



# **MINUTES**

**of the  
Ordinary Meeting  
Held  
4 February 2019**

**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, 4 February 2019 at 5.00pm.**

## **PRESENT**

Cr R. Schirmer (Mayor), Cr G. Verdon (Deputy Mayor), Cr M Day OAM, Cr D. Douglas, 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**

Cr G. Driscoll.

## **LEAVE OF ABSENCE**

Cr J. Walker sought Leave of Absence for the March 2019 meeting.

<b>1/19</b>	<b>RESOLVED</b> on the motion of Crs Day and Sharp that Cr Walker be granted Leave of Absence for the March 2018 meeting.
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## **CONFIRMATION OF MINUTES ORDINARY MEETING 17 DECEMBER 2018**

<b>2/19</b>	<b>RESOLVED</b> on the motion of Crs Rockliff and Walker that the Minutes of the Ordinary Meeting held on Monday, 17 December 2018 as printed and circulated be taken as read and confirmed.
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## **DECLARATION OF PECUNIARY AND NON-PECUNIARY INTERESTS**

Nil.

## MAYORAL MINUTE

Nil.

## MAYORAL REPORT

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

Tues, 18 Dec	Attended the Lockhart Central School Annual Presentation Night.
Thurs, 20 Dec	Attended the Lockhart Shire Council Indoor Staff BBQ to present Staff Service Awards and assist with cooking the BBQ.
Mon, 14 Jan	Attended the funeral of the General Manager's father in Albury. Also in attendance were Crs Verdon, Day, Driscoll and Marston, and staff members Craig Fletcher, David Webb and Leonie Arnold.
Fri, 25 Jan	Attended a REROC Executive Meeting in Wagga Wagga.
Sat, 26 Jan	Attended the Lockhart Shire Australia Day Celebrations at the Lockhart Swimming Pool Complex, along with Crs Verdon, Douglas, Marston, Rockliff and Sharp, Peter Veneris - General Manager, Craig Fletcher – Director Corporate and Community Services and David Webb – Director Engineering and Environmental Services.
Fri, 1 Feb	Attended the official opening of The Rock Gym at The Rock Swimming Pool.
Mon, 4 Feb	Conducted a Citizenship Ceremony at the Council Chambers.

**3/19**

**RESOLVED** on the motion of Crs Verdon and Marston that the Mayoral Report be received.

## **URGENT MATTERS**

Nil.

## **NOTICE OF MOTION**

Nil.

## **COMMITTEE REPORTS**

Nil.

## **DELEGATES' REPORTS**

Nil.

## Status Report/Précis of Correspondence Issued

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

Res. No:	Officer to Action	Info	Action Taken
<b>Ordinary Council Meeting held 17 December 2018</b>			
344/18	GM/ DCCS	<p><b>Closed Agenda – Request from Osborne Recreation Ground Management Committee</b></p> <p>a) Enter into a lease agreement with Jason Webster, as adjoining land owner to the Osborne Recreation Ground to lease land as per map for \$1.00 per annum for 3 years, and</p> <p>b) The General Manager and Director Corporate and Community Services be authorised to sign the lease on behalf of Council.</p>	Lease is being drafted. The matter of a 3-year lease was following up and solicitor advised a caveat stipulating Council's interest with regards to leased land can be put in place. Work is progressing and updates will be reported to Council.
343/18	GM	<p><b>Closed Agenda – Australia Day Awards 2019</b></p> <p>Council endorse recommendations of the Australia Day Awards Committee regarding the 2019 Australia Day Awards.</p>	Australia day Awards presented to recipients at Council's Australia Day celebrations. Complete.
341/18	GM	<p><b>Review of Organisation Structure</b></p> <p>Endorse proposed restructure to include two permanent part time positions in the Organisation Structure where casual employees have previously been utilised.</p>	Revised organisation structure adopted. Complete.
340/18	GM	<p><b>Policy 2.31 Procurement</b></p> <p>Revised policy 2.31 Procurement Policy to be placed on public exhibition for a period of 28 days and any submissions received be tabled for Council's consideration prior to adoption of the Policy.</p>	Draft policy currently on public exhibition.
339/18	GM	<p><b>Model Code of Meeting Practice for NSW Councils</b></p> <p>a) Release of the Model Code of Meeting Practice be noted pending further information to be made available by the Office of Local Government regarding transitional arrangements that will apply to the Codes adoption by councils,</p> <p>b) Options for the webcasting of council meetings and associated costs be investigated and reported back to Council at a future meeting.</p>	A draft Lockhart Shire Council Code of Meeting Practice, based on the new prescribed Model Code, will be tabled at the March council meeting for consideration.
336/18	DEES	<p><b>Heavy Vehicle Access</b></p> <p>Director Engineering and Environmental Services to provide a further report to Council when further information from NHVR is available.</p>	Information report. 4.6m gazettal is through and RMS maps have been updated. Complete.
332/18	DEES	<p><b>Draft Policy 2.53 Mobile Garbage Bin Issue and Replacement</b></p> <p>a) Draft Policy 2.53 Mobile Garbage Bin Issue &amp; Replacement be placed on public exhibition for minimum of 28 days, and</p> <p>b) Further report be brought to Council in due course.</p>	Draft policy is currently on public exhibition.
330/18	GM	<p><b>Policy 1.19 Local Preference Purchasing Policy</b></p> <p>Policy to be placed on exhibition for a period of 28 days and any submissions received be tabled for Council's consideration prior to adoption of the Policy.</p>	Draft policy is currently on public exhibition.
329/18	DEES	<p><b>Policy 2.28 Asbestos Management</b></p> <p>a) Policy 2.28 Asbestos Management be placed on public exhibition for a minimum of 28 days, and</p> <p>b) Further report be brought to Council in due course.</p>	Draft policy is currently on public exhibition.

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328/18	GM	<p><b>Request for Assistance – Lockhart Picnic Race Club Inc.</b></p> <p>a) Council provide financial support to the value of \$374.25 to the Lockhart Picnic Race Club Inc. to assist to cover 50% of the cost of the water supply, and</p> <p>b) Council writes to Riverina Water County Council requesting donation of \$374 to cover remaining 50% of the cost of the water supply.</p>	<p>Council has written to RWCC and it has confirmed its support of \$374.00.</p> <p>Complete.</p>
327/18	GM	<p><b>Round 2 Stronger Country Communities Fund</b></p> <p>a) Information regarding successful grant applications under Round 2 of the Stronger Country Communities Fund be noted,</p> <p>b) Authority be granted for the Funding Agreement relating to Round 2 of the Stronger Country Communities Fund to be executed under Council's seal</p> <p>c) The unsuccessful projects involving the netball and handball court at the Yerong Creek Recreation Ground and the ½ basketball court at The Rock, be funded from Council's Future Infrastructure Development Reserve.</p>	<p>Funding Agreement executed.</p> <p>Complete.</p>
326/18	GM	<p><b>Riverina Regional Library – Deed of Agreement</b></p> <p>Authority granted for the Riverina Regional Library 2018-2022 Deed of Agreement to be executed under Council's seal.</p>	<p>Funding Agreement executed.</p> <p>Complete.</p>
<b>Ordinary Council Meeting held 19 November 2018</b>			
318/18	GM	<p><b>Council Meeting – February 2019</b></p> <p>Council meeting scheduled to be held on 18 Feb 2019 be brought forward to 4 Feb 2019.</p>	<p>Notice of the change of meeting date has been given in the December/January Council Newsletter and via the Council's website.</p> <p>Complete</p>
312/18	MES	<p><b>Variation to Development Control Plan, DA 39/19</b></p> <p>Council grant consent for a variation to the Lockhart DCP, thereby permitting an increased building height for a proposed new shed at 63 Federal St, Lockhart, subject to no objections being received.</p>	<p>No complaints received. DA has been approved.</p> <p>Complete.</p>
310/18	DEES	<p><b>Grant Application – Playground at The Rock Recreation Ground</b></p> <p>Council make a grant application under the NSW Government's Everyone Can Play in NSW Grant 2018-19 for a new playground at The Rock Recreation Ground.</p>	<p>Grant applications close 21 December 2018.</p> <p>Grant has been submitted.</p> <p>Complete.</p>
294/18	DCCS	<p><b>Minutes of the TEDSC Meeting – Magnolia Lodge</b></p> <p>Council investigate the funding of additional independent living /aged care accommodation in the Shire, including at Magnolia Lodge.</p>	<p>Discussed at a meeting with Valmar, continuing investigations.</p>
293/18	GM	<p><b>Minutes of the TEDSC Meeting – Lockhart Industrial Land</b></p> <p>This matter to be brought before a full meeting of Council for consideration at a future date.</p>	<p>A report will be prepared for consideration at a forthcoming Council meeting.</p>

<b>Ordinary Council Meeting held 15 October 2018</b>			
270/18	GM	<p><b>Woodhaven Aged Care Facility – Land Ownership</b></p> <p>a) The land described as Lot 1 DP230301, Lot 2 DP230301, Lot 10 DP1067716 and Lot 1 DP726186 be transferred to Lockhart and District Aged Care Association Inc. trading as Woodhaven Aged Care for \$1.00, and</p> <p>b) Authority be granted for the Transfers and other relevant documentation to be executed under the Council's seal.</p>	Woodhaven Aged Care advised of council's decision and requested to arrange for necessary legal documentation to be prepared and forwarded to Council for execution.
261/18	TEDO	<p><b>Minutes of the TEDSC Meeting – Water Tower Lighting</b></p> <p>Consideration be given to funding to light the Lockhart Water Tower Mural and that Council investigate possible lighting options.</p>	In progress.
260/18	TEDO	<p><b>Minutes of the TEDSC Meeting – Water Tower Long Term Maintenance</b></p> <p>An agreed amount be held in reserve to enable future maintenance of the Lockhart Water Tower as and when needed.</p>	To be addressed in conjunction with the preparation of the 2019/20 Budget.
<b>Ordinary Council Meeting held 17 September 2018</b>			
252/18	DCCS	<p><b>Closed Agenda – Information Technology Systems – Quotations</b></p> <p>a) Council approve the purchase of the Electronic Document and Records Management System (EDRMS) HPE Content Manager with initial purchase, setup and training costs to be funded from Council's Systems &amp; IT Improvements Reserve;</p> <p>b) Council approve the purchase of Asset Management system AssetFinda with initial purchase, setup and training costs to be funded from Council's Systems &amp; IT Improvements Reserve;</p> <p>c) Initial and ongoing cost of iPad Minis are to be incorporated and funded from Council's Operating Plan Budget at Quarterly Budget Review; and</p> <p>d) Year 2 and ongoing annual license fees cost are to be incorporated and funded from Council's Operating Plan Budget.</p>	Purchase Order for AssetFinda raised, software licence received and being reviewed. IT Server is at end of life, quotes being sort. Server requires upgrade or replacing to enable AssetFinda to be installed. Refer to item in this agenda on upgrade to server.
237/18	GM	<p><b>Request for Financial Assistance – The Rock Show Society Inc.</b></p> <p>a) An amount of \$500 be provided to The Rock Show Society Inc. as a one-off donation; and</p> <p>b) Any financial assistance agreed to be Council be paid to The Rock Show Society Inc. after the governance arrangements referred to in this report have been clarified.</p>	Correspondence has been forwarded to The Rock Show Society Inc. advising of Council's decision to provide a one-off donation subject to clarifying governance arrangements. Meeting of recently established section 355 committee to be held on 6/2/19.

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126/18	DEES	<p><b>Recycling Update</b></p> <p>b) Council authorises DEES to negotiate CDS refund sharing agreement with Kurrajong Recycling and bring a further report to Council, and</p> <p>c) Submit a grant application under NSW EPA funding for material recovery facilities when open, for use of recycled glass in road base construction.</p>	<p>a) DEES still in negotiations with Kurrajong Recyclers. See report to Council November 2018. Complete.</p> <p>b) Grant funding due to open in October 2018. Webinar in early July on the funding program. DEES has attended webinar and grant funding is currently open.</p> <p>c) has been completed.</p>
117/18	TEDO	<p><b>Minutes of the TEDSC Meeting – Magnolia Lodge Land</b></p> <p>TEDSC investigate the existing documentation on the Magnolia Lodge to ascertain previous project plans.</p>	<p>Complete. Council to investigate the funding of additional independent living/aged care accommodation in the Shire</p>
<b>Ordinary Council Meeting held 19 March 2018</b>			
68/18	GM	<p><b>Closed Agenda – Green Street West Lockhart – Price Review</b></p> <p>a) Council adopt the following asking process for lots remaining unsold in the residential subdivision at Green Street West, Lockhart:</p> <p>a. \$25,000 Lots 1, 6, 7, 9, 10, 23, 24, 25, 27, 28, 29, 30, 31, and 32</p> <p>b. \$27,500 Lots 12, 16, 17 and 18</p> <p>c. \$44,000 Lots 11 and 34</p> <p>b) That in relation to Lots 6-7, 9-10, 23-25 and 28-31, the price of two adjoining lots sold in a single transaction, i.e. one contract of sale, be reduced to \$22,000 each or a total contract price of \$44,000.</p> <p>c) That Lot 8 Rockliff Court in the Green Street West Residential Estate be taken off the Market whilst cost estimates are prepared for converting the allotment into a local park.</p> <p>d) That the GM be authorised to negotiate with project home builders for establishment of a display home at Green Street West with any incentives to be offered to be subject to approval by Council.</p>	<p>Council's agent has been informed of the revised selling prices adopted by Council.</p> <p>Council's agent is contacting all builders on its data base regarding incentives that might encourage the construction of a spec/display home.</p> <p>A cost estimate for converting an allotment into a park is currently being prepared.</p>
51/18	GM	<p><b>Lockhart Renewable Energy Project</b></p> <p>a) Project update provided by Better Energy Technology Pty Ltd noted,</p> <p>b) Lockhart Renewable Energy Project Information Brochure endorsed for distribution to Lockhart premises.</p>	<p>A revised application for funding of Phase 1 of the project (regulatory &amp; planning approvals) has been resubmitted by BET with the Australian Renewable Energy Agency (ARENA) after the initial application was declined and the outcome is awaited.</p>
<b>Ordinary Council Meeting held 5 February 2018</b>			
21/18	GM	<p><b>Joint Organisations of Council</b></p> <p>Council will support the continuation of REROC for a period no longer than 12 months from the proclamation of the Joint Organisation.</p>	<p>JOs proclaimed and discussions continuing between member councils regarding governance arrangements.</p> <p>First JO Board meeting was held on 19/10/18.</p>



<b>Ordinary Council Meeting held 18 December 2017</b>			
316/17	GM	<p><b>The Rock to Boree Creek Rail Line</b> Council to continue to make applications when further rounds of funding are released.</p>	<p>This project has been included in the Regional Economic Development Strategy Action Plan developed for the functional economic region comprising Coolamon, Junee, Lockhart and Wagga local government areas.</p> <p>The project has also been submitted to the Riverina JO for inclusion in the Statement of Regional Priorities being developed by the JO.</p>
<b>Ordinary Council Meeting held 16 October 2017</b>			
266/17	DEES	<p><b>Closed Agenda – Tender – Waste Contract</b></p> <p>a) Contract for 'Domestic Garbage, Recyclables &amp; Organics Collection &amp; Transport Service' to be awarded to Cleanaway, adjusted for two bin collection service for an interim 6-month period as required; Contract to be 7 years – 2 April 2018 to 2 April 2025, renewable annually thereafter by mutual consent for up to three by one-year agreements; and</p> <p>b) General Manager and Director of Engineering &amp; Environmental Services authorised to sign Contract and Purchase Orders; and</p> <p>c) Council to make application for grant funding to supply FOGO bins and kitchen caddy's; and</p> <p>d) Undertake resident education program on 3-bin system and FOGO collection; and</p> <p>e) Staff authorised to enter into negotiations with Kurrajong Waratah to continue with Recyclables processing on behalf of Lockhart Shire Council.</p>	<p>(a) &amp; (b) Letter issued to Cleanaway. Contracts prepared. Cleanaway has commenced new contract with new truck, still operating on two bin system. Two bin system to continue till 1 April 2019 at this stage.</p> <p>(c) &amp; (d) Council engaging consultant to assist with grant application. Consultant is working on documentation and grant application. Grant application submitted. Grant funding successful for FOGO implementation.</p> <p>(e) Council met with Kurrajong Waratah. Negotiations progressing well, waiting on CDS information before can finalise agreement. Staff had further discussions with Kurrajong recently. See report to Council meeting November 2018. CDS sharing agreement reached. Complete.</p> <p>Grants for FOGO implementation now open and currently preparing application. Consultant still working on composting licence requirements. Grant submitted. Awaiting outcome of FOGO processing grant.</p>
<b>Ordinary Council Meeting held 21 August 2017</b>			
181/17	TEDO	<p><b>Minutes of the Tourism/Economic Development Steering Committee Meeting – Lockhart Railway Station</b> Addition time to be given to source an alternative use/tenant for the Lockhart Railway Station building.</p>	<p>Consideration to be given as an office for the solar project if successful prior to advertising availability.</p>

Ordinary Council Meeting held 15 May 2017			
115/17	GM	<p><b>Councillor Professional Development</b> 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>The Councillor Professional Development Guidelines have now been prescribed and a report will be tabled at the March Council meeting.</p>
Ordinary Council Meeting held 18 April 2017			
72/17	DEES	<p><b>Caravan Parks</b> a) Information noted pending a furthermore detailed report b) Council has determined as a matter of policy that caravan parks be short term (holiday park) stays; and c) Expressions of Interest (EOI) be invited for Management of the Lockhart Caravan Park for 1 July 2017 to 30 June 2018 with option of 2 x 12-month extensions on mutual agreement.</p>	<p>More detailed report to be presented at a future Council meeting.</p> <p>Items (b) &amp; (c) are complete. Staff currently compiling information to put together further report.</p>
Ordinary Council Meeting held 19 September 2016			
241/16	TEDO	<p><b>Minutes of Tourism/Economic Development Steering Committee - Town Visitor Information Boards</b> New town visitor information boards to be designed and installed in The Rock and Lockhart.</p>	Signs received.
Ordinary Council Meeting held 16 May 2016			
109/16	DCCS	<p><b>Old Lockhart Railway Station Building</b> Council to: a) Seek to find a suitable use/tenant for the building b) Begin negotiations with JHR to hand building back, if suitable use/tenant not found within next 6 months.</p>	Ongoing. No potential tenants have enquired. Promoting venue as a regional meeting site. Very little activity to date. Lockhart Central School has used for 2018 HSC exams. No enquiries for a permanent tenant.
Ordinary Council Meeting held 17 December 2018 – Councillor Questions & Statements			
Councillor's Questions	DEES	<p><b>Cr Walker – Rail Yard at Yerong Creek</b> – Requested that Council send a letter to ARTC regarding tidying up the rail yard at Yerong Creek.</p>	<p>DEES advised he will send a letter to ARTC. DEES written to ARTC who have responded that will take a look and action as required. Complete.</p>
	DEES	<p><b>Cr Sharp – Compliance Officer Inspections</b> – Following a complaint from a resident at Bidgeemia, Cr Sharp enquired about prior notification being sent before the Compliance Officer inspects septic on private property.</p>	<p>DEES advised that letters are sent to the property owners with a date for inspection and advice to contact Council to arrange an alternative inspection time if not convenient. No further action required by Council. Complete.</p>
	DEES	<p><b>Cr Douglas – Request for Education Program for Cyclists</b> – Enquired if the Road Safety Officer (RSO) could run an education program for cyclists in the Shire, especially regarding the wearing of hi-vis gear particularly in the early morning.</p>	<p>DEES advised he will speak to the RSO about running a program. DEES spoke with RSO. An education program will be run in February 2019 in newsletter and on Facebook.</p>

	DCCS	<b>Cr Driscoll – Upgrade of Councillor iPads</b> – Enquired about the upgrade of Council issued iPads for Councillors.	DCCS advised he will be attending to this as a priority in the new year. Should be available at next Council Meeting.
	DEES	<b>Cr Day OAM – Request for Street Light outside Greens Gonyah Museum</b> – Enquired if a street light could be installed outside the Greens Gonyah Museum in Lockhart?	DEES advised that this is being considered as part of the upgrade works in the main street, but in the meantime the Museum could install a light to light up the steps. No further action for Council at this stage. Complete.
	DEES	Cr Verdon – The Rock Cemetery – Advised that he has received numerous positive comments on how well The Rock Cemetery is presented, and to pass on thanks to staff involved.	DEES advised he will pass on thanks to staff. Thanks has been passed onto staff. Complete.
<b>Ordinary Council Meeting held 19 November 2018 – Councillor Questions &amp; Statements</b>			
	DCCS	<b>Cr Driscoll – Cleaning of Toilets at The Rock Recreation Ground</b> – Advised that there seems to be a problem with cleaning of the toilets at The Rock Recreation Ground.	DCCS advised he was aware of the issue and would be attending a meeting this week to resolve the issue. Have met with Rec Ground representatives, issue addressed in short term, still investigating long term options.
	DEES	<b>Cr Verdon – Back Lane between Mixner and Cornwall Sts, The Rock</b> – Advised there is water ponding in the back lane between Mixner and Cornwall Sts, The Rock preventing residents from accessing their properties.	DEES advised he will investigate and take appropriate action. DEES investigated and considers the back lane to be in good condition and no water ponding when had rain overnight before inspection. Complete.
	DEES	<b>Cr Verdon – Council Contribution – The Rock Recreation Ground</b> – Advised The Rock Recreation Ground receives an annual contribution funding of \$12,500 from Council and with electricity currently costing \$12,000 p.a., was wondering if Council could do and audit or assist in any way?	DEES advised there may be some upcoming opportunities for grant funding for solar and battery storage for Council buildings and he will investigate further and advise. DEES has been in contact with OEH about opportunities. Council to provide information to OEH.

<b>Ordinary Council Meeting held 15 October 2018 – Councillor Questions &amp; Statements</b>			
Councillor's Questions	DEES	<b>Cr Verdon – Status of The Rock Subdivision -</b> Enquired as to the status of The Rock subdivision?	DEES advised the draft linen plan has been submitted to Council, however it needs some refinement around easements following which it should be ready to lodge with solicitors for registration. Draft linen plan received, a couple of further amendments needed. Works on sealing Carson Road has commenced. Linen plan has been sent to solicitors for registration. Works on the ground have been completed. See GM report to Council at February 2019 meeting. Complete.
<b>Ordinary Council Meeting held 17 September 2018 – Councillor Questions &amp; Statements</b>			
Councillor's Questions	GM/Mayor	<b>Cr Verdon – Wagga Wagga City Council's (WWCC) Position regarding Riverina Joint Organisation (RIVJO)</b> – Enquired as to an update regarding WWCC's position regarding joining the RIVJO.	The Mayor advised that the WWCC had indicated in writing that it was prepared to join the RIVJO subject to certain conditions and that the conditions were acceptable to the RIVJO member councils insofar as they were able to be accommodated within the provisions of the Local Government Act. Discussions are continuing between WWCC and JO member councils.
	Councillors	<b>Cr Schirmer – Mayor's Christmas Party 2018 –</b> Advised Councillors that the Mayor's Christmas Party will be held on Saturday, 8 December at the Rock Golf Club and could Councillors please think about and advise on invitations.	
<b>Ordinary Council Meeting held 21 May 2018 – Councillor Questions &amp; Statements</b>			
Council lor's Questio ns	DEES	<b>Cr Rockliff – Water going into Back Yards between Green &amp; Hebden Sts, Lockhart</b> – Advised he has been approached by 2 residents regarding water going into back yards between Green and Hebden Sts, Lockhart.	DEES advised he is aware of the issue and will investigate when time and resourcing permits.

Councillor's Questions	DEES	<b>Cr Driscoll – Missing Town Entrance Sign</b> – Advised that The Rock entrance sign on the Olympic Highway on the Yerong Creek side is missing.	DEES advised he will investigate and advise, and also noted that town entrance signs were part of the recent SCCF grant application. DEES has had discussions with GHSC about reinstalling the sign, which is located at The Rock depot. Expect this will be undertaken in the near future. Council has chased up GHSC again and sign has been dropped off at GHSC Culcairn depot. GHSC has advised that it will be re-installed shortly.
<b>Ordinary Council Meeting held 5 February 2018 – Councillor Questions &amp; Statements</b>			
Councillor's Questions	DEES	<b>Cr Sharp – Issue with Murray Pines Encroaching Henty-Pleasant Hills Rd</b> – advised had received a letter from a resident re. these trees on Henty-Pleasant Hills Rd, just east of Figtree Lane.	DEES advised will investigate and take appropriate action. DEES has inspected the site and is currently having the vegetation assessed by Environmental Officer. Trees to be trimmed have been identified and works will occur as resourcing permits.
<b>Ordinary Council Meeting held 18 December 2017 – Councillor Questions &amp; Statements</b>			
Council lor's Questio ns	GM	<b>Cr Marston – Council Elections</b> – Enquired if Council, for the 2020 Council Elections would consider advertising its own election (not through AEC) to save money.	A separate report has been included in this agenda regarding this matter.
<b>Ordinary Council Meeting held 20 November 2017 – Councillor Questions &amp; Statements</b>			
Councillor's Questions	GM	<b>Cr Marston – Potential Purchase of Land for Development</b> – Following completion of Carson Rd Development, The Rock, enquired if Council could look into the purchase of more land for development (using borrowings) – Shire-wide, but maybe concentrating on The Rock and lifestyle blocks in Yerong Creek, requesting this be put on the agenda for further discussion.	Discussions have been held with Council's agent and the availability of suitable developable land coming on to the market is being monitored. Land development at The Rock has also been submitted to the Riverina JO for inclusion in the Statement of Regional Priorities being developed by the JO.
<b>Ordinary Council Meeting held 17 July 2017 – Councillor Questions &amp; Statements</b>			
Councillor's Questions	MAYOR	<b>Cr Driscoll – Fit For the Future Process</b> – Enquired as to where Council was up to regarding the FFTF process and ensuring we comply with our Action Plan.	The Mayor advised we are working on external contracting and other options regarding expanding the Shire's scale and capacity.
Councillor's Questions	COUNCIL LORS	<b>Cr Schirmer – Councillor Relaxed Visits throughout Shire</b> – Thanked Councillors who attended recent Friday night at the Pleasant Hills Pub and advised the visit was well received by the locals with positive feedback being given.	Councillors attended the Friday fish & chips night at Yerong Creek on 6 July 2018.

Ordinary Council Meeting held 18 April 2017 – Councillor Questions & Statements			
Councillors' Questions	DEES	<p><b>Cr Verdon – Song Written by Former Grader Operator Mr Keith Ball</b> – Enquired as to whether Council had a copy of the song about working on Council and if not, could a copy be obtained for historical purposes?</p>	<p>DEES advised he is not aware of the song and will contact the Funeral Director. Staff have spoken with family, a copy to be forwarded to Council in due course. Staff following up with the family again. It is hoped will have the song shortly. Council now has a copy of the song. Complete.</p>

**4 February 2019 Council Meeting - Correspondence Sent to Councillors**

Date to Councillors	From	Subject	File Ref
17/12/18	Cr Linda Scott, LGNSW	LGNSW Weekly – 14 December 2018	S20-007
17/12/18	ALGA News Editor	ALGA News 14 December 2018	A75-005
11/01/19	Cr Linda Scott, LGNSW	LGNSW Weekly – 21 December 2018	S20-007
14/01/19	Cr Linda Scott, LGNSW	LGNSW Weekly – 11 January 2019	S20-007
18/01/19	Cr Linda Scott, LGNSW	LGNSW Weekly – 18 January 2019	S20-007
29/01/19	Cr Linda Scott, LGNSW	LGNSW Weekly – 25 January 2019	S20-007

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

**4/19      RESOLVED** on the motion of Crs Verdon and Sharp that the information be noted.

## **Staff Reports**

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

Nil.

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

### **1. CARSON ROAD, THE ROCK RESIDENTIAL SUBDIVISION (GM/C80-006)**

#### Executive Summary

Construction of Stage 2 of the residential subdivision in Carson Road, The Rock has been completed and authority to execute documentation under Council's seal is being sought.

#### Report

Construction of Stage 2 of the residential subdivision in Carson Road, The Rock has been completed. The subdivision plan has been forwarded to Council's solicitor for lodgement at the Land Titles Office where registration of the Plan will legally create the new lots in Stage 2, i.e. lots 6 to 13.

Due to marketing efforts that had commenced earlier with Council's real estate agent, purchasers have been secured for two of the Stage 2 lots, i.e. Lot 6 and Lot 11, and contracts are currently being prepared for signing. The lots are being sold at the asking price determined by Council. At the Council meeting held on 19 March 2018 the following asking prices were adopted:

Lot 6	4,807sqm	\$99,000 (under offer)
Lot 7	4,807sqm	\$99,000
Lot 8	4,280sqm	\$99,000
Lot 9	4,280sqm	\$99,000
Lot 10	4,280sqm	\$99,000
Lot 11	8,209sqm	\$115,000 (under offer)
Lot 12	7,759sqm	\$115,000
Lot 13	8,653sqm	\$115,000.

To facilitate completion of the sales Council will be required to provide at settlement a Transfer document executed under Council's seal. In order to streamline this process and overcome the need to report separately to Council each time a sale is negotiated, authority is sought to execute under Council's seal, Transfer documents relating to Lots 6 to 13 in Stage 2 of the subdivision that are sold at the asking price adopted by Council.

The contracts of sale being prepared for the lots in Stage 2 will incorporate the same special conditions that were included in the Stage 1 contracts. These conditions prohibit further subdivision of the land into smaller lots. However, the special condition is not considered sufficient to ensure further subdivision does not occur. This is because there is nothing preventing the purchaser of the land from on selling the property in the future. Council would not be a party to the contract for any future sale and therefore cannot guarantee that a similar special condition will be incorporated into any future contract of sale.

The most appropriate way to prevent future subdivision of the land into smaller lots is to impose a Restriction on Use which is registered on the titles and runs with the titles irrespective of how many times the property is bought and sold in the future. The mechanism to facilitate this is an instrument under Section 88B of the Conveyancing Act. This document is also being prepared by Council's solicitor and will require execution under Council's seal as well.

The prices adopted by Council for the Stage 2 lots shown above were based on completed sales of the Stage 1 lots. All five Stage 1 lots were sold for \$95,000. However, the sale of the Stage 1 lots also included the supply of the on-site sewerage management system unit by Council at no cost to the purchaser, i.e. the cost was incorporated into the price of the land. In order to achieve the same outcome and maintain equity between the two Stages of the subdivision with respect to lot prices, it will be necessary for Council to once again meet the cost of supplying the unit.

#### Integrated Planning and Reporting Reference

B1 – Provide strong strategic direction for economic development.

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



Legislative Policy and Planning Implications

Any sales of residential land will be in accordance with the Conveyancing Act 1919 and the Real Property Act 1900 with Council's solicitor acting for Council in any sales transactions.

Budget and Financial Aspects

It has been Council's practice to transfer the proceeds from land sales to Reserve so that the funds may be recycled and used again for a future land development project. Stage 2 of the Carson Road subdivision has been funded in this way.

Attachments

Nil.

**Recommendation:** That Council authorise:

- a) Transfer documents relating to Lots 6 to 13 in Stage 2 of the residential subdivision at Carson Road, The Rock, that are sold at the asking price adopted by Council, to be executed under Council's seal.
- b) The Section 88B instrument relating to Lots 6 to 13 in Stage 2 of the residential subdivision at Carson Road, The Rock to be executed under Council's seal.
- c) The supply of the on-site sewerage management system units at no cost to the initial purchasers of Lots 6 to 13 in Stage 2 of the residential subdivision at Carson Road, The Rock,

**5/19**

**RESOLVED** on the motion of Crs Verdon and Walker that Council authorise:

- a) Transfer documents relating to Lots 6 to 13 in Stage 2 of the residential subdivision at Carson Road, The Rock, that are sold at the asking price adopted by Council, to be executed under Council's seal.
- b) The Section 88B instrument relating to Lots 6 to 13 in Stage 2 of the residential subdivision at Carson Road, The Rock to be executed under Council's seal.
- c) The supply of the on-site sewerage management system units at no cost to the initial purchasers of Lots 6 to 13 in Stage 2 of the residential subdivision at Carson Road, The Rock.
- d) The commitment to meet the cost of the onsite sewerage management system units for the remaining vacant lots in Stage 1 at no cost is to expire on 31 December 2021. The supply of the onsite sewerage management system units at no cost to the initial purchaser(s) of lots 6 to 13 in Stage 2 is not transferrable and that a special condition to this effect be included in the Contracts of Sale.

**2. MASTERPLAN FOR LOCKHART BUSINESS CENTRE**

**(DEES/R40-045)**

Executive Summary

Council has commenced the development of a masterplan to upgrade the Lockhart business centre.

Report

Further to the report to Council at its August 2018 meeting, Council has commenced the development of a masterplan to upgrade the Lockhart business centre.

The masterplan is considering a range of initiatives including heritage issues, all-abilities access to shop fronts, pedestrian access, parking, landscaping, street furniture, drainage, etc to make improvements to the street function and amenity.

A Focus Group to assist the consultant with the initial set of principles for the plan was established, with a meeting held 16 October 2018. The consultant has now produced the first set of plans for public consultation/comment. The draft plans will also be distributed to the Focus Group. The first community engagement sessions are set for 13-15 February 2019, with an evening session 6-8pm 14 February at the Council Chambers and an afternoon session 1-5pm 15 February in front of the IGA. Face to face meetings with all shop owners is scheduled for 13 February, with a separate meeting planned with the Museum committee. An online survey will also be conducted from 7 February to 28 February.

Following this the plans will be revised to incorporate the community's feedback, and further public consultation is to occur in mid-April. A third round of consultation will occur mid-June 2019 to present the final plans to the community before being presented to Council for endorsement.

The draft first set of the plans will be presented at the meeting.

In addition, the NSW Government has launched Round 2 of its Low-Cost Loans initiative (LCLI), providing Councils with low cost loans as well as a 50% reduction in the interest paid on eligible infrastructure loans, to support local infrastructure, such as roads, drainage and open quality space needed to enable increased housing supply (i.e. residential land). Loans are to be for greater than \$1 million and can be used for acquiring land, undertaking the infrastructure for subdivisions as well as community facilities (please refer to the attached program guidelines for further information).

The LCLI could be used for purchasing and developing land in The Rock, as well as main street upgrades with linkages to sell the available and future land in Lockhart. Applications close on the 16 May 2019.

The upgrade of Lockhart's business centre could be funded by a combination of low-cost loans, regional road funding, as well as combination of other State and Federal grants such as Growing Local Economies and Building Better Regions Funds.

Further land development in The Rock is more likely to be for future LCLI funding rounds as land is yet to be identified that could be developed for housing.

Upgrade of The Rock CBD as well as land development at The Rock has also been included in the list of projects to be considered for the Riverina JO's Statement of Regional Priorities.

#### Integrated Planning and Reporting Reference

B1 - Our Shire is attractive and welcoming to businesses, industry, resident and visitors.

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

#### Legislative Policy and Planning Implications

Any upgrade works must comply with Heritage requirements as well as Disability Inclusion Act 2016.

#### Budget and Financial Aspects

- Budget allowance for the master planning project is \$40,000.
- Estimates for full Lockhart business centre upgrade is \$5M, which is unfunded at this point in time.

#### Attachments

1. NSW Governments Low Cost Loan Initiative Guidelines.
2. Draft first set of plans for Lockhart business centre upgrade to be presented at the meeting.

#### **Recommendation:** That Council:

- a) Notes information provided in the report;
- b) Endorses the draft first set of plans for community consultation; and
- c) Staff investigate potential options for applications to the NSW Government Low Cost Loans Initiative and a further report be brought back to Council at the March 2019 meeting.

**6/19**

**RESOLVED** on the motion of Crs Verdon and Walker that Council:

- a) Notes information provided in the report;
- b) Endorses the draft first set of plans for community consultation; and
- c) Staff investigate potential options for applications to the NSW Government Low Cost Loans Initiative and a further report be brought back to Council at the March 2019 meeting.

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

### **3. PRIORITY WEEDS AND PESTS**

(DEES/N10-025)

#### Executive Summary

Monthly report on priority weeds and environmental matters.

#### Report

#### **Weeds**

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

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

The weeds most commonly found were St John's Wort (*Hypericum perforatum*), Privet (*Ligustrum* sp.), Green Cestrum (*Cestrum parqui*), Prickly Pear (*Opuntia* sp.), Coolatai Grass (*Hyparrhenia hirta*), and Ground Asparagus (*Asparagus aethiopicus*), (*Marrumbium vulgare*), Blackberry (*Rubus fruticosus* species aggregate), Bridal Creeper (*Asparagus asparagoides*), Willow (*Salix* sp.), Wild Radish (*Raphanus raphanistrum*), Bathurst Burr (*Xanthium spinosum*), Lippia (*Phyla canescens*), and St Barnaby's Thistle (*Centaurea solstitialis*) respectively.

No. 1 <sup>st</sup> Inspections	No. Re-inspections required	No.2 <sup>nd</sup> Inspections	No. Biosecurity Undertakings Accepted	No. Biosecurity Directions Issued	No.3 <sup>rd</sup> Inspections	No.4 <sup>th</sup> Inspections
16	10	10	0	0	2	1

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

Priority has been given to the control of St John's Wort (*Hypericum perforatum*), Silverleaf Nightshade (*Solanum elaeagnifolium*), Feathertop Rhodes Grass (*Chloris virgata*), Coolatai Grass (*Hyparrhenia hirta*), Spiny Burrgrass (*Cenchrus spinifex*), St Barnaby's Thistle (*Centaurea solstitialis*), and Horehound (*Marrumbium vulgare*) on roadside reserves.

##### ***Coolatai Grass Infestation***

In December a significant infestation of Coolatai Grass (*Hyparrhenia hirta*) was found to be present on the ARTC railway line at The Rock. The immediate initiation of control measures on this infestation by this organisation was commendable and greatly appreciated. This infestation has spread downstream with small infestations established in the following locations:

- on Braithwaites Travelling Stock Route, resulting in a coordinated control effort between Riverina LLS and Council;
- on the John Holland Rail network, whom were contacted yet no evidence of control is visual; and
- on two private properties, with landholders applying sufficient control measures.

Council staff intend to contact each of those affected by the infestations later in the year to coordinate an autumn-controlled burn to remove the bulk of the dead vegetation and eliminate the potential seedbank.

##### ***Weeds Action Program 2018-2019 Allocated Funding***

On 4 December it was announced that the Minister for Primary Industries had approved the grant of \$939 805 for Year 4 of the Riverina Weeds Action Program (WAP). Riverina Local Land Services are coordinating the distribution of these funds, and have allocated \$100 000 to facilitate the Regional Weed Coordinator position within the Riverina LLS.

Lockhart Shire Council had requested \$56 182.56 from funding for the implementation of the 2018-2019 Riverina Weeds Action Program, to coincide with the \$56 182.56 committed from Lockhart Shire Council. Lockhart Shire Council was allocated \$53 907.85 for the 2018-2019 Riverina WAP from funding which was higher than predicted, resulting in a 4% shortfall.

#### ***Riverina LLS Regional Weed Committee Meeting***

Council's Environmental Officer attended the Riverina Regional Weed Committee Meeting, in Narrandera, on 4 December. Issues discussed included:

- Matt McGrath (Vegetation Management Officer) from Wagga Wagga City Council won the Local Government Excellence in the Environment Award for Invasive Species Management for his innovative Weed Hygiene Station that he designed and installed at the Pomingalarna Reserve.
- The consequence of the substantial distribution of hay across Australia, the subsequent distribution of weed material in the process, and the implications this will have in the future when beneficial climatic conditions return.
- Local weed control programs, Biosecurity Information System reporting, and weed risk assessments.
- The Weeds Action Program (WAP) funding allocations, associated participant agreements and lodging of taxation invoices.
- The No Space for Weeds Marketing Program.

The next Riverina Regional Weed Committee Meeting is scheduled for 5 March 2019.

#### ***Riverina and Murray Weeds Officer Meeting***

Weeds officers from both the Riverina and Murray regions attended a meeting at Darlington Point on 20 December. Issues raised included: the implications of Riverina Local Land Services facilitating the Riverina Regional Weeds Coordinator position and associated allocation of funds; the consensus amongst weeds officers to propose that each council's General Manager write to their local member regarding the late announcement of the weeds funding, the implications that ensue regarding receiving the funding well after the optimum weed control period of spring, and the fact that councils are expected to facilitate these activities to achieve the targets of the Weeds Action Program until funding is received, which has not yet occurred; the looming application of the next Weeds Action Program for 2020-2025; and the imposed requirement that chemical applicator requiring a Ground Applicator License from the NSW EPA to apply chemical to land that is not owned or managed by local government.

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

Comments on Local Land Services draft TSR Plan of Management closed on 21 December. Council Environmental staff provided feedback relating to the weeds associated with travelling stock and the previously unmaintained weed control of the travelling stock reserves, and the incompatible use of travelling stock reserves for stock grazing and containment, and biodiversity conservation.

#### **Pests**

##### ***Common White Snail Baiting Program***

Snail baiting application occurred on Fairview Lane on 6 December as well as herbicide application to eliminate any active vegetation. Another baiting application was applied on 2 January.

##### ***Late Summer Rabbit Baiting Program***

To optimise on the lack of sufficient vegetation within the Shire, Council's Environmental Officer is proposing to initiate rabbit baiting in February.

#### **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

Nil.

Attachments

Nil.

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

<b>7/19</b>	<b>RESOLVED</b> on the motion of Crs Douglas and Day that the information be noted.
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**4. ENVIRONMENTAL MATTERS**

**(DEES/R40-107)**

Executive Summary

Lockhart Shire Council in conjunction with Wagga Wagga City Council were successful in applying for funding under the NSW Council Roadside Reserves Environmental Grants Program. As the program comes to a close, an update and mandatory measures are presented to Council for their consideration.

Report

The NSW Council Roadside Reserves Environmental Grants Program aims to help Councils work towards best practice roadside environmental management. Lockhart and Wagga City Council's Project, titled *Best Management Practice of Roadside Reserve Corridors*, allowed Council to:

- engage a consultant to undertake a rapid assessment of the current roadside vegetation condition, and provide a mapping layer to illustrate this information;
- revise Council's Roadside Vegetation Management Plan, and have this adopted by Council;
- establish signs for areas of significant vegetation;
- develop templates and procedures for staff and contractors to use when working in significant vegetation areas;
- and provide training to staff that work within this space.

Council's Environmental Officer has been working with Wagga City Council staff to develop two main documents specific to roadside environmental management – the Lockhart Roadside Vegetation Management Plan, and the Roadside Vegetation Management Policy.

***Lockhart Roadside Vegetation Management Plan***

CTENVIRONMENTAL undertook roadside vegetation assessment of approximately 1,415 kilometres of roadside reserves in the Lockhart LGA, during December 2017 and February 2018. From this assessment, the Lockhart Roadside Vegetation Management Plan has been created.

The Roadside Vegetation Management Plan acts as an easy-to-use resource which identifies values, issues and recommendations for managing roadside reserves at both a community and operational level.

By incorporating this document into Council's project planning, staff can minimise the detrimental impact on native vegetation on Council's roadside, while protecting the integrity of Lockhart's environmental assets, increasing the conservation value of degraded vegetation, and complying with environmental legislative obligations.

Council endorsement of the Lockhart Roadside Vegetation Management Plan is a mandatory target of the *Best Management Practice of Roadside Reserve Corridors Project* and is therefore presented for Council's consideration.

***Roadside Vegetation Management Policy***

To preserve the natural resources within Lockhart local government area, and to comply with legislative obligations, the Roadside Vegetation Management Policy is also presented for Council's consideration.

The policy acts as the driving force for implementing the Lockhart Roadside Vegetation Management Plan, thereby ensuring that all levels of Council reference the Plan during project planning and general activities in roadside reserves.

The weight of the policy lies within the documents it references, including the Lockhart Roadside Vegetation Management Plan, so the policy is therefore brief in content.

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

Council is obligated to comply with State and Federal legislation (and associated regulations) relating to the management of roadside reserves, including the Commonwealth Environment Protection and Biodiversity Conservation Act 1999, the NSW Environmental Planning and Assessment Act 1979, and the NSW Biodiversity Conservation Act 2016.

The Roadside Vegetation Management Plan, developed by CTENVIRONMENTAL, is presented for Council's endorsement.

Budget and Financial Aspects

Activities conducted as part of the Best Management Practice of Roadside Reserve Corridors Project have been funded by the NSW Council Roadside Reserves Environmental Grants Program, with no impact on Council's operating budget.

Attachments

1. Roadside Vegetation Management Policy.
2. Lockhart Roadside Vegetation Management Plan (distributed separately).

**Recommendation:** That Council:

- a) Endorse the Lockhart Roadside Vegetation Management Plan;
- b) Place draft Policy 2.55 Roadside Vegetation Management Policy on public exhibition for minimum of 28 days; and
- c) Report to Council following expiry of the policy exhibition period for further consideration.

**8/19**

**RESOLVED** on the motion of Crs Walker and Marston that Council:

- a) Endorse the Lockhart Roadside Vegetation Management Plan;
- b) Place draft Policy 2.55 Roadside Vegetation Management Policy on public exhibition for minimum of 28 days; and
- c) Report to Council following expiry of the policy exhibition period for further consideration.

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

### **5. ENGINEERING REPORT**

**(DEES/T10-005)**

#### Executive Summary

Monthly report on engineering matters.

#### Background Information

- (a) *Works Report:* Shoulder widening works on Yerong Creek Mangoplah Road and The Rock Mangoplah Road have been completed. One grader crew is currently undertaking shoulder widening of Western Road. The second crew will commence shoulder widening of Osborne Yerong Creek Road early February 2019. Following these projects, one crew will then continue with maintenance grading and gravel re-sheets in accordance with updated programme, while the second crew will commence rehabilitation works on Urana Lockhart Road.

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

Concrete crew is continuing with the HML bridges project being the repair and upgrade of 9 bridge structures throughout the Shire. Both Egans Creek and Moreys Bridges are complete. Brookong Creek in Lockhart and Burkes Creek in The Rock works have commenced and expected to be completed by mid-February 2019. The first of the culverts upgrade on Green Street has commenced with traffic generally having access via one lane during these works.

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

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

In addition, Council has recently submitted a grant application under the Drought Relief Heavy Vehicles Access program for the trimming of trees and vegetation to allow 4.6m high access across the Shire. Council approved 4.6m access in May 2017, as well as recently granted Class 3 Drought Assistance Dimension Exemption Notice 2018 to assist farmers, allowing more efficient movement of hay and livestock by use of the higher and wider loads. All Shire roads are now gazetted as 4.6m access. The trimming of trees will not only assist with higher vehicles but also modern agricultural equipment. Council has received numerous complaints in recent times regarding overhanging branches however to date has not had the resources to deal with the matter on a large scale across the Shire. It is hoped Council will hear an outcome on the application in early 2019.

- (b) *Flood Mitigation:* Refer to Major Projects update.
- (c) *Road Safety Officer:* The Road Safety Officer has prepared an awareness campaign for cyclists, which will run on Facebook and Council newsletter in February 2019.
- (d) *Traffic Committee:* The Traffic Committee has endorsed report to extend the 50 km/hr zone on the west side of Lockhart to incorporate Flood Detour Road in the urban zone. This has been undertaken as part of the design process to upgrade and seal the road. Council is now waiting on RMS speed zone unit sign off on the extended speed zone.

- (e) *Lockhart Local Emergency Management Committee*: The Next LEMC meeting is scheduled for 15 February 2019.
- (f) *Fleet*: Council staff have commenced fleet replacement program for 2018-19, with all vehicles, tractors and mowers now been delivered. The new rollers are due in the first quarter in 2019.

Legislative Policy and Planning Implications

Nil.

Integrated Planning and Reporting Reference

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

Budget and Financial Aspects

Will be conducted within Council's allocated budget.

Attachment

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

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

<b>9/19</b> <b>RESOLVED</b> on the motion of Crs Marston and Walker that the information be noted.
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**6. MAJOR PROJECTS UPDATE – FEBRUARY 2019**

**(DEES/T10-005)**

Executive Summary

Update on Council's current major projects.

Report

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

- a) *Swimming Pools Upgrade*: The Rock pool upgrade works is planned to be undertaken in 2019 between swimming seasons, with the pool contractor set to commence works in the third week of March 2019.
- b) *Demolition of Voluntary Purchase Properties*: Council has been successful with its grant application to continue the Voluntary Purchase of properties in Lockhart for the next three years, commencing 1 July 2019.
- c) *Flood Mitigation Construction-Lockhart*: Council has been successful with the grant application for Stage 2 flood mitigation works in Lockhart, being the drainage system east of the Industrial Park. Council staff are having preliminary works undertaken being Review of Environmental Factors (REF), services relocation and fencing re-alignment before going to tender. It is anticipated that the construction works will commence mid-2019 and be completed by end of 2019.
- d) *Flood Mitigation Construction-The Rock*: The Rock Strevens Street drainage project is 75% complete. The main drain, Mangoplah Road culvert, railway and private culvert crossings are all complete. The Contractor has now formally advised that he wishes to withdraw from the remainder of the Contract, being the Olympic Highway culverts upgrade. Council is continuing to work with the Contractor to finalise the Contract and is also liaising with Greater Hume Shire Council to undertake the remaining works on behalf of Council. Staff have advised OEH of the situation, and it is now anticipated that the project will be completed in April/May 2019.

Integrated Planning and Reporting Reference

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



Legislative Policy & Planning Implications

Nil.

Budget & Financial Aspects

- (i) Pools – total refurbishment costs estimated to be \$4.7M for both pools
- (ii) VP Demolition – The purchase and demolition of properties over the next three years is anticipated to cost \$930,000 with the NSW Government to fund \$797,000.
- (iii) Flood Mitigation Construction - Funding received for Strevens Street is \$856,000. Construction budget for the project is \$1.0M. Funding for Stage 2 at Lockhart is \$570,000 with total project value of \$665,000.

Attachments

Nil.

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

<b>10/19</b> <b>RESOLVED</b> on the motion of Crs Walker and Sharp that the information be noted.
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**7. PARKS AND GARDENS REPORT**

**(DEES/P10-005)**

Executive Summary

Monthly report on parks and gardens.

Report

**Swimming Pools**

Council has received some great feedback regarding the new facilities but the greatest vote of confidence is shown in the numbers through the gates. Lockhart especially has had a dramatic increase in patronage, doubling last December's figures to 4360. This figure is approximately half the whole previous season's number. A great many are visitors to the shire including families from Albury and Wagga and school visits who have all said they'll be back.

The Council purchased pool inflatable has been very popular and will be in use again for the Shire's Australia Day celebrations being hosted by Lockhart Football Netball Club at Lockhart Pool.

**Avenue of Honour**

Many of the Kurrajong around the Shire including those in the Ave of Honour at The Rock may appear to be dying recently, however leaf drop is actually a normal response from Kurrajong especially in times of drought and is why Kurrajong are known as semi-deciduous. Many of the Avenue trees do this every year but the severe conditions this year have seen most respond in this way. Unlike most deciduous trees that go into a period of dormancy after leaf drop Kurrajong quickly produce new leaves; most of the Shire trees already have a new flush of bright green leaves.

The dry conditions since winter have resulted in very little sub-surface moisture and although the Avenue Kurrajong are irrigated they are also competing with the lawns for surface water.

Two years ago we had a very wet summer that resulted in a good breeding season for insects such as Kurrajong weevil and resulted in a number of losses in the Avenue. Other trees were also attacked but survived and their condition plateaued; due to their depleted condition these trees may not survive the current drought conditions.

The Avenue Kurrajong are quite mature specimens making them less tolerant of extreme conditions and some losses are natural; however, this is true of all tree species. The strongest will survive though and allow time for younger trees established providing a continuous canopy.

Any dead trees will be removed and stumps ground. A boom-lift will also be hired when budget allows to assist with the removal of deadwood.

### **Trees**

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

Last winter's conditions were favorable for planting but unfortunately these hot dry conditions are very difficult for establishing trees. Any assistance from householder with watering of street trees would be very much appreciated.

### **Mowing and Slashing**

Slashing has been undertaken at Pleasant Hills, Osborne Recreation Ground and Milbrulong prior to Christmas and urban streets and entrances of The Rock, Yerong Creek and Lockhart were the focus leading up to Christmas. Due to rain prior to Christmas most of the areas required mowing again after New Year's, fortunately most areas were attended to before the worst of the hot weather commenced.

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. Spraying lawns for broadleaf weeds especially clover is being conducted.

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

### **Parks and Gardens**

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

The Shire's roses are receiving a hard prune and fertilising to encourage good autumn flowering.

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

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

### **General Maintenance**

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

### Integrated Planning and Reporting Reference

D1 – Infrastructure that facilitates an active community.

### Legislative Policy and Planning Implications

Nil.

### Budget and Financial Aspects

Will be conducted within Council's allocated budget.

### Attachments

Nil.

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

<b>11/19</b>	<b>RESOLVED</b> on the motion of Crs Douglas and Verdon that: a) The information be noted, and b) Council acknowledge the letter received from The Rock RSL Sub Branch dated 31 January 2019 and a further report be brought to Council.
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**8. INTEGRATED WATER CYCLE MANAGEMENT STRATEGY – SEWERAGE SERVICES  
(DEES/S15-025)**

Executive Summary

Council has been advised that funding is now available under the revised guidelines of the NSW Government's Safe and Secure Water Program Fund to undertake Integrated Water Cycle Management (IWCM) strategy renewal.

Report

As reported to Council at November 2018 meeting, Council must also maintain its best practice documentation for the management of its sewerage services. The recent completion of the Development Servicing Plan (DSP) was the final piece of the puzzle for Council in regard to the suite of documents required. However, Council's IWCM Strategy is up for renewal in 2019 (it must be done every eight years).

Council have been in discussion with Riverina Water and neighbouring Councils that also use Riverina Water, being Greater Hume and Wagga Wagga, about undertaking a joint IWCM. This has been favourable with all parties obtaining quotes from NSW Public Works Advisory to undertake the new Strategy. As this process takes 12-15 months to complete it was agreed to commence this in early 2019, to ensure the new strategy is in place in order to continue compliance with NSW Government's best practice guidelines. Grant funding for "Water" projects is contingent on Council being compliant with the best practice guidelines.

Council has been advised just prior to Christmas 2018 that funding is now available under the revised guidelines of the NSW Government's Safe and Secure Water Program (SSWP) fund to undertake IWCM strategy renewal. Lockhart Shire Council, due to its small number of connections, is eligible under the new guidelines for funding up to 90% of the cost.

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

- Local Government Act provides provisions for Councils to act as Local Water Utilities (LWU).
- All operations to be in accordance with EPA licencing requirements.

Budget and Financial Aspects

- Total IWCM Strategy cost is \$100,000 which is required over 2018/19 and 2019/20 financial years, which has been included in Councils current 30-year Sewer Financial Plan.
- Council is eligible for funding up to 90% of the costs of the IWCM strategy renewal under the revised SSWP.

Attachments

Nil.

**Recommendation:** That Council applies for funding under the Safe and Secure Water Program to undertake IWCM Strategy renewal.

<b>12/19</b>	<b>RESOLVED</b> on the motion of Crs Verdon and Day that Council applies for funding under the Safe and Secure Water Program to undertake IWCM Strategy renewal.
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9. 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 to 31 December 2018.

DA No	Development	Applicant/Owner	Site of Development
41/19	New single dwelling	F Sainsbury	32 Ferrier St, Lockhart
42/19	Subdivision of land	C & C Fletcher	9 Veneris St, Lockhart
44/19	New detached shed	R Simmons	8 Roberts St, Milbrulong
45/19	New detached shed	A Barnes	7 John St, The Rock
46/19	Boundary adjustment	Lockhart Ex-Servicemen's Club	2 Matthews St, Lockhart
47/19	Attached patio	TR & KM Reed	94 Drummond St, Lockhart
49/19	Demolition of building	Lockhart & District Aged Care	60 Hebden St, Lockhart

Integrated Planning & Reporting Reference

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

Legislative Policy and Planning Implications

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

Budget and Financial Aspects

Nil.

Attachments

Nil.

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

<b>13/19</b> <b>RESOLVED</b> on the motion of Crs Douglas and Sharp that the information be noted.
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10. VARIATION TO DCP – 17 MILNE ROAD, THE ROCK, DA 52/19

(MES/P25-010)

Executive Summary

Development Application DA52/19 has been lodged with Council, seeking consent for the construction of a colorbond shed at 17 Milne Rd, The Rock, NSW. The proposed shed dimensions require a variation to the development standards of the Lockhart Development Control Plan 2016.

Report

The Lockhart Development Control Plan 2016 (DCP) requires a maximum shed height of 4.50m measured from surrounding ground level to the top of the highest point of the shed and a maximum of 3.10m from finished ground level to the top of the gutter.

The applicant has submitted a written statement specifying the grounds for an increase in shed height to 4.6 metres, stating the extra height is required for the storage of tractors, trailers and other large items. Wall heights are also greater than those specified in the DCP, coming to 3.6metres, making it a lower-pitched roof. The galvanized cladding material has been chosen as a conventional design that is consistent with other buildings in the locality.

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

- Streetscape – Milne Road is at the south boundary of the village zone, and there are several vacant allotments to the east of the development site. The shed will be well behind the building line setback and the existing dwelling, and therefore will not be visually dominant from the Road. Considering the generous size and location of the allotments the development will have no great impact on the appearance of the streetscape.
- Block dimensions – The lot measures 2.15 ha in total and provides ample space for the erection of a shed of the proposed dimensions.

Integrated Planning and Reporting Reference

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

Legislative Policy and Planning Implications

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

In accordance with Sec 4.15 of the Environmental Planning and Assessment Act 1979, Council are to consider, as with all development applications, the likely impacts of that development, and the suitability of the site for the development.

Budget and Financial Aspects

Nil.

Attachments

1. Site plan.
2. Elevations.
3. Photographs of proposed site.
4. Letter of support from applicant.

**Recommendation:** That Council grant consent for a variation to the Lockhart DCP, thereby permitting an increased building height, for a proposed new shed at 17 Milne Road, The Rock.

<b>14/19</b>	<b>RESOLVED</b> on the motion of Crs Verdon and Walker that Council grant consent for a variation to the Lockhart DCP, thereby permitting an increased building height, for a proposed new shed at 17 Milne Road, The Rock.
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**11. DRAFT POLICY 2.54 FOR MOBILE FOOD VANS**

**(MES/C70-025)**

Executive Summary

Draft Policy 2.54 for Mobile Food Vans is presented for Council's consideration.

Report

Current trends in the food service industry include mobile food vending machines used in conjunction with a festival or community event, or as a recurring business opportunity in a village or town. In conjunction with the NSW Food Authority, Council staff have been facilitating the progression of mobile food vending machines into the Riverina, and with positive economic consequences.

Lockhart Shire Council supports the operation of mobile food vans to encourage diversity in takeaway food options, and therefore seek to provide a consistent framework for the operation of mobile food vans in the Lockhart Local Government Area. The Policy sets out the relevant legislative requirements for safe food handling and preparation, safe operation of food vans and trucks within Council's road reserves, car parks, parks and public land.

Approval for operation of a mobile food van is required from Council, and associated legislation will depend on whether the vehicle is located on private land, Council land, or a road reserve.

If Council are satisfied with the development controls set forth in the policy, it shall be placed on public exhibition for consideration, with any submissions addressed prior to adoption.

Integrated Planning and Reporting Reference

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

Legislative Policy and Planning Implications

Applications for installation of mobile food vans on public lands are accepted and assessed in accordance with the Local Government Act 1993, in addition to the Roads Act 1993 and the Food Act 2003.

Budget and Financial Aspects

Application fee applies in accordance with Council's fees and charges.

Attachments

1. Draft local approvals policy for mobile food vans.

**Recommendation:** That Council:

- a) Place draft Policy 2.54 for Mobile Food Vans be placed on public exhibition for minimum of 28 days with a submission closing date of 42 days after advertisement; and
- b) Report to Council following expiry of the exhibition period for further consideration.

**15/19**

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

- a) Place draft Policy 2.54 for Mobile Food Vans be placed on public exhibition for minimum of 28 days with a submission closing date of 42 days after advertisement; and
- b) Report to Council following expiry of the exhibition period for further consideration.

## **STRATEGIC DIRECTION E: Strong Leadership and Governance**

### **12. INVESTMENT AND BANK BALANCES REPORT – 31 DECEMBER 2018 (DCCS/F10-010)**

#### Executive Summary

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

#### Report

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

#### Cash at Bank

**Opening Combined Cashbook Balance** 1,016,693.83

Add: Total Receipts

Rates	188,197.69	
Debtors	478,507.22	
Grants	161,108.57	
Flood Mitigation	12,739.13	
Health & WellBeing Incentive	45,596.00	
BAS Refund	78,358.75	
Plant Sales	10,638.59	
Investment Interest	300,000.00	
Redeemed Investments	148,407.65	
Other Receipts	1,216,141.39	

Less: Total Payments 876,896.62

New Investments 1490-3015-0001 0.00

**Closing Combined Cashbook Balance** **1,355,938.60**

#### **Closing Bank Statement Balance**

Bendigo Bank	912,784.39
Macquarie Bank	455,513.26
Bendigo Bank-Prichard Trust	31,627.00
	1,399,924.65

Add: Outstanding Deposits 6,410.80

Less: Outstanding Cheques 50,396.85

**Closing Combined Cashbook Balance** **1,355,938.60**

<b>Investments:</b>	<b>Interest Rate per Annum</b>	<b>Amount Invested</b>	<b>% of Total</b>
AMP/Curve Securitys	2.80	250,000.00	3.27
AMP/RIM	2.80	300,000.00	3.92
AMP/RIM	2.80	400,000.00	5.23
AMP/RIM	2.50	500,000.00	6.54
Bankwest	2.75	400,000.00	5.23
Bankwest	2.65	500,000.00	6.54
Bankwest	2.80	500,000.00	6.54
Bankwest	2.75	400,000.00	5.23
Bankwest	at call	500,000.00	6.54
BENDIGO	2.45	250,000.00	3.27
BENDIGO	2.00	100,000.00	1.31
BENDIGO	2.45	250,000.00	3.27
BENDIGO	2.50	500,000.00	6.54
NAB	2.67	500,000.00	6.54
NAB	2.70	500,000.00	6.54
NAB	2.70	500,000.00	6.54
NAB	2.70	500,000.00	6.54
NAB/Tcorp	2.64	500,000.00	6.54
T Corp	at call	300,000.00	3.92
		<b>7,650,000.00</b>	<b>100.00</b>

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

<b>FUND</b>		<b>AMOUNT</b>
General (PTD)	1490-3000-0000	1,120,219.34
Combined Sewerage	8490-3000-0000	204,092.26
Trust Fund	9991-3000-0000	31,627.00
		<b>1,355,938.60</b>
<b>TOTAL FUNDS HELD ARE:</b>		<b>9,005,938.60</b>

Integrated Planning and Reporting Reference

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

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

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

Legislative Policy and Planning Implications

Local Government Act 1993 Section 625 Investments.

Local Government (General) Regulation Clause 212.

Budget and Financial Aspects

Council's 2018/19 Operational Budget has forecast a total of \$100,000 income from interest on investments, being split between General Fund of \$85,000 and Sewer Fund of \$15,000. For the months July 2018 to December 2018 the average end of month balance of funds invested has been \$8.87 million and the average return on invested funds has been 2.60%. On these year to date figures, Council's budgeted income on investments will be achieved for General Fund and Sewer Fund.

At the Quarterly Budget Review July-December 2018, General Fund interest income budget has been increased to \$140,000 and Sewer Fund interest income has been increased to \$20,000.

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

**16/19**

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

- a) The December 2018 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 2018**

**(DCCS/F10-010)**

Executive Summary

In accordance with the Local Government Act, 1993, a review of Council's Budget position as at 31 December 2018 has been undertaken and the following is submitted for Councillors consideration.

Report

**GENERAL FUND**

When Council adopted the 2018-2019 Operational Plan Budget in June 2018 Council budgeted for a surplus of \$9,624.00. The Budget Review at 31 December 2018 indicated an estimated **SURPLUS** of **\$6,399.00** as at 30 June 2019 after taking into account movements in revenue and expenditure for the quarter.

The December 2018 Quarterly Budget Review Statement details are provided under separate cover.

There are no major adjustments to the second quarter budget review that will impact on the nett result to the Adopted Budget.

Detailed on pages 2 & 3 of the Quarterly Budget Review Statement are all the budget adjustments to the Adopted Budget for the second quarter.



### Grants

Since the first Quarterly Budget Review Statement the Stronger Country Communities Round 2 grants have been announced, totalling \$760,950, which are included in the budget review.

There are a number of other smaller grants Council has been awarded. These have been included in this budget review, noting a corresponding expense has been included, so there is no nett change to budget review as a result of any grants received. Noting one grant, Traineeship Grant 1020-1415-0000, does not have a corresponding expense, as this grant is aimed to subsidise costs Council has already incurred in engaging trainees.

### Property Insurances

As part of last year's Audited Financial Statements, Council's buildings were revalued. Council was aware the revaluation would impact our S355 Committees, with some S355 Committees being impacted significantly with the upgrades and expansions they have achieved over the past 4 or 5 years.

In the Adopted Operational Plan Budget 2018-19 Council allocated \$6,000 to potentially assist our S355 transitioning to higher property insurance premiums. The actual increase was \$12,595.

### General

Council has received cost estimates to have graffiti paint applied to the first 2 or 3 metres on the Water Tower Mural, approximately \$3,500 and this will be funded within current budget. Moving forward consideration to put funds aside each year for future repairs and maintenance of Water Tower, in accordance with a resolution of Council, will be addressed in the preparation for 2019-20 budget.

### SEWER FUND

A review of Council's combined Sewerage Fund has been undertaken.

There have been no significant adjustments to the second quarter budget review on Council's Sewer Fund operations.

### Integrated Planning and Reporting Reference

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

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

### Legislative Policy and Planning Implications

As per Integrated Planning and Reporting Guidelines.

### Budget and Financial Aspects

Fund	Original Estimates @ 1 July 2018	Amendments @ 30 Sept 2018	Amendments @ 30 Dec 2018	Revised Estimates @ 30 June 2019
General Fund-Net of Inc & Exp and Capital Budget	\$9,624.00	\$345.00	-\$3,570.00	\$6,399.00
Combined Sewerage Funds	\$4,566.00	\$1,499.00	\$2,190.00	\$8,255.00
<b>Net Consolidated Budget Surplus/(Deficit)</b>	<b>\$14,190.00</b>	<b>\$1,844.00</b>	<b>-\$1,380.00</b>	<b>\$14,654.00</b>

### Attachments

1. Quarterly Budget Review Statement for the period 01/10/2018 to 31/12/2018 (attached separately).

### **Recommendation:** That:

- a) The information be noted, and
- b) The adjustments in income, expenditure and reserves in the December 2018 Quarterly Budget Review be adopted.

**17/19**

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

- a) The information be noted, and
- b) The adjustments in income, expenditure and reserves in the December 2018 Quarterly Budget Review be adopted.

14. 2019-20 OPERATIONAL PLAN AND BUDGET

(GM/I13-005)

Executive Summary

The purpose of this report is to adopt a timetable for the preparation of Council's 2019/20 Operational Plan and Budget.

Report

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

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

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

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

It has been the practice in recent years to undertake a bus tour of the Shire and to convene budget workshops as part of the budget preparation process. Bearing in mind that a bus tour was held as recently as August 2018, Council may or may not deem another tour necessary at this time.

In order to ensure that Council meets the legislative deadlines for adoption of the 2019/20 Operational Plan, and having regard to Council's current meeting cycle, the following timeline is proposed for Council's consideration:

Date	Description
Date to be determined	Bus tour of the Shire (if required).
18 March 2019	Councillor Workshop – Consideration of major projects and "wish lists" for inclusion in draft Budget and Operational Plan.
15 April 2019	Councillor Workshop – Consideration of draft Budget and Operational Plan.
20 May 2019	Ordinary Council Meeting – Draft Budget and Operational Plan tabled for endorsement to place on public exhibition.
21 May - 17 June 2017	Public Exhibition – Draft Budget and Operational Plan on public exhibition.
17 June 2019	Ordinary Council Meeting – Draft Budget and Operational Plan tabled for adoption.

Integrated Planning and Reporting Reference

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

E4.2.1a – Continue to enhance sound financial management policies and practices.

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

Legislative Policy and Planning Implications

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

Budget and Financial Aspects

Nil.

Attachments

Nil.

**Recommendation:** That Council endorse the timeline outlined in the report for the preparation of the 2019/20 Draft Budget and Operational Plan including the conduct of Councillor Workshops on 18 March and 15 April 2019.

<b>18/19</b>	<b>RESOLVED</b> on the motion of Crs Marston and Day that: a) Council endorse the timeline outlined in the report for the preparation of the 2019/20 Draft Budget and Operational Plan including the conduct of Councillor Workshops on 18 March and 15 April 2019, and b) The Bus Tour of the Shire be deleted from the timeline.
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**15. AMENDMENTS TO THE ELECTION PROVISIONS OF THE LOCAL GOVERNMENT (GENERAL) REGULATION 2005 (GM/E15-020)**

Executive Summary

Amendments have been made to the election provisions of the Local Government (General) Regulation 2005. The amendments will affect the next ordinary council election to be held in September 2020.

Report

On 19 December 2018 the Office of Local Government (OLG) released Circular No 18-47 outlining changes to the election provisions of the Local Government (General) Regulation 2005 which will govern the administration of the September 2020 ordinary council elections.

The amendments give effect to the Government's response to the recommendation of the Joint Standing Committee on Electoral Matters and to the 2014 amendments made to the Local Government Act. A summary of the main changes is set out below:

- The amendments will make the counting of votes fairer and more accurate by removing the random sampling method of preference allocation and replacing it with a fractional transfer system. In a fractional transfer system all ballot papers (not just a random sample) are distributed at a reduced rate by applying a transfer value.
- Prescribing the fractional transfer value system will also mean that the election count will now be reproducible on a recount. It will also mean that manual counting will not be possible and specialised computer software will be required.
- Following the September 2020 elections councils will be able to fill casual vacancies that arise in the first 18 months following the election by a countback election, saving the cost of a by-election. To exercise this option councils will be required to pass a resolution to this effect at their first meeting following the election.
- Councils will retain the option of applying to the Minister to dispense with a by-election where a casual vacancy occurs in the last 18 months of a council term.
- The amendments also provide for universal postal voting elections. Previously this option was only available to City of Sydney elections due to its high number of non-residential voters on the electoral roll. In order to have its election conducted exclusively by means of postal voting a council must pass a resolution to that effect at least 18 months prior to the election.

The OLG has released a separate circular regarding Council decisions on the administration of the September 2020 council elections which is subject to a separate report (refer item 16).

Integrated Planning and Reporting Reference

E1 - Promote the increased participation of local people in local government and the community.  
E1 - Meet all governance and regulatory requirements in the conduct of council's operation.

Legislative Policy and Planning Implications

The legislative provisions regarding the administration of council elections are contained in the Local Government (General) Regulation 2005. The amendments made to the regulation will affect the next ordinary council election to be held in September 2020.

Budget and Financial Aspects

Amounts are transferred to a "Future Council Elections" Reserve each year to cover the cost of the quadrennial council election.

Attachments

Nil.

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

<b>19/19</b> <b>RESOLVED</b> on the motion of Crs Walker and Marston that the information be noted.
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**16. ADMINISTRATION OF THE SEPTEMBER 2020 COUNCIL ELECTION (GM/E15-020)**

Executive Summary

On 12 December 2018 the Office of Local Government (OLG) released Circular No 18-43 regarding Council decisions that are required to be made by 11 March 2019 in relation to the September 2020 Council election.

The OLG has released a separate circular regarding amendments to the electoral provisions contained in the Local Government (General) Regulation 2005 that will affect the September 2020 council election and which is subject to a separate report (refer item 15).

Report

Whilst the next ordinary election of council is not scheduled to be held until September 2020, Council must make a decision at this time on how the ordinary election is to be administered.

Council is required to resolve by 11 March 2019 either:

- a) To enter into an election arrangement with the NSW Electoral Commissioner (NSWEC) to administer all the council's elections, polls and constitutional referenda or
- b) That the council's elections are to be administered by the general manager of the council.

If the council fails to resolve to engage the NSWEC to administer its elections by 11 March 2019 it will not be able to engage the NSWEC to administer the 2020 elections and will be required to administer its own elections. A council that fails to make a decision on the administration of its elections by 11 March 2019 will also be required to publish a notice of that failure on its website.

The OLG advises that a council should only resolve to administer its own elections if it is confident that it has the capacity to do so.

The election arrangement with the NSWEC is a standardised contract for all councils. The service schedule and costs schedule of the standardised contract vary between councils and are made by the NSWEC in consultation with each council. Where a council resolves to enter into an arrangement with the NSWEC the contract with the NSWEC must be finalised no later than 15 months before the next ordinary election (i.e. by 11 June 2019).

Council has established a “Future Council Elections Reserve” and has adopted a practice of transferring \$6,000 annually to the Reserve so that by the year the election is to be held an amount of \$24,000 is available to meet the cost of the election. The 2016 ordinary election was administered by the NSWEC at a cost of \$21,000.

Where a council resolves to administer its own elections, it must include the information specified below in the resolution:

- a) Whether the general manager intends to administer elections personally or to engage an electoral services provider.
- b) If the general manager intends to administer elections personally, whether the general manager has identified any persons to be appointed as the returning officer and substitute returning officer and, if so, their names.
- c) If the general manager intends to engage an electoral services provider, whether the general manager has identified an electoral services provider and, if so, the name of that provider.

As soon as practicable after the resolution is made, the general manager must publish a copy of the resolution on the council’s website.

In view of the importance and complexity of the electoral process the cost of administering the 2016 council election (\$21,000) is not considered to be unrealistic and entering into an arrangement with the NSWEC for the 2020 council election is considered the most appropriate course of action.

It is not recommended that Council administer its own elections bearing in mind that:

- The electoral process is a highly prescriptive and legislative process and errors or oversights can result in additional financial costs, reputational damage or, in worst case scenarios, results being subject to challenge.
- Amendments have recently been made to the electoral provisions contained in the Local Government (General) Regulation which will apply to the 2020 elections for the first time.
- Manual counting of votes is not possible and the election count will have to be undertaken utilising specialised counting software that allocates preferences using the prescribed weighted inclusive Gregory method.

Under recent amendments to electoral provisions a new method of preference allocation will be used for council elections (refer agenda item 15). The new method, the weighted inclusive Gregory method, uses a fractional transfer system. All ballot papers of the elected candidate are used to distribute the surplus (instead of a random sample). The ballot papers are distributed at a reduced rate with each transfer of votes by applying a transfer value, making manual counts impossible.

- The general manager cannot be appointed as the returning officer or substitute returning officer and therefore an ‘independent’ returning officer would still have to be recruited and trained.
- Although council staff may be used to undertake administrative tasks related to the conduct of elections, the cost has to be separately identified and reported on in a transparent way using activity based costing. The following list is not exhaustive but contains a number of items that should be reported on:
  - The proportion of the general manager’s time spent on election-related activities as a proportion of salary.
  - The proportion of other council staff time spent on election-related activities (such as processing payroll and payables, sourcing suppliers of election material, providing IT support, and legal advice) as a proportion of salary.
  - Wages of council staff hired specifically to assist with election-related activities.
  - Wages of the returning officer, substitute returning officer, and all electoral officials.
  - Cost of recruiting and training all electoral officials including the production of any manuals or guides.
  - Cost of conducting candidate information seminars.
  - Cost of hiring venues or using council venues for any additional pre-poll locations and election day voting.

- Cost of electoral material including forms, envelopes, production of candidate information sheets, stationery and cardboard material required for polling places, e.g. voting screens, ballot boxes etc.
- Cost of advertising and any elector information produced.
- Cost of printing ballot papers.
- IT-related costs particularly the development of counting software.
- Cost involved in producing the report to the Minister on the conduct of the election.

#### Integrated Planning and Reporting Reference

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

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

#### Legislative Policy and Planning Implications

Section 296AA of the Local Government Act states that:

*“At least 18 months before the next ordinary election of councillors for a council, the council must resolve:*

- a) *to enter into an arrangement with the Electoral Commissioner, by contract or otherwise, for the Electoral Commissioner to administer elections of the council (as provided by section 296), or*
- b) *that the elections of the council are to be administered by the general manager of the council.”*

Other legislative provisions regarding the administration of council elections are contained in the Local Government (General) Regulation 2005.

#### Budget and Financial Aspects

An amount of \$6,000 is transferred to a “Future Council Elections” Reserve each year to cover the cost of the quadrennial council election. The 2016 ordinary election was administered by the NSWEC at a cost of \$21,000.

#### Attachments

Nil.

**Recommendation:** That Lockhart Shire Council (“the Council”) resolves:

- a) Pursuant to Section 296 (2) and (3) of the Local Government Act 1993 (NSW) (“the Act”) that an election arrangement be entered into by contract for the Electoral Commissioner to administer all elections of the Council.
- b) Pursuant to Section 296 (2) and (3) of the Act, as applied and modified by section 18, that a council poll arrangement be entered into by contract for the Electoral Commissioner to administer all council polls of the Council.
- c) Pursuant to Section 296 (2) and (3) of the Act, as applied and modified by section 18, that a constitutional referendum arrangement be entered into by contract for the Electoral Commissioner to administer all constitutional referenda of the Council.

**20/19**

**RESOLVED** on the motion of Crs Douglas and Walker that Lockhart Shire Council (“the Council”) resolves:

- a) Pursuant to Section 296 (2) and (3) of the Local Government Act 1993 (NSW) (“the Act”) that an election arrangement be entered into by contract for the Electoral Commissioner to administer all elections of the Council.
- b) Pursuant to Section 296 (2) and (3) of the Act, as applied and modified by section 18, that a council poll arrangement be entered into by contract for the Electoral Commissioner to administer all council polls of the Council.
- c) Pursuant to Section 296 (2) and (3) of the Act, as applied and modified by section 18, that a constitutional referendum arrangement be entered into by contract for the Electoral Commissioner to administer all constitutional referenda of the Council.

**17. CONSTITUTIONAL REFERENDUM**

**(GM/E15-020)**

Executive Summary

Planning has commenced for the September 2020 ordinary council election. Not less than 12 months before the next ordinary election, i.e. by September 2019, the Council must determine the number of its councillors for the following term of office. Council's Improvement Action Plan includes the following proposal under the heading of Streamlined Governance:

"Reduce no. of councillors from 9 to 6 at the 2020 election with retention of wards".

Report

Planning has commenced for the September 2020 ordinary council elections as evidenced by recent circulars issued by the Office of Local Government (refer agenda items 15 and 16).

Council's Improvement Action Plan includes a proposal to reduce the number of councillors from 9 to 6 at the 2020 election with retention of wards.

Not less than 12 months before the next ordinary election, the council must determine the number of its councillors for the following term of office. If the council proposes to change the number of councillors, it must, before determining the number, obtain approval for the change at a constitutional referendum.

A constitutional referendum can be held on any Saturday including the Saturday of an ordinary council election.

If the constitutional referendum is held in conjunction with the next ordinary council election in September 2020, and the question put at the referendum is carried, the change would come into effect at the subsequent ordinary council election in September 2024. Council would need to incur the expense of conducting a constitutional referendum on a separate day prior to the next ordinary council election if it wished the outcome of the referendum to apply to the September 2020 election.

An amount of \$6,000 is transferred to a "Future Council Elections" Reserve each year to cover the cost of the quadrennial council election. The 2016 ordinary election was administered by the NSWEC at a cost of \$21,000. The cost did not include any additional poll questions or constitutional referendum.

Conducting a constitutional referendum in conjunction with an ordinary council election will achieve some economies of scale and avoid duplication of costs but still result in some additional costs, predominantly in the form of printing, advertising, etc. Conducting a constitutional referendum separately from the next ordinary election will result in duplicating costs including appointment of a returning officer and electoral officials, hire of polling place venues, preparation of electoral roll, provision of voting screens etc.

The question at a constitutional referendum is carried if it is supported by a majority of the formal votes cast. The decision made at a constitutional referendum binds the council until changed by a subsequent constitutional referendum.

If council wishes to proceed with the proposal to reduce the number of councillors it will be necessary to advise the NSW Electoral Commissioner of the requirement to conduct a constitutional referendum.

If council does not wish to proceed with the proposal to reduce the number of councillors it is recommended that Council formally resolve to amend its Council Improvement Action Plan by deleting the proposal from the Plan.

Integrated Planning and Reporting Reference

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

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

#### Legislative Policy and Planning Implications

Section 16 of the Local Government Act states that a council may not do any of the following unless approval to do so has been given at a constitutional referendum:

- a) Divide its area into wards or abolish all wards in its area,
- b) Change the basis on which the mayor attains office (that is, by election by the councillors or by election by the electors).
- c) Increase or decrease the number of councillors in accordance with the limits under section 224. (Section 224 provides that a council must have at least 5 and not more than 15 councillors (one of whom is the mayor).
- d) Change the method of ordinary election of councillors for an area divided into wards.

#### Budget and Financial Aspects

An amount of \$6,000 is transferred to a "Future Council Elections" Reserve each year to cover the cost of the quadrennial council election. The 2016 ordinary election was administered by the NSWEC at a cost of \$21,000. Conducting a constitutional referendum in conjunction with an ordinary council election will result in some additional costs.

Reducing the number of councillors from 9 to 6 would result in a saving of approximately \$31,000 per year in councillor fees.

#### Attachments

Nil.

**Recommendation:** That Council either:

- a) Resolve to advise the NSW Electoral Commissioner of its intention to conduct a constitutional referendum to reduce the number of councillors from 9 to 6;  
OR
- b) Resolve to amend its Council Improvement Action Plan by deleting the proposal to reduce the number of councillors from the Plan.

**21/19**

**RESOLVED** on the motion of Crs Verdon and Douglas that Council:

- b) Resolve to amend its Council Improvement Action Plan by deleting the proposal to reduce the number of councillors from the Plan.

## **18. POLICY 1.4 CODE OF CONDUCT**

**(GM/C70-025)**

#### Executive Summary

A new Model Code of Conduct as well as procedures for the Administration of the Model Code have been released by the Office of Local Government superseding the Code previously adopted by Council.

#### Report

The Local Government (General) Regulation may prescribe a Model Code of Conduct applicable to councillors, members of staff and delegates of councils. Council must adopt a code of conduct that incorporates the provisions of the Model Code.

Council last reviewed its Code of Conduct on 20 March 2017, when it resolved to adopt the Model Code of Conduct prescribed by the Regulation on 13 November 2015. However, a revised Model Code of Conduct has now been released by the Office of Local Government and prescribed on 14 December 2018.

A copy of the most recent Model Code of Conduct 2018 as well as the Administrative Procedures have been separately circulated to councillors. A revised Policy 1.4 is attached.

Councils have six months from the date of prescription, (**14 December 2018 – 14 June 2019**) to adopt a code of conduct and procedures based on the prescribed Model Code of Conduct and Procedures.



Councils' existing adopted codes of conduct and procedures will remain in force until such time as councils adopt a new code of conduct and procedures based on the Model Code of Conduct and Procedures prescribed under the Regulation.

If a council fails to adopt a new code of conduct and procedures based on the new Model Code of Conduct and Procedures within six months of their prescription, the provisions of the new Model Code of Conduct and Procedures will automatically override any provisions of a council's adopted code of conduct and procedures that are inconsistent with those contained in the Model Code of Conduct and (unless the inconsistent provisions of a council's adopted code of conduct are more onerous than those contained in the Model Code of Conduct).

In adopting a new code of conduct and procedures, councils may include provisions that are supplementary to those contained in the Model Code of Conduct and Procedures. Councils may also impose more onerous requirements under their adopted codes of conduct than those prescribed under the Model Code of Conduct. However, councils must not dilute the standards prescribed under the Model Code of Conduct in their adopted codes of conduct.

#### Integrated Planning and Reporting Reference

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

#### Legislative Policy and Planning Implications

Section 440 of the Local Government Act 1993 provides that Council must adopt of Code of Conduct that incorporates the provisions of the Model Code of Conduct prescribed by the Regulations.

Failure by a councillor to comply with the standards of conduct prescribed under the Code of Conduct constitutes misconduct for the purposes of the Local Government Act. The Act provides for a range of penalties for misconduct. Failure by a member of staff to comply with the Council's Code of Conduct may give rise to disciplinary action.

#### Budget and Financial Aspects

Not applicable.

#### Attachments

1. Amended Policy 1.4 Code of Conduct.
2. Model Code of Conduct for Local Councils in NSW 2018 (separately distributed);
3. Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW 2018 (separately distributed).

**Recommendation:** That Council adopt the:

- a) The Model Code of Conduct and the Procedures for the Administration of the Model Code of Conduct prescribed by the Local Government (General) Regulation on 14 December 2018; and
- b) The amended Policy 1.4 Code of Conduct, as presented.

**22/19**

**RESOLVED** on the motion of Crs Douglas and Day that Council adopt:

- a) The Model Code of Conduct and the Procedures for the Administration of the Model Code of Conduct prescribed by the Local Government (General) Regulation on 14 December 2018; and
- b) The amended Policy 1.4 Code of Conduct, as presented.

19. DELIVERY PROGRAM 2017-2021, OPERATIONAL PLAN 2018-2019 (GM/I13-005)

Executive Summary

Provision of a six-monthly progress report on the implementation of the Delivery Program and Operational Plan.

Report

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

The report on the progress of the 2017-2021 Delivery Program and 2018-2019 Operational Plan for the period 1 July to 31 December 2018 is separately enclosed.

Integrated Planning and Reporting Reference

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

Legislative Policy and Planning Implications

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

Budget and Financial Aspects

Not applicable.

Attachments

1. Lockhart Shire Council Delivery Program and Operational Plan Progress Report (attached as a separate document).

**Recommendation:** That the report on the progress of the 2017-2021 Delivery Program and 2018-2019 Operational Plan for the period 1 July to 31 December 2018 be received and its contents noted.

<b>23/19</b>	<b>RESOLVED</b> on the motion of Crs Verdon and Walker that the report on the progress of the 2017-2021 Delivery Program and 2018-2019 Operational Plan for the period 1 July to 31 December 2018 be received and its contents noted.
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20. COMMUNITY SATISFACTION SURVEY (GM/I13-010)

Executive Summary

In 2016 Council undertook a Community Satisfaction Survey during the term of the previous Council. As the current Council has passed the mid-point of its four-year term, this is considered an appropriate time to consider once again surveying the community.

Report

In 2016 Council undertook a Community Satisfaction Survey. A total of 127 responses were received and the results were made available (and are still available) on Council's website. Prior to the 2016 survey, Council had undertaken a Community Satisfaction Survey in 2014.

The real benefit in undertaking community satisfaction surveys is to be able to view and analyse trends over a period of time. Therefore, there is value in undertaking surveys on a regular or semi-regular basis rather than as a one-off snapshot of community sentiment.

As Council has passed the half way mark of its current term of office it is considered an appropriate time to once again survey the community as part of Council's ongoing monitoring of community priorities and evaluation of its performance, especially as surveys were previously undertaken in 2014 and 2016.

Whilst no funds have been allocated in the current budget to engage a reputable firm to carry out this survey on Council's behalf, it is noted that in 2016 Council was able to carry out the task itself in a cost-effective way. This involved preparing the survey forms in-house, providing points throughout the Shire where the completed surveys could be returned, as well as using web-based survey tools to provide an online option for completing the survey.

If Council supported the carrying out of a Community Satisfaction Survey at this time it is suggested that the survey questions be the same or similar to the 2016 survey so that comparisons can be made and trends revealed. A copy of the 2016 Community Satisfaction Survey is attached.

#### Integrated Planning and Reporting Reference

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

E3 - Provide effective community engagement practices with the community.

E3 - Ensure the community is informed by improving access to information.

E3 - Remain updated and informed on current demographic and social data pertaining to Lockhart Shire communities and population groups.

#### Legislative Policy and Planning Implications

Section 8A of the Local Government Act sets out councils' guiding principles including the principle that councils should actively engage with their local communities, through the use of the integrated planning and reporting (IP&R) framework and other measures.

Section 8C of the Act sets out guiding principles for IP&R including the principles that:

- Councils should identify and prioritise key local community needs and aspirations and consider regional priorities.
- Councils should regularly review and evaluate progress towards achieving strategic goals.

#### Budget and Financial Aspects

If undertaken in the same manner as the 2016 Community Satisfaction Survey, the proposed 2019 survey would be undertaken within Council's existing budget.

#### Attachments

1. 2016 Community Satisfaction Survey questionnaire.

**Recommendation:** That Council undertake a Community Satisfaction Survey on a similar basis to the 2014 and 2016 surveys.

<b>24/19</b>	<b>RESOLVED</b> on the motion of Crs Walker and Sharp that Council undertake a Community Satisfaction Survey on a similar basis to the 2014 and 2016 surveys.
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## **21. INFORMATION TECHNOLOGY SYSTEMS INFRASTRUCTURE (DCCS/I13-005)**

#### Executive Summary

Lockhart Shire Council's Delivery Program includes the following key actions:

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

#### Report

At the September 2018 Council Meeting it was resolved to purchase two new IT systems:

1. AssetFinda for Asset Management and Risk Management.
2. HPE Content Manager for Electronic Document and Records Management.

With the development of new and improved systems they require up to date infrastructure to support and run these new systems. There are many infrastructure components required in a networked system as Council operates. The computer server is at end of life, 5 years, also it does not support the minimum system requirements to operate AssetFinda.

A new computer server is able to be funded from current capital budget. The NSW Audit Office identified as part of their audit of Council's systems, that Council needs to improve its systems around business continuity (data backups) and security. To do this will require additional infrastructure.

Council has also reached its capacity with available network points around the office to allow devices to be connected to the network. So additional to the purchase of a new servers, other equipment Council is proposing to purchase include network switching, security and business continuity infrastructure. Council has received a quote to provide and install this equipment, costing \$25,000.

Integrated Planning and Reporting Reference

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

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

Legislative Policy and Planning Implications

The recommended IT solutions will assist Council in meeting its Risk Management and Asset Management obligations as well as the legislative requirements arising from the NSW State Records Act 1998.

Budget and Financial Aspects

Cost of network switching, security and business continuity infrastructure \$25,000, proposed to be funded from the December 2018 Quarterly Budget Review.

Attachments

Nil.

**Recommendation:** That:

- a) Council approve the purchase of the additional information technology infrastructure up to value \$25,000; and
- b) Additional information technology infrastructure to be funded from December 2018 Quarterly Budget Review.

**25/19**

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

- a) Council approve the purchase of the additional information technology infrastructure up to value \$25,000; and
- b) Additional information technology infrastructure to be funded from December 2018 Quarterly Budget Review.

**22. SUMMARY OF CUSTOMER REQUESTS REPORT**

**(DEES/C98-005)**

Executive Summary

Summary of customer requests received by Council.

Report

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

Customer requests are monitored weekly with most requests dealt with in a timely manner.

The number of requests is still quite low, strongly resulting from the extended dry weather.

Integrated Planning and Reporting Reference

E2 – Accessible and responsive service delivery.

Legislative Policy and Planning Implications

Nil.

Budget and Financial Aspects

Included in annual operational budget.

Attachments

1. Summary of Customer Requests Report as at 31 December 2018.

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

**26/19**

**RESOLVED** on the motion of Crs Douglas and Day that the information be noted.

## Questions and Statements

### Cr Walker

- (i) **Business Paper Attachments**– Requested if large attachments for the Business Paper could be provided earlier to allow more time for reading?

Response – General Manager

GM advised that this should be possible and will do so as appropriate.

- (ii) **The Gap Fire Trail at The Rock Hill** – Enquired as to whether funding could be applied for to grade/maintain The Gap Fire Trail at the Rock Hill?

Response – Director Engineering and Environmental Services

DEES advised that Council has previously applied for funding for this fire trail with RFS and was unsuccessful. DEES will investigate further options and advise.

### Cr Sharp

- (i) **Trimming of Trees in Front of Lockhart Hospital** – Enquired about the trimming of trees in front of the Lockhart hospital and now shade for cars has gone.

Response – Director Engineering and Environmental Services

DEES advised he will investigate and advise.

### Cr Douglas

- (i) **Fruit Fly Baiting** - Would council management consider conducting a fruit fly baiting program in the townships of Lockhart and The Rock over the spring/early summer periods annually?

Response – Director Engineering and Environmental Services

This matter was reported to Council in 2012, at which time it was clarified that the NSW Government Department with responsibility for this issue, i.e. NSW Department of Primary Industries, no longer undertakes field work to control fruit fly and that responsibility for control rests with the property owner. At that time Council did disseminate information and Council could undertake an education program again as the trees with fruit will all be on private property.

- (ii) **Henty- Pleasant Hills Road** - Is there a possibility of widening the sealed Henty-Pleasant Hills Road from Pleasant Hills to Figtree Corner in the future?

Response – Director Engineering and Environmental Services

This is on Council's forward works program for the medium term.

- (iii) **Councillor Polo Shirts** - I was under the impression when it was decided by this council that polo shirts purchased for all councillors were to be worn at social occasions. If this is the case, as a matter of clarification what is the appropriate dress code for official council events?

Response – Mayor

The Mayor to advise/suggest what is appropriate for Councillors to wear at functions.

### Cr Rockliff

- (i) **Trees Encroaching Footpath** – Advised that trees are encroaching the footpath along the side entrance to the Ex-Servicemen's Club, Lockhart.

Response – Director Engineering and Environmental Service

DEES advised he will investigate and take appropriate action.

- (ii) **Lighting around Magnolia Lodge, Lockhart** – Enquired if extra lighting could be provided around Magnolia Lodge residences?

Response – Director Corporate and Community Services

DCCS advised he will investigate and advise.

- (iii) **Heritage Grant and Works on the Dentist's Building, Green St, Lockhart** – Enquired regarding the Heritage Grant and works on the Dentist's Building, as the building is in poor condition.

Response – Director Engineering and Environmental Services

DEES advised that some of the grant funding, along with Council's contribution is being used to repair the building. This is consistent with other property owners along the main street to ensure the grant funding is shared. Consultation has occurred with owners previously, with further consultation to occur again shortly.

**Cr Marston**

Nil.

**Cr Day OAM**

- (i) **Men's Shed, Lockhart** – Advised the Men's Shed, Lockhart has some access and building repair issues that need addressing. There has been a meeting arranged with the Club and Council as to what the options are to rectify the situation.
- (ii) **Greens Gunyah Museum, Lockhart** – Advised the Museum expansion is going well, with painting and the setting up of the Tim Fischer room progressing.

**Cr Verdon**

- (i) **Mixner Street, The Rock** – Requested if the soil at the end of Mixner Street could be battered back to allow residents to mow the verge?

Response – Director Engineering and Environmental Services

DEES advised he will investigate and take appropriate action.

- (ii) **Peppercorn Trees Replacement at The Rock Recreation Ground** – Requested if a Peppercorn Tree replacement could be instigated at The Rock Recreation Ground?

Response – Director Engineering and Environmental Services

DEES advised he will investigate and advise.

- (iii) **Riverina Water County Council (RWCC) Requested to Provide Water to Lake Albert, Wagga Wagga** – Advised that RWCC has been requested to provide water to Lake Albert to help improve its condition and expressed concern that this might affect the ability to provide water to other users.
- (iv) **The Rock Gym** – Thanked Council for its assistance in getting The Rock Gym at The Rock Swimming Pool up and going.

**Cr Schirmer**

- (i) **Lawn Cemetery, Lockhart** – Advised that there are shrubs growing over the plaques at the lawn cemetery in Lockhart.

Response – Director Engineering and Environmental Services

DEES advised he will investigate and take appropriate action.

**General Manager**

- (i) **Riverina Water County Council (RWCC)** – Advised that RWCC is proposing to arrange a tour of its major assets for constituent councils in late March and further information will be provided as it becomes available.

## **CLOSED SESSION**

There being no items listed for consideration by Council in Closed Session on 4 February 2019, the Mayor declared the meeting closed at 7.25pm.

The minutes of the meeting held on Monday, 4 February 2018 were confirmed as a true and accurate record at the Ordinary Council Meeting held on 18 March 2019 at which time the signature was hereunto subscribed.

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**CHAIRMAN**