGO	2.20	250,000.00	3.65%
BENDIGO	2.20	250,000.00	3.65%
BENDIGO	2.40	500,000.00	7.30%
Curve Securitys/AMP	2.30	250,000.00	3.65%
IMB Limited	2.45	500,000.00	7.30%
IMB Limited	2.45	300,000.00	4.38%
IMB Limited	2.50	250,000.00	3.65%
NAB	2.53	300,000.00	4.38%
NAB	2.53	300,000.00	4.38%
NAB	2.54	500,000.00	7.30%
RIM AMP	2.55	300,000.00	4.38%
RIM AMP	2.55	400,000.00	5.84%
Rim AMP	2.40	250,000.00	3.65%
RIM-amp	2.60	500,000.00	7.30%
T Corp-At Call		1,000,000.00	14.60%

6,850,000.00

			100.00%
Bank Statement Balance as at:	31 December 2017	Bendigo	763,435.35
		Macquarie	24,340.49
		Prichard Trust	31,579.60
			819,355.44
Plus:	Outstanding Deposits		1,519.80
			820,875.24
Less:	Outstanding Cheques		48,944.87
			771,930.37

General Ledger:

General Ledger Balances as at:	31 December 2017		
		<u>FUND</u>	<u>AMOUNT</u>
		General	1490-3000-0000
		Combined Sewerage	8490-3000-0000
		Trust Fund	9991-3000-0000
			-4,271.27
			744,622.04
			31,579.60
			771,930.37
			771,930.37

TOTAL FUNDS HELD ARE:

7,621,930.37

Integrated Planning and Reporting Reference

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

Legislative Policy and Planning Implications

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

Budget and Financial Aspects

Council's 2017/18 Operational Budget has forecast a total of \$134,000 income from interest on investments, being split between General Fund of \$110,000 and Sewer Fund of \$24,000. For the period July to December 2017, the average end of month balance of funds invested has been \$6.84 million and the average return on invested funds has been 2.40%. On these year to date figures, Council's budgeted income on investments will be achieved.

Responsible Accounting Officer Statement

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

Recommendation: That:

- a) the December 2017 Investment and Bank Balances Report be received and noted.
- b) the Responsible Accounting Officer Statement be noted, and the report be adopted.

Notes:

13. QUARTERLY BUDGET REVIEW – DECEMBER 2017

(DCCS/F10-010)

Executive Summary

In accordance with the Local Government Act, 1993, a review of Council's Budget position as at 31 December 2017 has been undertaken and the following is submitted for Councillors consideration.

Report

General Fund

When Council adopted the 2017-2018 Operational Plan Budget in June 2017 Council budgeted for a surplus of \$10,114.00. The Budget Review at 31 December 2017 forecast an estimated **SURPLUS** of **\$111,536.00** as at 30 June 2018 after taking into account movements in revenue and expenditure for the quarter.

The December 2017 Quarterly Budget Review Statement details are following this report. Detailed on pages 3 & 4 of the Quarterly Budget Review Statement are all the budget adjustments to the adopted budget for the second quarter.

The major factor that the second quarter budget review is showing an amended budget General Fund surplus of **\$111,536.00** is due to the profit of \$167,346.00 from the sale of lots at Carson Rd and Bond St.

Sewerage Fund

A review of Council's combined Sewerage Fund has been undertaken with the following adjustments to be noted in the budget for the second quarter:

- The budgeted loan interest and principal loan repayments have been reduced as the loan borrowings have not yet been applied for.

Borrowing Requirements

Council's 2017/18 adopted Sewer Fund Budget incorporates loan borrowings of \$1 million for the purpose of completing the extension of sewerage services at The Rock. The total cost of the sewer extension is estimated to be \$1.285 million with the balance of the cost being funded from Reserve.

In addition to the borrowings proposed in the Sewer Fund Budget, Council's Delivery Plan also forecasts General Fund borrowings of \$500,000 over the next two financial years (\$300,000 in 2018/19 and \$200,000 in 2019/20) to undertake necessary repairs and upgrades to the Lockhart and The Rock swimming pools at a total estimated cost of \$2 million. In the Delivery Plan that was publicly exhibited prior to its adoption Council also flagged its intention to pursue grant opportunities which, if successful, would enable the full refurbishment of the swimming pools at an estimated cost of \$4.2 million.

At the November 2017 Council meeting it was foreshadowed that a report regarding Council's borrowing requirements would be presented to the February 2018 Council meeting by which time it was anticipated that the outcome of Council's grant applications relating to the swimming pool upgrades would be known. However, the latest advice is that the outcome of Council's application under the Stronger Country Communities Grant program will not be known until March.

It should also be noted that to date Council's budget estimates for the swimming pool projects have been based on internal estimates and the recent experience of other councils which have upgraded their swimming pool complexes. Council will be required to invite formal tenders for the swimming pool upgrades and the market's response will determine the actual costs. The actual amount required to be borrowed by the General Fund will therefore depend on the outcome of the swimming pool grant applications and this tender process.

In the meantime, enquiries have been made regarding the terms available for borrowing funds from the NSW Treasury Corporation (T-Corp).

One of the benefits of having being declared financially fit following the State Government's "Fit for the Future" process, is the ability to access loans from T-Corp for infrastructure projects on terms that are more competitive than are otherwise available through traditional lenders. The current terms on offer through T-Corp are set out below:

Term*	10 years	20 years
Interest rate**	3.45% fixed	4.00% fixed.

* Under T-Corp's rules a longer term of 20 years is only available for loans of \$2 million or more.

** The interest rates shown above are indicative only and the actual interest rate applying to any loan is determined at the time the loan agreement is entered into.

It has been Council's practice to convene a Budget Workshop in March and/or April each year in the lead up to the preparation of the Budget. In view of the circumstances outlined above, including the timing of the grant applications, the actual costs of the swimming pool upgrades being confirmed through a tender process and the various options available for T-Corp loans, e.g. 10-year vs 20-year terms etc., it is suggested that a Councillor Workshop be held on 19 March 2018 prior to the Ordinary Council meeting to consider Council's borrowing requirements.

Integrated Planning and Reporting Reference

E1 - Council is strong, sustainable and able to stand alone - Plan for the long-term sustainability of the Shire.

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

D1 - Provide and maintain efficient sewage systems that allows for current and future community needs.

D1 - Prepare and implement strategic replacement and upgrade plans for Lockhart and The Rock Swimming Pools to address ageing infrastructure and to meet the community's long-term needs.

Legislative Policy & Planning Implications

It is a legislative requirement that a quarterly budget review is tabled at a Council meeting within two months of the end of each quarter.

Budget & Financial Aspects

Fund	Original Estimates @ 1 July 2017	Amendments @ 30 Sept 2017	Amendments @ 31 Dec 2017	Revised Estimates @ 30 June 2018
General Fund- Net of Inc & Exp and Capital Budget	\$10,114.00	\$94,345.00	\$7,077.00	\$111,536.00
Combined Sewerage Funds	\$5,659.00	\$5,307.00	\$29,893.00	\$40,859.00
Net Consolidated Budget Surplus/(Deficit)	\$15,773.00	\$99,652.00	\$36,970.00	\$152,395.00

Attachments

1. Quarterly Budget Review Statement for the period 01/10/17 to 31/12/17.

Recommendation: That:

- a) The information be noted, and
- b) The adjustments in income, expenditure and reserves in the 31 December 2017 Quarterly Budget Review be adopted.
- c) A Councillor workshop be held on 19 March 2018 prior to the Ordinary Council meeting to consider Council's borrowing requirements.

Notes:

Attachment 1. – Quarterly Budget Review Statement for the Period 01/10/17 to 31/12/17

Lockhart Shire Council

Quarterly Budget Review Statement
for the period 01/10/17 to 31/12/17

Report by Responsible Accounting Officer

The following statement is made in accordance with Clause 203(2) of the Local Government (General) Regulations 2005:

It is my opinion that the Quarterly Budget Review Statement for Lockhart Shire Council for the quarter ended 31/12/17 indicates that Council's projected financial position at 30/6/18 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

Signed:  _____

date: 30/01/2018

Craig Fletcher
Responsible Accounting Officer

Lockhart Shire Council
Ordinary Meeting – 5 February 2018

GENERAL FUND - INCOME & EXPENDITURE		Operational Plan Estimates	Amended Budget post Sept Review	Actuals to December 2017	Amendment to Original Budget	Amended Budget post Dec Review	Comments
G/L Account No.	Description						
1020-1020-0000	Sundry Admin Income GST	1,500	1,500	1,748	300	1,800	
1020-1090-0000	Hire/Rental Of Council Chambers & Railway	750	750	875	150	900	
1020-1093-0000	OHS - Incentive Payment & Rebates	12,000	12,000	11,595	405	11,595	Match actual
1040-1020-0000	Residential Rates	11,432	11,523	10,652	871	10,652	Match actual
1040-1140-0000	The Rock Residential Rates	143,941	145,053	145,503	450	145,503	Match actual
1040-1410-0000	Grants - Pensioner Rate Subsidy	18,600	18,600	19,283	683	19,283	Match actual
1060-1375-0000	Engineer & Works-Diesel Fuel Rebate	50,000	50,000	29,200	10,000	60,000	
2560-1205-0000	OSHC - Customer Payments	88,000	88,000	57,952	12,000	100,000	
3024-1346-0000	Youth Flats - Rents	13,500	13,500	8,080	1,000	14,500	
3060-1000-0000	DWM Charge - Residential	351,168	352,594	351,989	605	351,989	Match Actual
3060-1010-0000	DWM Charge - Residential Vacant	10,659	10,914	10,896	18	10,896	Match Actual
3060-1040-0000	WM - Non-Residential Additional Services	14,152	14,762	15,063	301	15,063	Match Actual
3060-1135-0000	Tipping Fees	18,000	18,000	22,152	12,000	30,000	
3060-1410-0000	Pensioner Rebate - DWM	19,000	19,000	20,935	1,935	20,935	Match Actual
5540-1150-0000	Caravan Park - Rent	40,000	40,000	33,115	11,000	51,000	
5540-1170-0000	Caravan Park - Washing Machine	500	500	742	500	1,000	
5620-1910-0000	Real Estate - Profit On Sale Of Land		155,534		11,812	167,346	Carson Rd & Bond St
5662-1125-0000	Private Works Minor	10,000	10,000	11,734	15,000	25,000	outstanding debtors \$12K
5662-1130-0000	Private Works Major	150,000	150,000	-	150,000	-	
5675-1900-0000	Lockhart Med Centre - Rent	7,900	7,900	6,764	3,256	11,156	
Net Decrease to General Fund Income Accounts					71,512		
0500-2355-0000	Memberships	18,500	18,591	19,154	563	19,154	Match actual
1020-2136-0000	Print & Copier Expenses	37,000	37,000	25,586	8,000	45,000	
1020-2260-0000	Telephone Expenses	40,000	40,000	22,896	3,000	43,000	
1020-2311-0000	Valuation Fees	25,000	25,000	25,585	585	25,585	Match actual
1040-2300-0000	Less: Pension Aband Rates Resid	33,800	33,800	34,061	261	34,061	Match actual
2100-2000-0000	Noxious Weeds - Inspectors Salary	61,000	61,000	24,219	3,500	57,500	
2100-2070-0000	Noxious Weeds - Training Expenses			2,827	3,500	3,500	
2560-2000-0000	OSHC - Wages & Salaries	90,000	90,000	46,597	3,000	93,000	
2580-2265-0000	Youth Services	9,000	9,000	8,001	2,000	11,000	
2600-2270-0000	KAB NSW - EnviroMentors	3,500	3,500	3,387	113	3,387	
3060-2275-0000	Rubbish Tip - Rates Council Property	1,100	1,100	1,072	28	1,072	Match Actual

This is page 48 of the Business Paper of the Ordinary Monthly Meeting of the Lockhart Shire Council held in the Council Chambers, Green Street, Lockhart – 5 February 2018.

CHAIRPERSON

Lockhart Shire Council
Ordinary Meeting – 5 February 2018

GENERAL FUND - INCOME & EXPENDITURE		Operational Plan Estimates	Amended Budget post Sept Review	Actuals to December 2017	Amendment to Original Budget	Amended Budget post Dec Review	Comments
G/L Account No.	Description						
3060-2300-0000	Pensioner Abandoned Rates - Combined	35,000	35,000	37,687	2,687	37,687	
3180-2330-0000	Public Cemeteries - Repairs & Mntce	66,000	66,000	37,968	4,500	70,500	
3520-2270-0000	Library - Wi Fi Expenditure	2,000	2,000	1,467	800	2,800	
3620-2265-0000	Contribution To ERAP	3,900	3,900	3,873	27	3,873	Match Actual
3644-2330-0000	Lockhart Pool - Repairs & Maint	25,000	25,000	21,063	3,000	28,000	
3646-2330-0000	The Rock Pool - Repairs & Maint	20,000	20,000	24,129	10,000	30,000	
3680-2331-0000	Public Toilets - Repairs & Maint	27,000	27,000	23,290	12,000	39,000	Soap dispensers etc & extras
5425-2332-0000	Street Cleaning - Repairs & Maint	50,000	50,000	8,607	10,000	40,000	
5540-2255-0000	Caravan Park - Electricity Charges	9,500	9,500	5,923	1,500	11,000	
5540-2330-0000	Caravan Park - Repairs & Maint	13,000	13,000	9,909	3,500	16,500	
5580-2375-0000	Industrial Park - Rates & Water Charges	10,000	10,000	10,779	779	10,779	Match actual
5620-2275-0000	Real Estate - Rates On Land For Sales	16,500	15,161	15,099	62	15,223	Match actual
5662-2375-0000	Private Works Expense	150,000	150,000	19,232	125,000	25,000	
5667-2275-0000	Lockhart Memorial Hall - Rates & Water Charges	1,100	1,100	1,442	342	1,442	Match actual
Net Decrease to General Fund Expense Accounts					78,589		
5020-2330-0000	Urban Roads R&M	20,000	20,000	49,739	40,000	60,000	Move within Roads Budget-Neutral
5040-2330-0000	Regional Roads R&M	290,000	290,000	104,581	10,000	280,000	Move within Roads Budget-Neutral
5110-4600-0000	Unsealed Rural Roads	740,000	740,000	407,270	30,000	710,000	Move within Roads Budget-Neutral
5040-4600-0000	Regional Roads	950,000	1,050,000	253,304	20,000	1,030,000	Move within Roads Budget-Neutral
5265-4600-0000	Kerb & Gutter	30,000	30,000	-	8,000	22,000	Move within Roads Budget-Neutral
5260-4600-0000	Footpath Construction	45,000	45,000	53,460	8,000	53,000	Move within Roads Budget-Neutral
5025-4600-0000	T&C - Urban Unsealed Capital Works			13,679	20,000	20,000	Move within Roads Budget-Neutral
Nett Movement Neutral					-		
2622-4600-0000	Magnolia Lodge - Capital Works			3,400	3,400	3,400	from Reserves
1490-1717-0000	Magolia Lodge			-	3,400	3,400	fund 2622-4600
Nett Movement Neutral					-		
Nett Decrease to General Fund Income Accounts					71,512		
Nett Decrease to General Fund Expense Accounts					78,589		
NETT BUDGET ADJUSTMENT (increase in budget forecast)					7,077		
Adopted Budget Surplus 2017-18					10,114		
Jul-Sept 2017 Budget Review Nett Amendments					94,345		
AMENDED BUDGET SURPLUS post DECEMBER REVIEW					111,536		

This is page 49 of the Business Paper of the Ordinary Monthly Meeting of the Lockhart Shire Council held in the Council Chambers, Green Street, Lockhart – 5 February 2018.

CHAIRPERSON

Lockhart Shire Council
Ordinary Meeting – 5 February 2018

GENERAL FUND - INCOME & EXPENDITURE		Operational Plan Estimates	Amended Budget post Sept Review	Actuals to December 2017	Amendment to Original Budget	Amended Budget post Dec Review	Comments
G/L Account No.	Description						
GOVERNANCE							
0500-2010-0000	Councillors Travel Exp & Sustenance	6,700	6,700	2,023		6,700	
0500-2035-0000	Uniform Expenses - Councillors	500	500	-		500	
0500-2070-0000	Training Expenses - Councillors	8,000	8,000	-		8,000	
0500-2225-0000	Mayoral Allowance	25,250	25,250	12,625		25,250	
0500-2230-0000	Councillors Fees	91,440	91,440	45,724		91,440	
0500-2235-0000	Delegates Expenses - Councillors	12,000	12,000	4,025		12,000	
0500-2245-0000	Members Accident Insurance	20,000	19,263	19,263		19,263	Match actual
0500-2295-0000	Sustenance, Meals - Council	4,500	4,500	1,355		4,500	
0500-2355-0000	Memberships	18,500	18,591	19,154	563	19,154	Match actual
0500-2360-0000	Governance Other Exps	9,000	9,000	4,671		9,000	
	Sub-Total Expenses	195,890	195,244	108,840		195,807	
ADMINISTRATION							
1020-1010-0000	Certificates - Section 603	5,500	5,500	2,560		5,500	
1020-1020-0000	Sundry Admin Income GST	1,500	1,500	1,748	300	1,800	
1020-1080-0000	Employees Contrib To Vehicle Exps	5,980	5,980	2,990		5,980	
1020-1090-0000	Hire/Rental Of Council Chambers & Railway	750	750	875	150	900	
1020-1093-0000	OHS - Incentive Payment & Rebates	12,000	12,000	11,595	405	11,595	Match actual
	Sub-Total Income	25,730	25,730	19,767		25,775	
1020-2000-0000	Admin - Salaries & Allowances	883,000	883,000	438,343		883,000	
1020-2007-0000	Admin - OnCosts(Sup,W/C,FBT)	135,000	135,000	60,213		135,000	
1020-2010-0000	Travelling - Admin	35,000	35,000	16,576		35,000	
1020-2035-0000	Contribution For Corporate Uniforms	4,500	4,500	1,141		4,500	
1020-2070-0000	Training	50,000	50,000	13,511		50,000	
1020-2075-0000	Delegates Expenses	13,000	13,000	2,672		13,000	
1020-2090-0000	REROC Membership	17,164	17,164	17,164		17,164	
1020-2110-0000	Interest Expense - Loans	64,300	64,300	10,973		64,300	
1020-2125-0000	Bank Charges	14,000	14,000	7,717		14,000	
1020-2136-0000	Print & Copier Expenses	37,000	37,000	25,586	8,000	45,000	
1020-2200-0000	Audit Fees	27,000	27,000	23,600		27,000	
1020-2210-0000	Bad & Doubtful Debts	1,500	1,500	-		1,500	
1020-2220-0000	Consultants	10,000	10,000	4,022		10,000	
1020-2225-0000	Legal Expenses	1,500	1,500	905		1,500	
1020-2245-0000	Insurance Expense	67,000	63,366	63,366		63,366	match actual
1020-2255-0000	Electricity - Admin Building	15,000	15,000	7,025		15,000	

This is page 50 of the Business Paper of the Ordinary Monthly Meeting of the Lockhart Shire Council held in the Council Chambers, Green Street, Lockhart – 5 February 2018.

CHAIRPERSON

Lockhart Shire Council
Ordinary Meeting – 5 February 2018

GENERAL FUND - INCOME & EXPENDITURE		Operational Plan Estimates	Amended Budget post Sept Review	Actuals to December 2017	Amendment to Original Budget	Amended Budget post Dec Review	Comments
G/L Account No.	Description						
1020-2260-0000	Telephone Expenses	40,000	40,000	22,896	3,000	43,000	
1020-2275-0000	Rates & Water Charges	3,000	3,000	2,160		3,000	
1020-2305-0000	Advertising	6,500	10,500	8,185		10,500	
1020-2308-0000	Section 356 Contributions	52,100	52,100	24,549		52,100	
1020-2310-0000	Other Expenses Admin	10,000	10,000	5,704		10,000	
1020-2311-0000	Valuation Fees	25,000	25,000	25,585	585	25,585	Match actual
1020-2315-0000	Postage	10,000	10,000	5,960		10,000	
1020-2320-0000	Stationery Supplies	14,000	14,000	9,320		14,000	
1020-2325-0000	Printing Council Newsletter	15,000	15,000	7,619		15,000	
1020-2330-0000	Repairs & Maintenance - Admin Building	7,500	7,500	5,493		7,500	
1020-2335-0000	Cleaning Costs - Admin Building	20,000	15,000	7,235		15,000	
1020-2345-0000	Grant Writer Expenses	10,000	10,000	-		10,000	
1020-2355-0000	Subscriptions	8,000	10,000	6,967		10,000	
1020-2370-0000	Website Fees/Charges	2,500	2,500	1,287		2,500	
1020-2380-0000	IT/Software Lic Expenses	75,000	75,000	68,435		75,000	
1020-2385-0000	Recruitment Expenses	7,000	7,000	2,645		7,000	
	Sub-Total Expenses	1,680,564	1,677,930	896,852		1,689,515	
	GENERAL REVENUE						
1040-1000-0000	Ordinary Farmland Rates	1,888,946	1,889,396	1,889,396		1,889,396	match actual
1040-1020-0000	Residential Rates	11,432	11,523	10,652	871	10,652	Match actual
1040-1040-0000	Rural Residential Rates	38,206	37,809	37,809		37,809	match actual
1040-1050-0000	Business Rates	20,524	19,795	19,795		19,795	match actual
1040-1080-0000	Lockhart Residential Rates	156,668	157,031	157,031		157,031	match actual
1040-1110-0000	Lockhart Business Rates	55,652	55,175	55,175		55,175	match actual
1040-1140-0000	The Rock Residential Rates	143,941	145,053	145,503	450	145,503	Match actual
1040-1180-0000	The Rock Business Rates	21,386	21,373	21,373		21,373	match actual
1040-1190-0000	Yerong Creek Residential Rates	17,873	17,984	17,984		17,984	match actual
1040-1200-0000	Yerong Creek Business Rates	4,690	4,690	4,690		4,690	
SUB TOTAL	GENERAL RATES INCOME	2,359,318	2,359,829	2,359,408		2,359,408	
1040-1225-0000	Interest On Rates	8,000	8,000	4,306		8,000	
1040-1231-0000	Interest On Investment	110,000	110,000	41,140		110,000	
1040-1400-0000	Financial Assistance Grant - General Component	2,127,399	2,127,399	456,672		2,127,399	
1040-1410-0000	Grants - Pensioner Rate Subsidy	18,600	18,600	19,283	683	19,283	Match actual
1040-2300-0000	Less: Pension Aband Rates Resid	33,800	33,800	34,061	261	34,061	Match actual

This is page 51 of the Business Paper of the Ordinary Monthly Meeting of the Lockhart Shire Council held in the Council Chambers, Green Street, Lockhart – 5 February 2018.

CHAIRPERSON

Lockhart Shire Council
Ordinary Meeting – 5 February 2018

GENERAL FUND - INCOME & EXPENDITURE		Operational Plan Estimates	Amended Budget post Sept Review	Actuals to December 2017	Amendment to Original Budget	Amended Budget post Dec Review	Comments
Total GENERAL REVENUE Income		2,230,199	2,230,199	487,339		2,230,621	
ENGINEERING & WORKS							
1060-1355-0000	Plant Hire Income	1,600,000	1,600,000	790,898		1,600,000	
1060-1375-0000	Engineer & Works-Diesel Fuel Rebate	50,000	50,000	29,200	10,000	60,000	
1080-1600-0000	Outdoor Staff - Oncost Recoveries	580,000	580,000	303,492		580,000	
1060-1520-0000	Other Income - HVIS & Oversize Permits	500	500	127		500	
Sub-Total Income		2,230,500	2,230,500	1,123,717		2,240,500	
1060-2000-0000	Engineering - Salaries & Allowances	364,000	364,000	199,787		364,000	
1060-2007-0000	Engineering - OnCosts(Sup,W/C,FBT)	70,000	70,000	31,732		70,000	
1060-2010-0000	Engineering - Travelling	37,000	37,000	13,345		37,000	
1060-2360-0000	Engineering - Other Expenses	4,500	5,300	5,067		5,300	
1060-2390-0000	Depot Expenses	45,000	45,000	17,335		45,000	
1080-2005-0000	Outdoor Staff - Leave All Types	180,000	180,000	72,648		180,000	
1080-2007-0000	Outdoor Staff - On Costs (Superannuation)	205,000	205,000	80,559		205,000	
1080-2035-0000	Outdoor Staff - Safety Equipment PPE	15,000	15,000	6,180		15,000	
1080-2040-0000	Outdoor Staff - W/Comp Insurances	105,000	105,000	52,799		105,000	
1080-2045-0000	Outdoor Staff - W/Comp Excess	1,500	1,500	-		1,500	
1080-2500-0000	Plant Running Expenses	900,000	900,000	462,019		900,000	
Sub-Total Expenses		1,927,000	1,927,800	941,469		1,927,800	
Net Result Surplus/(Deficit)		303,500	302,700	182,248		312,700	
DEPRECIATION							
1490-2900-0000	Depreciation - Plant & Equipment	492,000	492,000	246,000		492,000	
1490-2905-0000	Depreciation - Office Equipment	34,000	34,000	17,000		34,000	
1490-2910-0000	Depreciation - Furniture & Fittings	9,200	9,200	4,600		9,200	
1490-2915-0000	Depreciation - Buildings Non Specialised	25,500	25,500	12,750		25,500	
1490-2920-0000	Depreciation - Buildings Specialised	206,000	206,000	103,000		206,000	
1490-2925-0000	Depreciation - Structures	116,000	116,000	58,000		116,000	
1490-2930-0000	Depreciation - Roads, Bridges, Footpaths	1,930,000	1,930,000	965,000		1,930,000	
1490-2935-0000	Depreciation - Stormwater Drainage	6,200	6,200	3,100		6,200	
		2,818,900	2,818,900	1,409,450		2,818,900	
FIRE PROTECTION							
1540-1420-0000	Grant - Hazard Reduction BRIMS	22,400	22,400	-		22,400	
Sub-Total Income		22,400	22,400	-		22,400	
1540-2265-0000	NSW Rural Fire Service - Contribution	162,000	162,000	80,604		162,000	
1540-2270-0000	Fire & Rescue NSW - Contribution	17,500	17,500	8,716		17,500	

This is page 52 of the Business Paper of the Ordinary Monthly Meeting of the Lockhart Shire Council held in the Council Chambers, Green Street, Lockhart – 5 February 2018.

CHAIRPERSON

Lockhart Shire Council
Ordinary Meeting – 5 February 2018

GENERAL FUND - INCOME & EXPENDITURE		Operational Plan	Amended Budget post	Actuals to	Amendment	Amended	
G/L Account No.	Description	Estimates	Budget post Sept Review	December 2017	to Original Budget	Budget post Dec Review	Comments
1540-2245-0000	Bush Fire Facilities - Insurance	3,000	1,422	1,422		1,422	match actual
1540-2275-0000	Bush Fire - Rates & Water Charges	3,400	3,400	2,923		3,400	
1540-2333-0000	Hazard Reduction Expenses BRIMS	22,400	22,400	15,821		22,400	
1540-2346-0000	Bush Fire - Other Expenses	3,500	3,500	209		3,500	
	Sub-Total Expenses	211,800	210,222	109,695		210,222	
	Net Result Surplus/(Deficit)	189,400	187,822	109,695		187,822	
	ANIMAL CONTROL						
1560-1110-0000	Dog Impounding Fees	750	750	214		750	
1560-1130-0000	Registration Income	1,500	1,500	1,475		1,500	
	Sub-Total Income	2,250	2,250	1,689		2,250	
1560-2270-0000	Registration Expenses	4,500	4,500	1,170		4,500	
	Sub-Total Expenses	4,500	4,500	1,170		4,500	
	Net Result Surplus/(Deficit)	2,250	2,250	519		2,250	
	EMERGENCY SERVICES						
1620-2275-0000	SES - Rates & Water Charges	2,200	2,200	1,272		2,200	
1620-2290-0000	SES - Yearly Contributions	5,500	5,500	2,703		5,500	
1620-2330-0000	SES - Working Expenses	2,000	2,000	1,115		2,000	
	Sub-Total Expenses	9,700	9,700	5,090		9,700	
	ENVIRONMENTAL SERVICES						
2020-1140-0000	Env Services - DA Fees	18,000	21,000	13,383		21,000	
2020-1144-0000	Env Services - Subdivision Fees	2,000	2,000	2,128		2,000	
2020-1150-0000	Env Services - Food Inspections	2,500	2,500	-		2,500	
2020-1155-0000	Env Services - 149 Planning Certificates	6,500	6,500	2,842		6,500	
2020-1160-0000	Env Services - Construction Certificates	8,000	10,000	8,810		10,000	
2020-1165-0000	Env Services - Other Fees	5,000	5,000	1,978		5,000	
2020-1170-0000	Env Services - Occupation Certificates	4,000	4,000	2,320		4,000	
2020-1175-0000	Env Services - Compliance Certificate	2,000	2,000	676		2,000	
2020-1180-0000	Env Services - Applic to Install Plumb & Drain	3,000	3,000	2,708		3,000	
2020-1405-0000	Env Services - S94A Contributions	18,000	18,000	22,294		18,000	
	Sub-Total Income	69,000	74,000	57,139		74,000	
2020-2000-0000	Env Services - Salaries & Allowances	174,000	174,000	90,654		174,000	
2020-2007-0000	Env Services - OnCosts(Sup,W/C,FBT)	34,000	34,000	12,668		34,000	
2020-2010-0000	Env Services - Travelling Expenses	14,500	14,500	7,794		14,500	
2020-2025-0000	Env Services - DCP & S64 Plans		3,900	-		3,900	Budget carry forward from 16/17
2020-2275-0000	Env Services - Consultants	5,000	5,000	1,410		5,000	

This is page 53 of the Business Paper of the Ordinary Monthly Meeting of the Lockhart Shire Council held in the Council Chambers, Green Street, Lockhart – 5 February 2018.

CHAIRPERSON

Lockhart Shire Council
Ordinary Meeting – 5 February 2018

GENERAL FUND - INCOME & EXPENDITURE		Operational Plan Estimates	Amended Budget post Sept Review	Actuals to December 2017	Amendment to Original Budget	Amended Budget post Dec Review	Comments
G/L Account No.	Description						
2020-2280-0000	Env Services - Food Shop Inspections	2,500	2,500	-		2,500	
2020-2330-0000	Env Services - Early Warning System Exps	8,000	8,000	7,720		8,000	
2020-2355-0000	Env Services - Accreditation Fees	3,000	3,000	1,500		3,000	
2020-2360-0000	Env Services - Other Expenses	500	500	1,547		500	
	Sub-Total Expenses	241,500	245,400	123,293		245,400	
	Net Result Surplus/(Deficit)	172,500	171,400	66,154		171,400	
	FLOOD STUDIES & MITIGATION WORKS						
2020-1411-0000	Env Services - Flood Mit. Voluntary Purchase Grant	540,000	540,000	-		540,000	
	Sub-Total Income	540,000	540,000	-		540,000	
2020-2340-0000	Env Services - Flood Mit. Voluntary Purchase	630,000	630,000	169,503		630,000	
	Sub-Total Expenses	630,000	630,000	169,503		630,000	
	Net Result Surplus/(Deficit)	90,000	90,000	169,503		90,000	
	NOXIOUS WEEDS						
2100-1400-0000	Noxious Pit-Grants - Inspectorial	54,800	54,800	52,784		54,800	
2100-1420-0000	Grants - VCL - Noxious Pests	3,000	3,000	-		3,000	
	Sub-Total Income	57,800	57,800	52,784		57,800	
2100-2000-0000	Noxious Weeds - Inspectors Salary	61,000	61,000	24,219	3,500	57,500	
2100-2007-0000	Noxious Weeds - OnCosts(Sup,W/C,FBT)	9,500	9,500	4,386		9,500	
2100-2070-0000	Noxious Weeds - Training Expenses			2,827	3,500	3,500	
2100-2010-0000	Noxious Weeds - Travelling	4,500	4,500	2,194		4,500	
2100-2280-0000	Destruction Of Pests	6,000	6,000	2,668		6,000	
2100-2281-0000	Landcare Expenses - Environmental Weeds	6,000	8,120	1,658		8,120	Budget carry forward from 16/17
2100-2283-0000	Noxious Weeds - Invasive Weeds LCA Lands	37,000	38,400	15,146		38,400	Budget carry forward from 16/17
2100-2285-0000	Noxious Weeds - Other Expenditure	750	750	677		750	
2100-2365-0000	Noxious Weeds - ERNWAG M'Ship	2,600	2,600	2,500		2,600	
	Sub-Total Expenses	127,350	130,870	56,273		130,870	
	Net Result Surplus/(Deficit)	69,550	73,070	3,489		73,070	
	OUT OF SCHOOL HOURS CARE						
2560-1205-0000	OSHC - Customer Payments	88,000	88,000	57,952	12,000	100,000	
2560-1405-0000	OSHC - Australian Government Operating Grant	27,000	27,000	13,845		27,000	
	Sub-Total Income	115,000	115,000	71,797		127,000	
2560-2000-0000	OSHC - Wages & Salaries	90,000	90,000	46,597	3,000	93,000	
2560-2007-0000	OSHC - On Costs (Super & W/Comp)	9,000	9,000	5,591		9,000	
2560-2370-0000	OSHC - Sundry Expenses	15,000	15,000	6,164		15,000	
	Sub-Total Expenses	114,000	114,000	58,352		117,000	

This is page 54 of the Business Paper of the Ordinary Monthly Meeting of the Lockhart Shire Council held in the Council Chambers, Green Street, Lockhart – 5 February 2018.

CHAIRPERSON

Lockhart Shire Council
Ordinary Meeting – 5 February 2018

GENERAL FUND - INCOME & EXPENDITURE		Operational Plan Estimates	Amended Budget post Sept Review	Actuals to December 2017	Amendment to Original Budget	Amended Budget post Dec Review	Comments
	Net Result Surplus/(Deficit)	1,000	1,000	13,446		10,000	
	YOUTH SERVICES						
2580-1400-0000	Grant - Youth Week	1,200	1,200	1,425		1,200	
2580-2265-0000	Youth Services	9,000	9,000	8,001	2,000	11,000	
2580-2270-0000	Youth Officer	23,000	23,000	-		23,000	
2600-2270-0000	KAB NSW - EnviroMentors	3,500	3,500	3,387	113	3,387	
	Sub-Total Expenses	35,500	35,500	11,387		37,387	
	Net Result Surplus/(Deficit)	34,300	34,300	9,962		36,187	
	MAGNOLIA LODGE						
2622-1345-0000	Magnolia Lodge - Rent	37,000	37,000	18,352		37,000	
2622-2245-0000	Magnolia Lodge - Insurance	4,300	3,356	3,356		3,356	match actual
2622-2255-0000	Magnolia Lodge - Electricity	1,500	1,500	768		1,500	
2622-2275-0000	Magnolia Lodge - Rate & Water Charges	11,000	11,000	8,336		11,000	
2622-2330-0000	Magnolia Lodge - Repairs & Maint	15,000	15,000	5,440		15,000	
	Sub-Total Expenses	31,800	30,856	17,900		30,856	
	Net Result Surplus/(Deficit)	5,200	6,144	452		6,144	
	COUNCIL HOUSING						
3022-1345-0000	Dwellings - Rent	29,000	29,000	14,314		29,000	
3022-2245-0000	Dwellings - Insurance	5,900	3,366	3,366		3,366	match actual
3022-2275-0000	Dwellings - Rates & Water Charges	5,600	5,600	4,170		5,600	
3022-2330-0000	Dwellings - Repairs & Maint	9,000	9,000	973		9,000	
	Sub-Total Expenses	20,500	17,966	8,509		17,966	
	Net Result Surplus/(Deficit)	8,500	11,034	5,805		11,034	
	YOUTH FLATS						
3024-1346-0000	Youth Flats - Rents	13,500	13,500	8,080	1,000	14,500	
3024-2275-0000	Youth Flats - Rates & Water Charges	4,400	4,400	3,400		4,400	
3024-2285-0000	Youth Flats - Insurance	1,900	1,379	1,379		1,379	match actual
3024-2330-0000	Youth Flats - Repairs & Maint	8,000	8,000	1,144		8,000	
	Sub-Total Expenses	14,300	13,779	5,923		13,779	
	Net Result Surplus/(Deficit)	800	279	2,157		721	
	DOMESTIC WASTE MANAGEMENT						
3060-1000-0000	DWM Charge - Residential	351,168	352,594	351,989	605	351,989	Match Actual
3060-1010-0000	DWM Charge - Residential Vacant	10,659	10,914	10,896	18	10,896	Match Actual
3060-1020-0000	WM - Additional Collections	8,174	8,174	8,174		8,174	
3060-1030-0000	WM - Non-Residential	45,384	45,012	45,012		45,012	Match Actual

This is page 55 of the Business Paper of the Ordinary Monthly Meeting of the Lockhart Shire Council held in the Council Chambers, Green Street, Lockhart – 5 February 2018.

CHAIRPERSON

Lockhart Shire Council
Ordinary Meeting – 5 February 2018

GENERAL FUND - INCOME & EXPENDITURE		Operational Plan Estimates	Amended Budget post Sept Review	Actuals to December 2017	Amendment to Original Budget	Amended Budget post Dec Review	Comments
G/L Account No.	Description						
3060-1040-0000	WM - Non-Residential Additional Services	14,152	14,762	15,063	301	15,063	Match Actual
3060-1015-0000	WM - Non-Residential Vacant	3,162	3,162	3,162		3,162	
3060-1070-0000	Tip Availability Fee	19,431	19,491	19,491		19,491	Match Actual
3060-1135-0000	Tipping Fees	18,000	18,000	22,152	12,000	30,000	
3060-1340-0000	WM - Sale of Big Bins	3,000	3,000	1,498		3,000	
3060-1410-0000	Pensioner Rebate - DWM	19,000	19,000	20,935	1,935	20,935	Match Actual
	Sub-Total Income	492,130	494,109	498,371		507,722	
3060-2265-0000	Tidy Towns Competition	1,200	1,200	-		1,200	
3060-2275-0000	Rubbish Tip - Rates Council Property	1,100	1,100	1,072	28	1,072	Match Actual
3060-2280-0000	Waste Management - Other	20,000	20,000	9,323		20,000	
3060-2281-0000	Kerbside Pickup Program	15,000	17,920	17,920		17,920	Match Actual
3060-2300-0000	Pensioner Abandoned Rates - Combined	35,000	35,000	37,687	2,687	37,687	
3060-2301-0000	Recycling - Lions Club Lockhart	3,200	3,200	1,040		3,200	
3060-2302-0000	Recycling Expenses	2,500	2,500	1,560		2,500	
3060-2303-0000	Recycling Charges - Cleanaway	89,000	89,000	32,880		89,000	
3060-2304-0000	Waste Mgt Charges - Cleanaway	108,000	108,000	51,809		108,000	
3060-2330-0000	Rubbish Tips - Operating Costs	200,000	214,350	107,308		214,350	Budget carry forward from 16/17
	Sub-Total Expenses	475,000	492,270	260,599		494,929	
	Net Result Surplus/(Deficit)	17,130	1,839	237,772		12,793	
	PUBLIC CEMETERIES & TOILETS						
3180-1100-0000	Public Cemeteries	50,000	50,000	25,473		50,000	
3180-2275-0000	Public Cemeteries - Rates & Water Charges	10,000	10,000	3,777		10,000	
3180-2330-0000	Public Cemeteries - Repairs & Mntce	66,000	66,000	37,968	4,500	70,500	
	Sub-Total Expenses	76,000	76,000	41,745		80,500	
	Net Result Surplus/(Deficit)	26,000	26,000	16,272		30,500	
	HERITAGE						
3220-1400-0000	Heritage Grants	4,000	4,000	-		4,000	
3220-1420-0000	Heritage Advisor Grant	5,000	5,000	-		5,000	
	Sub-Total Income	9,000	9,000	-		9,000	
3220-2360-0000	Heritage Advisor	12,000	12,000	3,618		12,000	
3220-2365-0000	Heritage Fund	15,000	17,150	2,014		17,150	Budget carry forward from 16/17
3220-2375-0000	Heritage Other Expenses	500	500	-		500	
	Sub-Total Expenses	27,500	29,650	5,631		29,650	
	Net Result Surplus/(Deficit)	18,500	20,650	5,631		20,650	
	PUBLIC LIBRARIES						

This is page 56 of the Business Paper of the Ordinary Monthly Meeting of the Lockhart Shire Council held in the Council Chambers, Green Street, Lockhart – 5 February 2018.

CHAIRPERSON

Lockhart Shire Council
Ordinary Meeting – 5 February 2018

GENERAL FUND - INCOME & EXPENDITURE		Operational Plan Estimates	Amended Budget post Sept Review	Actuals to December 2017	Amendment to Original Budget	Amended Budget post Dec Review	Comments
G/L Account No.	Description						
3520-1400-0000	Library - Per Capita Subsidy	15,600	15,600	-		15,600	
3520-1410-0000	Library - Local Special Project Grant	4,500	4,500	-		4,500	
		20,100	20,100	-		20,100	
3520-2000-0000	Library - Salaries & Wages	3,000	3,000	1,092		3,000	
3520-2265-0000	Library - Contribution To R.R.L.	112,000	112,000	53,786		112,000	
3520-2270-0000	Library - Wi Fi Expenditure	2,000	2,000	1,467	800	2,800	
3520-2360-0000	Library - Other Expenses	1,000	1,000	709		1,000	
	Sub-Total Expenses	118,000	118,000	57,054		118,800	
	Net Result Surplus/(Deficit)	97,900	97,900	57,054		98,700	
	MUSEUMS						
3540-1403-0000	Museum - Advisor Grant	7,000	7,000	7,000		7,000	
3540-1405-0000	Museum - Advisor Travel Grant	3,000	3,000	3,000		3,000	
	Sub-Total Income	10,000	10,000	10,000		10,000	
3540-2270-0000	Museum - Advisor	14,000	14,000	7,000		14,000	
3540-2271-0000	Museum - Advisor Travel	3,000	3,000	1,496		3,000	
3540-2272-0000	Museum - Advisor Special Projects	1,000	1,000	-		1,000	
3540-2275-0000	Museum - Rates & Water Charges	2,200	2,200	1,522		2,200	
3540-2280-0000	Museum - Other Expenses	500	2,300	1,850		2,300	Consolidate lots
3540-2330-0000	Museum - Restoration R&M	1,000	1,000	-		1,000	
	Sub-Total Expenses	21,700	23,500	11,869		23,500	
	Net Result Surplus/(Deficit)	11,700	13,500	1,869		13,500	
	PUBLIC HALLS						
3600-2265-0000	Public Halls - Subsidies S356	15,500	15,500	15,500		15,500	
3600-2330-0000	Public Halls - Repairs & Maint	4,000	4,000	-		4,000	
	Sub-Total Expenses	19,500	19,500	15,500		19,500	
	OTHER CULTURAL SERVICES						
3620-2263-0000	Purchase SOL Artworks	1,000	-	-		-	
3620-2265-0000	Contribution To ERAP	3,900	3,900	3,873	27	3,873	Match Actual
	Sub-Total Expenses	4,900	3,900	3,873		3,873	
	LOCKHART POOL						
3644-2100-0000	Lockhart Pool - Contractor Payments	18,000	18,000	10,000		18,000	
3644-2245-0000	Lockhart Pool - Insurance	6,600	7,691	7,691		7,691	Match actual
3644-2255-0000	Lockhart Pool - Electricity	9,500	9,500	1,391		9,500	
3644-2260-0000	Lockhart Pool - Telephone	200	200	207		200	
3644-2275-0000	Lockhart Pool - Rates & Water Charges	6,000	6,000	1,621		6,000	

This is page 57 of the Business Paper of the Ordinary Monthly Meeting of the Lockhart Shire Council held in the Council Chambers, Green Street, Lockhart – 5 February 2018.

CHAIRPERSON

Lockhart Shire Council
Ordinary Meeting – 5 February 2018

GENERAL FUND - INCOME & EXPENDITURE		Operational Plan Estimates	Amended Budget post Sept Review	Actuals to December 2017	Amendment to Original Budget	Amended Budget post Dec Review	Comments
G/L Account No.	Description						
3644-2330-0000	Lockhart Pool - Repairs & Maint	25,000	25,000	21,063	3,000	28,000	
	Sub-Total Expenses	65,300	66,391	41,973		69,391	
	THE ROCK POOL						
3646-2100-0000	The Rock Pool - Contractor Payments	18,000	18,000	10,000		18,000	
3646-2245-0000	The Rock Pool - Insurance	6,800	8,100	8,100		8,100	Match actual
3646-2255-0000	The Rock Pool - Electricity	4,500	4,500	1,165		4,500	
3646-2260-0000	The Rock Pool - Telephone	200	200	207		200	
3646-2275-0000	The Rock Pool - Rates & Water Charges	6,300	6,300	45		6,300	
3646-2330-0000	The Rock Pool - Repairs & Maint	20,000	20,000	24,129	10,000	30,000	
	Sub-Total Expenses	55,800	57,100	43,646		67,100	
	PARKS & GARDENS						
3680-2000-0000	Parks & Gardens - Inspections	3,200	3,200	1,224		3,200	
3680-2245-0000	Parks & Gardens - Insurance	2,900	4,200	4,200		4,200	Match actual
3680-2255-0000	Parks & Gardens - Electricity	5,600	5,600	3,035		5,600	
3680-2265-0000	Parks & Gardens - S.356 Sub To Comm	52,400	52,400	52,400		52,400	
3680-2275-0000	Parks & Gardens - Rates & Water	23,000	23,000	11,010		23,000	
3680-2330-0000	Parks & Gardens - Repairs & Maint	257,000	257,000	131,153		257,000	
3680-2331-0000	Public Toilets - Repairs & Maint	27,000	27,000	23,290	12,000	39,000	Soap dispensers etc & extras
3680-2346-0000	Parks & Gardens - Minor Plant Purch	4,000	4,000	587		4,000	
	Sub-Total Expenses	375,100	376,400	226,898		388,400	
	QUARRIES & PITS						
4560-2275-0000	Quarries - Rates & Water Charges	3,900	4,400	4,003		4,400	
4560-2390-0000	Quarries Operating Expenses	1,500	3,000	1,956		3,000	
	Sub-Total Expenses	5,400	7,400	5,959		7,400	
	TRANSPORT & ROADS						
5010-1400-0000	Financial Assistance Grant - Roads Component	1,247,983	1,247,983	263,876		1,247,983	
5010-1402-0000	R2R Grant - Roads To Recovery Program	1,413,037	1,413,037	761,122		1,413,037	
5010-1405-0000	Block Grant - Regional Rds Op	874,000	874,000	214,250		874,000	
5010-1406-0000	Block Grant - Regional Rds Supplementary Op	101,000	101,000	25,250		101,000	
5010-1407-0000	Block Grant - Regional Rds Traffic Control Op	68,000	68,000	16,750		68,000	
5020-1400-0000	PAMP Grant - Pedestrian Access & Mobility Plan	22,500	22,500	-		22,500	
5040-1480-0000	RMS Grant - Reg Rds Repair Program - RRRP	170,000	170,000	-		170,000	
5010-1411-0000	Fixing Country Roads		50,000			50,000	final claims re:5040-4600
5010-1410-0000	Heavy Vehicle Safety & Productivity Programme		50,000			50,000	final claims re:5040-4600
	Sub-Total Income	3,896,520	3,996,520	1,281,248		3,996,520	

This is page 58 of the Business Paper of the Ordinary Monthly Meeting of the Lockhart Shire Council held in the Council Chambers, Green Street, Lockhart – 5 February 2018.

CHAIRPERSON

Lockhart Shire Council
Ordinary Meeting – 5 February 2018

GENERAL FUND - INCOME & EXPENDITURE		Operational Plan Estimates	Amended Budget post Sept Review	Actuals to December 2017	Amendment to Original Budget	Amended Budget post Dec Review	Comments
5020-2330-0000	Urban Roads R&M	20,000	20,000	49,739	40,000	60,000	Move within Roads Budget-Neutral
5040-2330-0000	Regional Roads R&M	290,000	290,000	104,581	10,000	280,000	Move within Roads Budget-Neutral
5065-2330-0000	Rural Rds Sealed R&M	160,000	160,000	105,760		160,000	
5100-2330-0000	Rural Rds Unsealed R&M	480,000	480,000	382,606		480,000	
5100-2331-0000	Culverts R&M	30,000	30,000	21,354		30,000	
5260-2330-0000	Footpaths, Kerb&Gutter R&M	10,000	10,000	7,473		10,000	
	Sub-Total Expenses	990,000	990,000	671,512		1,020,000	
5280-2330-0000	Airstrip Maintenance	8,000	8,000	3,439		8,000	
5320-2330-0000	Bus Shelters Repairs & Maint	2,000	2,000	38		2,000	
5400-2330-0000	Street Lighting	49,000	49,000	19,752		49,000	
5420-2265-0000	Road Safety Officer	20,000	20,000	-		20,000	
5420-2330-0000	Trees - Repairs & Maint	65,000	65,000	31,461		65,000	
5425-2332-0000	Street Cleaning - Repairs & Maint	50,000	50,000	8,607	10,000	40,000	
	Sub-Total Expenses	194,000	194,000	63,297		184,000	
	Sub-Total Expenses	1,184,000	1,184,000	734,810		1,204,000	
	Net Result Surplus/(Deficit)	2,712,520	2,812,520	546,438		2,792,520	
	CARAVAN PARK						
5540-1150-0000	Caravan Park - Rent	40,000	40,000	33,115	11,000	51,000	
5540-1170-0000	Caravan Park - Washing Machine	500	500	742	500	1,000	
	Sub-Total Income	40,500	40,500	33,857		52,000	
5540-2255-0000	Caravan Park - Electricity Charges	9,500	9,500	5,923	1,500	11,000	
5540-2275-0000	Caravan Park - Rates & Water Charges	7,500	7,500	4,512		7,500	
5540-2290-0000	Caravan Park - Caretakers Commission	28,600	28,600	13,143		28,600	
5540-2330-0000	Caravan Park - Repairs & Maint	13,000	13,000	9,909	3,500	16,500	
	Sub-Total Expenses	58,600	58,600	33,487		63,600	
	Net Result Surplus/(Deficit)	18,100	18,100	370		11,600	
	TOURISM & AREA PROMOTION						
5560-2070-0000	Tourism - Delegates Expenses	2,400	2,400	109		2,400	
5560-2265-0000	Tourism - Memberships	7,500	11,500	8,795		11,500	Budget carry forward from 16/17
5560-2305-0000	Tourism - Advertising	31,000	34,000	10,904		34,000	Budget carry forward from 16/17
5560-2308-0000	Tourism - Printing	3,000	3,000	945		3,000	
5560-2315-0000	Tourism - Promotional Material	3,000	3,000	1,514		3,000	
5560-2320-0000	Tourism - Workshop Expenses	2,500	3,230	730		3,230	Budget carry forward from 16/17
5560-2330-0000	Tourism - Information Bay	4,300	4,300	-		4,300	
5560-2350-0000	Economic Development Promotion	10,000	10,000	1,772		10,000	

This is page 59 of the Business Paper of the Ordinary Monthly Meeting of the Lockhart Shire Council held in the Council Chambers, Green Street, Lockhart – 5 February 2018.

CHAIRPERSON

Lockhart Shire Council
Ordinary Meeting – 5 February 2018

GENERAL FUND - INCOME & EXPENDITURE		Operational Plan Estimates	Amended Budget post Sept Review	Actuals to December 2017	Amendment to Original Budget	Amended Budget post Dec Review	Comments
5560-2360-0000	Tourism - Other Expenses	1,000	1,000	395		1,000	
	Sub-Total Expenses	64,700	72,430	25,163		72,430	
	INDUSTRIAL DEVELOPMENT						
5580-2330-0000	Industrial Park - Repairs & Maint	1,000	1,000	-		1,000	
5580-2375-0000	Industrial Park - Rates & Water Charges	10,000	10,000	10,779	779	10,779	Match actual
	Sub-Total Expenses	11,000	11,000	10,779		11,779	
	REAL ESTATE DEVELOPMENT						
5620-1910-0000	Real Estate - Profit On Sale Of Land		155,534		11,812	167,346	Carson Rd & Bond St
5620-2275-0000	Real Estate - Rates On Land For Sales	16,500	15,161	15,099	62	15,223	Match actual
	PRIVATE & OTHER WORKS						
5662-1125-0000	Private Works Minor	10,000	10,000	11,734	15,000	25,000	outstanding debtors \$12K
5662-1130-0000	Private Works Major	150,000	150,000	-	150,000	-	
	Sub-Total Income	160,000	160,000	11,734		25,000	
5662-2375-0000	Private Works Expense	150,000	150,000	19,232	125,000	25,000	
	Net Result Surplus/(Deficit)	10,000	10,000	7,497		-	
	OFFICES & LEASES						
5664-1345-0000	Offices & Leases - Income	7,000	7,000	4,865		7,000	
5664-2245-0000	Offices & Leases - Insurance	900	1,485	1,485		1,485	Match actual
5664-2275-0000	Offices & Leases - Rates & Water	13,500	13,500	13,076		13,500	
5664-2330-0000	Offices & Leases - Repairs & Maintenance	5,000	5,000	-		5,000	
	Sub-Total Expenses	19,400	19,985	14,561		19,985	
	Net Result Surplus/(Deficit)	12,400	12,985	9,696		12,985	
	LOCKHART MEMORIAL HALL						
5667-1901-0000	Lockhart Memorial Hall - Hire Income	1,200	1,200	1,033		1,200	
5667-2245-0000	Lockhart Memorial Hall - Insurance	3,100	2,340	2,340		2,340	Match actual
5667-2275-0000	Lockhart Memorial Hall - Rates & Water Charges	1,100	1,100	1,442	342	1,442	Match actual
5667-2330-0000	Lockhart Memorial Hall - Repairs & Maint	3,000	3,000	455		3,000	
5667-2335-0000	Lockhart Memorial Hall - Electricity	2,200	2,200	893		2,200	
	Sub-Total Expenses	9,400	8,640	5,130		8,982	
	Net Result Surplus/(Deficit)	8,200	7,440	4,097		7,782	
	THE ROCK MEDICAL CENTRE						
5670-1901-0000	The Rock Med Centre - Rent	12,500	12,500	6,202		12,500	
5670-2245-0000	The Rock Med Centre - Insurance	2,000	1,479	1,479		1,479	Match actual
5670-2275-0000	The Rock Med Centre - Rates & Water Charges	1,200	1,700	1,286		1,700	
5670-2300-0000	The Rock Med Centre - R & M	3,000	3,000	625		3,000	

This is page 60 of the Business Paper of the Ordinary Monthly Meeting of the Lockhart Shire Council held in the Council Chambers, Green Street, Lockhart – 5 February 2018.

CHAIRPERSON

Lockhart Shire Council
Ordinary Meeting – 5 February 2018

GENERAL FUND - INCOME & EXPENDITURE		Operational Plan Estimates	Amended Budget post Sept Review	Actuals to December 2017	Amendment to Original Budget	Amended Budget post Dec Review	Comments
G/L Account No.	Description						
	Sub-Total Expenses	6,200	6,179	3,390		6,179	
	Net Result Surplus/(Deficit)	6,300	6,321	2,813		6,321	
	LOCKHART MEDICAL CENTRE						
5675-1900-0000	Lockhart Med Centre - Rent	7,900	7,900	6,764	3,256	11,156	
5675-2245-0000	Lockhart Med Centre - Insurance	3,100	2,310	2,310		2,310	Match actual
5675-2256-0000	Lockhart Med Centre - Electricity	1,250	1,250	631		1,250	
5675-2275-0000	Lockhart Med Centre - Rates & Water Charges	1,500	1,500	1,373		1,500	
5675-2300-0000	Lockhart Med Centre - Repairs & Maint	3,500	3,500	341		3,500	
	Sub-Total Expenses	9,350	8,560	4,655		8,560	
	Net Result Surplus/(Deficit)	1,450	660	2,109		2,596	
	Total Operating Income	10,293,547	10,556,571	5,035,031		10,485,059	
	Total Operating Expenditure	8,690,454	8,721,133	4,444,432		8,672,544	
	Net Operating Surplus/(Deficit)	1,603,093	1,835,438	590,599		1,812,515	
	CAPITAL WORKS, ACQUISITION & SALE OF ASSETS						
	TRANSPORT & COMMUNICATION						
5040-4600-0000	Regional Roads	950,000	1,050,000	253,304	20,000	1,030,000	Move within Roads Budget-Neutral
5025-4600-0000	T&C - Urban Unsealed Capital Works			13,679	20,000	20,000	Move within Roads Budget-Neutral
5065-4600-0000	Rural Roads Sealed	1,832,459	1,832,459	361,231		1,832,459	
5110-4600-0000	Unsealed Rural Roads	740,000	740,000	407,270	30,000	710,000	Move within Roads Budget-Neutral
5260-4600-0000	Footpath Construction	45,000	45,000	53,460	8,000	53,000	Move within Roads Budget-Neutral
5265-4600-0000	Kerb & Gutter	30,000	30,000	-	8,000	22,000	Move within Roads Budget-Neutral
	Sub-Total Roads Capital Expenses	3,597,459	3,697,459	1,088,944		3,667,459	
5490-4900-0000	Asset Sales - Plant & Equipment	246,000	246,000	-		246,000	
1490-3289-0000	Real Estate & Other Deferred Debtors	19,000	19,000	-		19,000	
	Sub-Total Other Capital Income	265,000	265,000	-		265,000	
	FLOOD STUDIES & MITIGATION WORKS						
2020-1410-0000	Env Services - Flood Mit. Construction Grant	556,407	556,407	141,918		556,407	
	Sub-Total Income	556,407	556,407	141,918		556,407	
2020-4600-0000	Env Services - Flood Mit. Construction	649,142	649,142	48,380		649,142	
	Sub-Total Expenses	649,142	649,142	48,380		649,142	
	Net Result Surplus/(Deficit)	(92,735)	(92,735)	93,538		(92,735)	
	SWIMMING POOLS IMPROVEMENTS						

This is page 61 of the Business Paper of the Ordinary Monthly Meeting of the Lockhart Shire Council held in the Council Chambers, Green Street, Lockhart – 5 February 2018.

CHAIRPERSON

Lockhart Shire Council
Ordinary Meeting – 5 February 2018

GENERAL FUND - INCOME & EXPENDITURE		Operational Plan Estimates	Amended Budget post Sept Review	Actuals to December 2017	Amendment to Original Budget	Amended Budget post Dec Review	Comments
G/L Account No.	Description						
3644-1210-0000	Swimming Pool Loan Funds (refer note p21)		-			-	
3644-4600-0001	Swimming Pools Capital Works (refer note p21)		-			-	
CAPITAL WORKS & ACQUISITIONS							
1020-4605-0000	Computer Asset Purchases	43,000	43,000	15,802		43,000	
1490-5100-0000	Loans - Repayments (Principal)	36,220	36,220	-		36,220	
1060-4610-0000	Depots Improvements	25,000	36,050	31,652		36,050	Budget carry forward from 16/17
2020-4605-0000	Dog Pound Upgrade	8,000	8,000	2,441		8,000	
2622-4600-0000	Magnolia Lodge - Capital Works			3,400	3,400	3,400	from Reserves
3680-4600-0000	Parks & Gardens Improvements	35,000	35,000	3,775		35,000	
5490-4600-0001	Keys & Padlock System	30,000	30,000			30,000	
5540-4600-0000	Caravan Park Improvements		11,950	6,790		11,950	Budget carry forward from 16/17
5990-3370-0000	Land Development - Carson Rd	350,000	350,000	230,183		350,000	
5490-4600-0000	Asset Purchases - Plant & Equipment	945,000	960,000	508,646		960,000	Budget carry forward from 16/17
	Sub-Total Other Capital Expenses	1,472,220	1,510,220	802,690		1,513,620	
	TOTAL CAPITAL INCOME	821,407	821,407	141,918		821,407	
	TOTAL CAPITAL EXPENDITURE	5,718,821	5,856,821	1,940,014		5,830,221	
	CAPITAL SURPLUS/(DEFICIT)	(4,897,414)	(5,035,414)	(1,798,096)		(5,008,814)	
MOVEMENTS IN RESTRICTED ASSETS							
1490-1716-0000	Transfer from:Infrastructure Reserve-Flood Mitigation	92,735	92,735	-		92,735	
1490-1716-0000	Transfer from:Infrastructure Reserve-Carson Rd, The Rock	350,000	350,000	-		350,000	
1490-1716-0000	Transfer from:Infrastructure Reserve-Swimming Pools		-	-		-	
1490-1717-0000	Magolia Lodge			-	3,400	3,400	fund 2622-4600
1490-1715-0000	Transfer from:Election Expenses		-	-		-	
	Total Transfers from Reserves	442,735	442,735	-		446,135	
1490-2704-0000	Transfer to:Plant Reserve						
1490-2715-0000	Transfer to:Future Election Expenses	6,000	6,000	-		6,000	
1490-2716-0000	Transfer to:Future Infrastructure Reserve	-	-	-		-	
1490-2717-0000	Transfer to:Natural Disaster	11,200	11,200	-		11,200	
1490-2728-0000	Transfer to: S94A Reserve	18,000	18,000	-		18,000	
1490-2725-0000	Transfer to:Future Landfill Land Acquisition	2,000	2,000	-		2,000	
	Total Transfers to Reserves	37,200	37,200	-		37,200	
	Net Transfer (to)/from Reserves	405,535	405,535	-		408,935	
1060-1550-0000	Amounts Payable By Other Fund	80,000	80,000	-		80,000	
	Total INCOME from Other Funds	80,000	80,000	-		80,000	

This is page 62 of the Business Paper of the Ordinary Monthly Meeting of the Lockhart Shire Council held in the Council Chambers, Green Street, Lockhart – 5 February 2018.

CHAIRPERSON

Lockhart Shire Council
 Ordinary Meeting – 5 February 2018

GENERAL FUND - INCOME & EXPENDITURE		Operational Plan Estimates	Amended Budget post Sept Review	Actuals to December 2017	Amendment to Original Budget	Amended Budget post Dec Review	Comments
G/L Account No.	Description						
	Sub Total NET Surplus/(Deficit)	(2,808,786)	(2,714,441)	(1,207,498)		(2,707,364)	
	Add Back Depreciation	2,818,900	2,818,900	1,409,450		2,818,900	
	Budget Surplus/(Deficit)	10,114	104,459	201,952	7,077	111,536	

Lockhart Shire Council
Ordinary Meeting – 5 February 2018

SEWER FUND - INCOME & EXPENDITURE		2017/18 Operational Plan Estimates	Amended Budget post Sept Review	Actuals to December 2017	Amendment to Original Budget	Amended Budget post Dec Review	Comments
G/L Account No.	Description						
8405-1010-0000	Sewer Residential	333,135	337,590	336,786	804	336,786	Match actual
8405-1020-0000	Sewer Residential Vacant	21,250	21,250	21,657	407	21,657	Match actual
8405-1025-0000	Sewer Non-Residential	75,417	74,361	74,361		74,361	
8405-1060-0000	Sewer Non-Residential Vacant	8,656	8,680	8,680		8,680	
8405-1100-0000	Treated Effluent Water-Lockhart	7,000	7,000	-		7,000	
8405-1200-0000	Sewer Interest On Investments	24,000	24,000	7,192		24,000	
8405-1220-0000	Sewer Interest on Rates	2,000	2,000	1,121		2,000	
8405-1310-0000	Sewer Connection Fees	1,300	2,724	2,724		2,724	Match actual
8405-1410-0000	Sewer Pensioner Rebate	10,600	10,600	10,764	164	10,764	Match actual
	Total Operating Income	483,359	488,206	463,285		487,973	
	Operating Expenditure						
8405-2005-0000	Sewer All Leave Types	9,000	9,000	3,772		9,000	
8405-2007-0000	Sewer OnCosts(Super, W/Comp)	7,000	7,000	4,178		7,000	
8405-2070-0000	Sewer Training	3,000	3,000	2,473		3,000	
8405-2110-0000	Sewer Interest - Loans	27,200	27,200	-	12,000	15,200	
8405-2220-0000	Sewer Consultants	20,000	20,000	4,200		20,000	
8405-2245-0000	Sewer Insurances	1,600	1,140	1,140		1,140	Match actual
8405-2255-0000	Sewer Treatment Works Electricity	32,000	32,000	12,702		32,000	
8405-2260-0000	Sewer Telephone	1,000	1,000	415		1,000	
8405-2275-0000	Sewer Rates & Water Charges	8,500	8,500	6,350		8,500	
8405-2280-0000	Sewer Sundries	2,000	2,000	-		2,000	
8405-2300-0000	Sewer Pensioner Rebate Exp	19,500	19,500	19,374	126	19,374	Match actual
8405-2330-0000	Effluent Reuse R&M	18,000	18,000	7,194		18,000	
8405-2331-0000	Sewer Mains R&M	15,000	15,000	1,209		15,000	
8405-2332-0000	Sewer Pump Stations R&M	30,000	30,000	14,978		30,000	
8405-2333-0000	Sewer Treatment Works R&M	100,000	100,000	51,173		100,000	
8405-2900-0000	Sewer Depreciation	165,000	165,000	82,500		165,000	
	Total Operating Expenditure	458,800	458,340	211,657		446,214	
	Operating Surplus/(Deficit)	24,559	29,866	251,628		41,759	

This is page 64 of the Business Paper of the Ordinary Monthly Meeting of the Lockhart Shire Council held in the Council Chambers, Green Street, Lockhart – 5 February 2018.

CHAIRPERSON

Lockhart Shire Council
Ordinary Meeting – 5 February 2018

SEWER FUND - INCOME & EXPENDITURE		2017/18 Operational Plan Estimates	Amended Budget post Sept Review	Actuals to December 2017	Amendment to Original Budget	Amended Budget post Dec Review	Comments
G/L Account No.	Description						
Capital Income							
8405-1230-0000	Sewer Expansion Loan	1,000,000	1,150,000			1,150,000	2018-19 works b/fwd
		1,000,000	1,150,000	-		1,150,000	
Capital Renewals							
8405-4600-0001	Sewer Capital Renewals	185,000	185,000	16,900		185,000	
8405-4600-0000	Sewer Expansion The Rock	1,100,000	1,250,000	692,023		1,250,000	2018-19 works b/fwd
8405-5100-0000	Sewer Loans - Repayments (Principals)	33,900	33,900	-	18,000	15,900	
		1,318,900	1,468,900	708,923		1,450,900	
Transfer from Reserves (Income)							
8405-1701-0000	Tfr From Sewer Infrastructure Reserve	215,000	215,000	-		215,000	
Transfer to Reserves (Expenditure)							
8405-2701-0000	Tfr To Sewer Infrastructure Reserve	-	-	-		-	
Internal Expenditure							
8405-2450-0000	Administration Expenses	40,000	40,000	-		40,000	
8405-2460-0000	Technical Staff Services	40,000	40,000	-		40,000	
		80,000	80,000	-		80,000	
	Add back Depreciation Expense (non-cash)	165,000	165,000	82,500		165,000	
	Net Surplus/(Deficit)	5,659	10,966	(374,794)	29,893	40,859	

This is page 65 of the Business Paper of the Ordinary Monthly Meeting of the Lockhart Shire Council held in the Council Chambers, Green Street, Lockhart – 5 February 2018.

CHAIRPERSON

Lockhart Shire Council

Quarterly Budget Review Statement
for the period 01/10/17 to 31/12/17

Cash & Investments Budget Review Statement

Budget review for the quarter ended 31 December 2017

Cash & Investments - make a choice >>>

(\$000's)	Original Budget 2017/18	Approved Changes			Revised Budget 2017/18	Variations for this Dec Qtr	Notes	Projected Year End Result	Actual YTD figures
		Carry Forwards	Sept QBRS						
Externally Restricted ⁽¹⁾									
Developer Contributions - General	208,000			208,000			208,000	208,000	
Developer Contributions - Sewer Fund	6,000			6,000			6,000	5,616	
Specific Purpose Unexpended Grants	96,000			96,000			96,000	96,000	
Sewerage Services	2,075,000			2,075,000			2,075,000	2,075,000	
Total Externally Restricted	2,385,000	-	-	2,385,000	-		2,385,000	2,384,616	
<small>(1) Funds that must be spent for a specific purpose</small>									
Internally Restricted ⁽²⁾									
Computer Software Upgrade	40,000	-		40,000			40,000	40,000	
Disaster Reserve	134,000			134,000			134,000	134,000	
Economic Development	75,000			75,000			75,000	75,000	
Employees Leave Entitlement	775,000			775,000			775,000	775,501	
Flood Damages Reserve	229,000			229,000			229,000	229,000	
Future Election Expenses	-			-			-	-	
Future Infrastructure Improvements/Replacement	837,000			837,000			837,000	837,150	
Future Landfill Land Acquisition	22,000			22,000			22,000	22,000	
Galore Hill Reserve	16,000			16,000			16,000	16,229	
Gravel Pit Reserve	213,000			213,000			213,000	213,000	
Lockhart Recreation Ground	10,000			10,000			10,000	10,000	
Lockhart Swimming Pool	18,000			18,000			18,000	17,642	
Magolia Lodge	52,000			52,000	(3,400)		48,600	48,600	
Plant & Vehicle Replacement	13,000			13,000			13,000	13,000	
Advanced FAGs-General Component	1,100,000			1,100,000			1,100,000	1,100,000	
Advanced FAGs-Roads Component	764,000			764,000			764,000	764,000	
Public Halls	12,000			12,000			12,000	12,000	
Unallocated Funds	169,000			169,000			169,000	169,000	
Youth Flats	28,000			28,000			28,000	27,505	
Total Internally Restricted	4,507,000	-	-	4,507,000	(3,400)		4,503,600	4,503,627	
<small>(2) Funds that Council has earmarked for a specific purpose</small>									
Unrestricted (ie.available after the above Restrictions)	729,930	-	-	729,930	3,400		733,330	733,687	
Total Cash & Investments	7,621,930			7,621,930			7,621,930	7,621,930	

Lockhart Shire Council

Quarterly Budget Review Statement
for the period 01/10/17 to 31/12/17

Contracts Budget Review Statement

Budget review for the quarter ended 31 December 2017

Part A - Contracts Listing - contracts entered into during the quarter

Contractor	Contract detail & purpose	Contract Value	Start Date	Duration of Contract	Budgeted (Y/N)	Notes
Cleanaway	Domestic Waste & Recycling	\$ 176,000	01/07/17	12 months	Y	
Tim Mitchell Constructions	The Rock Sewer Project	\$ 837,700	23/08/17	8 months	Y	
Scott Newbery Earthmoving	Lockhart Flood Mitigation Works Govt Dam Levy Construction	\$ 527,406	11/01/18	3 months	Y	
Cleanaway	Domestic Organics, Waste & Recycling Collection	\$ 164,000	01/04/18	7 years	Y	

Lockhart Shire Council

Quarterly Budget Review Statement
for the period 01/10/17 to 31/12/17

Consultancy & Legal Expenses Budget Review Statement

Consultancy & Legal Expenses Overview

Expense	YTD Expenditure (Actual Dollars)	Budgeted (Y/N)
Consultancies - General Fund	5,432	Y
Consultancies - Sewer Fund	4,200	Y
Legal Fees	907	Y

Definition of a consultant:

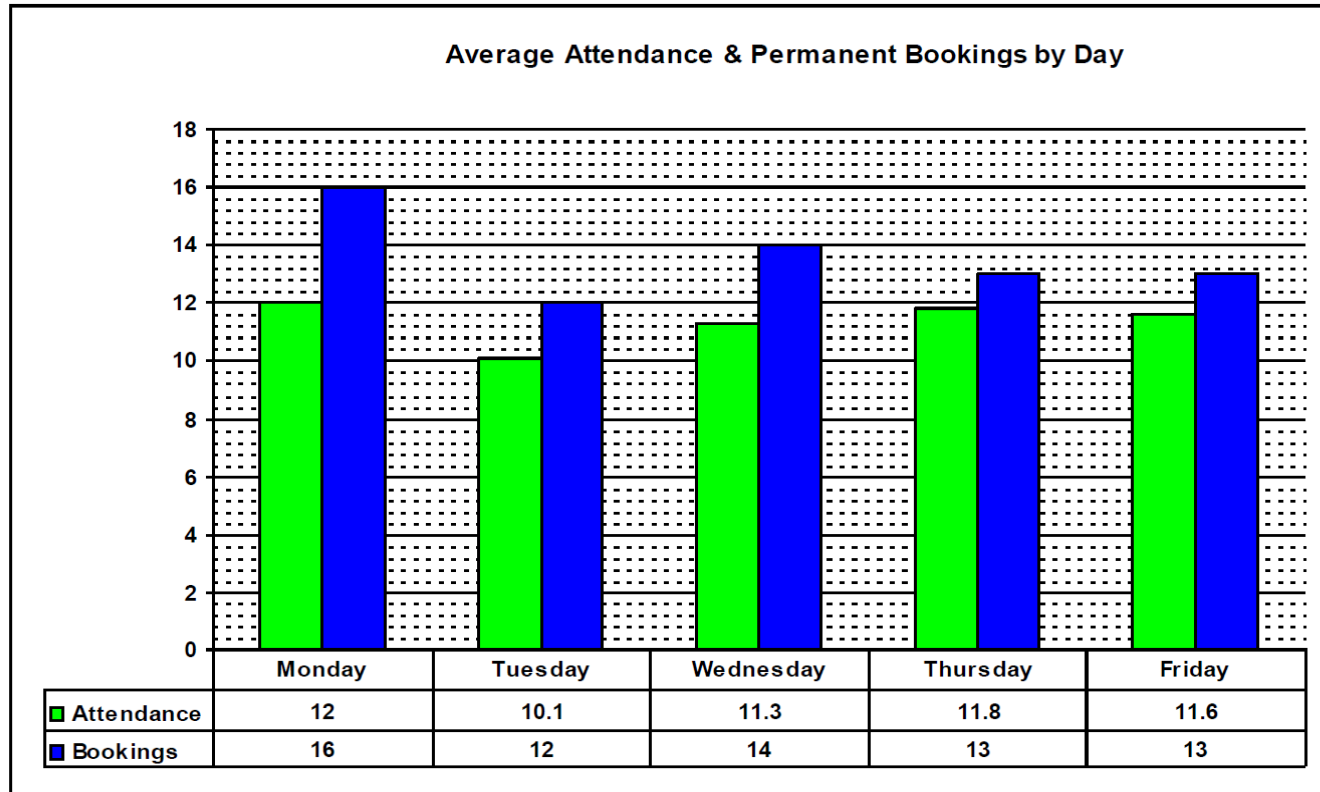
A consultant is a person or organisation engaged under contract on a temporary basis to provide recommendations or high level specialist or professional advice to assist decision making by management. Generally it is the advisory nature of the work that differentiates a consultant from other contractors.

Comments

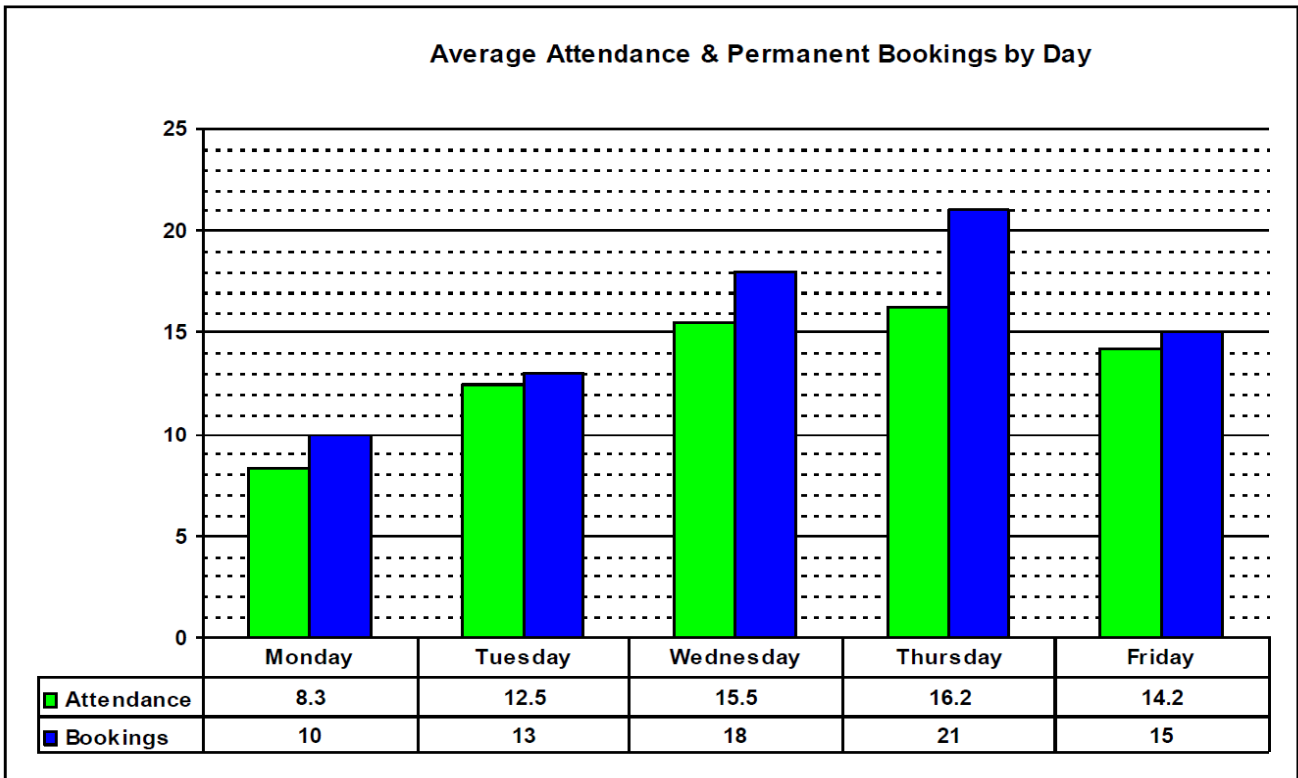
Expenditure included in the above YTD figure but not budgeted includes:

Details

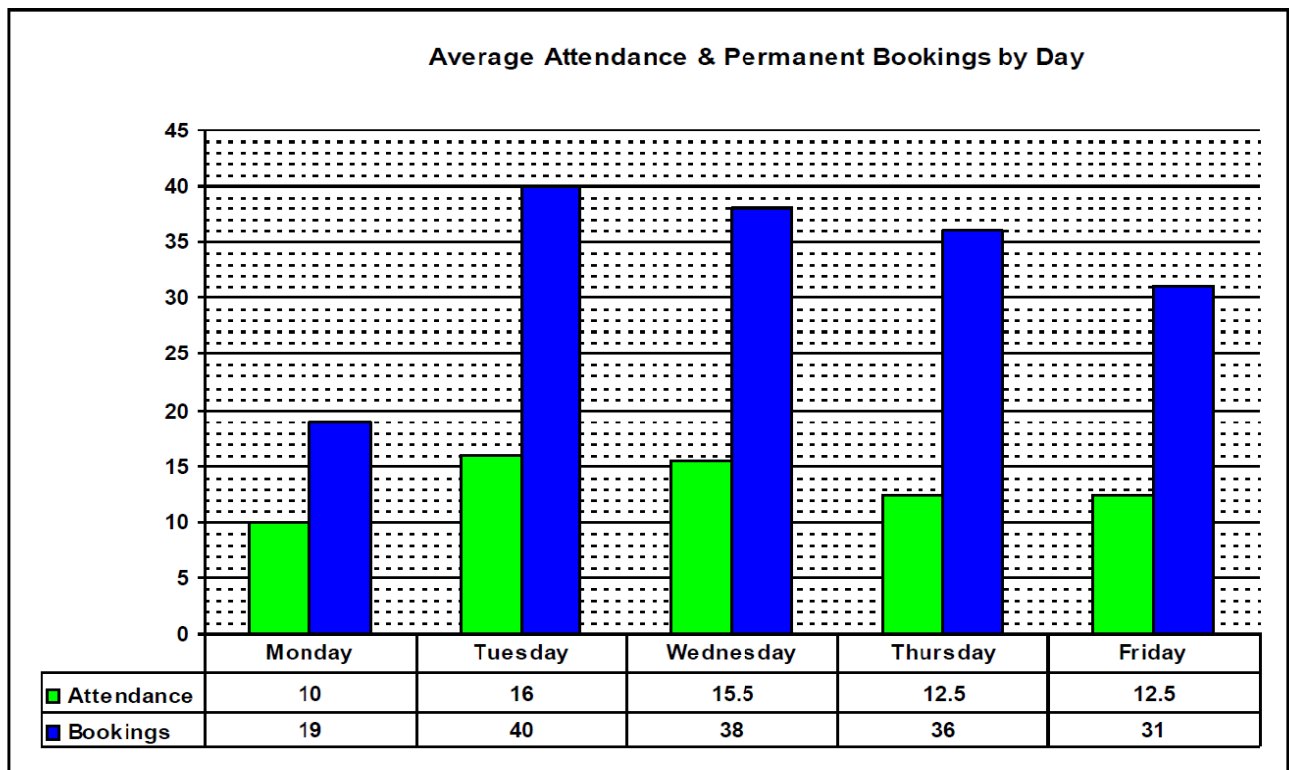
Rockoosh
Attendance Graphs: 1/10/2017 - 31/12/2017
Before School Care



After School Care



Vacation Care



14. DRAFT MODEL CODE OF MEETING PRACTICE FOR NSW COUNCILS

(GM/C70-005)

Executive Summary

The Office of Local Government (OLG) is consulting with councils and other stakeholders on a new Draft Model Code of Meeting Practice.

Report

Amendments made to the Local Government Act 1993 in August 2016 provide for a model code of meeting practice to be prescribed by regulation. The OLG has prepared a consultation draft of the proposed Model Code. Once it is finalised it will replace the meeting rules currently prescribed in the Local Government (General) Regulation 2005 and councils will be given a period of 6 months in which to adopt a code of meeting practice based on the Model Code.

The Draft Model Code has two elements described by OLG as follows:

1. It contains mandatory provisions (indicated in black font) that reflect the existing meetings provisions of the Act and adapt those currently contained in the Regulation. The existing meetings provisions of the Regulation have been updated and supplemented to reflect contemporary meeting practice by councils and to address ambiguities and areas of confusion in the existing provisions based on feedback from councils.
2. It contains non-mandatory provisions (indicated in red font) that cover areas of meeting practice that are common to most councils but where there may be a need for some variation in practice between councils based on local circumstances. The non-mandatory provisions will also operate to set a benchmark based on what OLG sees as being best practice for the relevant area of practice.

In making submissions on the draft Model Meeting Code, OLG would welcome feedback from councils on whether any of the proposed non-mandatory provisions should be mandated. If there is a sufficient body of support for these from councils, these may be made mandatory in the final version of the Model Meeting Code.

OLG is inviting submissions from councils and other stakeholders on the Draft Model Code. Submissions should be made by Friday 16 March 2018.

A copy of the Draft Model Code of Meeting Practice has been separately forwarded to all Councillors. In particular, Council's attention is drawn to the following new provisions contained in the Draft Code:

1. Clause 3.34 (page 13) provides for "pre-meeting briefing sessions" to be arranged by the General Manager prior to each ordinary meeting of council – non-mandatory.
2. Clause 4.1 (page 15) provides for a public forum to be held prior to each ordinary meeting of Council – non-mandatory.
3. Clause 5.18 (page 21) requires all council meetings (excluding closed sessions) to be webcast – mandatory.
4. Clause 5.21 (page 21) allows for audio recordings of council meetings to be made for the dominant purpose of assisting with the preparation of the minutes – non-mandatory.
5. Clause 11.10 (page 37) states that all voting at council meetings must be recorded in the minutes of the meetings with the names of councillors who voted for or against a motion being recorded as if a division had been called – non-mandatory.

The mandatory requirement for all council meetings to be webcast will have a budgetary impact on Council as it will necessitate some expenditure on Council's IT systems. A cost estimate will be prepared for Council's consideration in conjunction with the preparation of the 2018/19 Draft Budget.

It is also noted that, whilst Lockhart and The Rock have NBN available, outer lying parts of the Shire have less reliable internet services making it more difficult to take advantage of the live streaming of council meetings.

Accordingly, Council may wish to make a submission to OLG advocating that the webcasting of council meetings be included in the final Model Code of Meeting Practice as a non-mandatory provision only.

Integrated Planning and Reporting Reference

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

E2 – Use effective community engagement processes.

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

Legislative Policy & Planning Implications

Amendments made to the Local Government Act 1993 in August 2016 provide for a model code of meeting practice to be prescribed by regulation. The new Model Code, once it is finalised, will replace the meeting rules currently prescribed in the Local Government (General) Regulation 2005 and councils will be given a period of 6 months in which to adopt a code of meeting practice based on the Model Code.

Budget & Financial Aspects

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

Attachments

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

Recommendation: That Council make a submission to the Office of Local Government proposing that the webcasting of council meetings be included in the final Model Code of Meeting Practice as a non-mandatory provision.

Notes:

**15. PROPOSED COUNCILLOR INDUCTION AND PROFESSIONAL DEVELOPMENT GUIDELINES
(GM/C85-010)**

Executive Summary

The Office of Local Government (OLG) is consulting with councils and other stakeholders in relation to proposed regulations and guidelines prepared to assist councils to develop and deliver induction and ongoing professional development activities for their mayor and councillors.

Report

Amendments made to the *Local Government Act 1993* in August 2016 saw the inclusion in the prescribed role of councillors under section 232 a responsibility *“to make all reasonable efforts to acquire and maintain the skills necessary to perform the role of a councillor”*. In support of this, the amendments allow regulations to be made for induction and other professional development for mayors and councillors. The proposed regulations are set out below:

- a) *“The general manager is to ensure an induction program is delivered for newly elected and returning councillors and a specialised supplementary induction program for the mayor within six months of their election.*
- b) *The general manager is to ensure an ongoing professional development program is delivered for the mayor and each councillor over the term of the council for the purposes of assisting them to acquire and maintain the knowledge and skills necessary to perform their roles.*
- c) *The content of the ongoing professional development program to be delivered to the mayor and councillors is to be determined in consultation with the mayor and each councillor and is to have regard to the specific knowledge and skills required by the mayor, each individual councillor and the governing body as a whole to perform their roles.*
- d) *Mayors and councillors must make all reasonable efforts to participate in the activities offered to them as part of an induction or ongoing professional development program.*
- e) *The general manager is to report to the first council meeting held following the completion of the delivery of the induction program identifying the activities offered to the mayor and each councillor as part of the induction program, and whether or not the mayor and each councillor participated in the activities offered to them.*
- f) *The general manager is to report to the first council meeting held following 30 June in each year identifying the ongoing professional development activities offered to the mayor and each councillor in the year to 30 June as part of the professional development program, and whether or not the mayor and each councillor participated in the activities offered to them under the program.*
- g) *The general manager is to ensure these reports are published on the council’s website.*
- h) *The Chief Executive of the Office of Local Government may, at the request of a general manager, exempt the council from the requirement to publish details of induction and ongoing professional development activities offered to the mayor or an individual councillor where he or she is satisfied that there are exceptional circumstances.”*

OLG has prepared guidelines to assist councils to develop and deliver induction and ongoing professional development activities for their mayor and councillors in compliance with the proposed regulations. OLG has issued a consultation draft of the proposed guidelines for comment prior to them being finalised. Under the guidelines, councils’ induction and professional development programs are to consist of three elements as follows:

1. Pre-election candidate sessions – these are to ensure prospective candidates are aware of what will be expected of them if elected (these are not mandatory but are encouraged);
2. Induction program – this aims to equip mayors and councillors with the information they need to perform their role effectively over the first few months and has a particular focus on building positive, collaborative relationships between councillors and with staff;
3. Professional development program – this is to be developed in consultation with all councillors and delivered over the term of the council to build the skills, knowledge and personal attributes necessary to be an effective mayor or councillor.

Whilst the pre-election candidate sessions will not be mandatory, the regulations as proposed will require the general manager to ensure the delivery of an induction program for newly elected and returning councillors and a supplementary induction program for the mayor within six months of a council election, as well as an ongoing professional development program for councillors.

The regulations as drafted also have an emphasis on the mandatory reporting and publication of information regarding councillors’ participation in induction and professional development programs through the Council’s annual report and website.

The Councillor Induction and Professional Development Guidelines identify the content that should be included in an induction program. With respect to the ongoing professional development program the Guidelines propose that this should be developed in consultation with the mayor, individual councillors and the council as a whole and take into account individual needs.

Since the ordinary election held in September 2016 several professional development opportunities have been provided to councillors. These included:

- REROC - Councillor Professional Development Workshop One (5 participants);
- Statewide Mutual and AICD – Integrity Management in Local Government (3 participants);
- LGNSW (hosted by Albury City Council) – Local Government Excellence (1 participant).

A workshop on Leadership and Governance in Local Government is being arranged by REROC and delivered by Statewide Mutual and AICD on 22 February 2018.

A copy of the Draft Councillor Induction and Professional Development Guidelines has been separately forwarded to each Councillor.

OLG is inviting submissions from councils and other stakeholders on the Draft Councillor Induction and Professional Development Guidelines. Submissions should be made by Friday 16 March 2018.

Integrated Planning and Reporting Reference

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

E3 – Ensure Council staff and Councillors participate regularly in professional development to support high quality customer service and professional skills.

Legislative Policy & Planning Implications

The proposed Councillor Induction and Professional Development Guidelines will be issued under section 23A of the Local Government Act.

Pursuant to Section 23 A of the Act, the Chief Executive of OLG may from time to time prepare, adopt or vary guidelines relating to the exercise by a council of any of its functions.

A council must take any relevant guidelines issued under this section into consideration before exercising any of its functions.

Budget & Financial Aspects

An amount of \$8,000 has been allocated in the 2017/18 Budget for Councillor training expenses, an increase of \$3,000 from 2016/17.

Attachments

A copy of the Draft Councillor Induction and Professional Development Guidelines has been separately forwarded to each Councillor.

Recommendation: That Council determine whether it wishes to make a submission to OLG in relation to the Draft Councillor Induction and Professional Development Guidelines.

Notes:

16. JOINT ORGANISATIONS OF COUNCIL

(GM/R30-015)

Executive Summary

In accordance with a resolution of Council passed at the Council meeting held on 18 December 2017, arrangements have been made for a Councillor Workshop to discuss the formation of Joint Organisations (JOs).

Report

The formation of JOs was a component of the NSW Government's "Fit For The Future" reform process of recent years. The concept of JOs has been under review by the NSW Government for some time. The Government announced its long awaited position on JO's in November 2017 with the passing of the Local Government Amendment (Regional Joint Organisations) Act 2017.

The Act came into force on 15 December 2017.

A summary of the legislation, a Discussion Paper prepared by REROC for member Councils and the NSW Government's proposed timeframe for the formation of JOs was outlined in a report to the Council meeting held on 18 December 2017. At that meeting Council resolved as follows:

- a) *The information regarding the passing of the Local Government Amendment (Regional Joint Organisations) Bill 2017, be noted.*
- b) *A workshop be convened prior to the next Council Meeting and that a representative of the Office of Local Government be invited to attend; and*
- c) *A further report regarding the formation of JOs in the Riverina-Murray region be presented to the 5 February 2018 meeting of Council.*

In accordance with the above resolution arrangements have been made for a Workshop to be held on Monday 5 February 2018 commencing at 3.00pm.

Arrangements have also been made for the Office of Local Government's Director Policy and Sector Development, Melissa Gibbs, to be in attendance at the Workshop.

In order to facilitate discussion at the Workshop the following information has been separately distributed to Councillors:

- Media release issued by the Deputy Premier and Minister for NSW and the Minister for Local Government dated 3 November 2017 announcing new laws that will allow councils to voluntarily establish JOs;
- Letter dated 20 December 2017 from the Acting Chief Executive of the Office of Local Government regarding the process and timeframe for forming JOs;
- Letter from the Deputy Premier and Minister for NSW to REROC regarding REROC's request for an extension of time for the formation of JOs.
- Brochure received from the Office of Local Government outlining how JOs will work;
- Discussion Paper prepared by REROC summarising the JO legislation and the pros and cons, as identified by REROC, of various scenarios and options open to REROC Councils.

Integrated Planning and Reporting Reference

E1 - Advocate and prepare for the long term sustainability of our Shire

E1 - Implement "Fit For The Future" improvement action plans, i.e. continue involvement with REROC/JO.

Legislative Policy & Planning Implications

A legislative framework for the formation of JOs has been provided with the passing of the Local Government Amendment (Regional Joint Organisations) Act 2017 which came into force on 15 December 2017.

Budget & Financial Aspects

Council is currently a member of REROC and pays an annual membership fee. The NSW Government will provide \$3.3 million in seed funding to support the establishment of JOs.

Attachments

Copies of the documents listed in this Report have been separately distributed to Councillors.

Recommendation: That Council determine its next steps regarding the formation of JOs following the Councillor Workshop.

Notes:

**17. POLICY 3.23 EMPLOYEE ASSISTANCE PROGRAM AND CRITICAL INCIDENT SUPPORT
(GM/C70-025)**

Executive Summary

A revised *Policy 3.23 Employee Assistance Program and Critical Incident Support* is presented for Council's consideration.

Report

At its meeting held on 6 February 2017 Council endorsed a process for the review of existing policies and development of new policies. As part of the ongoing process of reviewing Council's policies, *Policy 3.23 Employee Assistance Program (EAP) and Critical Incident Support* has been reviewed and the revised Policy is tabled for Council's consideration.

The objectives of the Policy are to provide an independent, professional and confidential counselling service conducted by registered Counsellors to employees and immediate families who may need help with particular problems affecting their well-being, both personally and in the workplace.

Council has an obligation to ensure the health, safety and welfare of all employees at work. An EAP is fundamental to providing all employees preventative and proactive risk management services to assist in the reduction of workplace injuries and illness.

A revised *Policy 3.23 Employee Assistance Program and Critical Incident Support* is attached.

Integrated Planning and Reporting Reference

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

E1 – Attract and retain a quality workforce.

Legislative Policy & Planning Implications

Council has an obligation pursuant to Section 19 of the Work, Health and Safety Act 2011 to ensure, so far as is reasonably practicable, the health and safety of its employees.

Budget & Financial Aspects

Council has had an EAP provided through an external provider for some years the costs of which have been incorporated into the annual Budget. The cost of the EAP has averaged less than \$300 for each of the past three financial years.

Attachments

1. Amended *Policy 3.23 Employee Assistance Program and Critical Incident Support*.

Recommendation: That the amended *Policy 3.23 Employee Assistance Program and Critical Incident Support*, as presented, be adopted.

Notes:

Attachment 1. – Amended Policy 3.23 Employee Assistance Program and Critical Incident Support

3.23 Employee Assistance Program (EAP) Counselling and Critical Incident Support

POLICY TITLE: EMPLOYEE ASSISTANCE PROGRAM (EAP) COUNSELLING & CRITICAL INCIDENT SUPPORT
FILE REF: O05-045
EXPIRY DATE: FEBRUARY 2021

OBJECTIVES

To provide an independent and confidential professional psychological and counselling service to employees and immediate families conducted by qualified and experienced social workers, counsellors, mediators and psychologists.

POLICY STATEMENT

Lockhart Shire Council is committed to ensuring the health, safety and welfare of all employees at work. Council is committed to providing all employees preventative and proactive risk management services to assist in the reduction of workplace injuries and illness.

The aim of the Employee Assistance Program (EAP) is to offer independent, professional and confidential counselling assistance to people who may need help with particular problems affecting their well-being, both personally and in the workplace.

The EAP is a counselling and advisory service, which is made available to all employees and their immediate families, at no cost to the employee. The counselling discussion is informal, friendly and focused on employee needs.

An EAP is aimed at assisting persons experiencing difficulties in their lives such as:

Professionally

- Lack of concentration or distracted by problems at work
- Getting tired or sick
- Having days off
- Feeling emotional or stressed
- Unable to cope with change
- Career concerns
- Being involved in conflicts
- Burdened by everyday concerns
- Workplace bullying or harassment

Personally

- Balancing work and family
- Relationship issues
- Depression and Anxiety
- Communication problems
- Anger management
- Separation and divorce
- Insomnia or sleep problems
- Grief and loss

The EAP may also be used to provide critical incident support and debriefing. The services offered through EAP include:

- Assessment
- Phone and face to face counselling
- External referrals for persons needing on-going support or further assistance.

All employees will be provided with an information session and all new employees will be provided with information on induction.

Each employee/family member may access a maximum number of three (3), one (1) hour counselling sessions each year.

Lockhart Shire Council's EAP provider is CentaCare South West NSW.

EAP Contact telephone number 1300 619 379

*Amended by Council – 5 February 2018
Refer Minute No. xx/18*

*Adopted by Council – 20 July 2009
Refer Minute No. 248/09*

18. POLICY 3.11 SMOKE FREE WORKPLACE POLICY

(GM/C70-025)

Executive Summary

A revised *Policy 3.11 Smoke-Free Workplace Policy* is presented for Council's consideration.

Report

At its meeting held on 6 February 2017 Council endorsed a process for the review of existing policies and development of new policies. As part of the ongoing process of reviewing Council's policies, *Policy 3.11 Smoke-Free Workplace Policy* has been reviewed and the revised Policy is tabled for Council's consideration.

The Policy was last reviewed in 2009 and the need to review and update the Policy, and to reinforce the Policy in the workplace, was noted at a recent Work Health and Safety Committee meeting.

The aim of this policy is to ensure a Smoke-Free Workplace during working hours including:

- a) All Council owned or controlled buildings and enclosed structures;
- b) All Council vehicles and items of plant; and
- c) All Council work sites whether in the open air or not.

Council has an obligation under the Work Health and Safety Act 2011 to ensure the health, safety and welfare of all employees at work and to eliminate, or at least minimise, any risks to health and safety.

The revised *Policy 3.11 Smoke-Free Workplace Policy* is attached.

Integrated Planning and Reporting Reference

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

E1 – Attract and retain a quality workforce.

Legislative Policy & Planning Implications

Council has an obligation pursuant to Section 19 of the Work, Health and Safety Act 2011 to ensure, so far as is reasonably practicable, the health and safety of its employees.

Budget & Financial Aspects

Nil.

Attachments

- 1. Policy 3.11 Smoke-Free Workplace Policy.

Recommendation: That the revised *Policy 3.11 Smoke-Free Workplace Policy*, as presented, be adopted.

Notes:

Attachment 1. – Policy 3.11 Smoke Free Workplace Policy

3.11 Smoke-Free Workplace Policy

POLICY TITLE: SMOKE-FREE WORKPLACE POLICY

FILE REF: O05-005

EXPIRY DATE: TWO YEARS FROM DATE OF ADOPTION

OBJECTIVES

The aim of this policy is to ensure a Smoke-Free Workplace during working hours, free from the effects of Environmental Tobacco Smoke (ETS). ETS refers to exhaled, mainstream smoke and sidestream smoke from a cigarette

FOCUS

This policy applies to all employees, contractors and visitors to Council's work sites.

The focus of this Policy is to eliminate or reduce the risk associated with passive smoking in the workplace. Given that ETS is a major airborne contaminant employers who continue to allow smoking in their workplace may be in breach of the *Work Health and Safety Act 2011*. In this regard:

Section 17 of the Act imposes a duty to:

- a) Eliminate risks to health and safety, so far as is reasonably practicable, and
- b) If it is not reasonably practicable to eliminate risks to health and safety, to minimise those risks so far as is reasonably practicable.

Section 19 of the Act requires the provision and maintenance of a work environment without risks to health and safety.

POLICY STATEMENT

1. Smoking is not permitted at any time in or around any Council workplace. This includes:
 - a) All Council owned or controlled buildings and enclosed structures
 - b) All Council vehicles and items of plant
 - c) All Council work sites whether in the open air or not.
2. Staff are not permitted to leave the workplace to smoke. Whilst not encouraging such departure for the purpose of smoking, Council acknowledges staff are entitled to leave the workplace during a non-paid break.
3. It is the responsibility of all supervisors and employees to ensure that no employee, contractor and/or visitor, smokes whilst on a Council work site. Employees who fail to look after the safety of other people at work by not complying with Council's Smoke Free Workplace Policy may be in breach of the *Work health and Safety Act 2011*.
4. Council will give assistance to any employee who wishes to quit smoking by way of counselling and/or financial assistance. An employee can contact Council's Human Resources / Work health and Safety Co-ordinator for further information and all enquiries will be treated as confidential.
5. Employees found breaching Council's Smoke Free Workplace Policy may be disciplined in accordance with the disciplinary procedures contained in the Local Government (State) Award.

*Reviewed by Council 5 February 2018
Refer minute xxx/18*

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

*Amendments adopted by Council – 20 June 2005
Refer Minute No. 24669*

*Adopted by Council – 17 June 2002
Refer Minute No. 23119*

19. 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.

Customer Requests for 2017 trended downwards, and staff are generally on top of requests and closing them out in a timely manner.

Integrated Planning and Reporting Reference

E2 – Accessible and responsive service delivery.

Legislative Policy & Planning Implications

Nil.

Budget & Financial Aspects

Included in annual operational budget.

Attachments

1. Summary of Customer Requests Report as at 31 December 2017.

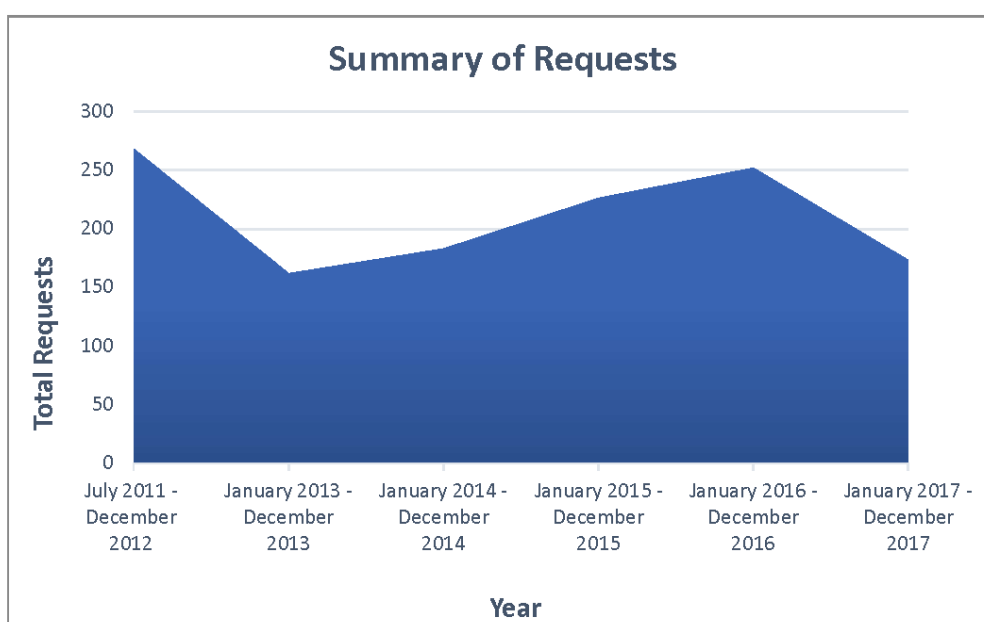
Recommendation: For Council's information.

Notes:

Attachment 1. – Summary of Customer Requests Report as at 31 December 2017

Summary of Requests Lodged

Year	Period	Total Requests
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	252
January 2017 - December 2017	12 months	173



SERVICE TYPE - October 2017 - December 2017

Dogs	5
Animals	5
Big Bins	8
Burials	3
Roads - Rural Unsealed	3
Roads - Rural Sealed	3
Roads - Urban Sealed	1
Application for Rural Addressing Post	2
Cemeteries	1
Back Lanes	3
Trees	1
Drainage	2
Overgrown Allotments	2
Sewerage	1
Parks and Gardens	1
Culverts	1
TOTAL	42

Questions and Statements

Nil.

Closed Session Agenda

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

20. OUTSTANDING CONDITIONS OF DEVELOPMENT CONSENT – POTENTIAL CLAIM AGAINST THE COUNCIL (GM/P25-010)

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

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

21. LEASE OF 34 AND 38 DAY STREET, THE ROCK (DEES/LD-10AH)

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

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

22. LONG SERVICE LEAVE LIABILITY (GM/S30-060)

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

- (a) Personnel matters concerning particular individuals (other than councillors).