



MINUTES

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

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

**Minutes of the Ordinary Monthly Meeting of Lockhart Shire Council held in the Council Chambers,
Green Street, Lockhart on Monday, 5 February 2018 at 5.00pm.**

PRESENT

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

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

The meeting opened with a prayer.

APOLOGIES

Nil.

LEAVE OF ABSENCE

Nil.

CONFIRMATION OF MINUTES ORDINARY MEETING 18 DECEMBER 2017

1/18	RESOLVED on the motion of Crs Walker and Sharp that the Minutes of the Ordinary Meeting held on Monday, 18 December 2017 as printed and circulated be taken as read and confirmed.
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DECLARATION OF PECUNIARY AND NON-PECUNIARY INTERESTS

Cr R. Schirmer - Non-Pecuniary Interest – Staff Reports, Item 8, Development Applications.

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 Gonyah 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 sign makers 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 sign maker 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.

3/18	RESOLVED on the motion of Crs Driscoll and Marston that the information be noted.
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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 Sewerage 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. 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 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 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 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. Complete.</p>
181/17	TEDO	<p>Minutes of the Tourism/Economic Development Steering Committee Meeting – Lockhart Railway Station 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 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 Saggors 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 Saggors Family has made to the community.</p>	<p>Contact has been made with Mr Gordon Saggors, both verbally and in writing.</p> <p>Mr Saggors supports and appreciates Council's initiative. The following wording for the plaque has been agreed with Mr Saggors: -</p> <p><i>"In recognition of the significant contribution made by the Saggors 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.

4/18

RESOLVED on the motion of Crs Walker and Rockliff that the information be noted.

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.

<p>5/18 RESOLVED on the motion of Crs Verdon and Marston that Council approve expenditure of up to \$3,000 towards the completion of The Rock SES Unit's headquarters building upgrade.</p>
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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"*.

6/18

RESOLVED on the motion of Crs Rockliff and Day that:

- a) The information be noted by Council
- b) 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"*.

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.

7/18

RESOLVED on the motion of Crs Walker and Marston that the information in this report be noted.

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.

8/18 RESOLVED on the motion of Crs Rockliff and Sharp that the information be noted.
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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.

9/18 RESOLVED on the motion of Crs Verdon and Douglas that the information be noted.
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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, 'Maggie 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.

10/18 RESOLVED on the motion of Crs Walker and Marston that the information be noted.

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.

11/18	RESOLVED on the motion of Crs Driscoll and Sharp that Council: <ul style="list-style-type: none">a) Calls for tenders for Lockhart and The Rock Swimming Pool upgrade works with costs to be funded from Council reserves; andb) Provides further report to Council once outcome of funding applications is known and tenders have been received.
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The Mayor, Cr Rodger Schirmer declared a non-pecuniary interest in the following item and vacated the Chair and Chambers for its duration.

Deputy Mayor, Cr Greg Verdon assumed the Chair.

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.

12/18 RESOLVED on the motion of Crs Douglas and Day that the information be noted.
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The Mayor resumed the Chair.

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.

13/18 RESOLVED on the motion of Crs Verdon and Walker that he Low-Pressure Sewer System Policy, as publicly exhibited, be adopted and that Council give public notice of the adoption of the Policy.

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 septics, 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.

14/18 RESOLVED on the motion of Crs Sharp and Driscoll that Council adopt the proposed new fee of \$100 for inspection of on-site sewerage management systems in the Lockhart Shire.

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.

<p>15/18 RESOLVED on the motion of Crs Driscoll and Walker 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.</p>
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The decision was unanimous.

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

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

General Ledger:

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

16/18 RESOLVED on the motion of Crs Rockliff and Douglas 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.

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.

17/18 RESOLVED on the motion of Crs Verdon and Rockliff that:

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

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.

18/18	RESOLVED on the motion of Crs Douglas and Rockliff 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.
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**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.

19/18 RESOLVED on the motion of Crs Driscoll and Walker that the information be noted.
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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.

20/18 RESOLVED on the motion of Crs Walker and Day that:

In accordance with Part 7 of Chapter 12 of the Local Government Act 1993 (Act) the Lockhart Shire Council (Council) resolves:

1. That the Council inform the Minister for Local Government (Minister) of the Council's endorsement of the Minister recommending to the Governor the establishment of a Joint Organisation (Joint Organisation) in accordance with this resolution.
2. To approve the inclusion of the Council's area in the Joint Organisation's area.
3. That the Joint Organisation be established to cover the Council's area and any one or more of the following council areas:
 - Bland
 - Coolamon
 - Cootamundra-Gundagai
 - Greater Hume
 - Junee
 - Snowy Valleys
 - Temora
 - Wagga Wagga.
4. That before 28 February 2018 the General Manager provide the Minister with a copy of this resolution including the date on which Council made this resolution.
5. That, on the expiry of a period of 28 days from the making of this resolution, the General Manager inform the Minister that this resolution has not been rescinded.

21/18 RESOLVED on the motion of Crs Verdon and Sharp that Council support the continuation of REROC for a period no longer than 12 months from the proclamation of the Joint Organisation.

**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.

22/18 RESOLVED on the motion of Crs Douglas and Marston that the amended <i>Policy 3.23 Employee Assistance Program and Critical Incident Support</i> , as presented, be adopted.

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.

23/18	RESOLVED on the motion of Crs Sharp and Rockliff that he revised Policy 3.11 Smoke-Free Workplace Policy, as presented, be adopted.
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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.

24/18 RESOLVED on the motion of Crs Verdon and Day that the information be noted.

Questions and Statements

Cr Walker

- (i) **Grading Program** – Enquired as to why the grading program has moved back three months?

Response – Director Engineering and Environmental Services

DEES advised Council must sometimes revise the grading program to accommodate the construction program or re-prioritise grading based on the current condition of gravel roads.

Cr Sharp

- (i) **Issue with Murray Pines Encroaching Henty-Pleasant Hills Road** – advised he had received a letter from a resident regarding these trees on the Henty-Pleasant Hills Road, just east of Figtree Lane.

Response – Director Engineering and Environmental Services

DEES advised he will investigate and take appropriate action.

Cr Douglas

- (i) **Ryans Lane (Osborne End)** – advised there is a depression in Ryans Lane resulting from water running over the road, rather than going through the nearby culvert.

Response – Director Engineering and Environmental Services

DEES advised he will investigate and take appropriate action.

Cr Rockliff

- (i) **Walkway across Green Street, Lockhart** – Enquired if a pedestrian crossing could be created at the walkway across Green St, Lockhart?

Response – Director Engineering and Environmental Services

DEES advised that the 'warrants' required to get approval for a pedestrian crossing would not be able to be obtained for this crossing, and as such it will remain as is with pedestrians having to give way to traffic.

- (ii) **Urana Boree Creek Rd near 'Lakeside'** – has been advised by a resident of trees overhanging Urana Boree Creek Road near 'Lakeside'.

Response – Director Engineering and Environmental Services

DEES advised he will investigate and take appropriate action as resourcing permits.

- (iii) **Caravan Parking Signage** – Advised he has received complaints from caravaners requesting more caravan parking signage be placed around Lockhart township.

Response – Director Engineering and Environmental Services

DEES advised he will investigate and take appropriate action as resourcing permits.

- (iv) **Vacant Block Beside Old Billabong Motors Building** – Enquired who is responsible for cleaning up the vacant block next to the old Billabong Motors building?

Response – Director Engineering and Environmental Services

DEES advised it is Council's responsibility, as owner of the property, and he will arrange works as required.

- (v) **Defibrillators for Lockhart and The Rock Pools** – Enquired if Lockhart and The Rock pool have defibrillators on site, and if not, could defibrillators be supplied?

Response – Director Engineering and Environmental Services

DEES advised that the supply of defibrillators will be part of the upgrade works. In the meantime, the pool contractors were asking if local sporting groups might lend their defibrillators to the pools for this swimming season.

- (vi) **Tables and Chairs for Green Street CBD Area, Lockhart** – Enquired if any further action had occurred regarding this request?

Response – Director Engineering and Environmental Services

DEES advised that no further action had occurred and research into options will occur when time and resourcing permits.

Cr Marston

- (i) **Tootool-Mittagong Road** – Advised he believed this road requires a maintenance grade.

Response – Director Engineering and Environmental Services

DEES advised he will investigate and take appropriate action.

Cr Driscoll

- (i) **Statement – Expressed a huge thank you to the Veneris Family for hosting the BBQ to welcome Lockhart Shire’s 2018 Australia Day Ambassador.**
- (ii) **The Rock Regional Observatory Project** – Presented conceptual plans for this project and advised quotes for the building works are currently being sought. Cr Driscoll also advised that a “Friends of The Rock Observatory” group is currently being put together to assist with the paying of insurances, etc.

Cr Day

- (i) **Hole in West Wall of Memorial Hall, Lockhart** – Advised that birds have been observed going in and out of a hole in the west wall of the Memorial Hall, Lockhart.

Response – Director Corporate and Community Services

DCCS advised he will investigate and take appropriate action.

- (ii) **China’s Ban on Buying Recycling Products from Australia** – Advised of recent news of China’s ban on buying recycling products from Australia and believed that this may impact recycling for Shires.
- (iii) **Wash Out on Eastern End of Fargunyah Lane** – Advised of wash out that will need repairing.

Response – Director Engineering and Environmental Services

DEES advised he will investigate and take appropriate action.

- (iv) **Wash Outs on Maffra Lane** – Advised of two wash outs on the earth-formed section of Maffra Lane that will need gravel.

Response – Director Engineering and Environmental Services

DEES advised he will investigate and take appropriate action.

Cr Verdon

- (i) **Statement – Passed on thanks from residents on The Rock-Mangoplah Road for the recent shoulder widening works.**
- (ii) **Statement – Passed on thanks from residents on Mixner Street, The Rock for the recent drainage tidy up.**
- (iii) **Statement – Reiterated Cr Driscoll’s Thank You above to the Veneris Family for hosting the BBQ to Welcome Lockhart Shire’s 2018 Australia Day Ambassador.**

- (iv) **Thank You to Osborne Recreation Ground Management Committee for Hosting 2018 Australia Day Celebrations** – Enquired if Council had written to the Osborne Recreation Ground Management Committee to thank them for hosting the Shire’s 2018 Australia Day Celebrations?

Response – General Manager

GM advised a letter had already been sent.

- (v) **Request for Disabled Access Ramps in Front of Shops in The Rock** – Enquired if Council could consider the installation of disabled access ramps up the kerb in front of shops in The Rock (in particular the supermarket and butcher)?

Response – Director Engineering and Environmental Services

DEES advised he will investigate and include on the new 5-year Active Transport Plan as appropriate.

- (vi) **Old Grave Site in Road Reserve on Old Trunk Road** – Enquired if Council could tidy up the old grave site in the road reserve on Old Trunk Road?

Response – Director Engineering and Environmental Services

DEES advised he will investigate.

Cr Schirmer

- (i) **Request for 15 Minute Parking Space Near Bendigo Bank, Lockhart** – Enquired if one “15 Minute Parking” space could be installed near the Bendigo Bank in Lockhart?

Response – Director Engineering and Environmental Services

DEES advised he will investigate and take appropriate action.

- (ii) **Weeds in the Lagoon at Hodgson Park** – Enquired if the weeds in the lagoon at Hodgson Park could be removed?

Response – Director Engineering and Environmental Services

DEES advised he will investigate and take appropriate action.

- (iii) **Statement – Advised that Council was sending a letter of congratulations to recent Order of Australia Medal recipient, Mrs Rose Lehmann.**

CLOSED SESSION

25/18	RESOLVED on the motion of Crs Marston and Rockliff that Council close the meeting to the public as per section 10(A)(2)(a) of the Local Government Act 1993.
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The meeting moved into Closed Session at 7.03pm.

29/18	RESOLVED on the motion of Crs Marston and Day that Council move into Open Council.
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The meeting moved into Open Session at 7.09pm.

OPEN COUNCIL

The following resolutions of Council, while the meeting was closed to the public, were read to the meeting by the General Manager.

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

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.

26/18	RESOLVED on the motion of Crs Rockliff and Driscoll that Council agree to pay the Development Service Charge of \$5,915 to Riverina Water in relation to DA28/05i subject to the landowners executing a appropriate Deed of Release.
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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.

27/18	RESOLVED on the motion of Crs Driscoll and Verdon that Council: <ul style="list-style-type: none">a) Enters into lease agreement with Kate Young for \$582.40 per annum for 3 years, andb) Authorises the General Manager and Director of Engineering and Environmental Services to sign the lease on behalf of Council.
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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).

<p>28/18 RESOLVED on the motion of Crs Marston and Day that Council approve the payment of "Excess Long Service Leave" as outlined in the Report and in accordance with the Local Government (State) Award.</p>
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The meeting concluded at 7.12pm.

The minutes of the meeting held on Monday, 5 February 2018 were confirmed as a true and accurate record at the Ordinary Council Meeting held on 19 March 2018 at which time the signature was hereunto subscribed.

CHAIRMAN

CHAIRPERSON