



MINUTES

**of the
Ordinary Meeting
Held
18 March 2019**

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

**Minutes of the Ordinary Monthly Meeting of Lockhart Shire Council held in the Council Chambers,
Green Street, Lockhart on Monday, 18 March 2019 at 5.01pm.**

PRESENT

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

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

The meeting opened with a prayer.

APOLOGIES

Cr J. Walker.

LEAVE OF ABSENCE

Nil.

CONFIRMATION OF MINUTES ORDINARY MEETING 4 FEBRUARY 2019

27/19	RESOLVED on the motion of Crs Rockliff and Verdon that the Minutes of the Ordinary Meeting held on Monday, 4 February 2019 as printed and circulated be taken as read and confirmed.
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DECLARATION OF PECUNIARY AND NON-PECUNIARY INTERESTS

Nil.

The Mayor called for Standing Orders to be suspended to allow the general public (Myra Jenkyn, Sandra Johnstone and Norma Millett) to make statements regarding agenda Item 6 – Masterplan for Lockhart Business Centre.

28/19	RESOLVED on the motion of Crs Driscoll and Marston at 5.02pm that standing orders be suspended to allow Myra Jenkyn, Sandra Johnstone and Norma Millett to make statements regarding agenda Item 6 – Masterplan for Lockhart Business Centre.
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29/19	RESOLVED on the motion of Crs Verdon and Marston at 5.18pm that the Council meeting be resumed.
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MAYORAL MINUTE

Nil.

MAYORAL REPORT

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

Thurs, 7 Feb	Attended a REROC Board Meeting in Wagga Wagga, along with General Manager, Peter Veneris.
Sat, 9 Feb	Attended the Emily Gardens 10 th Birthday Celebrations in The Rock, along with Cr Verdon.
Thurs, 14 Feb	Met with Gordon Hinds from Better Energy Technology and Dr Joe McGirr, Member for Wagga Wagga in Lockhart to discuss Lockhart's proposed renewable energy project. General Manager, Peter Veneris and Director Engineering and Environmental Services, David Webb were also in attendance. Attended the opening of Dr Joe McGirr's new Baylis Street office in Wagga Wagga, along with Cr Day OAM and General Manager, Peter Veneris.
Fri, 15 Feb	Attended a Riverina Joint Organisation workshop in Wagga Wagga, along with General Manager, Peter Veneris.
Tues, 19 Feb	Attended the Lockhart Central School presentation assembly to present to the 2018 Year 12 Dux and to assist with other school awards.
Sun, 3 Mar	Attended the Urangeline Peace Hall Centenary.
Mon, 4 Mar	Attended a Joint Organisation Strategic Planning Workshop in Wagga Wagga, along with General Manager, Peter Veneris.
Wed, 6 Mar	Attended a Neighbourhood Watch Group meeting in Lockhart, along with General Manager, Peter Veneris.
Thurs, 7 to Fri, 8 Mar	Attended the Country Mayors Association meeting in Sydney, along with General Manager, Peter Veneris.
Fri, 8 Mar	Along with General Manager Peter Veneris, attended a drinks and nibbles function at the Lockhart Bowling Club to congratulate Max Montgomery on 24 years continuous service with Lockhart Shire Council.

30/19 RESOLVED on the motion of Crs Verdon and Marston that the Mayoral Report be received.

URGENT MATTERS

Nil.

NOTICE OF MOTION

Nil.

COMMITTEE REPORTS

1. TOURISM/ECONOMIC DEVELOPMENT OFFICER REPORT

(TEDO/T26-005)

MINUTES OF THE TOURISM/ECONOMIC DEVELOPMENT STEERING COMMITTEE MEETING OF LOCKHART SHIRE COUNCIL HELD AT LOCKHART COUNCIL CHAMBERS ON TUESDAY, 5 FEBRUARY 2019 COMMENCING AT 6.35PM.

PRESENT

Mrs Myra Jenkyn, Ms Sandra Johnstone, Councillor Derek Douglas, Mr John Holstein, Mr Greg Smith
Tourism/Economic Development Officer (Jennifer Connor).

APOLOGIES

Councillor Gail Driscoll, Mrs Raeleen Pfeiffer, Mrs Susan Creek.

LEAVE OF ABSENCE

Nil.

PERCURINARY INTEREST

Nil.

CONFIRMATION OF MINUTES

The minutes of the Meeting held Tuesday, 6 November 2018, as printed and circulated, be taken as read and confirmed on the Motion of Myra Jenkyn, seconded John Holstein.

1. Public Art Projects

The TEDO is working with community groups at Milbrulong, Tootool and Yerong Creek to assist with ideas for large scale public murals at each location for consideration by Riverina Water and Lockhart Shire Council.

The public art projects currently be investigated are:

- Milbrulong – Water Tower;
- Tootool – Telephone Exchange and Tootool Silos;
- Yerong Creek – Water Tower.

The steps for undertaking the projects are as follows:

1. Design concept;
2. Design agreed by building owner and council in consultation with local community;
3. Determine budget;
4. Secure funding;
5. Project Management;
6. Expressions of interest;
7. Nominate artist;
8. Development Application;
9. Contract;
10. Commence project.

All three community groups are currently at Step 1 – Design Concept. The TEDO will keep the committee updated on progress as the projects further develop.

Recommendation: That the information be noted.

31/19

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

2. Shire and Town Entrance Signs

A proposal to update the Lockhart Shire and town entrance signs has been under consideration for some time. A previous proposal to upgrade the entrance signs was deferred during the Fit for the Future process due to the uncertainty that process created regarding amalgamations and future local government boundaries.

More recently however the Lockhart Shire Council submitted a number of grant applications under Round 2 of the NSW Government's Stronger Country Communities Fund including an application Shire and town entrance signs. The Council has now been advised of the outcome of the applications it resolved to submit. Grant funding totalling \$760,950 has been approved for six sporting, recreational and community infrastructure projects across the Shire including an amount of \$100,000 for the entrance signs.

Community consultation will be an important part of the entrance signs project. Bearing in mind that the Tourism and Economic Development Steering Committee has played a role in previous proposals and includes both councillor and community representatives from across the Shire, Council proposed that the Committee be tasked to consider a range of design options that could form the basis of wider community consultation.

To guide the Committee in this task the following information was provided:

- Approximately \$90,000 has been budgeted for the supply and installation of the signs with the balance of the grant required for other aspects of the projects such as development application and road permit fees, preparation of safety, environmental and traffic management plans, artwork and traffic control.
- The budget prepared for the purposes of the grant application was based on six Shire entrance signs and 17 town entrance signs, i.e. Lockhart (4), The Rock (4), Yerong Creek (3), Milbrulong (3) and Pleasant Hills (3);
- Install costs are estimated at \$16,500; therefore, a budget of \$3,200 per sign is allocated for manufacture and supply;
- In terms of timeframes the conditions of the grant require 50% of the funding to be expended by 30 June 2020 and the whole project completed by 31 October 2020;
- As the signs will reflect the Shire's "brand" consideration should be given to adopting a common theme for all signs in terms of style, shape, colour and the type of information to be included on the signs;
- Whilst the majority of signs will be situated on local roads for which the Council is the road authority, some entrance signs will be situated on the Olympic Highway for which NSW Roads and Maritime Services (RMS) is the relevant authority;
- RMS requirements will therefore have to be taken into account. In this regard the RMS has advised that any structure in the clear zone would need to be frangible (able to be knocked over so as not to be a traffic hazard) as per the example below.



Frangible



Not Frangible

The Committee, which consists of members from across the Shire, felt that it would be appropriate for them to undertake this. Should Council support the recommendation the TEDSC would aim to revert to the next meeting with some design options.

Recommendation: That the TEDSC be tasked to consider a range of design options that could form the basis of wider community consultation.

32/19	RESOLVED on the motion of Crs Driscoll and Douglas that the TEDSC be tasked to consider a range of design options that could form the basis of wider community consultation.
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3. Lockhart Shire Business Awards

Unfortunately, Lockhart Rotary Club and Lockhart Progress Association advised they were not in a position to host the 2019 Lockhart Shire Business Awards. They were however interested in potentially assisting with the Small Business Forum in October.

Taking this into consideration, the TEDSC agreed the TEDO should approach The Rock Progress Association to ascertain if they were in a position to assist with hosting the Business Awards at the end of May this year.

Following the 2018 Awards, discussions with business operators indicated businesses would prefer to self-nominate and the laborious nature of the questionnaire needed to be investigated. The current questionnaire template is that set down by the NSW Business Chamber however it is an extensive and time-consuming process for businesses to undertake.

The TEDO has been in touch with Riverina Business Enterprise Centre (BEC), who advised they had been talking to other regions about the same issues regarding the categories and questionnaires, noting the current Lockhart Shire format was established to align with the NSW Business Chamber Awards. Discussions with neighbouring Award organisers indicate some are moving away from the state template due to the limited number of businesses in their area and in an effort to streamline the self-nomination process. Also discussed was the need for site visits by the judges and feedback to applicants.

The BEC offered assistance in reviewing and reducing the questions so the process is not so onerous for businesses and the TEDO will forward the relevant information for feedback. The TEDO will update the Committee at the next meeting regarding a decision by The Rock Progress and feedback from BEC.

The TEDSC also discussed the Business Leader category due to the number of nominations received in 2018 and feedback from businesses. While the Small Business category was strongly supported by businesses, the Business Leader category struggled with nominations. The Committee felt the Small Business category received a much higher number of nominations as it was relevant to more businesses. The TEDSC agreed the Business Leader category should be dropped from the 2019 Awards program, leaving three remaining categories as follows:

- Young Entrepreneur
- Employee of the Year
- Small Business of the Year.

Recommendation: That the Business Leader category be dropped from the 2019 Lockhart Shire Business Excellence Awards program.

33/19	RESOLVED on the motion of Crs Douglas and Sharp that the Business Leader category be dropped from the 2019 Lockhart Shire Business Excellence Awards program.
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4. Love Lockhart Shire Photo Competition

With the annual Love Lockhart Shire Photo Competition due to run from 01 April to 30 June, the TEDSC discussed retaining the Youth Category but merging the 'People' and 'Places' categories into one Open Category, noting that in 2018 the 'Places' category received 5 times more entries than the 'People' category. The prize money for the Youth Category would remain at \$100 for First Prize and \$50 for Second Prize, while prize money for the Open Category would be restructured as follows:

First Prize:	\$500
Second Prize:	\$200
2 x Highly Commended:	\$100.

The TEDSC believed this restructure would be more enticing to both professional and budding photographers, encouraging greater participation from both within Lockhart Shire and further afield.

Recommendation: That the 'People' and 'Places' categories in the Love Lockhart Shire Photo Competition be merged into one Open Category with prize money being allocated to winning photographers as follows:

First Prize:	\$500
Second Prize:	\$200
2 x Highly Commended:	\$100.

34/19	<p>RESOLVED on the motion of Crs Douglas and Rockliff that the 'People' and 'Places' categories in the Love Lockhart Shire Photo Competition be merged into one Open Category with prize money being allocated to winning photographers as follows:</p> <table> <tr> <td>First Prize:</td> <td>\$500</td> </tr> <tr> <td>Second Prize:</td> <td>\$200</td> </tr> <tr> <td>2 x Highly Commended:</td> <td>\$100.</td> </tr> </table>	First Prize:	\$500	Second Prize:	\$200	2 x Highly Commended:	\$100.
First Prize:	\$500						
Second Prize:	\$200						
2 x Highly Commended:	\$100.						

5. Project Updates

Lockhart Shire Business Directory	56 businesses have signed up to date. Further businesses are being encouraged to participate in the free directory. The design of the website is nearing completion, with just images to be finetuned.
Business Gap Analysis	The TEDO will look to undertake a gap analysis of Lockhart Shire businesses over the coming months
Lockhart Industrial Land	Council is preparing a full report for council regarding land sales at Lockhart Industrial Park
Magnolia Lodge	Council are investigating the funding of additional independent living and aged care accommodation in Lockhart Shire
Lockhart VIC	Visitor numbers were low during the extremely hot weather. TEDO is working on this year's VIC audit which will be conducted in February
Lockhart Museum	Greens Gonyah Museum were awarded Highly Commended in the 2018 NSW Museum and Galleries Awards in the sustainability section, an incredible achievement. Work in the Billabong Motors is progressing, with grant projects nearing completion.
Lockhart Main Street Upgrade	Focus group meeting has been held and DEES will be providing a report to council
Lockhart Verandah Project	\$100,000 heritage grant announced for the repair and make good of verandahs. Works are in progress with a workshop on brick and mortar repair to be held at the Graincorp building.
The Rock Museum	Drop down interpretative panels are being installed. Vintage Hat & High Tea event in November very successful.
The Rock Balloon Flights	The TEDO is liaising with Picture this Ballooning who are taking expressions of interest.

Partnership Advertising	Marketing campaigns with Destination Riverina Murray / Thrive Riverina and Wagga Wagga City Council are due to go live in February, as will the new Riverina tourism website. Potential for cross promotions with Greater Hume and Federation Council are being investigated. Newell brochure due for reprint shortly.
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The next TEDSC meeting will be held at **Pleasant Hills on Tuesday, 5 March 2019 at 6:30pm.**

Recommendation: That the information be noted.

35/19	RESOLVED on the motion of Crs Verdon and Douglas that the information be noted.
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2. TOURISM/ECONOMIC DEVELOPMENT OFFICER REPORT

(TEDO/T26-005)

MINUTES OF THE TOURISM/ECONOMIC DEVELOPMENT STEERING COMMITTEE MEETING OF LOCKHART SHIRE COUNCIL HELD AT YERONG CREEK ON TUESDAY, 5 MARCH 2019 COMMENCING AT 6.35PM.

PRESENT

Mrs Myra Jenkyn, Councillor Derek Douglas, Mr John Holstein, Mr Greg Smith Tourism/Economic Development Officer (Jennifer Connor).

APOLOGIES

Councillor Gail Driscoll, Mrs Raeleen Pfeiffer, Ms Sandra Johnstone, Mrs Susan Creek.

LEAVE OF ABSENCE

Susan Creek

PERCURINARY INTEREST

John Holstein – Love Lockhart Shire Photo Competition

CONFIRMATION OF MINUTES

The minutes of the Meeting held Tuesday, 5 February 2019, as printed and circulated, be taken as read and confirmed on the Motion of John Holstein, seconded Myra Jenkyn.

1. Public Art Projects

The TEDO has met with residents and attended community meetings at Milbrulong, Tootool and Yerong Creek to discuss proposed large-scale murals at each location.

Members of the Milbrulong Recreation Ground Committee met with the TEDO to discuss the potential for a mural on the western face of the water tower. This was of great interest to the Milbrulong Committee as they are in the process of installing a heritage information bay immediately to the south of the RFS shed and believe there is also opportunity to establish off road parking and a visitor seating area/small park.

The concept proposed for the Milbrulong Water Tower reflects the towns identity whilst tying into the Lockhart water tower. The concept is to feature a rosella as the centrepiece of the mural, potentially framed by gum leaves glistening with raindrops. Milbrulong is the Wiradjuri word for rosella, while gum leaves recognise the local landscape and raindrops signify the importance of water to our environment.

Due to the significant connection of the Lockhart and Milbrulong designs, the TEDO raised the possibility of engaging the artists Scott Nagy and Janne Birkner to undertake this project, subject to costs.

In addition to the mural project, there is potential to create a short “Rosella Walk” inclusive of nesting boxes and interpretative panels directly behind the Water Tower on crown land managed by Riverina Water. Approved nesting boxes could be made by The Rock Men’s Shed under the direction of Eastern Riverina Landcare through grant funding, with the area maintained by Lockhart Shire Council and the community.

This small precinct in Milbrulong has the potential to be a worthy addition to Lockhart Shire’s tourism offerings, benefiting the towns of both Lockhart and The Rock through passing traffic while increasing overnight stays in the Milbrulong Recreation Ground and providing a basis for farm home stays and B&B businesses.

The TEDO has contacted Riverina Water to ascertain their support for the proposed project with a follow up community meeting planned for 11 March in Milbrulong.

Tootool are exploring opportunities for mural artwork also. GrainCorp have advised they are happy to engage with the Tootool community to explore using the Tootool silos for silo art. They have quite strict conditions but these are all possible. The Tootool community are also interested in painting the Telstra exchange box located to the west of the village. The TEDO has met with the community on two occasions and will be meeting with them on Monday morning to further discuss design ideas.

The TEDO attended a number of meetings in Yerong Creek to discuss a potential water tower mural, the last meeting being a community meeting attended by a number of residents also interested in forming a town progress association. There was unanimous support for the water tower project and the TEDO will work with the community on a design concept and funding.

All projects are subject to concept design approval by the relevant land owners and by Council. The TEDO will keep the committee updated on progress as the projects further develop.

Recommendation: That Council support in principle the public art projects at Milbrulong, Yerong Creek and Tootool.

36/19	RESOLVED on the motion of Crs Verdon and Douglas that Council support in principle the public art projects at Milbrulong, Yerong Creek and Tootool, subject to approvals being obtained and appropriate community consultation being undertaken.
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2. Shire and Town Entrance Signs

At the February TEDSC meeting, the committee recommended they be tasked to consider a range of design options for the Shire and Town Entrance Signs that could form the basis of wider community consultation. As the Minutes for this meeting are yet to be approved by Council due to the earlier Council meeting in February, this is still to be resolved.

The TEDSC discussed the signs in some depth and agreed the purpose of the signs was a ‘welcome mat’ to the Shire and to the towns within. They felt the signs should be attractive, have a heritage theme, be relevant to the community and be unified in style to ensure a consistent look. The size of signs may differ dependent on their location, e.g. town signs on the Olympic Highway.

The TEDSC felt the town sign should feature:

- a town description/tagline;
- image relevant to the town;
- the town name prominently displayed;
- panel featuring ‘Welcome’;
- further panels listing two most significant attractions.

Residents in each town would have the opportunity to take ownership of their entry signs by deciding the most suitable town description, image and important attractions in their respective towns.

Similarly, the community would have the opportunity to decide on the image and tagline on the Shire entry signs. The tagline “True Country Spirit” came from TEDSC/Council when producing the current Shire brochures in 2011 however it is still very relevant to the Shire. The committee also raised the inclusion of “Wiradjuri Country”.

The TEDO did some mock ups of signs based on the style discussed by the committee of an elegant curved top with a surrounding border noting the town description, images and attractions would all be dependent on community input.

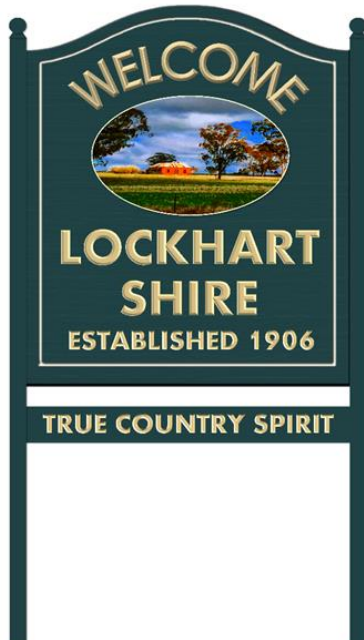
The TEDO could not achieve the gold embossed lettering as featured on the below Gilgai sign, however this would look very prominent on a heritage green background. It would be important to have a colour that will not be lost in our changing landscape. A professional sign maker would ensure correct colours, font sizes and images.



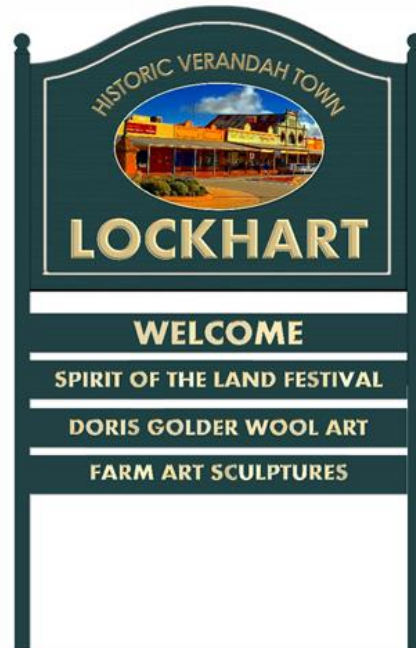
Gold Embossed Lettering



Heritage Green



Lockhart Shire Sign



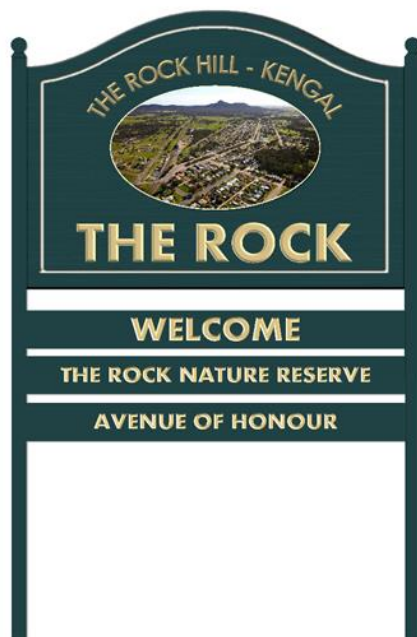
Lockhart Town Sign



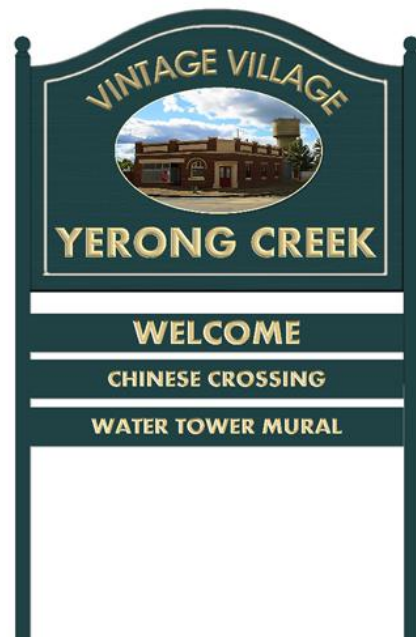
Milbrulong Town Sign



Pleasant Hills Town Sign



The Rock Town Sign



Yerong Creek Town Sign

There were so many different design concepts which could be considered, however the committee felt that having a consistent, welcoming brand that acknowledges our Shire's heritage through use of Federation colours and which recognises the individuality of each town through community input would ensure an end product we could be proud of.

Recommendation: For discussion by Council.

37/19

RESOLVED on the motion of Crs Douglas and Sharp that Council's first impression of the mock-up town entrance signs is positive and forms a good basis for community consultation.

3. Lockhart Shire Business Awards

Following advice that Rotary and Lockhart Progress Association were unable to host the 2019 Lockhart Shire Business Awards, The Rock Progress Association have confirmed they are in a position to assist. The TEDO is liaising with the Executives to ensure another successful event and is seeking a suitable speaker for the Awards.

The TEDO has also discussed the question process with relevant stakeholders and is working on a streamlined questionnaire that can easily be completed online.

Proposed 2019 Dates:

Entries Open	25 March 2019
Entries Close	15 April 2019
Finalists Announced/Finalist Packs distributed	16 April 2019
Questionnaires Returned	1 May 2019
Judging	5-19 May 2019
Presentation Evening	29 May 2019

Recommendation: That the information be noted.

38/19 **RESOLVED** on the motion of Crs Douglas and Driscoll that the information be noted.

4. Lockhart Streetscape

Members of the TEDSC raised the new street plan for Lockhart town centre, with a number being contacted by community members concerned about the loss of heritage appeal and a danger of losing visitors through road narrowing. The danger to cars reversing into a narrowed road already obstructed by large vehicles was also raised. There was robust discussion about the plan noting while some improvements were positive it was felt that other aspects of the plan ventured to far away from the heritage aspect of the main street. It was felt that once the streetscape was gone it would be lost forever and it was important to get it right, ensuring that Lockhart retained its identity as the ‘Verandah Town’. It was also identified at the meeting that the area between Smiths Motor Garage and Bendigo Bank should be a focus of any improvement to Lockhart, with the area in Urana Street between Billabong Motors and Bush & Campbells also in need of improvements.

The TEDO advised the committee that all residents had an opportunity to share their views with Council by advising feedback in writing and urged committee members to pass this on as now was the time to provide this to Council.

Recommendation: That careful consideration be given to proposed improvements to the Lockhart town centre streetscape to ensure the heritage aspect of the town is retained and that areas adjacent the town centre are a primary focus of improvements.

39/19 **RESOLVED** on the motion of Crs Rockliff and Driscoll that careful consideration be given to proposed improvements to the Lockhart town centre streetscape to ensure the heritage aspect of the town is retained and that areas adjacent the town centre are a primary focus of improvements.

5. Project Updates

Lockhart Shire Business Directory	The TEDO is aiming to officially launch the Directory at the 2019 Business Awards.
Business Gap Analysis	The TEDO will look to undertake a gap analysis of Lockhart Shire businesses over the coming months
Lockhart Industrial Land	Council is preparing a full report for council regarding land sales at Lockhart Industrial Park

Magnolia Lodge	Council are investigating the funding of additional independent living and aged care accommodation in Lockhart Shire.
Lockhart VIC	Visitor numbers were low during the extremely hot weather. The official VIC audit was undertaken by representatives of Destination NSW in February and following discussions with them the TEDO is continuing to work towards Level 2 accreditation.
Lockhart Museum	Work in the Billabong Motors is progressing, with grant projects nearing completion. Opening days for the Tim Fischer area and the museum are being planned.
Lockhart Verandah Project	Works are in progress with a workshop on brick and mortar repair to be held at the Graincorp building.
The Rock Museum	Drop down interpretative panels are being installed and the Museum has won a grant for installation of a sign on the front of the building. The committee is also working on the layout of heritage themes for the upper floor of the museum.
The Rock Balloon Flights	The TEDO is liaising with Picture this Ballooning who are taking expressions of interest.
Partnership Advertising	Marketing campaigns with Destination Riverina Murray / Thrive Riverina and Wagga Wagga City Council went live in February, and the new Riverina tourism website is due to go live in the next month. Potential for cross promotions with Greater Hume and Federation Council are being investigated. Newell brochure due for reprint shortly.

The next TEDSC meeting will be held at **The Rock on Tuesday, 2 April 2019 at 6:30pm.**

Recommendation: That the information be noted.

40/19 RESOLVED on the motion of Crs Marston and Douglas that the information be noted.
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3. LOCKHART SHIRE COUNCIL AUDIT, RISK AND IMPROVEMENT COMMITTEE (GM/A65-011)

MINUTES OF THE MEETING OF THE LOCKHART SHIRE COUNCIL AUDIT, RISK AND IMPROVEMENT COMMITTEE HELD AT THE LOCKHART SHIRE COUNCIL OFFICES ON THURSDAY, 6 MARCH 2019 AT 9.50AM

1. Present

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

2. In Attendance

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

3. Apologies

Nil.

4. Confirmation of Minutes

The minutes of the meeting held on 8 November 2018, as printed and circulated, were confirmed as a true and correct record of the proceedings of that meeting.

5. Business Arising

Nil.

6. Internal Audit Reports

The Internal Auditor, Ian Roberts, tabled his Report on Contract Management at Lockhart Shire Council.

Mr Roberts reported that he had reviewed a random sample of contracts and was provided access to the relevant files.

He noted that the personnel involved were very experienced and had a “good handle” on managing contracts. Mr Roberts also emphasised the importance of ensuring all relevant documents are placed on the respective file noting that this was one of his four recommendations arising from the review.

Mr Roberts also drew attention to the NSW Audit Office Better Practice Guidelines on contract management which formed the basis of the remaining recommendations.

The General Manager advised that management’s responses to the internal audit recommendations were included in the Status Report tabled at the meeting and that he supported the recommendations.

With respect to recommendation 3) of the Internal Auditor’s Report, which proposes that a contract management plan be prepared for all contracts, the General Manager suggested a risk-based approach where by a management plan is prepared for contracts assessed as being high risk.

In relation to recommendation 4) which proposes that the Council consider independent monitoring of contracts through the Audit, Risk and Improvement Committee, the General Manager advised that a Committee Charter should be prepared for adoption by Council that establishes the Committee’s scope and parameters. He also noted that the Committee’s scope will have to become much broader once amendments to the Local Government Act come into force.

It was resolved that the Internal Audit Report on Contract Management at Lockhart Shire Council and management’s responses thereto be noted.

7. Internal Audit Recommendations – Status Report

The Internal Audit Recommendations Status Report was noted.

8. Notice of Reportable Incidents

Nil.

9. General Business

The Committee was provided with an update in relation to the Internal Audit Alliance. It was noted that Bland and Cootamundra-Gundagai Councils have joined the Alliance which now comprises six councils.

It was also noted that from the next Committee meeting scheduled for July 2019:

- Lockhart Shire Council’s General Manager and Director Corporate Services will be the independent members of Temora Shire Council’s Internal Audit Committee; and
- Junee Shire Council’s General Manager and Director Corporate and Community Services will be independent members of Lockhart Shire Council’s Audit, Risk and Improvement Committee.

10. Date of Next Meeting

The next meeting will be held on a date to be confirmed in July 2019.

There being no further business the meeting closed at 10.22 am.

Tony Donohue
Chairperson

Recommendation: That the information be noted.

41/19

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

Delegates' Reports

1. RIVERINA JO AND REROC – 7 FEBRUARY 2019 AT WAGGA WAGGA

I, together with the General Manager, attended meetings of the Riverina Joint Organisation (RivJO) and REROC on 7 February 2019.

Matters of interest arising from the RivJO meeting include the following:

- The one-off JO establishment funding of \$300,000 has been received from the NSW Government;
- A Revenue Policy Statement and Budget has been adopted.
- Other JOs are now expressing similar concerns to RivJO regarding the ongoing financial viability of JOs. Written representations for on-going funding assistance have been made to relevant Ministers by the Chairs of the Canberra Region and the Illawarra Shoalhaven JOs;
- RivJO has been verbally advised that the NSW Government may offer to fund the JO to undertake certain administrative tasks currently performed by the Department of Premier and Cabinet. RivJO is expecting to receive correspondence that may provide more detail regarding this proposal;
- A recruitment process has now commenced for the appointment of a permanent Executive Officer;
- Workshops have been convened to facilitate the development of a Statement of Regional Priorities.
- Correspondence is still awaited from Wagga Wagga City Council regarding its intentions for membership of RivJO.

Matters of interest arising from the REROC meeting include the following:

- Funding has been secured to employ a skilled contaminated land professional for a fixed term to assist member councils to develop a contaminated land management policy framework, provide training and generally assist in dealing with contaminated land management issues;
- Representations continue to be made to the NSW Government for funding of the Southern Lights Project;
- Representations are being made regarding the non-payment of Section 94A developer contributions for State Significant Development;
- Snowy Valleys Council has given notice that it wishes to resign its membership from REROC but has requested to be able to continue to participate in selected REROC activities. (Snowy Valleys Council has been permitted to join the Canberra Region JO despite not being part of that planning region.)

Cr Rodger Schirmer
Mayor

Recommendation: That the information be noted.

42/19	RESOLVED on the motion of Crs Marston and Verdon that the information be noted.
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2. NSW COUNTRY MAYORS ASSOCIATION MEETING – 7-8 MARCH 2019

I, together with the General Manager, attended a meeting of the NSW Country Mayors Association in Sydney on 7/8 March 2019.

Matters of interest arising from the meeting include the following:

- The opportunity was taken to meet with the proponent of the Lockhart Renewable Energy Project, Mr Gordon Hinds of Better Energy Technology (BET), and to introduce him to the President of LGNSW and the Chairperson of the Country Mayors Association.
- I spoke at the meeting in relation to the Lockhart Renewable Energy Project and sought the assistance of the Association in urging State and Federal Governments to support renewable energy projects that benefit local communities. As the matter was not formally listed on the agenda for discussion a motion to that effect has been deferred for consideration at the next meeting of the Association.
- I also participated in a teleconference between Mr Hinds and ARENA regarding BET's funding application.
- A question and answer session involving leaders of the various political parties was also held in view of the pending NSW State election. Political leaders in attendance included:
 - John Barilaro – Deputy Premier and Leader of the National Party;
 - Mark Latham – One Nation;
 - Paul Green – Christian Democratic Party
 - David Shoebridge – Greens
 - David Leyonhjelm – Liberal Democratic Party
 - William Bourke – Sustainable Australia Party
 - Robert Borsak – Shooters, Fishers and Farmers Party.

Cr Rodger Schirmer
Mayor

Recommendation: That the information be noted.

43/19	RESOLVED on the motion of Crs Douglas and Sharp that the information be noted.
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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 4 February 2019			
25/19	DCCS	Information Technology Systems Infrastructure a) Council approve the purchase of the additional information technology infrastructure up to value \$25,000; and b) Additional information technology infrastructure to be funded from December 2018 Quarterly Budget Review.	Contact has been made with selected suppliers. Tender specifications being finalised to initiate negotiations with selected suppliers to continue.
24/19	GM	Community Satisfaction Survey Council undertake a Community Satisfaction Survey on a similar basis to the 2014 and 2016 surveys.	The Survey is scheduled to be distributed during the first week of April.
22/19	GM	Policy 1.4 Code of Conduct Council adopt: a) The Model Code of Conduct and the Procedures for the Administration of the Model Code of Conduct prescribed by the Local Government (General) Regulation on 14 December 2018; and b) The amended Policy 1.4 Code of Conduct, as presented.	The Policy Register has been updated and the new Code of Conduct has been brought to the attention of all staff. Complete.
21/19	GM	Constitutional Referendum Council resolved to amend its Council Improvement Action Plan by deleting the proposal to reduce the number of councillors from the Plan.	The proposal to reduce the number of councillors has been deleted from the Council Improvement Action Plan. Complete.
20/19	GM	Administration of the September 2020 Council Election a) Pursuant to Section 296 (2) and (3) of the Local Government Act 1993 (NSW) ("the Act") that an election arrangement be entered into by contract for the Electoral Commissioner to administer all elections of the Council. b) Pursuant to Section 296 (2) and (3) of the Act, as applied and modified by section 18, that a council poll arrangement be entered into by contract for the Electoral Commissioner to administer all council polls of the Council. c) Pursuant to Section 296 (2) and (3) of the Act, as applied and modified by section 18, that a constitutional referendum arrangement be entered into by contract for the Electoral Commissioner to administer all constitutional referenda of the Council.	The Office of Local Government and the NSW Electoral Commission have been advised of council's decision. Complete.
18/19	GM	2019-20 Operational Plan and Budget a) Council endorse the timeline outlined in the report for the preparation of the 2019/20 Draft Budget and Operational Plan including the conduct of Councillor Workshops on 18 March and 15 April 2019, and b) The Bus Tour of the Shire be deleted from the timeline.	In progress. A workshop has been convened for 4.00pm on Monday 18 March 2019.

15/19	MES	<p>Draft Policy 2.54 for Mobile Food Vans</p> <p>a) Place draft Policy 2.54 for Mobile Food Vans be placed on public exhibition for minimum of 28 days with a submission closing date of 42 days after advertisement; and</p> <p>b) Report to Council following expiry of the exhibition period for further consideration</p>	Draft policy currently on public exhibition
14/19	MES	<p>Variation to DCP – 17 Milne Rd, The Rock, DA 52/19</p> <p>Council grant consent for a variation to the Lockhart DCP, thereby permitting an increased building height, for a proposed new shed at 17 Milne Rd, The Rock.</p>	DA has been approved. Complete.
12/19	DEES	<p>Integrated Water Cycle Management Strategy – Sewerage Services</p> <p>Council apply for funding under the Safe and Secure Water Program to undertake IWCM Strategy renewal.</p>	DEES in discussions with DPI about grant funding for IWCM.
11/19	DEES	<p>Parks and Gardens Report</p> <p>Council acknowledge the letter received from The Rock RSL Sub Branch dated 31 Jan 2019 and a further report be brought to Council.</p>	DEES has advised the RSL subbranch that Council will meet with them to discuss future plans for the main street. See report to March Council meeting.
8/19	DEES	<p>Environmental Matters</p> <p>a) Endorse the Lockhart Roadside Vegetation Management Plan;</p> <p>b) Place draft Policy 2.55 Roadside Vegetation Management Policy on public exhibition for minimum of 28 days; and</p> <p>c) Report to Council following expiry of the policy exhibition period for further consideration.</p>	Documents have been placed on public exhibition.
6/19	DEES	<p>Masterplan for Lockhart Business Centre</p> <p>a) Endorse the draft first set of plans for community consultation; and</p> <p>b) Staff investigate potential options for applications to the NSW Government Low Cost Loans Initiative and a further report be brought back to Council at the March 2019 meeting.</p>	<p>a) Community consultation occurred mid February 2019. Plans to be revised based on feedback received.</p> <p>b) Report being prepared for March Council meeting.</p>
5/19	GM	<p>Carson Road, The Rock Residential Subdivision Council authorise:</p> <p>a) Transfer documents relating to Lots 6 to 13 in Stage 2 of the residential subdivision at Carson Road, The Rock, that are sold at the asking price adopted by Council, to be executed under Council's seal.</p> <p>b) The Section 88B instrument relating to Lots 6 to 13 in Stage 2 of the residential subdivision at Carson Road, The Rock to be executed under Council's seal.</p> <p>c) The supply of the on-site sewerage management system units at no cost to the initial purchasers of Lots 6 to 13 in Stage 2 of the residential subdivision at Carson Road, The Rock.</p> <p>d) The commitment to meet the cost of the onsite sewerage management system units for the remaining vacant lots in Stage 1 at no cost is to expire on 31 December 2021. The supply of the onsite sewerage management system units at no cost to the initial purchaser(s) of lots 6 to 13 in Stage 2 is not transferrable and that a special condition to this effect be included in the Contracts of Sale.</p>	<p>The survey plan and section 88B instrument have been executed by council and lodged with the Land Titles Office.</p> <p>Council's solicitor and real estate agent have been advised in writing of Council's policy regarding the supply of the on-site sewerage management system units for Stage 1 and Stage 2 lots.</p> <p>Complete.</p>

Ordinary Council Meeting held 17 December 2018			
344/18	GM/ DCCS	<p>Closed Agenda – Request from Osborne Recreation Ground Management Committee</p> <p>a) Enter into a lease agreement with Jason Webster, as adjoining land owner to the Osborne Recreation Ground to lease land as per map for \$1.00 per annum for 3 years, and</p> <p>b) The General Manager and Director Corporate and Community Services be authorised to sign the lease on behalf of Council.</p>	Lease is being drafted. The matter of a 3-year lease was following up and solicitor advised a caveat stipulating Council's interest with regards to leased land can be put in place. Work is progressing and updates will be reported to Council.
340/18	GM	<p>Policy 2.31 Procurement</p> <p>Revised policy 2.31 Procurement Policy to be placed on public exhibition for a period of 28 days and any submissions received be tabled for Council's consideration prior to adoption of the Policy.</p>	The draft policy has been publicly exhibited and is being tabled at the March 2019 council meeting for adoption. Complete.
339/18	GM	<p>Model Code of Meeting Practice for NSW Councils</p> <p>a) Release of the Model Code of Meeting Practice be noted pending further information to be made available by the Office of Local Government regarding transitional arrangements that will apply to the Codes adoption by councils,</p> <p>b) Options for the webcasting of council meetings and associated costs be investigated and reported back to Council at a future meeting.</p>	A draft Lockhart Shire Council Code of Meeting Practice, based on the new prescribed Model Code, is being tabled at the March 2019 Council meeting for consideration.
332/18	DEES	<p>Draft Policy 2.53 Mobile Garbage Bin Issue and Replacement</p> <p>a) Draft Policy 2.53 Mobile Garbage Bin Issue & Replacement be placed on public exhibition for minimum of 28 days, and</p> <p>b) Further report be brought to Council in due course.</p>	Draft policy is currently on public exhibition. See report to March 2019 meeting. Complete.
330/18	GM	<p>Policy 1.19 Local Preference Purchasing Policy</p> <p>Policy to be placed on exhibition for a period of 28 days and any submissions received be tabled for Council's consideration prior to adoption of the Policy.</p>	The draft policy has been publicly exhibited and is being tabled at the March 2019 council meeting for adoption. Complete.
329/18	DEES	<p>Policy 2.28 Asbestos Management</p> <p>a) Policy 2.28 Asbestos Management be placed on public exhibition for a minimum of 28 days, and</p> <p>b) Further report be brought to Council in due course.</p>	Draft policy is currently on public exhibition. See report to March 2019 meeting. Complete.
Ordinary Council Meeting held 19 November 2018			
294/18	DCCS	<p>Minutes of the TEDSC Meeting – Magnolia Lodge</p> <p>Council investigate the funding of additional independent living/aged care accommodation in the Shire, including at Magnolia Lodge.</p>	Discussed at a meeting with Valmar, continuing investigations.
293/18	GM	<p>Minutes of the TEDSC Meeting – Lockhart Industrial Land</p> <p>This matter to be brought before a full meeting of Council for consideration at a future date.</p>	A report will be prepared for consideration at the April 2019 Council meeting.

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

126/18	DEES	<p>Recycling Update</p> <p>b) Council authorises DEES to negotiate CDS refund sharing agreement with Kurrajong Recycling and bring a further report to Council, and</p> <p>c) Submit a grant application under NSW EPA funding for material recovery facilities when open, for use of recycled glass in road base construction.</p>	<p>b) DEES still in negotiations with Kurrajong Recyclers. See report to Council November 2018. Complete.</p> <p>c) 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. Council has been successful with grant application.</p> <p>a) has been completed. Complete.</p>
117/18	TEDO	<p>Minutes of the TEDSC Meeting – Magnolia Lodge Land</p> <p>TEDSC investigate the existing documentation on the Magnolia Lodge to ascertain previous project plans.</p>	<p>Complete. Council to investigate the funding of additional independent living/aged care accommodation in the Shire</p>
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>
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>A revised application for funding of Phase 1 of the project (regulatory & planning approvals) has been resubmitted by BET with the Australian Renewable Energy Agency (ARENA) after the initial application was declined and the outcome is awaited.</p>

Ordinary Council Meeting held 5 February 2018			
21/18	GM	Joint Organisations of Council Council will support the continuation of REROC for a period no longer than 12 months from the proclamation of the Joint Organisation.	Report regarding continuing membership of REROC is being tabled at the March 2019 Council meeting.
Ordinary Council Meeting held 18 December 2017			
316/17	GM	The Rock to Boree Creek Rail Line Council to continue to make applications when further rounds of funding are released.	This project has been included in Regional Economic Development Strategy Action Plan developed for functional economic region comprising Coolamon, Junee, Lockhart and Wagga local government areas. Project also submitted to the Riverina JO for inclusion in the Statement of Regional Priorities being developed by the JO.
Ordinary Council Meeting held 16 October 2017			
266/17	DEES	Closed Agenda – Tender – Waste Contract a) Contract for 'Domestic Garbage, Recyclables & Organics Collection & Transport Service' to be awarded to Cleanaway, adjusted for two bin collection service for an interim 6-month period as required; Contract to be 7 years – 2 April 2018 to 2 April 2025, renewable annually thereafter by mutual consent for up to three by one-year agreements; and b) General Manager and Director of Engineering & Environmental Services authorised to sign Contract and Purchase Orders; and c) Council to make application for grant funding to supply FOGO bins and kitchen caddy's; and d) Undertake resident education program on 3-bin system and FOGO collection; and e) Staff authorised to enter into negotiations with Kurrajong Waratah to continue with Recyclables processing on behalf of Lockhart Shire Council.	(a) & (b) Letter issued to Cleanaway. Contracts prepared. Cleanaway has commenced new contract with new truck, still operating on two bin system. Two bin system to continue till 1 April 2019 at this stage. (c) & (d) Council engaging consultant to assist with grant application. Consultant working on documentation and grant application. Grant application submitted. Grant funding successful for FOGO implementation. (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 Nov 2018. CDS sharing agreement reached. Complete. Grants for FOGO implementation now open and currently preparing application. Consultant still working on composting licence requirements. Grant submitted. Awaiting outcome of FOGO processing grant. Council recently notified unsuccessful with FOGO processing grant application. Staff assessing options moving forward. See report to March Council meeting.

Ordinary Council Meeting held 21 August 2017			
181/17	TEDO	Minutes of the Tourism/Economic Development Steering Committee Meeting – Lockhart Railway Station Addition time to be given to source an alternative use/tenant for the Lockhart Railway Station building.	Consideration to be given as an office for the solar project if successful prior to advertising availability.
Ordinary Council Meeting held 15 May 2017			
115/17	GM	Councillor Professional Development Councillors to nominate any professional development they would like to undertake to assist in the development of a Professional Development Program for Councillors for 2017/18.	Training and Development opportunities distributed to Councillors as they arise. The Councillor Professional Development Guidelines have now been prescribed and a report will be tabled at the April Council meeting.
Ordinary Council Meeting held 18 April 2017			
72/17	DEES	Caravan Parks a) Information noted pending a furthermore detailed report b) Council has determined as a matter of policy that caravan parks be short term (holiday park) stays; and c) Expressions of Interest (EOI) be invited for Management of the Lockhart Caravan Park for 1 July 2017 to 30 June 2018 with option of 2 x 12-month extensions on mutual agreement.	More detailed report to be presented at a future Council meeting. Items (b) & (c) are complete. Staff currently compiling information to put together further report.
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.	Signs received.
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. Lockhart Central School has used for 2018 HSC exams. No enquiries for a permanent tenant.
Ordinary Council Meeting held 4 February 2019 – Councillor Questions & Statements			
	GM	Cr Walker – Business Paper Attachments – Requested if large attachments for the Business Paper could be provided earlier to allow more time for reading.	GM advised that this should be possible and will do so as appropriate. Complete.
	DEES	Cr Walker – The Gap Fire Trail at The Rock Hill – Enquired as to whether funding could be applied for to grade/maintain The Gap Fire Trail at The Rock Hill?	DEES advised Council has previously applied for funding for this fire trail with RFS and was unsuccessful. DEES will investigate further options and advise. DEES has placed this matter on agenda at the next BFMC meeting.

	DEES	Cr Sharp – Trimming of Trees in Front of Lockhart Hospital – Enquired about the trimming of trees in front of the Lockhart hospital and now shade for cars has gone.	DEES advised he will investigate and advise. These were trimmed as part of the annual pruning program and to ensure adequate footpath clearance was achieved. Complete.
	DEES	Cr Douglas – Fruit Fly Baiting – would Council management consider conducting a fruit fly baiting program in the townships of Lockhart and The Rock over spring/early summer periods annually?	This matter was reported to Council in 2012, at which time it was clarified that the NSW Government Department with responsibility for this issue, i.e. NSW Department of Primary Industries, no longer undertakes field work to control fruit fly and that responsibility for control rests with the property owner. At that time Council did disseminate information and Council could undertake an education program again as the trees with fruit will all be on private property. Council will place education material in newsletter.
	DEES	Cr Douglas – Henty-Pleasant Hills Road – Is there a possibility of widening the sealed Henty-Pleasant Hills Road from Pleasant Hills to Figtree Corner in the future?	DEES advised this is on Council's forward works program for the medium term. Nil further action at this stage. Complete.
	MAYOR	Cr Douglas – Councillor Polo Shirts – Was under the impression that when it was decided by Council that polo shirts purchased for all councillors were to be worn at social occasions. If this is the case, as a matter of clarification, what is the appropriate dress code for official Council events?	The Mayor to advise/suggest what is appropriate for Councillors to wear at functions. Complete
	DEES	Cr Rockliff – Trees Encroaching Footpath – Advised that trees are encroaching the footpath along the side entrance to the Ex-Servicemen's Club, Lockhart.	DEES advised he will investigate and take appropriate action. Trees have been trimmed accordingly. Complete.
	DCCS	Cr Rockliff – Lighting around Magnolia Lodge, Lockhart – Enquired if extra lighting could be provided around Magnolia Lodge residences?	DCCS advised he will investigate and advise. Existing lights being fixed, then consult with electrician on improvements.

	DEES	Cr Rockliff – Heritage Grant and Works on the Dentist’s Building, Green St, Lockhart – Enquired regarding the Heritage Grant and works on the Dentist’s Building, as the building is in poor condition.	DEES advised that some of the grant funding, along with Council’s contribution is being used to repair the building. This is consistent with other property owners along the main street to ensure the grant funding is shared. Consultation has occurred with owners previously, with further consultation to occur again shortly. No further action for Council. Complete.
	DEES	Cr Verdon – Mixner St, The Rock – Requested if the soil at the end of Mixner St could be battered back to allow residents to mow the verge?	DEES advised he will investigate and take appropriate action.
	DEES	Cr Verdon – Peppercorn Trees Replacement at The Rock Recreation Ground – Requested if a Peppercorn Tree replacement could be instigated at The Rock Recreation Ground?	DEES advised he will investigate and advise. Tree replacement at Rec Ground to be considered as part of the annual tree program. Council staff are aware of the request. Complete.
	DEES	Cr Schirmer – Lawn Cemetery, Lockhart – Advised that there are shrubs growing over the plaques at the lawn cemetery in Lockhart.	DEES advised he will investigate and take appropriate action. Shrubs have been trimmed accordingly. Complete.
	GM	Riverina Water County Council (RWCC) – Advised that RWCC is proposing to arrange a tour of its major assets for constituent councils in late March and further information will be provided as it becomes available.	RWCC has advised that the proposed date for the tour is 26 March 2019. RSVP’s due by 20/3/19.
Ordinary Council Meeting held 17 December 2018 – Councillor Questions & Statements			
	DEES	Cr Douglas – Request for Education Program for Cyclists – Enquired if the Road Safety Officer (RSO) could run an education program for cyclists in the Shire, especially regarding the wearing of hi-vis gear particularly in the early morning.	DEES advised he will speak to the RSO about running a program. DEES spoke with RSO. An education program will be run in February 2019 in newsletter and on Facebook. Complete.
	DCCS	Cr Driscoll – Upgrade of Councillor iPads – Enquired about the upgrade of Council issued iPads for Councillors.	DCCS advised he will be attending to this as a priority in the new year. Should be available at next Council Meeting. Completed.

Ordinary Council Meeting held 19 November 2018 – Councillor Questions & Statements			
	DCCS	Cr Driscoll – Cleaning of Toilets at The Rock Recreation Ground – Advised that there seems to be a problem with cleaning of the toilets at The Rock Recreation Ground.	DCCS advised he was aware of the issue and would be attending a meeting this week to resolve the issue. Have met with Rec Ground representatives, issue addressed in short term, still investigating long term options. Extra clean per week has been in place since Dec-2018 and working well.
	DEES	Cr Verdon – Council Contribution – The Rock Recreation Ground – Advised The Rock Recreation Ground receives an annual contribution funding of \$12,500 from Council and with electricity currently costing \$12,000 p.a., was wondering if Council could do and audit or assist in any way?	DEES advised there may be some upcoming opportunities for grant funding for solar and battery storage for Council buildings and he will investigate further and advise. DEES has been in contact with OEH about opportunities. Council to provide information to OEH.
Ordinary Council Meeting held 17 September 2018 – Councillor Questions & Statements			
Councillor's Questions	GM/Mayor	Cr Verdon – Wagga Wagga City Council's (WWCC) Position regarding Riverina Joint Organisation (RIVJO) – Enquired as to an update regarding WWCC's position regarding joining the RIVJO.	The Mayor advised that the WWCC had indicated in writing that it was prepared to join the RIVJO subject to certain conditions and that the conditions were acceptable to the RIVJO member councils insofar as they were able to be accommodated within the provisions of the Local Government Act. Discussions are continuing between WWCC and JO member councils.
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.
Councillor's Questions	DEES	Cr Driscoll – Missing Town Entrance Sign – Advised that The Rock entrance sign on the Olympic Highway on the Yerong Creek side is missing.	DEES advised he will investigate and advise, and also noted that town entrance signs were part of the recent SCCF grant application. DEES has had discussions with GHSC about reinstalling the sign, which is located at The Rock depot. Expect this will be undertaken in the near future. Council has chased up GHSC again and sign has been dropped off at GHSC Culcairn depot. GHSC has advised that it will be re-installed shortly. Sign has been re-installed. Complete.

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.
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.	A separate report has been included in this agenda regarding this matter. Complete.
Ordinary Council Meeting held 20 November 2017 – Councillor Questions & Statements			
Councillor's Questions	GM	Cr Marston – Potential Purchase of Land for Development – Following completion of Carson Rd Development, The Rock, enquired if Council could look into the purchase of more land for development (using borrowings) – Shire-wide, but maybe concentrating on The Rock and lifestyle blocks in Yerong Creek, requesting this be put on the agenda for further discussion.	Discussions have been held with Council's agent and the availability of suitable developable land coming on to the market is being monitored. Land development at The Rock has also been submitted to the Riverina JO for inclusion in the Statement of Regional Priorities being developed by the JO.
Ordinary Council Meeting held 17 July 2017 – Councillor Questions & Statements			
Councillor's Questions	MAYOR	Cr Driscoll – Fit For the Future Process – Enquired as to where Council was up to regarding the FFTF process and ensuring we comply with our Action Plan.	The Mayor advised we are working on external contracting and other options regarding expanding the Shire's scale and capacity.
	COUNCIL LORS	Cr Schirmer – Councillor Relaxed Visits throughout Shire – Thanked Councillors who attended recent Friday night at the Pleasant Hills Pub and advised the visit was well received by the locals with positive feedback being given.	Councillors attended the Friday fish & chips night at Yerong Creek on 6 July 2018.

18 March 2019 Council Meeting - Correspondence Sent to Councillors

Date to Councillors	From	Subject	File Ref
05/02/19	Cr Linda Scott, LGNSW	LGNSW Weekly – 1 February 2019	S20-007
11/02/19	ALGA News Editor	ALGA News 8 February 2019	A75-005
11/02/19	Cr Linda Scott, LGNSW	LGNSW Weekly – 8 February 2019	S20-007
15/02/19	Cr Linda Scott, LGNSW	LGNSW Weekly – 15 February 2019	S20-007
18/02/19	ALGA News Editor	ALGA News 15 February 2019	A75-005
22/02/19	ALGA News Editor	ALGA News 22 February 2019	A75-005
22/02/19	Cr Linda Scott, LGNSW	LGNSW Weekly – 22 February 2019	S20-007
04/03/19	Cr Linda Scott, LGNSW	LGNSW Weekly – 1 March 2019	S20-007
11/03/19	ALGA News Editor	ALGA News 8 March 2019	A75-005
11/03/19	Cr Linda Scott, LGNSW	LGNSW Weekly – 8 March 2019	S20-007

Recommendation: That the information be noted.

44/19 RESOLVED on the motion of Crs Verdon and Rockliff that the information be noted.

Staff Reports

STRATEGIC DIRECTION A: A Connected and Resilient Community

1. ADOPTION OF COUNCIL POLICIES FOLLOWING PUBLIC EXHIBITION (GM/C70-025)

Executive Summary

Policy 1.19 Local Preference Purchasing Policy, Policy 2.28 Asbestos Management, Policy 2.31 Procurement Policy and Policy 2.53 Mobile Garbage Bin Issue and Replacement are tabled for adoption by Council having been publicly exhibited for a period of not less than 28 days.

Report

Revised Policies 1.19 Local Preference Purchasing Policy, 2.28 Asbestos Management and 2.31 Procurement Policy, as well as a new Policy 2.53 Mobile Garbage Bin Issue and Replacement were tabled for Council's consideration at its meeting held on 17 December 2018.

At that meeting Council resolved that the policies be placed on public exhibition for a period of not less than 28 days during which time comments and submissions in relation to the policies would be accepted and considered by Council prior to formal adoption.

In accordance with Council's resolution the policies were placed on public exhibition from 21 December 2018 to 22 February 2019. Copies of the documents were made available on Council's website as well as Council's office and Post Offices within the Shire.

No submissions were received following the public exhibition. The policies are now presented for adoption by Council. Copies of the policies are attached.

Integrated Planning and Reporting Reference

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

B1 - Support the growth of the business and industry sector.

C1 - Our environmental practices are sustainable.

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

E1 - Minimise Council's exposure to risk and promote a strong risk management culture within Council.

Legislative Policy and Planning Implications

An objective of the Procurement Policy is to ensure compliance with the Local Government Act and the Local Government (General) Regulation with respect to tendering, managing conflicts of interest and other probity related provisions. Section 8A (b) of the Act states that "*Councils should carry out functions in a way that provides the best possible value for residents and ratepayers*".

With respect to asbestos management Council has obligations under the Work Health Safety Act 2011 and the Local Government Act 1993.

Council's Kerbside collection is conducted in accordance with the Local Government Act 1993 as well as the Protection of the Environment Operations Act 1997.

Budget and Financial Aspects

The Policy changes will have no discernible impact on Council's Budget.

Attachments

1. Policy 1.19 Local Preference Purchasing Policy.
2. Policy 2.28 Asbestos Management.
3. Policy 2.31 Procurement Policy.
4. Policy 2.53 Mobile Garbage Bin Issue and Replacement.

Recommendation: That *Policy 1.19 Local Preference Purchasing Policy, Policy 2.28 Asbestos Management, Policy 2.31 Procurement Policy and Policy 2.53 Mobile Garbage Bin Issue and Replacement*, as presented, be adopted.

45/19 RESOLVED on the motion of Crs Day and Marston that Policy 1.19 Local Preference Purchasing Policy, Policy 2.28 Asbestos Management, Policy 2.31 Procurement Policy and Policy 2.53 Mobile Garbage Bin Issue and Replacement, as presented, be adopted.
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2. ANZAC DAY 2019 COMMEMORATIONS

(GM/C45-005)

Executive Summary

Information has been received from the various RSL Sub-Branches in the Shire regarding arrangements for commemorating ANZAC Day on 25 April 2019. Invitations have also been extended for a member of Council to lay a wreath of commemoration at the respective Cenotaphs.

Report

Arrangements for the commemoration of ANZAC Day will be as follows:

Lockhart

9.00am	Commemoration service at Lockhart Lawn Cemetery
10.15am	Form up at Commercial Hotel, Green Street
10.30am	March to cenotaph in Hebden Street
10.45am	Wreath laying ceremony
11.00am	Reassemble and march to cnr. Mathews & Green Streets
11.30am	Lunch at Lockhart Ex-Servicemen's Club.

Pleasant Hills

9.00am	Service and wreath laying at Memorial Hall, Ryan Street
9.30am	Morning tea at Memorial Hall, Ryan Street.

The Rock

6.00am	Dawn Service at Soldier Memorial, Urana Street, followed by gunfire breakfast at The Rock Memorial Bowling Club
10.15am	Congregate for march in front of The Rock Memorial Bowling Club
10.30am	March to cenotaph in Urana Street
10.50am (approx.)	Anticipated flyover by Temora Aviation Museum (weather permitting)
12.30pm	Luncheon at The Rock Memorial Bowling Club.

Yerong Creek

10.45am	Form up at Delta Agribusiness, Plunkett Street
11.00am	March to Stanley Galvin Park followed by service
12.00pm	Lunch at Yerong Creek Bowling Club.

Integrated Planning and Reporting Reference

A3.2.1 - Provide support to events held within the community.

E3.3.1 - Strong and beneficial relationships between local government and service providers, other levels of government and the community.

Legislative Policy and Planning Implications

Nil.

Budget and Financial Aspects

Nil.

Attachments

Nil.

Recommendation: That Council determine its representatives to participate at the respective ANZAC Day ceremonies and to lay a commemorative wreath on behalf of Council.

46/19	RESOLVED on the motion of Crs Rockliff and Douglas that Council's representatives to participate at the respective ANZAC Day ceremonies and to lay a commemorative wreath on behalf of Council be as follows: Lockhart – Crs Schirmer and Day Pleasant Hills – Cr Sharp The Rock – Cr Verdon (dawn service) and Cr Marston (main commemorative service) Yerong Creek – Cr Walker.
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3. REQUEST FOR ASSISTANCE – OSBORNE FOOTBALL CLUB (DCCS/C45-005)

Executive Summary

A request has been received from the Osborne Football Club and is tabled for Council's consideration.

Report

The Osborne Football Club is seeking to have their Crier printed using Council's photocopiers. The Osborne Football Club participate in the Hume Football Netball League and a Crier is produced by each home club containing coach's reports, player lists, advertising, etc. The Crier is in A5 booklet stapled, similar to Council's Newsletter, and is on average 36 pages (9 x A4 pages).

It should be noted that a similar request by the Lockhart Football Netball Club was reported to Council in March 2010. Council then resolved:

- a) to print the Crier for the Lockhart Football and Netball Club free of charge (paper provided);
- b) Council use the back page of the Crier to advertise land for sale or special Council events.

The resolution regarding the Lockhart Football Netball Club required that printing to be black and white (B&W) and the club provided the paper. At the time printing costs were estimated to be \$23 per Crier.

It would be appropriate with the age of the resolution to assist the Lockhart Football and Netball Club and with the current request from the Osborne Football Club, that Council would do the same/similar for each club if assistance is to be provided.

In the Hume Football Netball League each Club has nine home games.

Council's contract for copiers was renewed in August 2018. Council pay a monthly managed services fee each month which includes a specified number of copies in B&W and also colour copies. The managed services fee includes all toners. The included number of copies is based on the average monthly copies of B&W and colour.

For any excess copies, B&W and/or colour, over the threshold included in the managed services fee the cost for B&W is 0.6 cents per copy ex GST and for colour 6 cents per copy ex GST. Since the new copier contract has been in place, January 2019, has been the only month to date where Council's copy count has not exceeded the included threshold of copies as per contract.

Integrated Planning and Reporting Reference

- A1 - Provide or partner to provide cultural and sporting participation opportunities.
- A1 - Build capacity, capability and partnerships to encourage sustainable community groups and clubs.
- A1 - Provide support and advice to community groups, clubs and volunteers.

Legislative Policy and Planning Implications

Nil.

Budget and Financial Aspects

There is nil cost if printing did not result in total copies exceeding included threshold within the managed services fee.

If printing Crier resulted in exceeding included threshold as per contract, cost per Crier based on 300 copies in A5 booklet format with 36 pages:

All pages B&W	\$32.40
Half B&W, half colour	\$178.20
All pages colour	\$324.00.

Attachments

1. Correspondence from the Osborne Football Club.

Recommendation: That:

- a) Council undertake to print the Crier for the Osborne Football Club and the Lockhart Football and Netball Club at print costs as per report, with respective Club's supplying paper; and
- b) Each Club have the flexibility to determine the mix of B&W and colour pages; and
- c) Council use the back page of each Club's Crier to advertise land for sale or other events as determined by Council.

47/19

RESOLVED on the motion of Crs Rockliff and Sharp that:

- a) Council undertake to print the Crier for the Osborne Football Club and the Lockhart Football and Netball Club at print costs as per report, with respective Club's supplying paper; and
- b) Each Club have the flexibility to determine the mix of B&W and colour pages; and
- c) Council use the back page of each Club's Crier to advertise land for sale or other events as determined by Council.

Crs Verdon and Marston requested that their opposition to the motion be recorded.

STRATEGIC DIRECTION B: A Dynamic and Prosperous Economy

4. A. R. BLUETT MEMORIAL AWARD

(GM/B15-005)

Executive Summary

Council has an opportunity to submit an entry in the AR Bluett Memorial Award.

Report

The A. R. Bluett Memorial Award is considered the most prestigious award amongst NSW councils and is awarded annually to the council judged to have made the most relative progress. Entry is open to all NSW councils irrespective of size or resources.

There are two categories for the Bluett Awards:

- 1) **City and Regional Councils**
This includes city, metropolitan and major regional rural councils.
- 2) **Rural Councils**
This includes all other rural councils and county councils.

The Award Trustees believe the two categories provide fairness and equity for all councils, whilst at the same time preserving the original intent of the Trust Deed to judge councils on 'relative progress'.

There are three honorary Trustees/Judges. At the end of the financial year, the Trust invites councils to submit an entry. Councils are requested to detail their achievements, using statistical information and other evidence of progress. All entries are judged independently and objectively by each Trustee, who then meet to deliberate on their findings and select councils who may be shortlisted for inspection and presentations. The winning councils are announced at the following LGNSW Annual Conference.

The 2019 Awards will open from 1 June to 31 July 2019. Councils that are members of Local Government NSW (LGNSW) are eligible to enter. An entry fee of \$600 is payable to cover the costs incurred in judging and administering the Award.

Whilst the Bluett Award has been awarded annually since 1945, the opportunity for Lockhart Shire Council to submit a nomination is being raised at this time because of the significant progress being made in 2018/19 on many fronts. Bearing in mind the judging criteria focuses on 'relative progress', the 2019 Award provides the best opportunity for Council to submit a strong nomination.

Given that nominations do not open until 1 June, and noting that any nomination will include a record of Council's achievements for the 2018/19 financial year, it is premature to at this stage present information to Council in the form of a draft submission. However, an introductory statement has been prepared that provides a 'narrative' for a nomination that could be prepared and lodged by Council. A copy of this statement is attached in order to assist Council in determining whether it wishes to submit a nomination for the Award.

Integrated Planning and Reporting Reference

B.1 - Promote positive images of the Lockhart Shire as a dynamic and innovative community.

Legislative Policy and Planning Implications

Nil.

Budget and Financial Aspects

An entry fee of \$600 applies.

Attachments

1. Draft Introductory Statement.

Recommendation: That Council submit a nomination for the 2019 A. R. Bluett Memorial Award.

48/19

RESOLVED on the motion of Crs Verdon and Sharp that Council submit a nomination for the 2019 A. R. Bluett Memorial Award.

5. MASTERPLAN FOR THE ROCK AVENUE OF HONOUR

(DEES/R40-106)

Executive Summary

Council has received a request to consider a masterplan to upgrade The Rock Avenue of Honour including the area adjacent to the Lone Pine.

Report

Council has received a request from The Rock RSL Subbranch to consider a masterplan to upgrade The Rock Avenue of Honour including the area adjacent to the Lone Pine. In addition, The Rock Progress Association has made contact with Council requesting to be involved with any master planning that may be undertaken.

The main request appears to be around the trees and the type of trees to be planted in the Avenue. Any change in trees will require a considered approach due to the lengthy time required to establish trees, shading requirements, maintenance and suitability for the location. The streetscape in general undertook major renovations in 2008.

Staff suggest the best approach would be to form a Focus Group, involving the RSL Subbranch, Progress Association along with other interest groups and staff to discuss the issues and opportunities for the area. This can then form the basis if a consultant needs to be engaged to undertake planning works as well as any budget that may be required. Any masterplan would be subject to a full community consultation process.

Integrated Planning and Reporting Reference

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

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

Legislative Policy and Planning Implications

- Any upgrade works must comply with Heritage requirements as well as the Disability Inclusion Act 2016.
- Roads Act 1993.

Budget and Financial Aspects

There is no budget allowance for the master planning project.

Attachments

Nil.

Recommendation: That Council:

- a) Notes the information provided in the report;
- b) Endorses the formation of a Focus Group to discuss options for the masterplan; and
- c) Considers any formal master planning and upgrade works at the upcoming budget workshop.

49/19

RESOLVED on the motion of Crs Driscoll and Marston that Council:

- a) Notes the information provided in the report;
- b) Endorses the formation of a Focus Group to discuss options for the masterplan; and
- c) Considers any formal master planning and upgrade works at the upcoming budget workshop.

6. MASTERPLAN FOR LOCKHART BUSINESS CENTRE

(DEES/R40-045)

Executive Summary

The purpose of this report is to provide an update in relation to the Lockhart Business Centre masterplan and continue to keep Council informed of its progress.

Report

Further to the report to Council at its February 2019 meeting, Council has undertaken community consultation of the initial masterplan preliminary concepts to upgrade the Lockhart business centre. The masterplan is considering a range of initiatives including heritage issues, all-abilities access to shop fronts, pedestrian access, parking, landscaping, street furniture, drainage, etc. to make improvements to the street function and amenity.

The community engagement sessions were held the week of 13-15 February 2019, which consisted of an afternoon and evening drop in sessions, as well as face to face meetings with all shop owners and the Museum committee. An online survey was open 7-28 February 2019. A total of 117 people were engaged with across all sessions, meetings and via the survey. The overall feedback was positive, with main comments around street trees, handrails and access with terracing the footpath areas, along with carparking arrangements. Key themes of importance that emerged were maintaining the heritage, accessibility and parking. Please find attached Preliminary Concepts Community Engagement Report for detailed feedback from the community.

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

A full survey of the project area has been undertaken to ascertain levels of all shops and street fronts which will assist the architect to detail what terracing is required.

In addition, the NSW Government has launched a new grant program "My Community Project". The program guidelines are attached for information. The grant program is to improve the wellbeing of people and communities in NSW. It can be for things like pathways and access ramps, community gardens and landscaping that revitalise spaces and improve liveability. The grant is open to anyone over the age of 16 years, with applications opening 2 April 2019 and closing 15 May 2019. Part of the assessment process involves community members voting on projects submitted, like the Stronger Country Communities funding program. Staff have identified creating public toilets in the retail precinct of Lockhart as an opportunity for an application under this funding program. The need for public toilets in the main street was a strong message for the community during the recent community engagement.

The Low-Cost Loans initiative (LCLI), providing Councils with low cost loans as well as a 50% reduction in the interest paid on eligible infrastructure loans, to support local infrastructure, such as roads, drainage and open quality space needed to enable increased housing supply (i.e. residential land), which was raised at the February 2019 meeting, will be subject to further discussions at the upcoming budget workshops.

Integrated Planning and Reporting Reference

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

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

Legislative Policy and Planning Implications

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

Budget and Financial Aspects

- Budget allowance for the master planning project is \$40,000
- Estimates for the Lockhart business centre full upgrade is \$5M, which is unfunded at this point in time. The upgrade of Lockhart's business centre could be funded by a combination of low-cost loans, regional road funding, as well as combination of other State and Federal grants such as My Community Project and Building Better Regions Funds.

Attachments

1. Preliminary Concepts Community Engagement Report – March 2019.
2. NSW Government “My Community Project” 2019 program guidelines.

Recommendation: That Council:

- a) Notes the information provided in the report; and
- b) Staff investigate potential options for applications to the NSW Government “My Community Project” and a further report be brought back to Council at the April 2019 meeting.

50/19

RESOLVED on the motion of Crs Rockliff and Sharp that Council:

- a) Notes the information provided in the report; and
- b) Staff investigate potential options for applications to the NSW Government “My Community Project” and a further report be brought back to Council at the April 2019 meeting.

7. HEAVY VEHICLE ACCESS

(DEES/R40-065)

Executive Summary

Update on the status of heavy vehicle access across the Shire.

Report

Further to the report to Council at its meeting held on 17 December 2018, an update on the status of heavy vehicle access across the Shire is provided below.

Council, in May 2017, approved to gazette for 4.6m high vehicles. The gazettal notice and maps have now been updated with all roads are now approved for vehicles up to 4.6m high.

In order to improve access across the Shire, staff are proposing the following gazettals:

- PBS Level 1 & 2A vehicles for GML. The attached NHVR PBS Vehicle Configurations brochure shows the intended PBS Level 1 and 2A configurations (up to 25m/26m) to be included in the gazettal. This would exclude PBS A-Doubles to GML at this time as they are classed as Level 2B and there isn't a PBS level 2B or 3A network in NSW as yet. However, Council is able to pre-approve local roads for PBS Level 2B (up to 30m) and 3A (30m-36.5m) combinations for up to three years. This will allow A-Doubles as well as B-Triples to use the road network. Once all the bridges have been upgraded and hopefully MR59 to Urana, then this would be recommended to be increased to allow HML.
- The NHVR has released the new Agriculture Notice, which has new dimensions to cover the movement of agricultural equipment. The gazetting of access in accordance with this notice will support local farmers with the movement of air-seeders and headers in particular, and reduce the need for permits to be issued. Please refer to attached National Class 1 Agricultural Vehicle and Combination Mass and Dimension Exemption Notice 2019.

A new OSOM Notice is still currently being developed which is hoped to allow gazettal of oversized loads, within specified dimensions and loadings, such as silos being transported by Kotzur. A large proportion of permit applications are for OSOM. This is now anticipated to be released late 2019.

Integrated Planning and Reporting Reference

B1 – Our Shire is attractive and welcoming to Business, Industry, residents and visitors.

B1 – Strive to assist development of strong farming businesses.

B1 – Improve services and infrastructure that supports our rural businesses.

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

Legislative Policy and Planning Implications

- Heavy Vehicle National Law (HVNL).
- Local Government Act 1993.
- Roads Act 1993.

Budget and Financial Aspects

Nil at this stage.

Attachments

1. National Class 1 Agricultural Vehicle and Combination Mass and Dimension Exemption Notice 2019, including Road Manager information sheet and Consent Form.
2. NHVR – PBS Vehicle Configurations.

Recommendation: That Council:

- a) Notes the information provided, and
- b) Grants consent to include PBS Levels 1 & 2A Vehicles to GML on the current Lockhart Shire B-Double approved network excluding Urana Street, Lockhart (from Green to Treasure Streets);
- c) Grants pre-approval for up to three years to include PBS Levels 2B & 3A Vehicles to GML on the current Lockhart Shire B-Double approved network excluding Urana Street, Lockhart (from Green to Treasure Streets); and
- d) Grants consent to the National Class 1 Agricultural Vehicle and Combination Mass and Dimension Exemption Notice 2019.

51/19

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

- a) Notes the information provided, and
- b) Grants consent to include PBS Levels 1 & 2A Vehicles to GML on the current Lockhart Shire B-Double approved network excluding Urana Street, Lockhart (from Green to Treasure Streets);
- c) Grants pre-approval for up to three years to include PBS Levels 2B & 3A Vehicles to GML on the current Lockhart Shire B-Double approved network excluding Urana Street, Lockhart (from Green to Treasure Streets); and
- d) Grants consent to the National Class 1 Agricultural Vehicle and Combination Mass and Dimension Exemption Notice 2019.

8. LOCKHART RENEWABLE ENERGY PROJECT

(DEES/E20-005)

Executive Summary

The purpose of this report is to provide an update in relation to the Lockhart Renewable Energy Project and continue to keep Council informed of its progress.

Report

Since the last report to Council in April 2018, Better Energy Technology (BET), the proponent of the Lockhart Renewable Energy Project, has been busy trying to source funding and resolve regulatory approvals. The project has now grown in value to \$30M and BET has made a number of submissions to ARENA for funding. ARENA is supportive of the project however wishes to see commitment of the other 50% funding before it will commit to the project itself. BET is currently in discussions with potential project partners that can also assist with funding. In addition, one of the stumbling blocks to obtaining funding is the lack of full financial modelling of the project. Council has submitted a grant application under the NSW Government's "Increasing Resilience to Climate Change Grants Program" for \$120,000 to undertake the Financial Modelling component of the project. It is expected that this report will provide independent analysis and ratification of BET's project numbers. The outcome of the grant application is expected in April 2019.

One of the other hurdles the original project proposal encountered was gaining regulatory approval.

The relevant regulatory authorities are: Australian Energy Market Commission (AEMC), Australian Energy Regulator (AER) and the Australian Energy Market Operator (AEMO). BET has been in communication since October 2017 with all parties. Most recently BET met with AEMC in mid-November 2018 and held a teleconference with AER. The design of the Lockhart trial has now been crafted to not be in conflict with the regulations.

BET designed the micro-grid using the Essential Energy Network with careful examination and compliance with the regulations set by AER. With the town of Lockhart consenting to the retail provision of power by BET, so the 'Power of Choice' provisions in the NER don't apply. Further the Power of Choice relate to an Embedded Network, which is not the case at Lockhart.

Lockhart is unique in that the network owner, Essential Energy, remains the network owner and operator. BET has sought to partner with Essential Energy to augment the network to accommodate the 'virtual' network it seeks to create and put in place demand management controls. Essential Energy is supportive of this unique arrangement as a trial.

The initial application for an Individual Retail Exemption for an Embedded Network, AER expressed that the request to be a monopoly retailer provider would be unacceptable. BET accepted AER's position and has amended its application to it. Further BET is not applying for a Retail Exemption as an operator of an Embedded Network. AEMC has put in place new provisions relating to Embedded Networks, but as Lockhart is not an embedded network, these new provisions do not apply. Lockhart is in practise a hybrid network.

There are two key exemptions being sought, which are:

- AER - Individual Retail Exemption (permission to act as a retailer)
- AEMO – Control exemptions as annual generation is under 20 GWh.

The application with AER for the Individual Retail Exemption was lodged in February this year and is under consideration. Indications are that the exemption will be granted, if BET makes the requested changes noted above, which BET has undertaken to do. AEMO also has indicated informally that the control exemptions relating to power generation as Lockhart is under the 20GWh annual production will be granted.

One aspect of the regulations BET is exploring relates to network charges. BET wishes to pay the network fees so the customers in Lockhart will not be charged those fees, which reduces their energy bills accordingly. The rationale is that the customers are using energy that is locally generated and so should not be charged for the long network access.

This project seeks to demonstrate the economic rationale for local network pricing. The customers that contract with the local retailer as proposed for the project will pay a cost reflective network charge for the energy generated and consumed locally.

There is still considerable work around details on community ownership, governance, billing and project management to be finalised. This information is critical to ARENA funding as well as ultimately final Council and community endorsement. BET has also, along with the Mayor and General Manager, met with Energy Ministers from both Federal and State Governments, and also had meetings with both local members to gain support for the project. The local members are very supportive and are currently advocating funding agencies to assist with the project. More recently the matter was raised by the Mayor at a NSW Country Mayors Association meeting in Sydney. A motion urging State and Federal Governments to support sustainable renewable energy projects and allowing local government to develop such projects will be considered at the Associations next meeting in May 2019.

The NSW Government has just released guidelines for a new grant "Regional Community Energy Fund" (RCEF), which closes on 3 May 2019. The grant funding, up to \$3.5M or 50% of construction costs, is for community energy projects that create innovative and/or dispatchable renewable energy that benefits the local community. The Lockhart Renewable Energy project meets the criteria of the guidelines for the Biodigester component of the overall project. The solar and battery storage component is too large as the grant is capped at 5MW system capacity. Staff are working with BET to submit a grant application to fund the Biodigesters.

Integrated Planning and Reporting Reference

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

C1 - Our environmental practices are sustainable

Legislative Policy and Planning Implications

There are many legislative and planning issues still to be addressed, including approvals from AER and AEMO noted above. Given the size and significance of the project, it may require State planning approval however Regional planning approval will be required at a minimum.

Budget and Financial Aspects

- Total project cost is now in excess of \$30M.
- Council has applied for \$120,000 grant funding to undertake the Financial Modelling of the project.
- RCEF grant applications can be up to \$3.5M.
- Council's contribution is not likely to be cash, but in kind.

Attachments

1. Latest Better Energy Technology Lockhart Update.
2. How a distributed energy supply works.

Recommendation: That Council notes the information provided.

52/19

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

STRATEGIC DIRECTION C: An Environment that is Respected and Protected

9. 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 residential properties to assess the implementation of control measures.

The weeds most commonly found were Privet (*Ligustrum* sp.), Green Cestrum (*Cestrum parqui*), St John's Wort (*Hypericum perforatum*), and Prickly Pear (*Opuntia* sp.).

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
0	0	3	0	0	4	0

Control Program

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

Pests

Common White Snail Baiting Program

Snail baiting application occurred on Fairview Lane on 5 February. Insufficient rainfall has aided in the control of these snails, with a lack of soil moisture providing a hostile habitat and a reduction in the germination of any vegetation as a food source.

Late Summer Rabbit Baiting Program

Rabbit baiting occurred on Galore Hill Nature Reserve in February. Fox baiting is scheduled to occur in March in collaboration with neighbouring property owners.

Integrated Planning and Reporting Reference

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

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

C3 – Flora and fauna are protected across the Shire.

Legislative Policy and Planning Implications

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

Budget and Financial Aspects

Nil.

Attachments

Nil.

Recommendation: That the information in be noted.

53/19

RESOLVED on the motion of Crs Sharp and Marston that the information be noted.

10. FOGO KERBSIDE COLLECTION

(DEES/W05-050)

Executive Summary

Update on the status of the implementation of Food Organics and Garden Organics (FOGO) kerbside collection.

Report

At its meeting October 2017 Council resolved to award the Contract for the kerbside collection of waste to Cleanaway, which included 3-bin system of which one bin is to be for Food Organics and Garden Organics (FOGO), commencing 1 April 2018. At the time the introduction was delayed 6-months to 1 October 2018 due to Council applying for grants for the implementation and the setup of processing on site. In August 2018, the implementation was further delayed till 1 April 2019 due to staff still waiting on the outcome of grant applications. Cleanaway have been accommodating with Council's request to delay the introduction of the 3-bin system.

Council was successful in early December 2018 with the grant application to implement FOGO, allowing funds to purchase bins, kitchen caddy's and education program of the residents. However, Council has only recently been advised that it has been unsuccessful with the grant application to set up the processing of FOGO at Lockhart landfill site. The onsite processing will allow Council to manufacture compost to use in its our parks and gardens, as well as sell back to the community.

In assessing it options for the implementation, one option for Council is to take the FOGO out of the Shire to Coolamon for processing. Along with transporting waste out of the Shire which is not considered favourably for the EPA, there is the loss of future compost for use in the community as well as an additional cost to Council. Staff preference is to establish its own onsite collection and processing with an estimated establishment cost of \$150,000. The previous grant application submitted by Council was for the full cost of the implementation, plus the purchase of a dedicated machine to turn the compost. Staff have re-assessed the options, in conjunction with feedback from the Environmental Trust who administer the grants, to stage the implementation to have the best chance of being successful in obtaining grant funding, and are proposing the following actions:

- Delay implementation of FOGO collection for up to further 12 months
- Commence early works for the set-up of processing being ground testing, EIS and licence approvals
- Submit another grant application in the next round of funding, expected to be mid-2019, with outcome of application expected in late 2019
- Subject to successful outcome of grant funding establish the onsite processing early 2020
- Commence the implementation program in early 2020, for which Council has grant funding already
- Delay purchase of dedicated machine and share the yard loader with works staff, and at the next replacement of this machine purchase a dual-purpose telehandler that can act as a yard loader as well as a compost turner.

To undertake the actions as proposed will have a nil impact on the 2018/19 budget.

Integrated Planning and Reporting Reference

C1 - Our Environmental practices are Sustainable.

Legislative Policy and Planning Implications

The processing of FOGO onsite requires approval from the EPA.

Budget and Financial Aspects

- Cleanaway Contract is for \$163,673 in Year 1 for 3-bin system. To date \$101,473 has been spent for 2018/19 year.
- Extra over estimated cost to transport to Coolamon, including gate fee, is \$37,800 for 12 months
- Additional costs payable to Cleanaway to delay the implementation for a further 12 months is \$2,320
- Cost estimate to set up the processing is \$150,000 of which \$35,000 is required for the early works, which can be accommodated in the 2018/19 Domestic Waste Management budget. Council applies for grant application for up to \$115,000 in the next round of funding.
- Cost of a telehandler is approx. \$120,000 and can be included in the annual Asset Replacement Program at the appropriate time.

Attachments

Nil.

Recommendation: That Council notes the information provided.

54/19

RESOLVED on the motion of Crs Douglas and Verdon that Council notes the information provided.

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

11. ENGINEERING REPORT

(DEES/T10-005)

Executive Summary

Monthly report on engineering matters.

Background Information

- (a) *Works Report:* Shoulder widening works on Western Road and Osborne Yerong Creek Road have been completed. There are some tidying up and pavement defect repairs required on Osborne Yerong Creek Road, which will be undertaken shortly. One grader crew will continue with maintenance grading and gravel re-sheets in accordance with updated programme, while the second crew has commenced rehabilitation works on Urana Lockhart Road.

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

Concrete crew is continuing with the HML bridges project being the repair and upgrade of 9 bridge structures throughout the Shire. Bridges at Brookong Creek in Lockhart and Burkes Creek in The Rock have been completed. The first of the culverts upgrade on Green Street is well advanced and expected to be completed by mid-March, with the next culvert upgrade planned being across Urangeline Creek on Western Road.

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

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

In addition, Council has recently submitted a grant application under the Drought Relief Heavy Vehicles Access program for the trimming of trees and vegetation to allow 4.6m high access across the Shire. Council approved 4.6m access in May 2017, as well as recently granted Class 3 Drought Assistance Dimension Exemption Notice 2018 to assist farmers, allowing more efficient movement of hay and livestock by use of the higher and wider loads. The trimming of trees will not only assist with higher vehicles but also modern agricultural equipment. Council has been successful with the grant application and works are scheduled to commence mid-March 2019 and will take up to three months to complete.

A joint Media Release from John Barilaro and Melinda Pavey, dated 24 February 2019, indicated an election promise of more than \$1.5B for local roads and bridges. Of concern is the indication that they would take back ownership of Regional Roads across the State. This could have major consequences to Council. A further report would be brought to Council in due course once more details and full implications are known.

- (b) *Flood Mitigation:* Refer to Major Projects update.
- (c) *Road Safety Officer:* The Road Safety Officer has prepared an awareness campaign for cyclists, which has been run on Facebook and Council newsletter in 2019.

- (d) *Traffic Committee:* The Traffic Committee has endorsed a report to extend the 50 km/hr zone on the west side of Lockhart to incorporate Flood Detour Road in the urban zone. This has been undertaken as part of the design process to upgrade and seal the road. Council is now waiting on RMS speed zone unit sign off on the extended speed zone.
- (e) *Lockhart Local Emergency Management Committee:* The LEMC meeting was held on 15 February 2019, with nil issues to report.
- (f) *Fleet:* The new multi-tyre rollers have been delivered.

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

1. New 12-month Works Programme (to be handed out separately at meeting).
2. Media Release from John Barilaro and Melinda Pavey dated 24 February 2019.

Recommendation: That the information be noted.

55/19 RESOLVED on the motion of Crs Rockliff and Sharp that the information be noted.

12. MAJOR PROJECTS UPDATE – MARCH 2019

(DEES/T10-005)

Executive Summary

Update on Council's current major projects.

Report

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

- a) *Swimming Pools Upgrade:* The Rock pool upgrade works is planned to be undertaken in 2019 between swimming seasons, with the pool contractor set to commence works on Monday, 11 March 2019. It is anticipated that the works will be completed by late October 2019.
- b) *Demolition of Voluntary Purchase Properties:* Council has been successful with its grant application to continue the Voluntary Purchase of properties in Lockhart for the next three years, commencing 1 July 2019.
- c) *Flood Mitigation Construction-Lockhart:* Council has been successful with the grant application for Stage 2 flood mitigation works in Lockhart, being the drainage system east of the Industrial Park. Council staff are having preliminary works undertaken being a Review of Environmental Factors (REF) and services relocation completed before going to tender. It is anticipated that the construction works will commence mid-2019 and be completed by end of 2019.
- d) *Flood Mitigation Construction-The Rock:* The Rock Stevens Street drainage project is 75% complete. The main drain, Mangoplah Road culvert, railway and private culvert crossings are all complete. Greater Hume Shire Council has been contracted to undertake the remaining works on behalf of Council. Works have re-commenced on site and it is now anticipated that the project will be completed in April 2019.

A grant application has been submitted for Stage 2 flood mitigation works at The Rock, being the drainage works along Nicholas, Yerong and Urana Streets. It is not anticipated to hear any outcome on this application till late 2019.

Integrated Planning and Reporting Reference

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

Legislative Policy & Planning Implications

Nil.

Budget & Financial Aspects

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

Attachments

Nil.

Recommendation: That the information be noted.

56/19 RESOLVED on the motion of Crs Verdon and Douglas that the information be noted.

13. PARKS AND GARDENS REPORT

(DEES/P10-005)

Executive Summary

Monthly report on parks and gardens.

Report

Inclusive Playground

\$75000 has been granted to Council from the NSW Govt. Everyone Can Play initiative to partially fund a new playground for The Rock. Council's financial commitment to this project will be included in the 2019/20 budget.

Everyone Can Play is not a new standard but a commitment to the future of play in NSW. This is a set of best practice recommendations designed to encourage more people to create more inclusive playspaces. The creation of inclusive playspaces requires a new way of thinking about the way playspaces are planned, designed and managed. For a playspace to be truly inclusive, it is important to consider the wider context. Can I get there? Can I play? Can I stay?

Inclusive playspaces consider as many needs as possible. Playspaces should be welcoming and comfortable, easy to navigate and interesting. They should offer a range of physical challenges, a variety of landscape settings and provide opportunities to connect with others.

The new playground will be installed at The Rock Recreation ground and will follow the design principles to create a playspace for everyone, regardless of age, ability (both physical and mental) or cultural background.

Pools

Pool attendances for February have continued to be encouraging; Lockhart again nearly doubling figures for the same period last year.

Work is set to begin on The Rock's new pool immediately upon closing the gates for this season, Sunday, 8 March.

Avenue of Honour

Dead/dying Kurrajong have been removed. A boom-lift will be hired when budget allows to assist with the removal of deadwood.

Trees

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

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

Mowing and Slashing

Slashing requirements have been minimal due to extended period of extreme hot, dry weather.

Fortnightly mowing and edging is being conducted for most irrigated areas during the growth season.

Weed Control

Regular weed control is being conducted on Council property including hand spraying and weeding of gardens. Spraying lawns for broadleaf weeds especially clover is being conducted.

Known problem areas for khaki and cathead are being monitored.

Parks and Gardens

A skeleton crew worked over this period to ensure these areas were tidy, BBQs cleaned, bins emptied and watering done.

The Shire's roses gardens are in full autumn bloom and being deadheaded regularly to promote continue flowering.

Irrigation systems are being checked and adjusted. Running times have been increase but many lawns are still struggling with the current weather conditions.

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

General Maintenance

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

Integrated Planning and Reporting Reference

D1 – Infrastructure that facilitates an active community.

Legislative Policy and Planning Implications

Nil.

Budget and Financial Aspects

Will be conducted within Council's allocated budget.

Attachments

Nil.

Recommendation: That the information be noted.

57/19

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

14. 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 January to 28 February 2019.

DA No	Development	Applicant/Owner	Site of Development
DA48/19	Detached colorbond shed	M White	8 Carson Road, The Rock
CDC51/19	Inground swimming pool	C & S Brown	258 Finlayson Lane, Yerong Creek
DA53/19	New dwelling	GA & TA Hounsell	5 Bond Street, Lockhart
DA52/19	Detached steel shed	J Boyle	17 Milne Road, The Rock
DA55/19	Visitor accommodation	P & D Creek	7 Bond Street, Lockhart
DA56/19	Shipping container	A Mulholland	3 Bretton Street, Lockhart

Integrated Planning & Reporting Reference

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

Legislative Policy and Planning Implications

Applications are processed under the provisions of the Environmental Planning & Assessment Act 1979.

Budget and Financial Aspects

Nil.

Attachments

Nil.

Recommendation: That the information be noted.

58/19 RESOLVED on the motion of Crs Verdon and Douglas that the information be noted.

15. VARIATION TO BUILDING LINE SETBACKS – DA57/19

(MES/P25-010)

Executive Summary

Council have received a request for variation to the building controls in the Lockhart Development Control Plan 2016 (DCP), for works proposed at 3 Ferrier Street, Lockhart.

Report

In conjunction with Development Application 57/19, Council have received a request for variation to the building line setback control applied by the Lockhart Development Control Plan 2016 (DCP), to permit the erection of a carport to the front of an existing dwelling at 3 Ferrier Street, Lockhart.

The Lockhart Development Control Plan provides for efficient development controls that positively respond to the character of existing villages. The 'Residential and Village Development' chapter applies building line setbacks to allow for correct siting of buildings relative to each other, the public domain and natural features, while also maintaining safety, privacy, noise amelioration, views, streetscape, provision of services, retention of vegetation and protection of sensitive areas.

The residence at 3 Ferrier Street, Lockhart, meets the current setback requirement of 10 metres. If constructed, the proposed carport at 6 metres deep will result in a reduced setback of 4 metres from the front lot boundary.

Before determining the request, Council should consider the aims of the DCP in applying building line setbacks, as well as the following:

Precedence

Setbacks are influenced by the size of the lot upon which a building stands. In Ferrier Street, Lockhart, all buildings meet the setback controls applied by the DCP. There are no 'detached' buildings such as carports along this streetscape in front of the building line.

Impacts on street aesthetics

The land on and adjoining 3 Ferrier Street is largely open, with minimal screening along most of the building elevation. Impact on vision and safety of road users is unlikely. The proposed carport is of open construction and with a flat roof, however the structure will still be visible from the street and adjoining properties.

Objectives of the control requirements

The proposed carport is of minor development and is not expected to have any significant impact with respect to the public domain and natural features, safety, privacy, noise amelioration, retention of vegetation and protection of sensitive areas.

An existing low-voltage electrical supply line intersects the land and connects to an adjoining dwelling. If construction is approved, the supply line must be relocated at the expense of the applicant, to maintain safe working distances and meet setback requirements applied by Essential Energy.

The proposed development does not meet the development standards of the Lockhart Shire Council DCP and the applicant has not provided sufficient reasoning for Council to support a variation. Furthermore, permitting a variation to the DCP, and thereby permitting a carport structure in front of the building line, establishes a precedence that could be followed for future development.

Integrated Planning and Reporting Reference

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

Legislative Policy and Planning Implications

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

Budget and Financial Aspects

Nil.

Attachments

1. Letter of support from applicant.
2. Site plan of proposed development.

Recommendation: That Council refuse a request variation to the Lockhart DCP for a reduced building line setback for a carport at 3 Ferrier Street, Lockhart, NSW.

59/19

RESOLVED on the motion of Crs Day and Rockliff that Council refuse a request variation to the Lockhart DCP for a reduced building line setback for a carport at 3 Ferrier Street, Lockhart, NSW.

16. **VARIATION TO DEVELOPMENT CONTROL PLAN - DA60/19**

(MES/P25-010)

Executive Summary

Council has received an application for development involving the construction of a new colorbond shed at 38 Green Street, Lockhart NSW. The proposed development is inconsistent with the Lockhart Development Control Plan 2016 and therefore presented for Council's consideration.

Report

To ensure that development positively responds to the character of the Shire's village areas, the Lockhart Shire Development Control Plan 2016 (DCP) sets in place development restrictions on development in residential and village areas, including building heights. Noting this, Council have received a development application for a new detached shed at a residential allotment within the Lockhart village.

As part of this application, the developer proposes a shed height of 3.7m to the gutter (0.6m higher than what the DCP permits). A written statement from the applicant confirms that the increased shed height will allow for storage of a caravan and bus in the building (among other things). The shed is proposed to be set back 27 metres from the front boundary and is largely concealed when viewed from a western and northern aspect.

In determining this request Council need to consider a number of variables which may influence the development.

Streetscape

The site of development is a corner allotment, is predominantly residential, and with frontage to Green Street, being the main street in the town. The land is also serviced by rear lane access, to which the applicant intends to make full use by providing vehicular access into the proposed building. The road reserve is wide and open, and there is ample screening from street trees and established gardens. The proposed shed is located in the rear yard of the allotment and will be built next to an existing shed on the land which complies with the DCP objectives.

Precedence – Sheds on all adjoining allotments and within the immediate vicinity all comply with the height restrictions set by the Council DCP. There are some similar buildings on the opposite side of Green Street which Council have permitted to be built above the height restriction for storage of RVs, and their location is much more visually prominent.

Objectives of the control requirements

With the taller walls and low-pitched roof design, the proposed new shed is, at its highest point, lower than the overall shed height restriction enforced by the DCP. It will be of a low-reflective, pre-finished material which is consistent in design with all other shed buildings in the locality. Once constructed, noise issues are unlikely as the building is for storage, and existing services remain unaffected.

Aside from the building height restriction, a comprehensive assessment of the development application has not revealed any other issues that may appear problematic with respect to the natural or built environments.

Integrated Planning and Reporting Reference

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

Legislative Policy and Planning Implications

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

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

Budget and Financial Aspects

Nil.

Attachments

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

Recommendation: That Council grant consent for a variation to the Lockhart DCP, thereby permitting an increased building height for a proposed new shed at 38 Green Street, Lockhart.

60/19	RESOLVED on the motion of Crs Driscoll and Day that Council grant consent for a variation to the Lockhart DCP, thereby permitting an increased building height for a proposed new shed at 38 Green Street, Lockhart.
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17. LOCAL HERITAGE GRANTS 2018-19

(MES/H15-030)

Executive Summary

The 2018-19 local heritage grant program has been targeted at buildings within The Rock heritage conservation area. Applications for funding have been granted and are presented for Council's information.

Report

Council's Local Heritage Grant program aims to preserve, protect and/or identify areas or buildings of local heritage significance. NSW Office of Environment & Heritage (OEH) support the program by providing a small amount of funding to support Council's commitment at \$1:1 for eligible projects.

Each year, Council have been dedicating the grant program to a particular town. Last year's program, which targeted the Lockhart heritage conservation area, enabled applicants to undertake important restoration works to buildings, including the Lockhart IGA and the recently acquired 'Billabong Motors' building at the Lockhart and District Greens Gunyah Museum. This year Council have dedicated the 2018-19 program to The Rock Heritage Conservation Area.

The Rock Hall and Museum Committee successfully applied for \$7,500 worth of funds through the grant program as a contribution towards building restoration and other works that will help enhance the street appeal and identity of the town hall/museum building, as previously identified in a report provided by Council's heritage advisor.

The works are scheduled to commence in March and will be project managed by the Museum and Hall Committee under the supervision of Council staff.

Integrated Planning and Reporting Reference

D4.2 – Protection of our historic buildings and landmarks.

Legislative Policy and Planning Implications

The proposed grants are administered in accordance with the Office of Environment & Heritage Funding Guidelines.

Budget and Financial Aspects

Council has allocated funds in the 2018-19 delivery and operational plan for the local heritage grant program, with \$3,500 to be received as a reimbursement from Office of Environment & Heritage at the successful completion of the project.

Attachments

1. Project proposal from The Rock Museum and Hall Committee.

Recommendation: That the information be noted.

61/19	RESOLVED on the motion of Crs Verdon and Driscoll that the information be noted.
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STRATEGIC DIRECTION E: Strong Leadership and Governance

18. INVESTMENT AND BANK BALANCES REPORT – 31 JANUARY 2019 (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 1,355,938.60

Add: Total Receipts

Rates	101,001.60	
Debtors	80,459.73	
Grants	15,557.14	Lockhart Voluntary Purchase \$
Investments Redeemed	-	
BAS Refund	-	
Plant Sales	-	
Investment Interest	8,835.03	
Transfer from Macquarie	500,000.00	
Other Receipts	26,790.85	
	732,644.35	

Less: Total Payments 1,417,539.28

New Investments 1490-3015-0001 0.00

Closing Combined Cashbook Balance **671,043.67**

Closing Bank Statement Balance

Bendigo Bank	616,651.56
Macquarie Bank	22,471.95
Bendigo Bank-Prichard Trust	31,631.03
	670,754.54

Add: Outstanding Deposits 7,800.64

Less: Outstanding Cheques 678,555.18

Closing Combined Cashbook Balance **671,043.67**

Investments:	Interest Rate per Annum	Amount Invested	% of Total
AMP/Curve Securitys	2.80	250,000.00	3.27
AMP/RIM	2.80	300,000.00	3.92
AMP/RIM	2.80	400,000.00	5.23
AMP/RIM	2.50	500,000.00	6.54
Bankwest	2.75	400,000.00	5.23
Bankwest	2.65	500,000.00	6.54
Bankwest	2.80	500,000.00	6.54
Bankwest	2.65	400,000.00	5.23
Bankwest	at call	500,000.00	6.54
BENDIGO	2.45	250,000.00	3.27
BENDIGO	2.00	100,000.00	1.31
BENDIGO	2.25	250,000.00	3.27
BENDIGO	2.50	500,000.00	6.54
NAB	2.67	500,000.00	6.54
NAB	2.70	500,000.00	6.54
NAB	2.70	500,000.00	6.54
NAB	2.70	500,000.00	6.54
NAB/Tcorp	2.70	500,000.00	6.54
T Corp	at call	300,000.00	3.92
		7,650,000.00	100.00

General Ledger Balances as at Month End

FUND		AMOUNT
General (PTD)	1490-3000-0000	420,981.14
Combined Sewerage	8490-3000-0000	218,431.50
Trust Fund	9991-3000-0000	31,631.03
		671,043.67
TOTAL FUNDS HELD ARE:		8,321,043.67

Integrated Planning and Reporting Reference

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

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

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

Legislative Policy and Planning Implications

Local Government Act 1993 Section 625 Investments.

Local Government (General) Regulation Clause 212.

Budget and Financial Aspects

Council's 2018/19 Operational Budget has forecast a total of \$100,000 income from interest on investments, being split between General Fund of \$85,000 and Sewer Fund of \$15,000. For the months July 2018 to January 2019 the average end of month balance of funds invested has been \$8.69 million and the average return on invested funds has been 2.60%. On these year to date figures, Council's budgeted income on investments will be achieved for General Fund and Sewer Fund.

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

Responsible Accounting Officer Statement

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

Recommendation: That:

- a) The January 2019 Investment and Bank Balances Report be received and noted.
- b) The Responsible Accounting Officer Statement be noted, and the report be adopted.

62/19

RESOLVED on the motion of Crs Douglas and Rockliff that:

- a) The January 2019 Investment and Bank Balances Report be received and noted.
- b) The Responsible Accounting Officer Statement be noted, and the report be adopted.

19. INVESTMENT AND BANK BALANCES REPORT – 28 FEBRUARY 2019

(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 671,043.67

Add: Total Receipts

Rates		438,011.80
Debtors		45,096.00
Grants	Block & Heavy Vehicle Grant	505,078.00
	Block Grant	261,000.00
	State Library	22,068.00
	Financial Assistance Grant	450,996.00
Redeemed Investment		500,000.00
Plant Sales		
Investment Interest		22,440.59
Transfer from Macquarie		
Other Receipts		21,807.14
		2,266,497.53

Less: Total Payments

1,409,630.92

New Investments 1490-3015-0001 0.00

Closing Combined Cashbook Balance 1,527,910.28

Closing Bank Statement Balance

Bendigo Bank	1,087,825.60
Macquarie Bank	306,782.07
Bendigo Bank-Prichard Trust	31,635.06
	1,426,242.73

Add: Outstanding Deposits

104,506.95

1,530,749.68

Less: Outstanding Cheques

2,839.40

Closing Combined Cashbook Balance 1,527,910.28

Investments:	Interest Rate per Annum	Amount Invested	% of Total
AMP/Curve Securitys	2.80	250,000.00	3.50
AMP/RIM	2.65	300,000.00	4.20
AMP/RIM	2.65	400,000.00	5.59
AMP/RIM	2.50	500,000.00	6.99
Bankwest	2.75	400,000.00	5.59
Bankwest	2.65	500,000.00	6.99
Bankwest	2.80	500,000.00	6.99
Bankwest	2.65	400,000.00	5.59
Bankwest	at call	500,000.00	6.99
BENDIGO	2.80	250,000.00	3.50
BENDIGO	2.30	100,000.00	1.40
BENDIGO	2.25	250,000.00	3.50
BENDIGO	2.50	500,000.00	6.99
NAB	2.70	500,000.00	6.99
NAB	2.70	500,000.00	6.99
NAB	2.70	500,000.00	6.99
NAB/Tcorp	2.70	500,000.00	6.99
T Corp	at call	300,000.00	4.20
		7,150,000.00	100.00

General Ledger Balances as at Month End

FUND	AMOUNT
General (PTD) 1490-3000-0000	420,981.14
Combined Sewerage 8490-3000-0000	218,431.50
Trust Fund 9991-3000-0000	31,631.03
	671,043.67
TOTAL FUNDS HELD ARE:	7,821,043.67

Integrated Planning and Reporting Reference

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

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

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

Legislative Policy and Planning Implications

Local Government Act 1993 Section 625 Investments.

Local Government (General) Regulation Clause 212.

Budget and Financial Aspects

Council's 2018/19 Operational Budget has forecast a total of \$100,000 income from interest on investments, being split between General Fund of \$85,000 and Sewer Fund of \$15,000. For the months July 2018 to February 2019 the average end of month balance of funds invested has been \$8.5 million and the average return on invested funds has been 2.61%. On these year to date figures, Council's budgeted income on investments will be achieved for General Fund and Sewer Fund.

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

Responsible Accounting Officer Statement

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

Recommendation: That:

- a) The February 2019 Investment and Bank Balances Report be received and noted.
- b) The Responsible Accounting Officer Statement be noted, and the report be adopted.

63/19

RESOLVED on the motion of Crs Rockliff and Douglas that:

- a) The February 2019 Investment and Bank Balances Report be received and noted.
- b) The Responsible Accounting Officer Statement be noted, and the report be adopted.

20. ADMINISTRATION OF THE SEPTEMBER 2020 COUNCIL ELECTION

(GM/E15-020)

Executive Summary

The Office of Local Government (OLG) has announced a review by the Independent Pricing and Regulatory Tribunal (IPART) of the costs of conducting local government elections as well as an extension to the deadline for councils to make a decision on the administration of their elections.

Report

At the Council meeting held on 4 February 2019 a report was tabled advising that:

Council is required to resolve by 11 March 2019 either:

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

The report was premised on Circular No. 18-43 issued by the OLG in December 2018.

In order to meet the legislative deadline Council, at that meeting, resolved to enter into an election arrangement with the NSW Electoral Commissioner (NSWEC) to administer the Council's elections, polls and constitutional referenda.

However, OLG has now announced a review by the Independent Pricing and Regulatory Tribunal (IPART) of the costs of conducting local government elections as well as an extension to the deadline for councils to make a decision on the administration of their elections. OLG, by way of Circular No. 19-02 dated 8 February 2019, has advised that:

- The Government has approved a review by the Independent Pricing and Regulatory Tribunal (IPART) of the costs of conducting local government elections in NSW.
- The purpose of the review is to ensure a robust methodology for determining costs is applied, in order to minimise the financial burden on councils and ratepayers and ensure local government elections are conducted efficiently and cost effectively.
- In undertaking the review, IPART is to:
 - Review the NSWEC’s existing methodology for determining the amount to be charged to councils which use the NSWEC to conduct their elections.
 - Consider whether it is appropriate for the amount charged to be limited to the direct and unavoidable costs of conducting the council’s election.
 - Have regard to the market for electoral services in which the NSWEC operates.
 - Have regard to any differences in the costs involved in conducting elections in metropolitan and regional areas.
 - Have regard to any other matters it considers relevant.
- In undertaking its review, IPART is expected to consult with relevant stakeholders including councils.
- IPART is to report to the Minister for Local Government by **30 August 2019**.
- As the outcomes of the IPART review may impact on the administration of the September 2020 council elections, it is proposed to introduce legislation in the first parliamentary sitting period of 2019 following the NSW State Election to amend the Local Government Act 1993 (the LGA) to extend the deadline for councils to make a decision on the administration of their elections under sections 296AA and 296. This deadline will be extended to **1 January 2020**.

Normally, where a council resolves to enter into an arrangement with the NSWEC the contract with the NSWEC must be finalised no later than 15 months before the next ordinary election (i.e. 11 June 2019).

In view of Council’s resolution and the proposed legislative amendments discussions have been held with the NSW Electoral Commission (NSWEC). The NSWEC has indicated that Council will be able to await the outcome of the IPART review before progressing any contractual arrangement for the administration of the 2020 election.

Integrated Planning and Reporting Reference

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

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

Legislative Policy and Planning Implications

Section 296AA of the Local Government Act states that:

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

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

Legislation is proposed to be introduced in the first parliamentary sitting period of 2019 following the NSW State Election to amend the Local Government Act 1993 to extend this deadline to 1 January 2020.

Budget and Financial Aspects

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

Attachments

Nil.

Recommendation: That the information be noted.

64/19	RESOLVED on the motion of Crs Verdon and Douglas that the information be noted.
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21. CODE OF MEETING PRACTICE

(GM/C40-004)

Executive Summary

Amendments made to the Local Government Act 1993 (the Act) in August 2016 by the Local Government Amendment (Governance and Planning) Act 2016 provide for a model code of meeting practice to be prescribed by the Local Government (General) Regulation 2005 (the Regulation).

Following a consultation process, a Model Meeting Code has been prescribed under the Regulation and the existing meetings provisions of the Regulation have been repealed.

Report

The Model Meeting Code prescribed by the Regulation in December 2018 has two elements:

1. It contains mandatory provisions (indicated in black font) that reflect the existing meetings provisions of the Act and update and enhance the meetings provisions previously prescribed under the Regulation to reflect contemporary meetings practice by councils.
2. It also contains non-mandatory provisions (indicated in red font) that cover areas of meetings practice that are common to most councils but where there may be a need for some variation in practice between councils based on local circumstances. The non-mandatory provisions also operate to set a benchmark based on what the Office of Local Government sees as being best practice for the relevant area of practice.

Councils are required to adopt a code of meeting practice that incorporates the mandatory provisions of the Model Meeting Code prescribed by the Regulation. A council's adopted meeting code must not contain provisions that are inconsistent with the mandatory provisions.

A council's adopted meeting code may also incorporate the non-mandatory provisions of the Model Meeting Code and any other supplementary provisions adopted by the council.

Council has six months from when the Model Meeting Code was prescribed by the Regulation to adopt a new code of meeting practice, i.e. by 14 June 2019. Irrespective of whether councils have adopted a code of meeting practice based on the Model Meeting Code, all councils will be required to webcast meetings of the council and committees of which all members are councillors within 12 months of when the Model Meeting Code was prescribed, i.e. by 14 December 2019. The webcasting requirement may be met simply by posting an audio or video recording of the meeting on the council's website.

Before adopting a new code of meeting practice, under section 361 of the LGA, councils are still required to exhibit a draft of the code of meeting practice for at least 28 days and provide members of the community at least 42 days in which to comment on the draft code.

A Draft Lockhart Shire Council Code of Meeting Practice - March 2019 has been prepared based on the Model Code prescribed by the Regulation for Council's consideration. A copy of the Draft Code is distributed separately with the Agenda.

The Draft Code:

- Includes all the mandatory provisions of the Model Code prescribed by the Regulation and are shown in black font.
- Reflects Council's existing practice of meeting on the first Monday in February and the third Monday of each month from March to December inclusive, with all meetings commencing at 5.00pm.
- Incorporates Council's existing Order of Business as set out in the agenda/ business paper.
- Requires Council to post an audio recording of each council meeting on its website as soon as practicable after the conclusion of the meeting, effective from the December 2019 council meeting, i.e. the minimum requirement for complying with the mandatory provisions of the Model Code relating to webcasting.
- Proposes that some but not all of the non-mandatory provisions of the Model Code be adopted. In this regard all of the non-mandatory provisions have been retained in the Draft document in **red font** with those provisions not recommended for inclusion in Lockhart Shire's adopted Code of Meeting Practice shown as been struck out. This way Council can view all the non-mandatory provisions and make the final determination as to which provisions are retained in Council's adopted Code.

Integrated Planning and Reporting Reference

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

Legislative Policy and Planning Implications

Until a council adopts a new code of meeting practice, its existing code of meeting practice will remain in force up until six months from the date on which the new Model Meeting Code was prescribed.

If a council fails to adopt a new code of meeting practice within this period, under transitional provisions contained in the Regulation and the Act, any provision of the council's adopted meeting code that is inconsistent with a mandatory provision of the Model Meeting Code prescribed under the Regulation will automatically cease to have any effect to the extent that it is inconsistent with the mandatory provision of the Model Meeting Code.

Councils and committees of councils of which all the members are councillors must conduct their meetings in accordance with the code of meeting practice adopted by the council.

Budget and Financial Aspects

Arranging audio recordings of council meetings for posting on Council's website is the least cost option for complying with the mandatory webcasting provisions of the Model Code prescribed by the Regulation.

Attachments

Draft Lockhart Shire Council Code of Meeting Practice – March 2019 (distributed separately).

Recommendation: That Council place the "Draft Lockhart Shire Council Code of Meeting Practice - March 2019" on public exhibition for at least 28 days and provide members of the community at least 42 days in which to comment on the draft code.

65/19

RESOLVED on the motion of Crs Douglas and Marston that Council place the "Draft Lockhart Shire Council Code of Meeting Practice – March 2019" on public exhibition for at least 28 days and provide members of the community at least 42 days in which to comment on the draft code.

22. PROPOSED RESTRUCTURE – ENGINEERING AND ENVIRONMENTAL SERVICES
(DEES/S30-005)

Executive Summary

Staff propose a restructure of Engineering & Environmental Services directorate.

Report

As part of continuous improvement of service delivery to the community, Staff propose a restructure of the Engineering & Environmental Services directorate:

1. Currently Council has a Grader Operator (Grade 9) and Roller Operator (Grade 4) positions vacant following the resignation and retirement of the incumbents in May and July 2018 respectively. Since 2012, Council's maintenance grading productivity has improved to the point where two grader crews can now manage the road network rather than three crews. In addition, Council's roads budget does not have the capacity to accommodate three crews now that funding has returned to more "normal" levels.

It is proposed to regrade these positions to a Plant Operator (Grade 8) and a Labourer (Grade 2). This will keep the same number of total positions in the works team, however, provide greater flexibility to manage works and projects. Council has more items of major plant than operators, and traditionally found itself engaging additional casual labour to undertake routine tasks. It is planned to retain the grader and roller to allow the ability to "gear up" a crew to undertake grading work if required to meet a backlog or if outside work presents itself. If the staff are operating the grader and roller then they will be paid higher duties accordingly.

The regrading of the positions will provide a saving to Council of \$3,269/year, however, the greatest benefit will be the ability for the supervisors to use these staff in a variety of roles depending on the works at the time, rather than just in a grader crew.

Staff are also assessing council's major plant requirements, looking at what opportunities that could assist to change the current mix of major plant to improve the versatility and ability to meet the future needs of the community. Council has recently been successful in grant funding to assist in buying a Pugmill to blend crushed glass into road base materials. Such considerations include review of current wheeled loaders compared with a possible skid steer loader, as well as large water tankers and backhoes.

2. In 2014, following several unsuccessful attempts to fill the position of Light Vehicle Mechanic, the position was regraded to an Apprentice Mechanic. This is providing opportunity to young people to obtain a trade certificate through Council.

In analysing its plant maintenance operations, an opportunity exists to re-instate the position of Light Vehicle Mechanic with the positions of Plant Supervisor and Apprentice Mechanic to remain, thus it would be a new and additional position in the organisational structure. Currently Council outsources a substantial cost of its works to third parties as it does not have the resources to undertake these works, namely Caterpillar repairs/services at Westrac, tyre repairs and air conditioner servicing. This outsourcing has over the last four years cost Council an average of \$124,650/year. This does not include the down time cost or hire equipment which can be significant when for example a grader dry hire cost is \$750/day.

Also, as in the current structure, the Plant Supervisor is the only person able to supervise the Apprentice Mechanic, thus he is unable to take any leave while the Apprentice Mechanic is working. This has created the situation where the incumbent Plant Supervisor has excess leave which is difficult to have this issue addressed. The Light Plant Mechanic would be able to supervise the Apprentice Mechanic on occasions when the Plant Supervisor was on leave.

In addition, I have had discussions with the local Mitsubishi dealer about using the extra Council resource to assist his business when required. He was very receptive to this arrangement to assist him when he is extremely busy, and he indicated that he regularly could do with another mechanic to meet his workload. This would allow him to service his customers and maintain this important business in Lockhart, attain the servicing of Rural Fire Service (RFS) vehicles currently being serviced outside the Shire (I have spoken to RFS about this and they said this can be arranged), as well as assisting him with the breakdown service for the local area.

The position would have a cost to Council of approximately \$83,000 per year, including on-costs. The position can be funded from various sources that would result in the position being nil cost to the Budget being:

- Expected savings of previously outsourced works - \$73,000
- \$3,269 from regrading positions in Item 1 above
- \$6,731 from outside works (Mitsubishi dealership, Lockhart Central School) (equivalent to approximately 3 weeks external works per year).

Council staff have identified the future of electric vehicles as an opportunity to service the growing market. With the likely soon addition of electric vehicle charging points in Lockhart business district as well as car manufacturers advising that diesel passenger vehicles are being phased out to be replaced by hybrid vehicles as a minimum, staff believe that gearing up and training to service these vehicles is the way of the future. Council will also most likely be required to be a leader in this area and purchase electric vehicles, especially as part of its light vehicle fleet. The position of Light Vehicle Mechanic can be a resource to assist the community in electric vehicle technology servicing as well as Council's own fleet.

The position has been assessed using OOSOFT as Grade 9 on Council's salary structure. In addition, to fully utilise the additional resource would require a one off set up cost of \$32,698 to purchase tyre change equipment and the establishment of a mobile service vehicle for call outs/break down service to the community. It is expected that this would be repaid within 3 years through additional outside work.

3. At the Council meeting held on 17 July 2017 Council endorsed the position of 'Temporary Compliance Officer' for a fixed term of two (2) years with the position filled in early October 2017. The position has been proven to be very successful and provided significant support to Council and the Environmental Services team. Since starting in October 2017, the Compliance Officer has undertaken:

- 671 companion animal checks done on individual properties in Lockhart and The Rock;
- Approximately 410 changes to Companion animal register, including out of date records, deaths, change of address/phone, change of owner, new registration and micro chipping – with records going back as far as 1998, and many relating to breeders not updating their records;
- 43 fire hazard/overgrown properties have been inspected, and with letters sent to owners;
- 7 Notices of Intent to issue an order under Local Government Act 1993 requiring hazard reduction works for overgrown properties;
- 4 Orders issued under Local Government Act 1993 requiring hazard reduction works for overgrown properties;
- 113 letters sent requiring companion animals to be microchipped and registered;
- 57 complaints received and investigated, from residents regarding companion animals;
- 75 companion animals microchipped;
- 90 cats and/or dogs impounded;
- 224 new companion animals registered;
- 7 dog attacks investigated and reported to Office of Local Government;
- 23 car bodies removed through volunteer collection;
- 11 abandoned vehicles removed from public places;
- 140 inspections of on-site sewerage management systems undertaken;
- A total of \$6,690 in infringements notices issued for various offences.

Furthermore, swimming pool compliance inspections form a component of the Compliance Officer's role, and they are currently being conducted under the supervision of Council's Manager Environmental Services. To date, approximately 41 pools have been inspected for compliance by Council's Compliance Officer.

In addition to these activities, the Compliance Officer has been called upon to undertake many other roles, including call outs, investigation of attacks from companion animals, upgrades to the Lockhart impounding facilities, trapping and disposal of feral cats from landfill sites and public reserves, providing statements for and responding to Police requests, control of roaming stock, and many more. These activities have generated a substantial amount of additional administration work, which is shared between the role and existing Environmental Services staff.

The position has been assessed as Grade 9 on Council's salary structure and is currently part-time at 25.5 hours per week (3 days a week). While introducing a part time Compliance Officer position into the corporate structure was estimated to cost Council approximately \$45,000/year, it was proposed that the position would also generate income through delivery of swimming pool and on-site sewerage management system inspections, in addition to income from infringement notices and impounding fees. Council's records indicate that so far, approximately \$28,000 has been generated with the balance of the cost accommodated in the 2018/19 budget. It is proposed that the position be made a permanent part-time at 25.5 hours per week and be included in the organisational structure accordingly.

4. In July 2016 Council resolved to create a fixed term position of Project Officer at Grade 17 to manage the various major projects Council has been undertaking, including flood mitigation and swimming pool upgrades. This position is paid through the projects and as such has nil impact on the Budget. The current incumbent was appointed to the position in September 2016 following advertisement and merit-based selection process. The position has worked extremely well in assisting in the delivery of the major projects for Council.

The fixed term position is due to expire on 18 September 2019. The currently funded major projects are due for completion in late 2019. It is then hoped that further funding will be received to complete the flood mitigation works at The Rock in 2020. It is proposed that the fixed term position of Project Officer with the current incumbent be extended for a further 15 months till 31 December 2020, on a work as required basis, being some weeks full-time and some part-time as employee takes leave when no work is required. This arrangement is agreeable with the current incumbent and all other conditions of their employment remains unchanged.

Council's Award Staff Consultative Committee at its meeting held on 4 March 2019 resolved to endorse the restructure of Engineering & Environmental Services.

Integrated Planning and Reporting Reference

E1 – Council is strong, sustainable and able to stand alone

Legislative Policy and Planning Implications

- Local Government Act 1993.
- Local Government Award 2017.

Budget and Financial Aspects

- The proposed restructure will have nil impact on the budget.
- One off set up costs for workshop and service vehicle of \$32,698.

Attachments

1. Organisational Structure December 2018.
2. Proposed Structure Engineering & Environmental Services February 2019.

Recommendation: That Council approves the proposed restructure of Engineering & Environmental Services to include:

- a) Regrading the vacant Grader and Roller Operator positions to a Plant Operator and a Labourer respectively;
- b) The addition of the position of Light Vehicle Mechanic in the organisation structure;
- c) The addition of the position of Compliance Officer (permanent part time 25.5 hours per week) in the organisation structure; and
- d) Extending the position of Fixed Term Project Officer with current incumbent to continue in the role on a works as required basis until 31 December 2020.

66/19

RESOLVED on the motion of Crs Rockliff and Marston that Council approves the proposed restructure of Engineering & Environmental Services to include:

- a) Regrading the vacant Grader and Roller Operator positions to a Plant Operator and a Labourer respectively;
- b) The addition of the position of Light Vehicle Mechanic in the organisation structure;
- c) The addition of the position of Compliance Officer (permanent part time 25.5 hours per week) in the organisation structure; and
- d) Extending the position of Fixed Term Project Officer with current incumbent to continue in the role on a works as required basis until 31 December 2020.

23. POLICY 1.13 ASSET MANAGEMENT

(GM/C70-025)

Executive Summary

A revised *Policy 1.13 Asset Management* is presented for Council's consideration.

Report

At its meeting held on 6 February 2017 Council endorsed a process for the review of existing policies and development of new policies.

As part of the ongoing process of reviewing Council's policies, *Policy 1.13 Asset Management* has been reviewed and the revised Policy is tabled for Council's consideration.

The revised policy identifies the classes of assets to which the policy relates and sets out the principles of asset management that Council will adopt as well as allocate responsibility for asset management.

Asset management policies, plans and processes are important having regard to Council's role as custodian of the assets on behalf of the community and ensuring they remain sustainable, i.e. preserving the assets and maintaining their overall condition for future generations, as well as managing risk, i.e. ensuring that existing assets are safe for use by the current generation with particular reference to the Civil Liability Act 2002.

Integrated Planning and Reporting Reference

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

E1 - Continue to enhance sound financial management policies and practices.

E1 - Continue the development of asset management strategy and plans.

E1 - Minimise Council's exposure to risk and promote a strong risk management culture within Council.

Legislative Policy and Planning Implications

Section 8A of the local Government sets out the guiding principles for councils which includes, amongst other things that "*Councils should manage lands and other assets so that current and future local community needs can be met in an affordable way*".

Section 8B of the Act sets out the principles of sound financial management which include:

1. Councils should invest in responsible and sustainable infrastructure for the benefit of the local community.
2. Councils should have effective financial and asset management, including sound policies and processes for the following:
 - a) Performance management and reporting,
 - b) Asset maintenance and enhancement,
 - c) Funding decisions,
 - d) Risk management practices.
3. Councils should have regard to achieving intergenerational equity, including ensuring the following:
 - a) Policy decisions are made after considering their financial effects on future generations,
 - b) The current generation funds the cost of its services.

Budget and Financial Aspects

Council's asset management plans and asset management practices have been incorporated into the Annual Operational Plan and Budget as well as the Long Term Financial Plan. The revised policy will not have any additional budgetary impacts.

Attachments

1. *Policy 1.13 Asset Management.*

Recommendation: That the revised *Policy 1.13 Asset Management, as presented, be adopted.*

67/19 RESOLVED on the motion of Crs Rockliff and Douglas that the revised Policy 1.13 Asset Management, as presented, be adopted.

24. PERSONAL PROTECTIVE EQUIPMENT (PPE) POLICY

(DEES/C70-025)

Executive Summary

Council has, in conjunction with its Work Health Safety Committee, updated its Personal Protective Equipment (PPE) policy and support documentation.

Report

Council has, in conjunction with its Work Health Safety Committee, updated its Personal Protective Equipment (PPE) policy and support documentation. The policy is now in line with the best practice of StateCover's requirements and provides more detail around most appropriate PPE to be worn based on tasks being undertaken.

One of the major changes in the new policy and documentation is the allowance for staff to wear long shorts. Shorts are being permitted under strict conditions including:

- Must be below knee in length
- Must wear sunscreen
- Must be Council issued shorts
- Must wear leg protection when undertaking certain tasks as outlined in the procedure
- If socks are visible, they must be either black or navy.

This recommendation is based on research as follows:

- Cancer Council recommends long pants however shorts that come below the knee is acceptable, and to be UPF rated 50+
- Insurers recommends long pants as offers other protection other than just the sun, however was up to Council to assess the risks.
- Staff can protect the shins by guards to Australian Standards, as well requiring the wearing of pants or overalls in certain tasks.
- StateCover has provided a sample procedure which was used to develop the procedure attached, which included the provision for long shorts.

In researching what other local councils had in the way of policies and the wearing of shorts, the following is a summary of responses:

- Carrathool – long shorts with conditions same as stated above
- Leeton – long shorts
- Narrandera – no shorts
- Federation – yes to shorts and was result of one of the amalgamated Councils allowing shorts.
- Edward River – long shorts
- GHSC – long shorts (prefer long pants but knee length as a minimum).
- Temora – no shorts
- Junee – yes to shorts.

The draft revised policy and procedure was endorsed by the WHS Committee at its meeting held on the 11 February 2019.

Integrated Planning and Reporting Reference

E1 – Council is strong, sustainable and able to stand alone

Legislative Policy and Planning Implications

- WHS Act 2011.
- Local Government Act 1993.

Budget and Financial Aspects

Nil.

Attachments

1. Revised Policy 3.1 Provision of Protective Clothing/Equipment.
2. Personal Protective Equipment and Clothing procedures.

Recommendation: That Council adopts the revised policy 3.1 Provision of Protective Clothing/Equipment (PPE).

68/19

RESOLVED on the motion of Crs Verdon and Driscoll that Council adopts the revised policy 3.1 Provision of Protective Clothing/Equipment (PPE).

Questions and Statements

Cr Verdon

- (i) **Wilson St, The Rock** – Requested if Council could consider sealing the shoulder of Wilson Street from the pool to recreation ground entrance?

Response – Director Engineering and Environmental Services

DEES advised that this is possible and will investigate.

- (ii) **Replaced iPads** – Enquired as to what happens to the replaced iPads used by Councillors?

Response – Director Corporate and Community Services

DCCS advised that Councillors can keep their replaced iPads for the time being and that they will either be re-used internally or disposed of in accordance with Council policy.

Cr Day OAM

- (i) **Cars at Property in Galore Street and Anglican Church, Lockhart** – Enquired as to whether the Compliance Officer could check the cars at the property in Galore St, as well as the Anglican Church?

Response – Director Engineering and Environmental Services

DEES advised he will pass on comments for investigation.

Cr Driscoll

- (i) **Susan Creek** – Enquires as to whether Council was sending anything for the passing of Susan Creek?

Response – General Manager

GM advised that a card has been arranged.

Cr Marston

- (i) **Pavers Lifting in The Rock** – Advised that the pavers have lifted in The Rock near the café and the next building to the east.

Response – Director Engineering and Environmental Service

DEES advised he will investigate and take appropriate action.

Cr Rockliff

- (i) **Lockhart Caravan Park** – Stated that he had been advised that Lockhart Caravan Park's lack of all-abilities compliance had prevented a group booking recently.

Response – Director Engineering and Environmental Services

DEES advised he is aware of this issue and the review of the caravan park will include recommendations to improve the all-abilities access.

Cr Douglas

Nil.

Cr Sharp

Nil.

Cr Schirmer

- (i) **Woodhaven Aged Care, Lockhart** – Advised that the Board of Woodhaven Aged Care, Lockhart had recently secured Commonwealth Government funding to undertake a major refurbishment of the facility.

General Manager

- (i) **Riverina Water County Council (RWCC)** – The General Manager reminded Councillors of the opportunity to participate in a bus tour of Riverina Water's key assets and capital works projects on 26 March 2019.

- (ii) **Energy Innovation Conference** – The General Manager advised Councillors of an Energy Innovation Conference being hosted by REROC and RivJO on the same day (26 March 2019) and at which the DEES is a guest speaker.

CLOSED SESSION

There being no items listed for consideration by Council in Closed Session on 18 March 2019, the Mayor declared the meeting closed at 7.12pm.

The minutes of the meeting held on Monday, 18 March 2019 were confirmed as a true and accurate record at the Ordinary Council Meeting held on 15 April 2019 at which time the signature was hereunto subscribed.

CHAIRMAN