



BUSINESS PAPER

**of the
Ordinary Meeting
Held
16 July 2018**

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

The Prayer

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

The Council's Guiding Principles

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

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

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

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

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

(Section 8A Local Government Act, 1993)

File Ref: PV:LA:C70-005

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11 July 2018

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

Dear Councillors

I wish to advise that the Ordinary Monthly Meeting of Lockhart Shire Council will be held at the Council Chambers, Green Street, Lockhart on **Monday, 16 July 2018** commencing at **5.00pm**.

The Order of Business will be as shown overleaf.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Peter Veneris', written in a cursive style.

Peter Veneris
GENERAL MANAGER

Order of Business

| | |
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| Opening with a Prayer | |
| Apologies | |
| Cr G. Driscoll for July 2018 | |
| Leave of Absence | |
| Confirmation of Minutes of the Ordinary Meeting 18 June 2018 | |
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| 1. Request for Assistance – Lockhart Common Trust | Page 27 |
| B. <u>A Dynamic and Prosperous Economy</u> | |
| Nil. | |
| C. <u>An Environment that is Respected and Protected</u> | |
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E. Strong Leadership and Governance

- 11. Investment and Bank Balances Report - June 2018..... Page 46
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Consideration of Business in Closed Session

There are no items listed for consideration by Council in Closed Session on 16 July 2018.

Mayoral Minute

Nil.

Mayoral Report

To be presented at the meeting.

Urgent Matters

Nil.

Notice of Motion

Nil.

Committee Reports

1. TOURISM/ECONOMIC DEVELOPMENT OFFICER REPORT

(TEDO/T26-005)

MINUTES OF THE TOURISM/ECONOMIC DEVELOPMENT STEERING COMMITTEE MEETING OF LOCKHART SHIRE COUNCIL HELD AT THE ROCK MEMORIAL BOWLING CLUB ON TUESDAY, 3 JULY 2018 COMMENCING AT 6.15PM.

PRESENT

Councillor Gail Driscoll, Mrs Myra Jenkyn, Mrs Raeleen Pfeiffer, Mr John Holstein, Tourism/Economic Development Officer (Jennifer Connor).

APOLOGIES

Ms Sandra Johnstone, Mrs Susan Creek, Councillor Derek Douglas, Mr Greg Smith.

LEAVE OF ABSENCE

Cr Gail Driscoll.

PERCURINARY INTEREST

Raeleen Pfeiffer, John Holstein – Love Lockhart Shire Photography Competition.

CONFIRMATION OF MINUTES

The minutes of the Meeting held Tuesday, 5 June 2018, as printed and circulated, be taken as read and confirmed on the Motion of M Jenkyn, seconded J Holstein.

1. **Eastern Riverina Regional Economic Development Strategy (REDS)**

A report was tabled at the TEDSC September 2017 meeting advising the NSW Office of Regional Development together with the Department of Premier and Cabinet (DPC) were providing Lockhart Shire Council with the opportunity to participate in the development of a Regional Economic Development Strategy (REDS). Due to identified economic landscapes, Lockhart Shire Council was established with Coolamon, Junee and Wagga Wagga LGAs as a Functional Economic Region (FER).

A number of meetings were held between all relevant stakeholders, enabling input into the process by the four LGAs. Relevant demographic data was analysed and research undertaken into location quotients and shift share analysis. Following this analysis, a draft REDS was compiled and structured into the:

- a) The Easter Riverina Regional Economic Development Strategy 2018-2022 – summarising Strategy and key content;
- b) Easter Riverina Regional Economic Development Strategy Supporting Analysis 2018-2022 – including evidence on which the strategy is based.

Further to a review by an expert panel, these documents are due for release shortly. Should this information be received by the TEDSC meeting, a summary of key elements of the documents will be tabled for information.

Recommendation: That the preparation of a Regional Economic Development Strategy for the Functional Economic Regional comprising Coolamon, Junee, Lockhart and Wagga Wagga City Councils, with resources provided by the NSW Government, be noted.

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| Notes: |
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2. Lockhart Water Tower

The development application for the Lockhart Water Tower project was lodged with Council and quite a few numbers of people came into view the documents on display. Overall, support for the design was very positive with 14 letters received from across the Shire, 4 of which preferred a pastoral or creek scene. Letters included some suggestions of changes particularly to the fauna featured. These suggestions were very much in line with suggestions made by members of the Selection Committee, as outlined further below.

Feedback was also noted on the Lockhart Shire Community and Visit Lockhart Facebook pages, with a total of 183 ‘Likes’, ‘Loves’ and ‘Wows’ recorded. A balance of comments both supporting and preferring different scenes were made by around 30 residents and non-residents on Facebook. A number of those who commented also took the time to write to Council as part of the DA process.



LOCKHART WATER TOWER
CONCEPT DESIGN BY SCOTT NAGY & KRIMSONE

Performance for Your Post


3,636 People Reached

307 Reactions, Comments & Shares

| | | |
|--------------|------------|--------------|
| 134 Like | 84 On Post | 50 On Shares |
| 12 Love | 5 On Post | 7 On Shares |
| 6 Wow | 2 On Post | 4 On Shares |
| 134 Comments | 90 On Post | 44 On Shares |
| 21 Shares | 21 On Post | 0 On Shares |

1,391 Post Clicks

| | | |
|-----------------|---------------|--------------------|
| 331 Photo Views | 0 Link Clicks | 1,060 Other Clicks |
|-----------------|---------------|--------------------|



LOCKHART WATER TOWER
CONCEPT DESIGN BY SCOTT NAGY & KRIMSONE

Performance for Your Post

127 People Reached

43 Reactions, Comments & Shares

| | | |
|------------|------------|-------------|
| 25 Like | 25 On Post | 0 On Shares |
| 4 Love | 4 On Post | 0 On Shares |
| 2 Wow | 2 On Post | 0 On Shares |
| 7 Comments | 4 On Post | 3 On Shares |
| 5 Shares | 5 On Post | 0 On Shares |

Lockhart Progress Association, who initiated the project and provided the first \$5,000 towards funding, proposed the concept of a waterfall flowing down the tower, edged by gumtrees and depicting local native fauna and flora gathered at the base, with native birds resting in the tree and flying overhead.

The TEDO met with Riverina Water County Council (RWCC), the owner of the tower, to request permission to undertake the project. RWCC felt the concept of the waterfall and native animals was unique and appropriate, being in keeping with the Shire and with their requirement for any proposed mural to have a water theme. RWCC gave their permission to proceed with the project and supported this with significant funding.

A post on the Lockhart Shire Community Facebook page in July 2017 to ascertain support for the waterfall concept was well received with 274 positive responses and comments. The theme of the waterfall mural on the water tower was resolved by Council at the 2017 July Ordinary Meeting of Council.

An application was then made for CASP funding through Eastern Riverina Arts, who advised while funding for pastoral and agricultural themes would not be possible due to the large number already funded throughout the State, they were supportive of the Lockhart Water Tower mural project due to the unique concept.

The Expression of Interest (EOI) documents gave artists a detailed design brief, which included the requirements advised by sponsors of the project. The Selection Committee, consisting of representatives from Lockhart Progress Association, Lockhart Shire Council, Riverina Water County Council and Eastern Riverina Arts reviewed all submissions received.

The Selection Committee, who unanimously selected the artwork as it was most representative of our local landscape and also the most likely to attract visitors to Lockhart, were aware the design was computer generated and issues raised such as the blue on the galah wings and the black swan-ducks would be corrected prior to the commencement of the project. The artist was in support of possible changes to the fauna depicted at the time of selection.

Taking into consideration comments by the Selection Committee and resident suggestions, the following changes were proposed, noting that these changes fall within the requirements of the funding bodies:

- Superb Parrot – change to Rosella (Milbrulong is aboriginal word for Rosella)
- Koala – although found to the east of the Shire, change to Brush Tail Possum
- Black Cockatoos – change to magpies
- Willy Wag Tails – include in image.

Other suggested changes to depicted fauna were:

- Echidna, kangaroos and brolgas – already included in artwork
- Emu and cockatoo – both represented in farm art sculptures at the foot of the tower.

Riverina Water have since requested time lapse images of the progress of the artwork once painting begins. A time lapse video would be a very powerful marketing tool and the TEDO will work with RWCC to achieve this.

Recommendation: That:

- a) Fauna depicted on the artwork for the Lockhart Water Tower mural be adjusted as follows:
 - Superb Parrot – change to Rosella (Milbrulong is aboriginal word for Rosella)
 - Koala – change to Brush Tail Possum
 - Black Cockatoos – change to Magpies
 - Willy Wag Tails – to include
- b) Council proceed to enter into a contract with the Artists for the Water Tower Mural Project.

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| Notes: |
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3. Walk of Fame Launch

The TEDO has confirmed a high tea at the museum as part of the launch the Walk of Fame and Lockhart Water Tower Mural is possible on Friday, 12 October. Family members of the Walk of Fame inductees will be given an opportunity to record stories and memories for use in the Museum at a future date, with potential to use visual images and stories of the inductees at the launch.

It is recommended that Tim Fischer be invited to officially open the Lockhart Shire Walk of Fame, with local Members and relatives of the inductees invited to attend. Suggestions for a suitable person to officially launch the Lockhart Water Tower are welcome.

Recommendation: That a high tea to the launch for the Walk of Fame and the Lockhart Water Tower be held on Friday, 12 October.

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4. Business Support

The TEDO is in the early stages of developing a new stand-alone business directory website which will take approximately two months to complete. Due to costs the website will be created inhouse.

The Business Survey is also due to be distributed in July. It is assumed that the dry weather will have a significant effect on our agribusinesses.

Commercial properties for sale and lease have been added to the Lockhart Shire website under Business and Investment and social media posts have been used to promote opportunities.

Recommendation: That the information be noted.

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5. Lockhart Visitor Numbers

Numbers recorded at the Lockhart Visitor Information Centre remain high, with group visits continuing to deliver during the Autumn months. Sales at the Lockhart Visitor Information Centre are also strong, providing an additional income to assist with the ongoing maintenance of Greens Gonyah Museum.

| LOCKHART VISITOR INFORMATION CENTRE (VIC) ANNUAL VISITOR NUMBERS | | | | | | |
|--|------|------|------|------|------|------|
| Month | 2013 | 2014 | 2015 | 2016 | 2017 | 2018 |
| January | 45 | 39 | 201 | 143 | 155 | 200 |
| February | 50 | 44 | 96 | 160 | 95 | 113 |
| March | 165 | 95 | 211 | 246 | 285 | 325 |
| April | 311 | 183 | 241 | 266 | 308 | 323 |
| May | 102 | 153 | 212 | 274 | 194 | 381 |
| June | 110 | 127 | 176 | 170 | 241 | |
| July | 156 | 127 | 181 | 135 | 204 | |

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|--------------|-------------|-------------|-------------|-------------|-------------|-------------|
| August | 83 | 96 | 113 | 126 | 123 | |
| September | 194 | 101 | 294 | 366 | 318 | |
| October | 627 | 967 | 729 | 576 | 955 | |
| November | 162 | 123 | 122 | 226 | 238 | |
| December | 85 | 73 | 127 | 134 | 177 | |
| Total | 2099 | 2128 | 2703 | 2822 | 3293 | 1342 |

Recommendation: That the information be noted.

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6. Project Updates

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| Drovers Way Touring Route | The TEDO has made contact with relevant stakeholders. Very slow progress. |
| Lockhart Museum | Have commenced redevelopment works at the Billabong Motors building. Excited about the Spirit of the Land Art Gallery project. Visited by NSW Regional Tourism Awards judge as was Sculpture and Heritage Trail. |
| Lockhart Progress Association | Undertaking fundraising to enable support of further community projects. |
| Lockhart Verandah Project | Awaiting outcome of \$100,000 heritage grant to repair and make good verandahs. Information for Heritage Near Me app provided. |
| Love Lockhart Shire Photo Competition | Entries close on 30 June. Most entries received in the last two days of the competition. |
| Magnolia Lodge Land | Council to investigate the existing documentation on the Magnolia Lodge to ascertain previous project plans. |
| The Rock Museum | Looking to install Hall & Museum sign on façade and internal lift. In discussions with MEES. Successful grant application for drop down interpretative panels. |
| The Rock Outdoor Gym | Equipment installed, looks great. |
| The Rock Progress | Work continuing on funding for astronomy project. TEDO proposing Picnic at Hanging Rock Movie Night combined with Cork and Fork event in October/November. |
| Thrive Riverina | New marketing strategies to commence in early July. |
| Town Visitor Information Boards | Due for installation. Information board at The Rock Recreation Ground, funded by The Rock Progress Association, is due for production. |

The next TEDSC meeting will be held at Pleasant Hills on Tuesday, 7 August 2018 at 6.00pm.

Recommendation: That the information be noted.

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2. LOCKHART SHIRE COUNCIL AUDIT, RISK AND IMPROVEMENT COMMITTEE REPORT
(GM/A65-011)

**MINUTES OF THE MEETING HELD AT THE LOCKHART SHIRE COUNCIL OFFICES ON TUESDAY,
3 JULY 2018 AT 9.30AM**

PRESENT

Tony Donohue (Independent Chairperson)
Courtney Armstrong (Independent Member)
Andrew Rockliff (Lockhart Shire Councillor).

IN ATTENDANCE

Peter Veneris (General Manager)
Craig Fletcher (Director Corporate and Community Services)
Ian Roberts (Internal Auditor).

APOLOGIES

Nil.

1. Election of Chairperson

This being the inaugural meeting of the Committee, nominations were invited for the position of Chairperson.

Tony Donohue was nominated by C Armstrong and A Rockliff.

Tony Donohue accepted the nomination and there being no other nominations was duly elected Chairperson.

2. Internal Audit Reports

The Internal Auditor, Ian Roberts, tabled his Report into Delegations at Lockhart Shire Council.

Mr Roberts noted that it was the first internal audit review for Lockhart Shire Council since it joined the Internal Audit Alliance with Coolamon, Junee and Temora Councils.

He advised that the review did not identify anything untoward or issues that should be of concern to Council with respect to how delegations are being managed.

Mr Roberts further advised that some minor issues and areas for improvement raised in the Report form the basis of the Report's three recommendations.

It was RESOLVED that the Internal Audit Report on Delegations at Lockhart Shire Council and the recommendations contained therein, be accepted.

3. Future Internal Audit Reviews – Proposed Methodology

Cr Rockliff informed the Committee that as a local business owner he is a supplier of certain goods to the Council and, depending on the matters being discussed by the Committee, there will be occasions where he may have to declare a conflict of interest.

It was RESOLVED that the methodology for the next three internal audit reviews focusing on purchasing and procurement, legislative compliance and contract management, as proposed by the Internal Auditor and tabled at the meeting, be received and noted.

4. Notice of Reportable Incidents

The General Manager advised of one Public Interest Disclosure that had been made to ICAC anonymously and ICAC advised that it had determined that the matter did not warrant further investigation.

5. Date of Next Meeting

It was agreed that the next meeting be held during the first week of October with the date to be confirmed.

There being no further business the meeting closed at 10.18am.

Tony Donohue
Chairperson

Recommendation: That the information be noted.

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| Notes: |
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Attachment 1.- Audit, Risk and Improvement Committee Status Report

**Lockhart Shire Council
Audit, Risk and Improvement Committee
Status Report**

| Date of Meeting | Focus Area | Internal Audit Recommendation | Management's Response | Status |
|------------------------|-------------------|--|---|---------------|
| 3 July 2018 | Delegations | Action be implemented to update delegations to staff so that all Instruments of Delegation are authorised by the current General Manager. | Agreed. Some new and revised delegations have been issued by the current General Manager since his commencement in the role. Those instruments of delegation still in the name of the former General Manager, whilst valid, will be updated in accordance with the recommendation. | Commenced. |
| | | When delegations are re-issued, consideration be given to providing a degree of instruction so that those staff members have a clear understanding of the meaning of their delegations. | Agreed. This will be done in conjunction with the reissuing of any updated delegations. | Commenced. |
| | | A process be implemented to capture all legislative amendments which form the basis of most of the delegations to secure the currency, appropriateness and accuracy of the respective delegations. | Agreed. | Commenced. |

Delegates' Reports

REROC BOARD MEETING – THURSDAY, 28 JUNE 2018

A regular Board meeting of the Riverina Eastern Regional Organisation of Councils (REROC) was held in Canberra on 28 June 2018. Canberra was chosen as the venue to provide an opportunity to meet with a number of Commonwealth Government Ministers. The event was very successful with a number of member councils suggesting it should become an annual event. Ministers who met with REROC on the day included the following:

Michael McCormack – Deputy Prime Minister and Minister for Infrastructure

- Welcomed member councils and provided introductory comments in relation to the Ministers meeting with REROC that day and their portfolios.
- Successful applicants under the current round of Building Better Regions Fund grants will be announced in July 2018.
- A new grant program focusing on roads of secondary importance (ROSI), linking towns in regional areas, will be announced shortly.

Ken Wyatt – Minister for Aged Care and Indigenous Health

- Advised that he is advocating for a different model for the provision of aged care services in rural and remote areas that is distinct from the model being applied to the capital cities.
- Noted that suicide rates amongst men aged over 65 are higher than youth suicide rates. The average age of males going into aged care is 82 and for females 84.
- It is proposed to introduce health checks for all Australians at ages 45 and 65.
- Sporting clubs will be encouraged to develop and provide activities for older Australians.
- The 2018/19 Aged Care Approvals Round funding opens on 2 July 2018.

John McVeigh – Minister for Regional Development, Territories and Local Government

- Applications under the next round of funding under the Building Better Regions Fund (Round 3) will open shortly.
- The funding guidelines will be reviewed based on feedback received prior to Round 3 being opened to applications.
- Expressed support for the constitutional recognition of Local Government but believed the timing wasn't right for another referendum at this time and that Local Government needed to be strategic about the timing of any future referendum on the issue.

David Littleproud – Minister for Agriculture and Water Resources

- Emphasised the importance of biosecurity to the Australian economy and advised that new investment in biosecurity measures will be announced shortly.
- Advised that a Regional Investment Corporation (RIC) is to be established and will be located in regional NSW at Orange.
- The RIC will deliver Commonwealth farm business concessional loans and a water infrastructure loan facility.

Josh Frydenberg – Minister for Environment and Energy

- Noted that 20% of Australian homes now have solar panels which creates challenges for market operators predicting peak demand periods.
- Two thirds of Australia's gas is exported which means that gas prices in Australia are linked to overseas prices.
- The Government's proposed National Energy Guarantee Policy (NEG) will require power companies to guarantee supply whilst reducing emissions over time by allowing them to determine for themselves the mix and type of generation used, i.e. gas, solar, coal, wind, hydro, etc.
- Predicted that the NEG Policy will bring down prices by approximately 23%.
- The Lockhart Renewable Energy Project was raised with the Minister. The Minister's adviser has undertaken to put Council in touch with the Clean Energy Finance Corporation to discuss the proposal further.

Bridget Mc Kenzie – Minister for Rural Health and Minister for Sport

- Advised that a new \$230 million funding program will be announced in early August for community infrastructure and facilities that encourage sporting participation.
- The program will be for projects up to a value of \$500,000. A co-contribution will be required but it will not have to be dollar for dollar.
- A separate funding program of \$22 million will be made available for projects that keep older Australians active.

Craig Laundy – Minister for Small and Family Business, the Workplace and Deregulation

Cr Rodger Schirmer
Delegate

Recommendation: That the information be noted.

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| Notes: |
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Status Report/Précis of Correspondence Issued

Status Report: Council Resolutions and Tasks to be finalised

| Res. No: | Officer to Action | Info | Action Taken |
|---|-------------------|---|--|
| Ordinary Council Meeting held 18 June 2018 | | | |
| 175/18 | GM | Closed Agenda – Land Sales, Green St West, Lockhart Council agree to the sale of lots 1 and 8 Green Street West, Lockhart in accordance with the prices adopted at the Council Meeting held 19 March 2018. | Contracts of sale are being prepared by Council's solicitor. |
| 174/18 | DEES | Closed Agenda – Tender, Box Culvert Supply, Bridges Upgrade Project a) Council award the supply of box culverts for Bridges Upgrade Project to Rocla Pipeline Products for \$724,783.41 (incl. GST); and b) Authorises the General Manager to sign purchase order. | Purchase order currently being arranged. |
| 172/18 | GM | Policy 3.1 Provision of Protective Clothing/Equipment Revised policy 3.1 Provision of Protective Clothing/Equipment, as presented, be adopted. | The Policy Register has been updated. Complete. |
| 171/18 | GM | Local Government NSW – Election to Fill a Casual Vacancy Council appoint the Mayor as its voting delegate for the secret postal ballot being held to fill the casual vacancy in the LGNSW Rural/Regional Councils category. | Council's voting delegate has been registered for the secret postal ballot. Complete. |
| 170/18 | DCCS | Internal Restrictions Council adopt the proposed list of internal restrictions and balances for 30 June 2018 as detailed in report. | Completed. |
| 169/18 | DCCS | Draft Delivery Program 2017-21, Operational Plan 2018-19, Budget Estimates and Fees & Charges 2018-19 Council adopt draft Delivery Program 2017-21, Operational Plan 2018-19, Budget Estimates and Fees & Charges 2018-19 as tabled in report. | Completed. |
| 167/18 | MES | Variation to Development Control Plan, DA64/18 Council grant consent for a variation to the Lockhart DCP, thereby permitting an increased building height, for a proposed new shed at 97-103 Federal St, Lockhart. | DA approved. Complete. |
| 164/18 | DEES | Draft Stormwater and Bridge Maintenance Policy Draft Policy 2.52 Stormwater and Bridge Maintenance, as presented, be placed on public exhibition for a period of 28 days and further report be brought to Council. | Draft Policy on public exhibition. |
| 163/18 | DEES | National Class 2 B-Double Authorisation Notice a) Council consents to continue B-Double Access in accordance with 2018 Notice, excluding Yerong St, The Rock and Neuhaus Lane, Yerong Creek; and b) Authorises DEES to complete and submit Consent form to the NHVR. | Consent notice returned to NHVR. Complete. |
| 157/18 | DEES | Request for Assistance – The Rock RSL Sub-Branch a) Council supports The Rock RSL Sub Branch proposal for 100 th Anniversary celebrations of Avenue of Honour; and b) Council component of works for the project be funded from s356 contributions. | Letter written to RSL. Works commenced on site. Complete. |

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| 155/18 | DEES | Spirit of the Land Festival Request Council to continue to support the Spirit of the Land Festival as follows: a) \$11,000 in 2018/19 budget; b) \$10,000 in 2019/20 budget; and c) \$9,000 in 2020/21 budget. | Letter written to SoL Committee. Complete. |
| 154/18 | GM | Commemorating the 100th Anniversary of Armistice Day a) Invite the Lockhart, Pleasant Hills, The Rock & Yerong Creek communities to submit proposals and requests for financial support for the commemoration of the 100 th anniversary of Armistice Day; and b) Delegate to the General Manager the authority to approve requests for financial support up to a maximum of \$1,500. | Letters forwarded to RSL Sub-Branches and Anzac Day Committees inviting applications by 31 July 2018. |
| 151/18 | TEDO | Minutes of the TEDSC Meeting – Spirit of the Land Art Gallery Spirit of the Land Art Gallery to be established in the Greens Gunyah Museum. | Lockhart and District Historical Society notified. Complete. |
| 150/18 | TEDO | Minutes of the TEDSC Meeting - Heritage Near Me App Lockhart Shire Council to participate in the Heritage Near Me App. | In progress. |
| Ordinary Council Meeting held 21 May 2018 | | | |
| 138/18 | GM | LGNSW 2018 Annual Conference a) Council appoint the Mayor as its voting delegate at the 2018 LGNSW Annual Conference; and b) Councillors wishing to attend the 2018 LGNSW Annual Conference | a) Registration of voting delegates and conference attendees opens in August 2018. |
| 132/18 | MES | Amendment to Development Control Plan Council place the draft amended Development Control Plan 2016 on public exhibition for a period of 28 days, after which it be presented to Council for further consideration. | Amended DCP placed on public exhibition. |
| 130/18 | DEES | Sewer Development Servicing Plan (DSP) a) Council places the draft Development Servicing Plan (DSP) on public exhibition for 30 days b) Advises other authorities and developers of the draft DSP as required by the guidelines, and c) Further report be brought to Council on completion of exhibition period. | DSP placed on public exhibition, and authorities have been advised. |
| 126/18 | DEES | Recycling Update b) Council authorises DEES to negotiate CDS refund sharing agreement with Kurrajong Recycling and bring a further report to Council, and c) Submit a grant application under NSW EPA funding for material recovery facilities when open, for use of recycled glass in road base construction. | DEES still in negotiations with Kurrajong Recyclers. 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. |
| 121/18 | DEES | Footpath Area – Greens Gunyah Museum b) Includes this proposal in the street beautification master planning to be commenced in 2018/19 c) Considers Stage 1 of the project in future budget(s). | Letter sent to Historical society. To be included in masterplan for Lockhart CBD area. Complete. |
| 117/18 | TEDO | Minutes of the TEDSC Meeting – Magnolia Lodge Land TEDSC investigate the existing documentation on the Magnolia Lodge to ascertain previous project plans. | In progress |

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| 110/18 | TEDO | Minutes of the TEDSC Meeting – Walk of Fame The relatives of inductees be invited to attend the launch of the Walk of Fame. | Planning of launch in progress. Scheduled for 12/10/18. |
| Ordinary Council Meeting held 16 April 2018 | | | |
| 84/18 | GM | Round 2 – Stronger Country Communities Fund a) Council submit the following grant applications (listed in priority order) under Round 2 of the Stronger Country Communities Fund: <ol style="list-style-type: none"> 1. Lockhart Recreation Ground – Facilities for footballers and netballers 2. The Rock Recreation Ground – Toilets and Showers 3. Osborne Recreation Ground – Playground and Traffic Improvements 4. Town/Shire Entrance Signs 5. Town/Shire Beautification 6. Yerong Creek Recreation Ground – Netball and Handball Court 7. The Rock Observatory 8. The Rock Recreation Ground – Relocation of Pony Club and New Oval 9. ½ Basketball Court at The Rock b) Any of the above projects that are unsuccessful in securing grant funding under the Stronger Country Communities Fund may be funded from Council's Reserves; and c) Council's Reserves be replenished over time with the proceeds from the sale of residential lots in Stage 2 of the Carson Road subdivision at The Rock. | All nine grant applications have been submitted by the closing date of 4 May 2018. The outcome of the applications is expected to be known in August 2018. |
| 80/18 | DCCS | Minutes of the TEDSC Meeting – Lockhart Childcare Facilities Council investigate a scheme to benefit the serious lack of childcare facilities in Lockhart. | A survey to be designed then distributed to Lockhart and surrounding area. |
| 79/18 | DEES/ MES | Minutes of the TEDSC Meeting – Lockhart Shop Fronts Concerns regarding the change of use of commercial premises in the Lockhart and The Rock Central Business Districts to residential premises be addressed as a priority. | Staff addressing the issue in short term via a DCP amendment tabled at the May 2018 Council meeting. Amended DCP on public exhibition, which includes section regarding shop fronts in CDB area. See report to July 2018 meeting. Complete. |

| Ordinary Council Meeting held 19 March 2018 | | | |
|---|------|--|--|
| 68/18 | GM | <p>Closed Agenda – Green Street West Lockhart – Price Review</p> <p>a) Council adopt the following asking process for lots remaining unsold in the residential subdivision at Green Street West, Lockhart:</p> <p style="margin-left: 20px;">a. \$25,000 Lots 1, 6, 7, 9, 10, 23, 24, 25, 27, 28, 29, 30, 31, and 32</p> <p style="margin-left: 20px;">b. \$27,500 Lots 12, 16, 17 and 18</p> <p style="margin-left: 20px;">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> |
| 58/18 | DEES | <p>Heavy Vehicle Safety and Productivity Program</p> <p>Council to apply for grant funding in Round 6 of the Heavy Vehicle Safety and Productivity Program of up to \$800,000.</p> | <p>Grant applications close 30 March 2018.</p> <p>Grant application submitted. Not expecting outcome till mid-year.</p> |
| 51/18 | GM | <p>Lockhart Renewable Energy Project</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>Awaiting clarification from BET before proceeding with next phase of consultation.</p> |
| Ordinary Council Meeting held 5 February 2018 | | | |
| 21/18 | GM | <p>Joint Organisations of Council</p> <p>Council will support the continuation of REROC for a period no longer that 12 months from the proclamation of the Joint Organisation.</p> | <p>JOs proclaimed and discussions continuing between member councils regarding governance arrangements.</p> <p>Meeting with the Deputy Premier to convey concerns regarding JO compliance and governance costs has been confirmed for 20/07/18.</p> |
| Ordinary Council Meeting held 18 December 2017 | | | |
| 316/17 | GM | <p>The Rock to Boree Creek Rail Line</p> <p>Council to continue to make applications when further rounds of funding are released.</p> | <p>A further application will be made when next funding round is launched.</p> |
| Ordinary Council Meeting held 20 November 2017 | | | |
| 298/17 | DEES | <p>Quarterly Budget Review – September 2017</p> <p>a) Develop a town beautification masterplan, including costings, for the Shire.</p> | <p>a) Very preliminary discussions had with staff on this matter. 2018/19 budget includes funds for consultant to assist with masterplan.</p> |

| Ordinary Council Meeting held 16 October 2017 | | | |
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| 266/17 | DEES | <p>Closed Agenda – Tender – Waste Contract</p> <p>a) Contract for 'Domestic Garbage, Recyclables & Organics Collection & Transport Service' to be awarded to Cleanaway, adjusted for two bin collection service for an interim 6-month period as required; Contract to be 7 years – 2 April 2018 to 2 April 2025, renewable annually thereafter by mutual consent for up to three by one-year agreements; and</p> <p>b) General Manager and Director of Engineering & 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) & (b) Letter issued to Cleanaway. Contracts prepared. Cleanaway has commenced new contract with new truck, still operating on two bin system.</p> <p>(c) & (d) Council engaging consultant to assist with grant application. Consultant is working on documentation and grant application.</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.</p> <p>Grants for FOGO implementation now open and currently preparing application. Consultant still working on composting licence requirements. Grant submitted. Awaiting outcome.</p> |
| Ordinary Council Meeting held 21 August 2017 | | | |
| 181/17 | TEDO | <p>Minutes of the Tourism/Economic Development Steering Committee Meeting – Lockhart Railway Station</p> <p>Addition time to be given to source an alternative use/tenant for the Lockhart Railway Station building.</p> | <p>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>Councillor Professional Development</p> <p>Councillors to nominate any professional development they would like to undertake to assist in the development of a Professional Development Program for Councillors for 2017/18.</p> | <p>Training and Development opportunities distributed to Councillors as they arise.</p> <p>Draft Councillor Professional Development Guidelines recently released by OLG. Awaiting final version of Guidelines following a period of consultation.</p> |
| Ordinary Council Meeting held 18 April 2017 | | | |
| 72/17 | DEES | <p>Caravan Parks</p> <p>a) Information noted pending a furthermore detailed report</p> <p>b) Council has determined as a matter of policy that caravan parks be short term (holiday park) stays; and</p> <p>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) & (c) are complete. Staff currently compiling information to put together further report.</p> |

| Ordinary Council Meeting held 20 March 2017 | | | |
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| 33/17 | TEDO | Minutes of the Tourism/Economic Steering Committee Meeting – Shire Signs Designs for the Shire signs to be investigated. | Application lodged under the Stronger country Communities Fund – Round2. |
| Ordinary Council Meeting held 6 February 2017 | | | |
| 5/17 | GM | Coffee Shop Proposal Council to invite Mandy Strong, Liz Lane and Susan Gooden to meet with Mayor and GM to discuss the proposal of a coffee shop in the former Billabong Motors building adjacent to the Green Gunyah Museum. | Subject to refurbishment of former Billabong Motors building. Privately owned bakery/ coffee shop to be established in former Heaven and Rags building in Green St Lockhart. Complete. |
| Ordinary Council Meeting held 21 November 2016 | | | |
| 315/16 | GM/ TEDO | Australian Kelpie Hall of Fame a) Greens Gunyah Museum be requested to develop and provide a long-term business plan to Council, outlining future developments and how they will be funded, and b) The item be brought back to Council for further discussion in the 2017/18 FY. | Lockhart & District Historical Society working on refurbishment of Billabong Motors Building. No further action at this stage. |
| Ordinary Council Meeting held 19 September 2016 | | | |
| 241/16 | TEDO | Minutes of Tourism/Economic Development Steering Committee - Town Visitor Information Boards New town visitor information boards to be designed and installed in The Rock and Lockhart. | Due for install. |
| Ordinary Council Meeting held 16 May 2016 | | | |
| 109/16 | DCCS | Old Lockhart Railway Station Building Council to: a) Seek to find a suitable use/tenant for the building b) Begin negotiations with JHR to hand building back, if suitable use/tenant not found within next 6 months. | Ongoing. No potential tenants have enquired. Promoting venue as a regional meeting site. Very little activity to date. |
| Ordinary Council Meeting held 14 October 2014 | | | |
| 294/14 | DCCS | Report of Section 355 Committees - Finances Council to endeavour to meet with all 355 Committees & Pleasant Hills Community Hotel to work with them to understand their costs and future projects | Revised policy adopted by Council. Procedure Manual has been developed and finalised. Meeting arranged for Wednesday 11 July at 6.00pm at Lockhart & Wednesday 18 July at 6.00pm at Yerong Creek to present the manual. Complete. |
| Ordinary Council Meeting held 18 June 2018 – Councillor Questions & Statements | | | |
| | DEES | Cr Day – Donation Box for Camping at Lockhart Showground – Enquired if a donation box could be arranged for camping at the Lockhart Showground? | DEES advised that this can be arranged and will action. Staff currently arranging donation box. |

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| | DEES | Cr Day – French Park-Bullenbung Rd – Advised that French Park-Bullenbung Rd currently has some large potholes. | DEES advised he will investigate and take appropriate action. DEES has inspected the road and is on program to be graded shortly. Complete. |
| | DEES | Cr Driscoll – Availability of New Lots on Carson Rd, The Rock – Enquired as to when the new lots on Carson Rd, The Rock will be available for sale? | DEES advised Council is waiting for Telstra to commence installation. Electrical services are installed but yet to be commissioned. The surveyor is due on site shortly to commence the survey and registration process whilst waiting for services to be completed. |
| | DEES | Cr Sharp – Vandal/Theft Proofing of Road Name Signs – Enquired as to whether road name signs could be made vandal/theft proof as the Thomas Lane sign has been stolen less than a week after being installed. | DEES advised he will investigate and take appropriate action. |
| | DEES | Cr Sharp - Maintenance Grading of Yerong Creek Mittagong Rd – Advised he believed that Yerong Creek Mittagong Rd requires a maintenance grade, however has noted that it is on the Works Program to be undertaken shortly | Road is on current program to be undertaken shortly. Complete. |
| | DEES | Cr Walker – Trimming of Low Hanging Branch on Old Trunk Rd – advised that visibility for drivers is impaired due to this low hanging branch over the road. | DEES advised he will investigate and take appropriate action. |
| | DEES | Cr Walker – Status of Maintenance Grading of Hendersons Lane – Enquired as to the status of maintenance grading of Hendersons Lane? | DEES advised that Hendersons Ln is due for a maintenance grade very shortly as per the Works Program. Hendersons Lane has been graded. Complete. |
| | DEES | Cr Schirmer – Shrubs Growing at the Intersection of Western and Bidgeemia Rds – Advised that shrubs growing at the intersection of Western and Bidgeemia Rds are obstructing sight distance for drivers. | DEES advised he will investigate and take appropriate action. |
| Ordinary Council Meeting held 21 May 2018 – Councillor Questions & Statements | | | |
| | DEES | Cr Rockliff – Water going into Back Yards between Green & Hebden Sts, Lockhart – 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. |

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| | DEES | <p>Cr Rockliff – Speeding Vehicles on Green St, Lockhart – Enquired regarding what can be done about speeding vehicles going through town on Green St as he feels an accident could happen.</p> | <p>DEES advised he has discussed this issue with RMS and Police and has been advised that reduced speed zones are used for schools and other specific areas, however when preparing the street beautification plan he will investigate other ideas to help the matter. DEES did advise there is a crossing in the middle of the Green Street Shopping Precinct specifically for use by the less mobile to access the other side of the street.</p> <p>DEES has learnt at RMS forum on 7 June 2018 that RMS is looking at having possible 40 kmhr in high pedestrian areas. Unsure what that means at this stage.</p> <p>Council currently gathering data to be presented to Council, and will be installing 24/7 cameras in Green Street for 2 weeks to monitor traffic and pedestrian movements.</p> |
| | DEES | <p>Cr Driscoll – Missing Town Entrance Sign – Advised that The Rock entrance sign on the Olympic Highway on the Yerong Creek side is missing.</p> | <p>DEES advised he will investigate and advise, and also noted that town entrance signs were part of the recent SCCF grant application.</p> <p>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.</p> |
| | DCCS | <p>Cr Driscoll – Draft Delivery Program 2017-21 - Enquired under '<i>B: A Dynamic and Prosperous Economy</i>' – would there be room in the budget for possible support to assist with the workload of the Shire's Tourism/Economic Development Officer, and under '<i>A: A Connected and Resilient Community</i>' would like to be kept up to speed regarding support to help elderly residents remain in their homes via an aged care serviced hub in the Shire.</p> | <p>General Manager in discussions with TEDO regarding most appropriate form of assistance. Assistance provided through revised position description and reallocation of duties. Complete.</p> <p>DCCS advised that he will enquire as to the background to including a reference in the Delivery Program to supporting a feasibility study into aged persons' accommodation.</p> |
| | DEES | <p>Cr Verdon – Funding to Improve Accessibility – Stated the Arts Council received significant grant funding to improve accessibility to events and enquired if Council could access NDIS funding to improve accessibility around the Shire.</p> | <p>DEES advised he will make some enquiries and advise. DEES has investigated and NDIS funding is for individuals and not organisations. Staff currently looking into what other funding maybe available.</p> |

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| | GM | Cr Schirmer – Councillor Shire Tour – Enquired if Councillors would like another tour of the Shire, specifically to look at the many projects that are currently being undertaken. | Councillors were in agreeance that another tour would be a good idea. Bus tour scheduled for 16 August 2018. |
| Ordinary Council Meeting held 16 April 2018 – Councillor Questions & Statements | | | |
| | GM | Cr Verdon – Lockhart Shire Council Polo Shirts for Councillors – Enquired as to whether Councillors could have a Lockhart Shire Council Polo shirt to wear when representing Council at less formal functions? | Polo Shirts in process of being ordered. |
| | | Cr Schirmer – Also Enquired about the Brightness of Chevron Reflectors – Supported earlier comments about the brightness of chevrons on Lockhart-The Rock Road and asked if anything can be done? | DEES advised he will investigate and advise. Councils RSO has investigated the signs and they are to standard. Council staff looking at what other actions could be taken. |
| Ordinary Council Meeting held 5 February 2018 – Councillor Questions & Statements | | | |
| Councillor's Questions | DEES | Cr Sharp – Issue with Murray Pines Encroaching Henty-Pleasant Hills Rd – 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. |
| | DEES | Cr Rockliff - Caravan Parking Signage – Advised he has received complaints from caravaners requesting more caravan parking signage be placed around Lockhart township. | DEES advised he will investigate and take appropriate action as resourcing permits. |
| | DCCS | Cr Day – Hole in West Wall of Memorial Hall, Lockhart – Advised that birds have been observed going in and out of a hole in the west wall of the Memorial Hall, Lockhart. | DCCS advised he will investigate and take appropriate action. Quotes had already been requested & approved, contractor then notified could not do the work. Further quotes being sort, approved & contractor engaged. |
| Ordinary Council Meeting held 18 December 2017 – Councillor Questions & Statements | | | |
| Councillor's Questions | GM | Cr Marston – Council Elections – Enquired if Council, for the 2020 Council Elections would consider advertising its own election (not through AEC) to save money. | GM advised that this could be considered at the appropriate time, closer to the election year. |
| | DEES | Cr Sharp – Advised of 'Speed hump' (tree root), West of Spurrells Lane, Pleasant Hills Rd. | DEES advised he is aware of the lifted pavement and will re-inspect and take appropriate action. Staff have investigated and arranging remedial works. Works have been undertaken. Complete. |

| Ordinary Council Meeting held 20 November 2017 – Councillor Questions & Statements | | | |
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| Councillor's Questions | GM | Cr Marston – Potential Purchase of Land for Development – Following completion of Carson Rd Development, The Rock, enquired if Council could look into the purchase of more land for development (using borrowings) – Shire-wide, but maybe concentrating on The Rock and lifestyle blocks in Yerong Creek, requesting this be put on the agenda for further discussion. | Discussions have been held with Council's agent and the availability of suitable developable land coming on to the market is being monitored. |
| Ordinary Council Meeting held 16 October 2017 – Councillor Questions & Statements | | | |
| Councillor's Questions | DEES | Cr Douglas – Lockhart Industrial Park – Enquired if trees could be planted on southern side of the Lockhart Industrial Park as a screen? | DEES will investigate and advise. |
| Ordinary Council Meeting held 17 July 2017 – Councillor Questions & Statements | | | |
| Councillor's Questions | MAYOR | Cr Driscoll – Fit For the Future Process – Enquired as to where Council was up to regarding the FFTF process and ensuring we comply with our Action Plan. | The Mayor advised we are working on external contracting and other options regarding expanding the Shire's scale and capacity. |
| | COUNCILLORS | Cr Schirmer – Councillor Relaxed Visits throughout Shire – Thanked Councillors who attended recent Friday night at the Pleasant Hills Pub and advised the visit was well received by the locals with positive feedback being given. | 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 | Cr Verdon – Song Written by Former Grader Operator Mr Keith Ball – Enquired as to whether Council had a copy of the song about working on Council and if not, could a copy be obtained for historical purposes? | DEES advised he is not aware of the song and will contact the Funeral Director. Staff have spoken with family, a copy to be forwarded to Council in due course. |

16 July 2018 Council Meeting - Correspondence Sent to Councillors

| Date to Councillors | From | Subject | File Ref |
|---------------------|-----------------------|-----------------------------|----------|
| 18/06/18 | Cr Linda Scott, LGNSW | LGNSW Weekly – 15 June 2018 | S20-007 |
| 25/06/18 | ALGA News Editor | ALGA News 15 June 2018 | A75-005 |
| 25/06/18 | ALGA News Editor | ALGA News 22 June 2018 | A75-005 |
| 25/06/18 | Cr Linda Scott, LGNSW | LGNSW Weekly – 22 June 2018 | S20-007 |
| 02/07/18 | Cr Linda Scott, LGNSW | LGNSW Weekly – 29 June 2018 | S20-007 |
| 02/07/18 | ALGA News Editor | ALGA News 29 June 2018 | A75-005 |
| 09/07/18 | Cr Linda Scott, LGNSW | LGNSW Weekly – 6 July 2018 | S20-007 |
| 09/07/18 | ALGA News Editor | ALGA News 6 July 2018 | A75-005 |

Recommendation: That the information be noted.

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| Notes: |
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Staff Reports

STRATEGIC DIRECTION A: A Connected and Resilient Community

1. REQUEST FOR ASSISTANCE – LOCKHART COMMON TRUST

(DEES/D30-005)

Executive Summary

Council has received a request for assistance from the Lockhart Common Trust for shared boundary fencing replacement.

Report

Council has received a request for assistance from the Lockhart Common Trust for shared boundary fencing replacement between Lockhart Horse Common and Council managed/controlled crown land known as The Community Forest.

The fence is in poor condition and is no longer stock proof and requires replacing. Estimated cost of the works is \$5,028.50 with Council's contribution would be \$2,528.50.

Integrated Planning and Reporting Reference

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

B1 - Our Shire is attractive and welcoming to business, industry, residents 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

Nil.

Budget and Financial Aspects

Estimated cost of Council's contribution is \$2,528.50.

Attachments

1. Letter received 25 June 2018 from Lockhart Common Trust.

Recommendation: That Council:

- a) supports replacement of the shared boundary fence at Lockhart Horse Common; and
- b) Council component of works be funded from s356 contributions.

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| Notes: |
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Attachment 1. – Letter from the Lockhart Common Trust, received 25 June 2018

LOCKHART COMMON TRUST

The General Manager
Lockhart Shire Council
PO Box 21
LOCKHART NSW 2656

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|----------|--|
| File No: | L05-020 |
| Log: | 27003 |
| | INFO REPLY REPORT |
| GM | <input checked="" type="checkbox"/> Signaled by 9/11 |
| DCCS | |
| Rec'd | 25 JUN 2018 |
| DEES | <input checked="" type="checkbox"/> 25/6/18 |
| MES | |
| HR | |
| TEDO | |

Common and Forest
Boundary Fence

Dear Sir

RE: PROPOSED REPLACEMENT OF SHARED BOUNDARY FENCE
LOCKHART HORSE COMMON – CONTROLLED SECTION OF CROWN LAND

We are seeking your assistance is replacing a 1km of the abovementioned shared boundary fence.
The description of the land is – (lot/section/plan) 58/756 429, 7302/1151747, Crown reserve 82097.

Our proposal is as follows:-

Lockhart Common costs – erection of fence, labour, 2 x gates, all stays, strainers required, cement
\$2,500-00

Lockhart Shire Council costs – 5 x 7/90/30 Waratah @ \$255-00 each
110 x black steel posts @ \$5.75 each
1 x plain wire 2.5 x 1500 m @ \$200-00 each
1 x tie wire 2 mm x 120 m @ \$21-00 each
Prepare fence line @ \$400-00
All items plus GST \$2,528-50

We hope you consider our request favorably and await your reply.

Yours faithfully



G C Harper
PRESIDENT

G C Harper
PRESIDENT

61 Hebden St
LOCKHART NSW 2656

C N Trevaskis
SEC/TREASURER

STRATEGIC DIRECTION B: A Dynamic and Prosperous Economy

Nil.

STRATEGIC DIRECTION C: An Environment that is Respected and Protected

2. BIOSECURITY AND ENVIRONMENTAL REPORT

(DEES/N10-025)

Executive Summary

Monthly report on priority weeds and environmental matters.

Report

Weeds

Property Inspections

Inspections were carried out on both rural and residential properties, which were selected due to a change of ownership, weed infestation history or weed control assessment.

The weeds most commonly found were Bridal Creeper (*Asparagus asparagoides*), Lippia (*Phyla canescens*), and Privet (*Ligustrum* sp.).

Other weeds found in lower frequency were African Boxthorn (*Lycium ferocissimum*), Green Cestrum (*Cestrum parqui*), Asparagus Fern (*Asparagus* sp.), and Blackberry (*Rubus fruticosus* sp. aggregate).

| No. 1 st Inspections | No. Re-inspections required | No. 2 nd Inspections | No. Biosecurity Undertakings Accepted | No. Biosecurity Directions Issued | No. 3 rd Inspections | No. 4 th Inspections |
|---------------------------------|-----------------------------|---------------------------------|---------------------------------------|-----------------------------------|---------------------------------|---------------------------------|
| 7 | 6 | 2 | 0 | 0 | 0 | 1 |

Riverina LLS Regional Weeds Committee

Council's Environmental Officer attended the Riverina LLS Regional Weeds Committee held on 5 June at Narrandera. Topics that were discussed included: the recently released NSW Invasive Species Plan 2018-2021; the new elements available on the NSW DPI Weeds Extranet, such as various templates required for weed control enforcement, and information regarding biological control; the creation of a number of factsheets, including 'visiting a farm' and 'weeds on roadsides'; the standard for weed management compliance; and the allocated budgets for the last two years of the current Weeds Action Program.

The forecast allocation of funds from State government for 2018-2019 and 2019-2020 are of great concern to all members within the Riverina. During the first three years of the current Weeds Action Program, each council within the Riverina has received lower than requested funds due to the decisions of the State Government. The next two years appear to be following this trend to a great degree. Funding towards weeds will also be lower for each council as the Riverina Local Land Services are deducing \$100 000 from weeds funding to facilitate the regional coordinator position (previously \$61 000 for 2017-2018), and Hilltops Council joining Riverina (approximately \$75 000).

The standard for weed management compliance needs to be addressed by both Council's Environmental Officer, as well as levels of management and councillors. Councils are being audited regarding their weed management compliance. These audits have enough to do with weed control, but rather the policies and practices that councils have in place to carry out their weed management obligations. This includes: appropriate training of weed inspectors, emergency procedures, community education, inspection standards, and reporting requirements. There was nothing that was mentioned that was particularly alarming as Lockhart Shire Council appears to be meeting its compliance obligations, but assessment will need to be carried out in the near future. NSW DPI is developing a Standard for Weed Management Compliance document to assist councils.

The next Riverina LLS Regional Weeds Committee meeting is scheduled for 4 September.

Pests

Rabbit Control on Galore Hill

Taking advantage of the lack of feed available, baiting of rabbits has been scheduled for Galore Hill in July, in conjunction with Riverina Local Land Services.

Integrated Planning and Reporting Reference

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

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

C3 – Flora and fauna are protected across the Shire.

Legislative Policy and Planning Implications

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

Budget and Financial Aspects

Will be conducted within Council's allocated budget.

Attachments

Nil.

Recommendation: That the information in this report be noted.

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

3. ENGINEERING REPORT

(DEES/T10-005)

Executive Summary

Monthly report on engineering matters.

Background Information

- (a) *Works Report:* Two grader crews are undertaking maintenance grading as well as sealed roads shoulder grading in accordance with updated programme. Construction projects are not due to commence till well into Spring and warmer weather.

A new 12-month programme will be presented at the meeting.

Concrete crew is undertaking sign maintenance and miscellaneous culvert works across the Shire.

Council has commenced planning and procurement to repair and upgrade 9 bridge structures throughout the Shire. This will allow opening up the Shire road network to HML, as well as Livestock Loading and Grain Harvest Management Schemes. Works are expected to commence on the ground in July 2018 once Fishery Permits have been obtained.

Council is waiting on outcome of submitted grant application under Heavy Vehicle Safety & Productivity Program (HVSPP) for replacement of a further 4 structures as well as Flood Detour Road upgrade.

- (b) *Flood Mitigation:* Refer to Major Projects update.
- (c) *Road Safety Officer:* Nil to report.
- (d) *Traffic Committee:* Nil to report.
- (e) *Lockhart Local Emergency Management Committee:* Meeting was held Friday 15 June 2018, nil issues to report.
- (f) *Fleet:* Council staff will commence fleet replacement program for 2018-19.

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.

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| Notes: |
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4. MAJOR PROJECTS UPDATE

(DEES/T10-005)

Executive Summary

Update on Council's current major projects.

Report

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

- a) *Swimming Pools Upgrade:* Lockhart pool works are progressing well, with the three pools poured and tiling commenced. Both Lockhart and The Rock amenities works have also commenced, with The Rock slab being poured and Lockhart internal works proceeding as planned. Both amenities are due for completion prior to the 2018/19 swimming season. Dates for pool openings are currently being planned and will be advised once a few dignities have been confirmed, with Lockhart pool tentatively being set for Saturday 27 October 2018, 62 years to the day from opening of the original pool. The Rock amenities opening is tentatively scheduled for Friday 16th November 2018.

The Rock pool works itself is planned to be undertaken in 2019 between swimming seasons.

- b) *The Rock Sewer Extension:* Construction work has been completed, with only minor clean up and outstanding works still to be undertaken. The system is now live and in use. There have been 53 confirmed properties agreeing to connect to the scheme.
- c) *Demolition of Voluntary Purchase Properties:* Settlement has occurred on the third property in Lockhart with demolition works scheduled for late 2018.

Grant application has been submitted for Voluntary Purchase of properties in Lockhart for the next three years. The Voluntary Purchase of properties in The Rock has been completed.

- d) *Flood Mitigation Construction-Lockhart:* Construction work on the Lockhart Government Dam Levee has been completed. Council has submitted grant application for Stage 2 flood mitigation works in Lockhart, being the drainage system east of the Industrial Park.
- e) *Flood Mitigation Construction - The Rock:* The Rock Strevens Street drainage works has commenced on site, with completion scheduled for November 2018. Main drain and culvert works on Mangoplah Road are due to commence shortly. Shutdown on Main Southern Rail Line is scheduled for 31 August 2018.

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 \$4.5M for both pools.
- (ii) The Rock Sewer Extension – budget for stage 1 construction is \$1.25M.
- (iii) VP Demolition – Round 3 – purchase & demolition costs for both properties is anticipated to be \$420,000, with OEH to provide grant funding of approximately \$360,000.
- (iv) Flood Mitigation Construction - Funding received for Strevens Street is \$856,000. Construction budget for the project is \$1.0M.

Attachment

Nil.

Recommendation: That the information be noted.

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| Notes: |
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5. PARKS AND GARDENS REPORT

(DEES/P10-005)

Executive Summary

Monthly report on parks and gardens.

Report

Wal Alexander Park

Installation of new playground equipment is complete. The combination unit is very similar to the old one but meets current Australian safety standards. The new basket swing is the first of its kind in the shire and should prove to be a popular addition. Some of the vegetation had to be removed from the fall zone of the swing. Agapanthus have been planted along the front fence and other planting within the park will be planned soon. These changes have given this popular little park a much-needed facelift.

Lockhart Caravan Park

The existing BBQ area has been extended on the western side and includes a firepit. Concrete sleepers and granite have been used to create a raised area for visitors to the park to gather socially. The firepit will be an added bonus in chilly weather with users being able to gather to cook, eat, socialise and watch the footy. The garden bed behind the BBQ area has also been given some TLC with the use of old railway sleepers to create an edge, mulch and new plants. As time permits it is planned to continue this edging behind the sheltered sites up to the first cabin.

Green Street Roundabout

The dwarf oleander from the centre of the roundabout have been transplanted to Walter Day Park. The mature height of the oleander has been an impediment to driver's vision and this shrub does not lend itself to regular pruning, it also seemed a pity to prune it back just as it was ready to flower each year. The roundabout still has three tiers of planting; the euonymus from the front row has been moved back to the second row, Westringia Jervis Gem have been planted behind it to match the planting on the outside of the roundabout and the same Dianthus as those in the planter boxes in the front row. The dianthus has proved to have quite a long flowering period and the westringia have a small blue flower; during non-flowering times the colour and texture variation of the foliage will add interest and structure.

Trees

Annual pruning of street and park trees has commenced and will continue throughout cooler months. Trees and vegetation overhanging urban lanes are also being cut back to the fence line during this period.

Mowing and Slashing

Growth of irrigated areas has slowed significantly; mowing is being scheduled as required.

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.

Parks and Gardens

Winter pruning of the shires roses has begun.

Some transplanting has taken place to prepare for new garden design in some parks and roses have been ordered to complete the garden at Walter Day Park.

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

General Maintenance

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

Integrated Planning and Reporting Reference

D1 – Infrastructure that facilitates an active community.

Legislative Policy and Planning Implications

Nil.

Budget and Financial Aspects

Will be conducted within Council's allocated budget.

Attachment

Nil.

Recommendation: That the information be noted.

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| Notes: |
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6. SWIMMING POOLS UPGRADE – EXTERNAL WORKS

(DEES/S55-030&035)

Executive Summary

Lockhart Shire Council is currently undertaking upgrade of its town pools at Lockhart and The Rock.

Report

Lockhart Shire Council is currently undertaking upgrade of its town pools at Lockhart and The Rock. The scope of works approved to proceed at March 2018 meeting is for the upgrade of the pools themselves, along with new amenities at The Rock and new change rooms at Lockhart, with all works being internal in nature.

Since work on site has commenced staff have been working on a landscaping plan for the external works to the pools. The main focus of the work is to improve access to the pools as well as tidy up of the aging and sub-standard external infrastructure around both pools. Proposed additional scope of works includes:

- a) Lockhart Pool:
 - Repaint externally the amenities building as faded and outdated, including modify entrance to comply with access requirements
 - New K&G and repair seal to Halliday Street access
 - New footpaths and entry statement
 - New gates and fencing to east side of the pool to replace substandard fencing
 - Landscaping and new signage to entrance
 - New plaque to commemorate works and refurbish old plaques
 - Street trees along Halliday Street for parking
 - New gates and rear access for deliveries
 - New irrigation system and turf to pool surrounds over and above to that previously allowed.
- b) The Rock Pool:
 - New K&G and repair seal to Mixner and Wilson Streets access
 - New footpaths and entry statement
 - New fencing to north side of the pool as additional room required to fit new pump house shed
 - Landscaping and new signage to entrance
 - New plaque to commemorate works and refurbish old plaques
 - Street trees along Mixner Street for parking
 - New gates and rear access for deliveries
 - New irrigation system and turf to pool surrounds over and above to that previously allowed.
 - Unsuitable subgrade allowance for building works
 - Relocation of power to eastern side of Rec Ground for lights and water pump as originally fed from pool meter.

Attached to the report are landscaping plans showing the proposed external works for both pools. The above scope of works for both pools has been estimated to cost \$225,000. These works would “complete” the project in its entirety and really compliment the new pools and amenities upgrade works currently planned, rather than having old and tired infrastructure next to new. If approved, the works would be undertaken prior to opening Lockhart Pool and The Rock amenities building in 2018, and would allow the pool complexes to look “finished” for the grand openings.

In addition, Council staff are currently working with the community groups who pledged a total of \$31,500 some time ago towards the project, which includes \$25,000 from Bendigo Bank. It is hoped that the Bank may be able contribute a further \$25,000, with outcome to be known shortly. Appropriate signage will be displayed recognising community groups contribution. These monies were not factored into budget calculations at the March 2018 meeting.

Integrated Planning and Reporting Reference

B1 – Our Shire is attractive and welcoming to business, industry, residents 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

Nil.

Budget and Financial Aspects

- Budget for Pools Upgrade was \$4.5M for both pools.
- Third party contributions/pledges total \$31,500, with a possible further \$25,000 contribution, not included in current budget.
- Total external works proposed, not included in original scope of works or budget, is estimated at \$225,000.

Attachments

1. Photos of existing external areas of Lockhart Pool.
2. External landscaping plans for Lockhart and The Rock.

Recommendation: That Council:

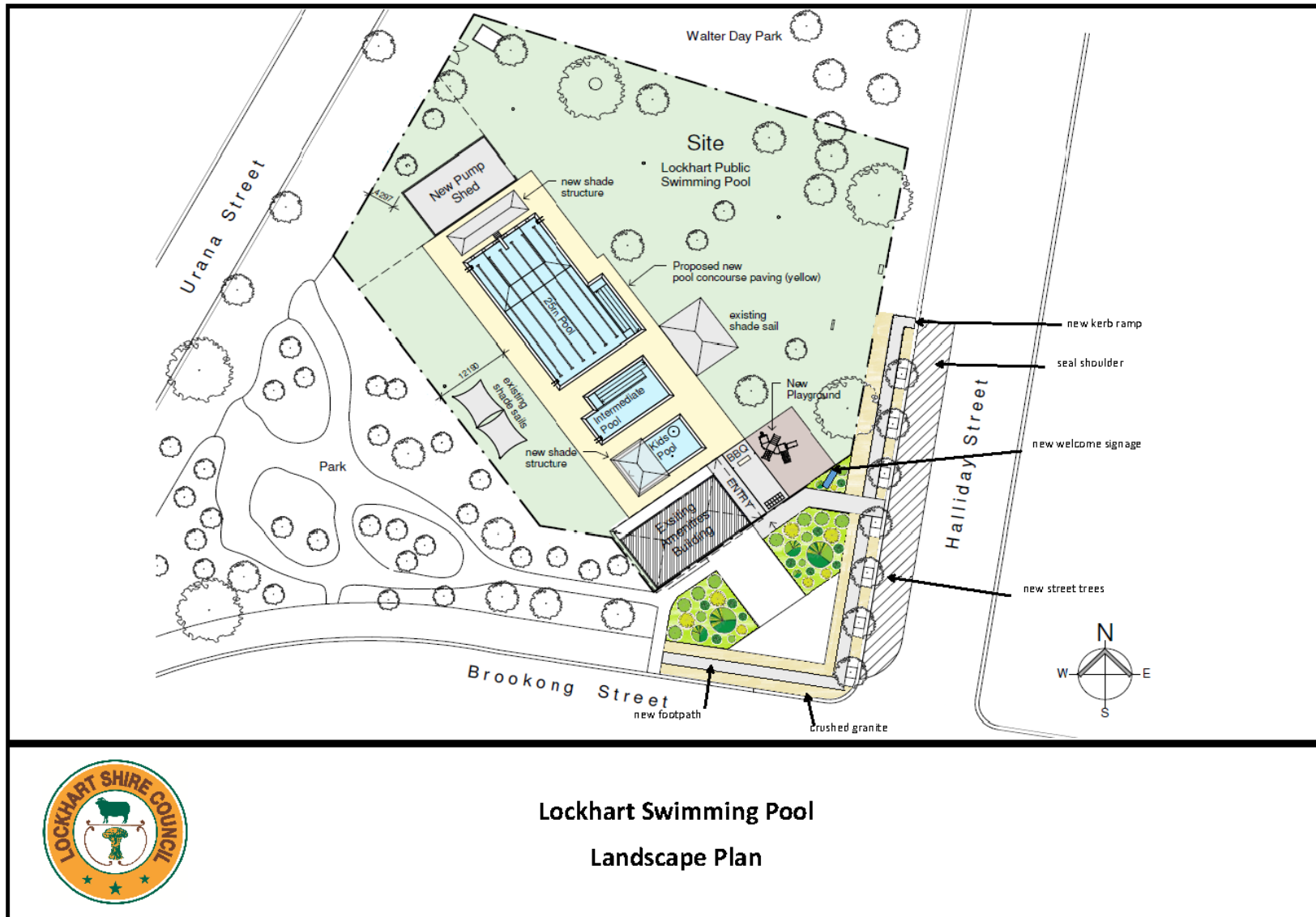
- a) Endorses the external works as part of the swimming pool upgrade at Lockhart and The Rock; and
- b) The external works are funded from Council Infrastructure Reserves and adjusted at the first quarterly budget review.

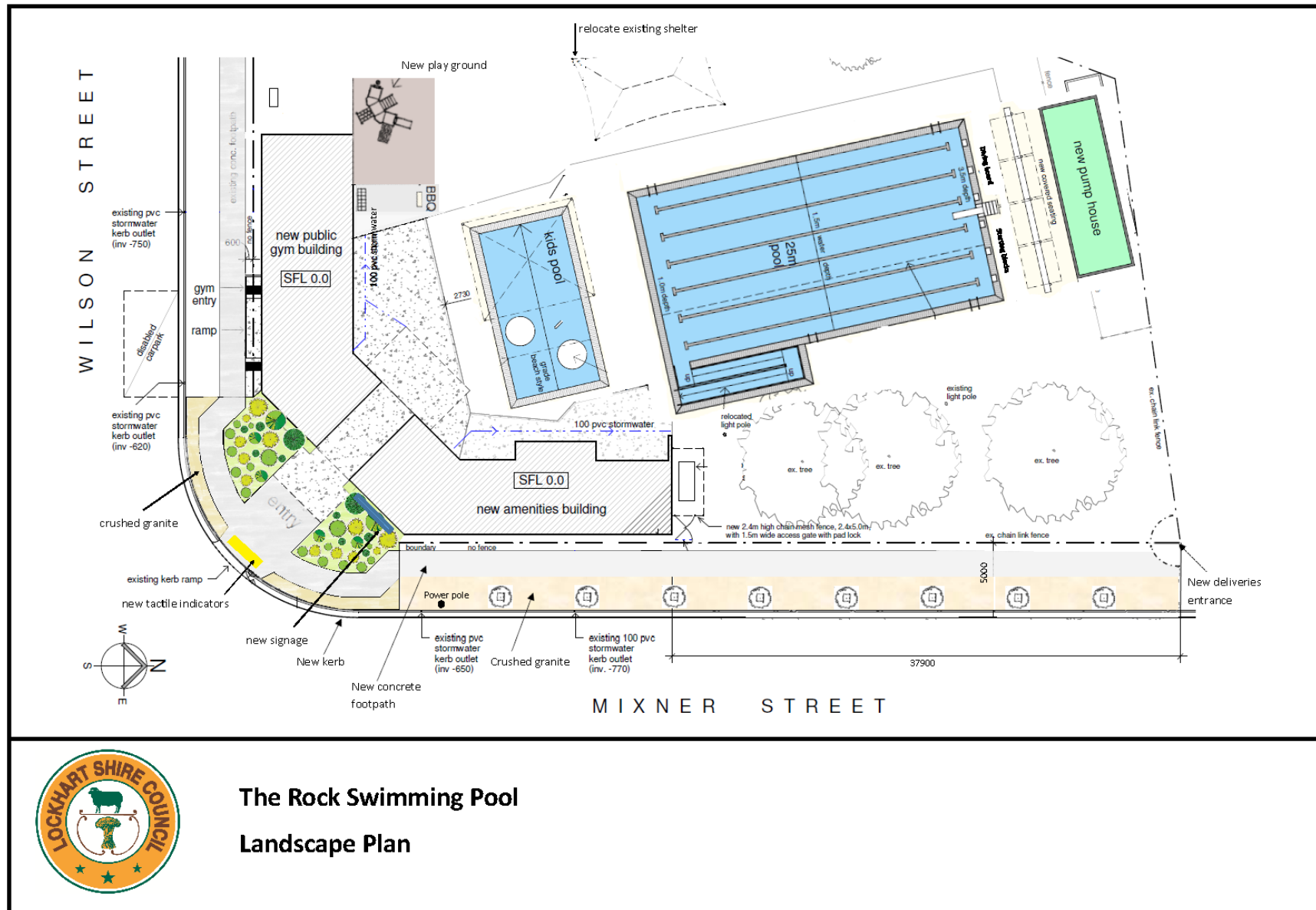
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| Notes: |
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Attachment 1. – Photos of existing external areas of Lockhart Pool



Attachment 2. – External Landscaping Plans for Lockhart and The Rock Pools





The Rock Swimming Pool Landscape Plan

**7. STREVENS STREET, THE ROCK DRAINAGE WORKS – CREATION OF DRAINAGE EASEMENTS
(GM/F20-032)**

Executive Summary

Council's authorisation to execute documentation under the Common Seal is required. The documentation relates to the creation of drainage easements at The Rock as part of the Strevens Street drainage works.

Report

Council will be aware that a contract has been let for flood mitigation works at The Rock and that the project is currently under construction.

As part of the project a number of easements to drain water need to be created. An instrument setting out the terms of the easements has been prepared by Council's solicitor pursuant to Section 88B of the Conveyancing Act.

The Section 88B instrument has been signed by the owners of the lots that will be burdened by the easements and now needs to be executed by Council under the common seal so that it may be lodged for registration with the Land Titles Office.

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

The easements are being created pursuant to Section 88B of the Conveyancing Act. Under the terms of the easement the Council will have the power to release, vary or modify the positive covenant.

Budget & Financial Aspects

The amount of compensation negotiated and agreed with the affected landowners has been paid. The cost of the easements has been included in the overall budget of the flood mitigation project previously approved by Council.

Attachments

Nil.

Recommendation: That Council authorise the Section 88B Instrument relating to the creation of easements for the Strevens Street, The Rock drainage project to be executed by the Mayor and the General Manager under Council's seal.

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| Notes: |
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8. ROADS PROGRAM 2018/19

(DEES/T10-015)

Executive Summary

Council has a “normal” roads construction programme planned for 2018/19 year.

Report

Council's adopted Operation Plan for 2018/19 has allocated \$4,324,225 to roads and footpath capital works. This includes R2R allocation of \$720,914 and Fixing Country Roads (State) of \$959,766 for Bridges Upgrade project.

With roads funding back to pre-2010 flood levels, Council has a “normal” roads construction programme planned for 2018/19 year. Council staff propose the following roads programme, which is slightly modified to that presented in the Operational Plan to incorporate grant applications in which Council is waiting on the outcome:

- PAMPS program - \$56,750 (\$21,750 external funding now confirmed)
- Bridges Upgrade project - \$1,572,225
- Green Street Culverts – flood proofing - \$150,000 in addition to the Bridges project funding
- Commence widening of MR59 – Urana Lockhart Road - \$200,000
- Various Heavy Patching of Regional Roads – \$325,000
- Continue widening Western Road - \$150,000
- Continue widening Osborne Yerong Creek Road - \$150,000
- Continue widening The Rock Mangoplah Road - \$150,000
- Continue widening Yerong Creek Mangoplah Road – \$150,000
- Resealing Regional Roads - \$275,000
- Resealing of Local Roads - \$360,000
- Resheeting of gravel roads - \$747,000 being:
 - Hendersons Lane - \$80,000
 - Woodens Lane - \$60,000
 - Figtree Lane - \$80,000
 - Ryan Stock Route - \$80,000
 - Unallocated - \$447,000.

Council has a grant application currently submitted and waiting outcome under the Heavy Vehicle Safety & Productivity Program (Federal) funding for \$790,000. If Council is successful with this grant, then the \$150,000 allocated to flood proofing Green Street culverts will be reallocated to widening of MR59 – Urana Lockhart Road.

In addition, Council has submitted a grant application under NSW Government's Growing Local Economies fund for widening 22.5km of MR59 – Urana Lockhart Road. If this application is successful, this will have no impact on Council's budget and would be conducted over two years.

Currently Council has a grader and roller operator positions vacant due to recent resignation and retirement. At this stage staff do not plan to fill these vacancies due to road budget levels back to “normal” levels and two grader crews can adequately meet the planned maintenance grading and construction programme due to efficiencies gained over recent years. It is planned to retain the grader and roller to allow flexibility to ‘gear up’ a third crew as required if we fall behind program or there are roads in need of priority maintenance. It is proposed in the meantime to use the two vacant positions to temporarily fill with additional plant operator and labourer due to large volume of bridge/culvert works this year along with the pools upgrade. Staff will review the situation at the end of 2018/19 to determine best and most efficient resourcing structure moving forward.

Further to 'Recycling Update' report to Council at its May 2018 meeting, grant applications are now open from NSW EPA Waste Less, Recycle More initiative for the Round 1 "Product Improvement program", where funding is available for infrastructure investment to increase use of recycled products. There is the opportunity to use this funding to purchase equipment to blend recycled glass into Council manufactured road base materials. This would allow our existing quarries to last longer as well as lower the overall cost of production, gaining an economic and environmental benefit. Staff have been in discussions with Kurrajong Recyclers about using their crushed glass, and discussions are proving to be very positive, with Lockhart Shire most likely to be able to reuse the total volume of their crushed glass produced each year. Staff are currently conducting trials to determine the option ratios and processing method. Grant applications close 23 August 2018.

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

- All works will be undertaken within budget allocations for 2018/19 and successful grant funding application.
- Likely project cost for set up of crushed glass recycling in road base is \$300,000, which can be grant funded up to 75%, with Council's 25% to come from road budget savings.

Attachments

Nil.

Recommendation: That Council:

- a) endorses the Roads Programme for the 2018/19 year; and
- b) submits application under NSW EPA "Product Improvement Program" grant for crushed glass recycling in road base materials.

Notes:

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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 June 2018 to 30 June 2018.

| DA No | Development | Applicant/Owner | Site of Development |
|-------|--------------------------------|-----------------|--------------------------------|
| 65/18 | Detached shed | J Higginson | 4196 Olympic Hwy, The Rock |
| 66/18 | Detached carport | D McInness | 48 King St, The Rock |
| 67/18 | Beauty Salon in Studio | J Smith | 6 Ferrier St, Lockhart |
| 69/18 | Extension to existing dwelling | J Swift | 27 Mixner St, The Rock |
| 70/18 | New dwelling | D Walker | 386 Bullock Hill Rd, The Rock |
| 72/18 | 2 x shipping containers | B & J Pertzelt | 4 Macconochie St, Yerong Creek |

Integrated Planning & Reporting Reference

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

Legislative Policy and Planning Implications

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

Budget and Financial Aspects

Nil.

Attachment

Nil.

Recommendation: That the information be noted.

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| Notes: |
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10. AMENDMENT TO DEVELOPMENT CONTROL PLAN

(MES/W15-005)

Executive Summary

Amendments to the Lockhart Shire Council Development Control Plan are presented for adoption by Council, following the prescribed public exhibition period.

Report

To satisfy the requirements of the Environmental Planning & Assessment Act 1979, and to facilitate fair and consistent planning in the shire, the Lockhart Shire Development Control Plan (DCP) was adopted by Council in 2016. The DCP prescribes a range of development controls for different development types and localities and includes provisions relating to subdivision, residential development, commercial development, industrial development, rural development, heritage conservation, natural hazards and infrastructure.

At the Ordinary meeting of Council in May 2018, proposed amendments to the DCP were presented for consideration to effect the following:

- an amended chapter on 'Commercial Development' supporting only that development which will be attractive and welcoming to business, and thus promoting a strong and resilient economic community; and
- an amended chapter on flood planning controls including clarification for developers to obtain flood heights and associated fixed floor levels for dwellings, which is a common question to Council planning staff.

The draft DCP amendments were endorsed by Council and placed on public exhibition for a period of 28 days in accordance with Clause 18 of the Environmental Planning and Assessment Regulation 2000. As part of the public exhibition process notices were placed in the local newspapers and on Council's website.

During the exhibition period Council received no public submissions, and the draft DCP was also subject to internal review by Council officers, with no changes made. The amended DCP is now presented for consideration and adoption by Council.

Integrated Planning and Reporting Reference

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

Legislative Policy and Planning Implications

Clause 3.43 of the Environmental Planning and Assessment Act 1979 allows Council to prepare a development control plan to provide guidance on the following matters to the persons proposing to carry out development in relation to:

- a) giving effect to the aims of any environmental planning instrument that applies to the development;
- b) facilitating development that is permissible under any such instrument; and
- c) achieving the objectives of land zones under any such instrument.

The provisions of a development control plan made for these purposes are not statutory requirements.

Budget and Financial Aspects

Nil.

Attachments

1. Lockhart Shire Council Development Control Plan 2016 as amended (attached as a separate document).

Recommendation: That Council:

- a) Adopt the Draft Lockhart Shire Council DCP 2016 as publicly exhibited;
- b) Notify within 28 days in the local newspaper of adoption of the DCP;
- c) Amend the DCP to include the date of commencement of the Lockhart Shire Council DCP 2016 being that date which the plan is notified in the local newspaper.

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| Notes: |
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STRATEGIC DIRECTION E: Strong Leadership and Governance

11. INVESTMENT AND BANK BALANCES REPORT – JUNE 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 | | 1,554,840.01 |
| Add: Total Receipts | | |
| Rates | 103,320.97 | |
| Debtors | 551,053.26 | |
| Grants | 3,473,375.78 | |
| Investments Redeemed | 500,000.00 | |
| Investment Interest | 38,262.49 | |
| Sale of Land - Bond St | - | |
| BAS Refund | 64,061.00 | |
| Other Receipts | 48,297.37 | |
| | | 4,778,370.87 |
| Less: Total Payments | | 4,949,087.55 |
| New Investments | | 3,800,000.00 |
| Closing Combined Cashbook Balance | | 1,384,123.33 |

Closing Bank Statement Balance

| | |
|--|---------------------|
| Bendigo Bank | 818,374.49 |
| Macquarie Bank | 539,518.19 |
| Bendigo Bank-Prichard Trust | 31,603.23 |
| | 1,389,495.91 |
| Add: Outstanding Deposits | 2,083.62 |
| | 1,391,579.53 |
| Less: Outstanding Cheques | 7,456.20 |
| Closing Combined Cashbook Balance | 1,384,123.33 |

| Investments: | Interest Rate per Annum | Amount Invested | % of Total |
|---------------------|----------------------------|----------------------|------------|
| AMP/Curve Securitys | 2.95 | 250,000.00 | 2.46 |
| AMP/RIM | 2.40 | 300,000.00 | 2.96 |
| AMP/RIM | 2.40 | 400,000.00 | 3.94 |
| AMP/RIM | 2.55 | 500,000.00 | 4.93 |
| Bankwest | 2.30 | 500,000.00 | 4.93 |
| Bankwest | 2.20 | 400,000.00 | 3.94 |
| Bankwest | 2.55 | 400,000.00 | 3.94 |
| Bankwest | 2.70 | 500,000.00 | 4.93 |
| Bankwest | 2.75 | 500,000.00 | 4.93 |
| BENDIGO | 2.00 | 250,000.00 | 2.46 |
| BENDIGO | 2.25 | 250,000.00 | 2.46 |
| BENDIGO | 2.25 | 500,000.00 | 4.93 |
| NAB | 2.28 | 500,000.00 | 4.93 |
| NAB | 2.70 | 500,000.00 | 4.93 |
| NAB | 2.70 | 500,000.00 | 4.93 |
| NAB | 2.76 | 500,000.00 | 4.93 |
| NAB/Tcorp | 2.70 | 500,000.00 | 4.93 |
| T-Corp | at call | 2,900,000.00 | 28.57 |
| | | 10,150,000.00 | |
| | | | 100.00 |

General Ledger Balances as at Month End

| FUND | AMOUNT |
|----------------------------------|----------------------|
| General (PTD) 1490-3000-0000 | 1,155,363.51 |
| Combined Sewerage 8490-3000-0000 | 197,156.59 |
| Trust Fund 9991-3000-0000 | 31,603.23 |
| | 1,384,123.33 |
| TOTAL FUNDS HELD ARE: | 11,534,123.33 |

Integrated Planning and Reporting Reference

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

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

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

Legislative Policy and Planning Implications

Local Government Act 1993 Section 625 Investments.

Government (General) Regulations Clause 212.

Budget and Financial Aspects

Council's 2017/18 Operational Budget has forecast a total of \$134,000 income from interest on investments, being split between General Fund of \$110,000 and Sewer Fund of \$24,000. For the period July 2017 to June 2018, the average end of month balance of funds invested has been \$6.58 million and the average return on invested funds has been 2.40%. On these year to date figures, Council's budgeted income on investments will be achieved for General Fund and interest on investments for Sewer Fund have been reduced by \$3,000.

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

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| Notes: |
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12. INFORMATION SYSTEMS SECURITY POLICY

(GM/C70-025)

Executive Summary

A new policy regarding the security of Council's information systems has been developed and is tabled for Council's consideration.

Report

At the Council meeting held on 16 April 2018 a new policy regarding the use of Council's computer system, internet, email and social media was adopted by Council.

Whilst the aim of that Policy is to establish parameters around the appropriate and ethical use of Council's IT systems, the internet and social media platforms, it does not deal specifically with the issue of information systems security and cyber security.

Council's external auditors, Crowe Horwath on contract to the NSW Audit Office, have identified the need for an information systems security policy as a high priority. Accordingly, Policy 1.23 Information Systems Security has been developed and is tabled for Council's consideration.

The aim of this Policy is to protect information against accidental or malicious disclosure, modification or destruction. The Policy applies to all Councillors and staff, (including system support staff with access to privileged administrative passwords), contractual third parties and agents of the Council with any form of access to Council's information systems.

The Policy incorporates existing measures that have been in place, albeit not documented in a formal policy, as well as some new measures introduced in conjunction with the development of the policy.

Integrated Planning and Reporting Reference

E1 – Minimise Council’s exposure to risk and promote a strong risk management culture within Council.

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

Legislative Policy & Planning Implications

Nil.

Budget & Financial Aspects

Nil.

Attachments

1. Draft Policy 1.23 Information Systems Security, as presented, be adopted.

Recommendation: That Policy 1.23 Information Systems Security, as presented, be adopted.

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| Notes: |
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Attachment 1. – Draft Policy 1.23 Information Systems Security

1.23 Information Systems Security

POLICY TITLE: INFORMATION SYSTEMS SECURITY

FILE REF: O10-005, O10-010, O10-015 & O10-050

EXPIRY DATE: AUGUST 2021

OBJECTIVE

Information is an important, valuable asset of Council which must be managed and protected. All information has a value to the Council. However, not all information has an equal value or requires the same level of protection.

The aim of this policy is to protect information against accidental or malicious disclosure, modification or destruction.

SCOPE

This policy applies to all Councillors, Staff, and Volunteers, of the Council (including system support staff with access to privileged administrative passwords), contractual third parties and agents of the Council with any form of access to Lockhart Shire Council's information systems.

REFERENCE DOCUMENTS

This Policy should be read in conjunction with the following Council policies and documents: -

- 1) Policy 1.7 Fraud Control Policy
- 2) Policy 3.26 Computer, Internet and Email Policy.

POLICY STATEMENT

Formal procedures are required in order to control how access to information is granted and how such access is changed.

Access controls are put in place to protect information by controlling who has the rights to use different information resources and by guarding against unauthorised use.

This policy also mandates a standard for the creation of strong passwords, their protection and frequency of change.

SECURITY VETTING

Introduction

Any person wanting to access the Lockhart Shire Council's information systems must be authorised to do so.

Potential new users of the Council's information systems and assets must be identified, vetted and authorised before being given access to resources appropriate to their role.

Classification of Users

Levels and areas of access approved are based on the following classifications:-

- 1) Employees
- 2) Councillors
- 3) Privileged users.

Vetting and Authorisation Process

Employees – Employees are employed under the Local Government (NSW) State Award and are required to comply with Council policies and codes. Employees are vetted and given access to information systems appropriate to their role and delegations as part of their induction process. Employees are also trained in the particulars of Council's information technology (IT) systems relevant to their role. Council's Handbook for New Employees draws attention to relevant codes and policies including the Code of Conduct and Policy 3.26 Computer, Internet and Email Policy.

Prior to authorisation and access to the Council's information systems, the Director of Corporate and Community Services will ensure that the level of access does not exceed that needed by the user to perform their job. This applies to new users and also where user privileges and access rights are to be modified.

Councillors - Councillors are elected by the Shire's residents and ratepayers in accordance with the Local Government Act and are required to comply with Council policies and codes relevant to their role or as legislated e.g. Code of Conduct. Councillors are provided with access to Council meeting business papers, including confidential reports, through a secure portal via Council's website.

Privileged Users - Privileged users are those given special access rights to the network to carry out specific maintenance functions and include the Council's software suppliers, IT contractors and specialists. Their work is to be always carried under the supervision of the Director of Corporate and Community Services.

ACCESS CONTROL

Each user must be allocated access rights and permissions to IT systems and data that:

- a) Are commensurate with the tasks they are expected to perform.
- b) Have a unique login (USER ID) that is not shared with or disclosed to any other user.
- c) Have an associated unique password that is requested at each new login.

System administration accounts must only be provided to privileged users that are required to perform system administration tasks.

Passwords must be memorable but not easily guessed. Character strings associated with the user, such as birth dates, children's names, and car registration numbers, although memorable are easily guessed and should not be used. Users must never share passwords.

Passwords are to support the following features:

- A minimum password length of 8 characters;
- A facility for the user to change their password at will and without revealing it to anyone else;
- A mechanism for enforcing a password change on all users with a maximum interval between changes of 90 days;
- A mechanism for ensuring that when a password is changed the new password differs from the old;
- When a USER ID is first created the administrator is required to supply a password and that password is marked as "expired" so that the user must change it before first access to the system;
- Preventing the reuse of a password over a succession of changes so that the previous ten passwords cannot be repeated;
- The number of unsuccessful tries to enter password or attempt to access the system set to 5, after which the user account will be disabled until the System Administrator resets the account at the request of the Director of Corporate and Community Services.

When an employee leaves the Council, their access to information systems and data must be suspended at the close of business on the employee's last working day. To ensure appropriate security measures are not overlooked, a checklist for departing employees has been developed and includes a section dealing with information systems security. A copy of the checklist is attached as Schedule 1.

A councillor's access to information via the secure online portal referred to above will be terminated at the end of the councillor's term of office unless they are re-elected.

CYBER SECURITY

Anti-virus software incorporating firewalls and other mechanisms that guard against cyber-attacks will be installed and maintained on Council's information systems.

Under no circumstances are software products not owned by or not legally in possession of the Council to be installed on Council equipment.

Software obtained in confidence or under licence must only be used by staff members or authorised agents of the Council in accordance with relevant licence agreements.

Proposals for purchase of software for official Council purposes should always be directed to the Director of Corporate and Community Services.

DATA BACK UPS

Backups are critical to the stability and availability of an information system. A backup strategy must be an integral part of the Business Continuity Plan.

The Director Corporate and Community Services is to ensure that system software, production data and other essential records are backed-up on a regular and frequent basis.

MONITORING OF INFORMATION SYSTEMS

On a continuous and ongoing basis Council will carry out computer surveillance of any user at such times of Council's choosing and without further notice to any user in accordance with Policy 3.26 Computer, Internet and Email Policy.

SECURITY INCIDENTS

Security incidents are events in which the security of the Council's intellectual property or information assets is actually or potentially compromised.

The objectives of a security investigation are to:

- a) Determine exactly what occurred,
- b) Assess the degree of compromise of information, operations or resources, and minimise the damage, and
- c) Make recommendations to minimise the possibility of the incident re-occurring.

Where there has been a genuine breach of security, the incident is to be reported in the first instance to the Director of Corporate and Community Services who will then:

- a) Inform the General Manager;
- b) Investigate the cause and identify possible consequences to the Council and its stakeholders,
- c) Assess the degree of compromise of the Council's information or operations,
- d) Determine appropriate steps to minimise the consequences of the incident and to prevent further occurrences.

If the breach is of a serious nature involving criminal activity, or compromise of very sensitive information, the incident is to be reported to the Police.

*Adopted by Council xx Xxxxxxx 2018
Refer minute xxx/18*

SCHEDULE 1

Lockhart Shire Council
Departing Employee Checklist

| Item | Date | Signed |
|---|------|--------|
| Return of Council Property (where applicable) | | |
| Keys/ access cards | | |
| Motor vehicle | | |
| Motor vehicle keys | | |
| Fuel card | | |
| Mobile phone | | |
| iPad/ Notebook computer | | |
| Credit card | | |
| Information Systems Security (where applicable) | | |
| Remove employee as authorised user of Council's IT network (remove login credentials, terminate email address etc.). | | |
| Remove employee as authorised user of Local Government Software Solutions modules (i.e. corporate reporting and employee performance management). | | |
| Remove employee as authorised user of Council's banking and investment accounts (i.e. Bendigo Bank, T-Corp etc.). | | |
| Documentation and Records (where applicable) | | |
| Update Instruments of Delegation | | |
| Update Business Continuity Plan and Emergency Procedures | | |
| Advise banking institutions of changes in cheque signatories | | |
| Other | | |
| | | |
| | | |

13. 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 requests are continuing to trend downwards, which would be most likely a direct result of the very dry conditions over the last six months.

Integrated Planning and Reporting Reference

E2 – Accessible and responsive service delivery.

Legislative Policy & Planning Implications

Nil.

Budget & Financial Aspects

Included in annual operational budget.

Attachments

1. Summary of Customer Requests Report as at 30 June 2018.

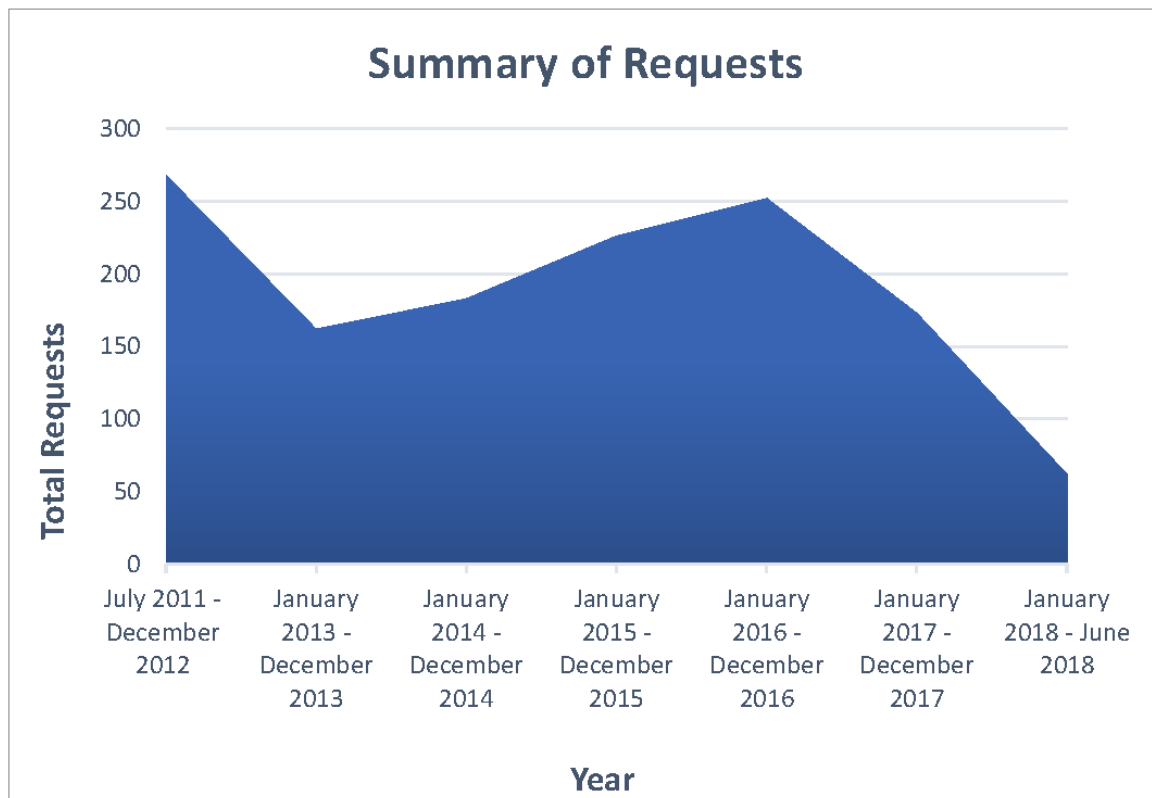
Recommendation: For Council's information.

| |
|---------------|
| Notes: |
| |
| |
| |

Attachment 1. – Summary of Customer Requests Report as at 30 June 2018

Summary of Requests Lodged

| Year | Period | Total Requests |
|------------------------------|-----------|----------------|
| July 2011 - December 2012 | 18 months | 268 |
| January 2013 - December 2013 | 12 months | 162 |
| January 2014 - December 2014 | 12 months | 183 |
| January 2015 - December 2015 | 12 months | 226 |
| January 2016 - December 2016 | 12 months | 252 |
| January 2017 - December 2017 | 12 months | 173 |
| January 2018 - June 2018 | 6 months | 62 |



Questions and Statements

Nil.

Closed Session Agenda

There are no items listed for consideration by Council in Closed Session on 21 May 2018.