



BUSINESS PAPER

**of the
Ordinary Meeting
Held
15 May 2017**

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

The Prayer

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

The Council's Guiding Principles

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

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

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

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

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

(Section 8A Local Government Act, 1993)

File Ref: PV:LA:C70-005

O:\2016-17\General Manager\C70-005 Council Committees General\Business Paper\May 2017\May 2017 Business Papers.doc

10 May 2017

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

Dear Councillors

I wish to advise that the Ordinary Monthly Meeting of Lockhart Shire Council will be held at the Council Chambers, Green Street, Lockhart on **Monday, 15 May 2017** commencing at **5.00pm**.

The Order of Business will be as shown overleaf.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Peter Veneris', written over a faint horizontal line.

Peter Veneris
GENERAL MANAGER

Order of Business

Opening with a Prayer	
Apologies	
Leave of Absence	
Confirmation of Minutes of the Ordinary Meeting 18 April 2017	
Declarations of Pecuniary & Non-Pecuniary Interest	
Mayoral Minute/Report	Page 6
Urgent Matters	Page 6
Notice of Motion	Page 6
Committee Reports	Page 6
Delegates Reports	Page 6
Status Report/Précis of Correspondence Issued	Page 7
Staff Reports	
A. <u>A Connected and Resilient Community</u>	
1. Spirit of the Land Festival Request	Page 16
B. <u>An Environment that is Respected and Protected</u>	
Nil.	
C. <u>Infrastructure for the Long Term Needs of the Community</u>	
2. Biosecurity and Environmental Report.....	Page 19
D. <u>Infrastructure for the Long Term Needs of the Community</u>	
3. Engineering Report	Page 21
4. Major Projects Update.....	Page 22
5. Parks and Gardens Report	Page 23
6. Policy – Awnings, Verandahs and Balconies over Footways	Page 25
7. Bridge Assessment Reports.....	Page 29
8. Livestock Loading Scheme	Page 30
9. Development Applications.....	Page 40
10. Swimming Pool Inspection Program	Page 40

E. Strong Leadership and Services

11.	Statement of Funds for April 2017	Page 42
12.	Draft Delivery Program 2017-21 and Operational Plan 2017-18 and Budget	Page 43
13.	Quarterly Budget Review – March 2017	Page 45
14.	Council's Application for a Special Rate Variation – IPART Determination.....	Page 46
15.	Fire and Emergency Services Levy	Page 48
16.	Initial Local Government Performance Audits.....	Page 50
17.	Council Improvement Action Plan – Progress Report	Page 61
18.	Innovation Fund Grant Applications.....	Page 63
19.	Fees Payable to the Mayor and Councillors	Page 73
20.	Councillor Professional Development	Page 74
21.	Summary of Customer Requests Report.....	Page 80

Questions & Statements	Page 82
---	---------

Consideration of Business in Closed Session

22.	Request to be Released from Contract of Sale – Lot 5 DP1220989, 10 Carson Road, The Rock	Page 82
-----	--	---------

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

- (d) Commercial information of a confidential nature that would, if disclosed:
- (i) Prejudice the commercial position of the person who supplied it.

23.	Offer to Transfer Land for Nil Consideration	Page 82
-----	--	---------

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

- (b) The personal hardship of any resident or ratepayer.

24.	Caravan Park Management Contract	Page 82
-----	--	---------

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

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

25.	Performance Agreement – General Manager.....	Page 82
-----	--	---------

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

- (a) personnel matters concerning particular individuals (other than Councillors).

Resumption of Open Council	Page 82
---	---------

Mayoral Minute

Nil.

Mayoral Report

Nil.

Urgent Matters

Nil.

Notice of Motion

Nil.

Committee Reports

Nil.

Delegates' Reports

Nil.

Status Report/Précis of Correspondence Issued

Status Report: Council Resolutions and Tasks to be finalised

Res. No:	Officer to Action	Info	Action Taken
Ordinary Council Meeting held 18 April 2017			
85/17	GM	Related Party Disclosures Council endorsed Draft Policy 1.20 Related Party Disclosures for public exhibition and will consider and submissions received before formal adoption of the policy.	Draft Policy on public exhibition, to be formally adopted at the June Council meeting.
84/17	GM	NSW Audit Office – 2016-2017 Audited Statements A letter of protest to be sent to LGNSW.	Letter sent. Complete.
80/17	DEES	Billabong Creek Floodplain Management Plan Council resolved: a) to not undertake enlargement of the culvert H17 at this stage b) DEES write back to DPI requesting funding assistance and advising Council will be taking no action due to funding constraints.	Letters sent. Complete.
76/17	DEES	Kerbside Collection Waste Contract Council to extend current Waste Contract with Transpacific Cleanaway until 1 April 2018 to be in line with Wagga Wagga City Council.	Letter sent to current contractor and WWCC has been advised. Complete.
74/17	GM	LGNSW – Proposed Motion to 2017 Annual Conference b) Authorise the General Manager (GM) to serve orders in accordance with section 124 of the Local Government Act c) Authorise the Director Engineering and Environmental Services (DEES), the Manager of Environmental Services (MES) and the Environmental Officer to enter premises in accordance with Section 191 of the Local Government Act d) Authorise the GM, DEES and MES to issue penalty infringement notices in accordance with Section 679 of the Local Government Act e) Appoint the GM, DEES and MES as an “authorised officer” pursuant to Section 187 of the Protection of the Environment Operations Act, and f) Adopt revised Policy 2.10.	Amended Policy 2.10 has been incorporated into Council’s Policy Register. Relevant enforcement documentation templates currently being reviewed. Training in issuing Penalty Infringement Notices and other enforcement actions is being arranged for the ‘authorised officers’. Photo ID’s being arranged for officers authorised to enter private property.
73/17	GM	Acknowledgement of Sagers Family Contribution Council to install a new seat, with an appropriately worded plaque, on the corner of Green & Matthews St’s, in recognition of the contribution that the Sagers Family has made to the community.	Contact has been made with Mr Gordon Sagers, both verbally and in writing. Mr Sagers supports and appreciates Council’s initiative. The following wording for the plaque has been agreed with Mr Sagers: - <i>“In recognition of the significant contribution made by the Sagers family to the Lockhart District in providing 70 years of continuous dental services to its residents.”</i>

72/17	GM	<p>Caravan Parks</p> <p>a) Information noted pending a further more detailed report</p> <p>b) Council has determined as a matter of policy that caravan parks be short term (holiday park) stays; and</p> <p>c) Expressions of Interest (EOI) be invited for Management of the Lockhart Caravan Park for 1 July 2017 to 30 June 2018 with option of 2 x 12 month extensions on mutual agreement.</p>	<p>More detailed report to be presented at a future Council meeting.</p> <p>Expressions of Interest for the management of the Lockhart caravan park closed on 8/5/17.</p> <p>Interviews with shortlisted candidates currently being undertaken.</p> <p>Report and recommendation to be tabled at the Council meeting (closed section) on 15/5/17.</p>
71/17	GM	<p>Active Farmers – Request for Financial Assistance</p> <p>Council to decline request as it does not comply with “Policy 1.16 Donations/Contributions to Community Groups & Individuals” which requires organisations to be “not-for-profit”.</p>	<p>Letter sent.</p> <p>Complete.</p>
70/17	GM	<p>Disability Inclusion Action Plan (DIAP)</p> <p>Council to:</p> <p>a) Adopt the Disability Inclusion Action Plan 2017-2021, and</p> <p>b) Advise both the Minister Disability Services and Disability Council of its Disability Inclusion Action Plan 2017-2021.</p>	<p>DIAP uploaded to Council’s website and forwarded to Minister Disability Services and the Disability Council.</p> <p>Complete</p>
63/17	TEDO	<p>Minutes of the Tourism/Economic Development Steering Committee Meeting – Volunteer BBQ</p> <p>2017 Lockhart Shire Volunteer BBQ to be held in Lockhart on Friday, 12 May.</p>	<p>TEDO organising</p>
62/17	TEDO	<p>Minutes of the Tourism/Economic Development Steering Committee Meeting – Tourism & Economic Development Strategies and Incentives</p> <p>Strategy to be tabled to the TEDSC for feedback.</p>	<p>Strategy disseminated. To be reviewed by TEDSC.</p>
59/17	TEDO	<p>Minutes of the Tourism/Economic Development Steering Committee Meeting – South West Wireless Communications</p> <p>TEDO to approach SWWCC to conduct an initial assessment to ascertain the possibility of rolling out this internet service throughout Lockhart Shire.</p>	<p>TEDO has contacted SWWCC.</p>
Ordinary Council Meeting held 20 March 2017			
49/17	DEES	<p>Request for Road Name Change</p> <p>a) Council supported the road name change necessary process to be commenced</p> <p>b) DEES to write back to applicant informing them of Council’s decision.</p>	<p>(a) Council has commenced process for name change.</p>
48/17	DEES	<p>Draft Policy – Awnings, Verandahs and Balconies over Footways</p> <p>a) Council endorsed the draft ‘Awnings, Verandahs and Balconies Over Footways’ policy</p> <p>b) Policy to be placed on public exhibition for 28 days and a further report to be brought back to Council</p>	<p>Draft policy placed on exhibition.</p> <p>See separate report to May Council meeting.</p> <p>Complete.</p>

47/17	GM	<p>Request for Financial Assistance – Osborne Recreation Ground Committee</p> <p>a) Council to contribute \$8,000 towards erection of player changeover benches, coaches' shelters, media platform and storage shed at the Osborne Recreation Ground.</p> <p>b) Osborne Recreation Ground Committee, in view of its status as a Section 355 Committee, to inform Council when it is considering applying for government grants in future.</p>	<p>Osborne Recreation Ground Management Committee has been advised of Council's contribution and requested to liaise with Council's Finance Manager regarding administration of the grant.</p> <p>Complete</p>
40/17	GM	<p>Residential Subdivision – Carson Rd, The Rock</p> <p>Authority granted for the Deed of Covenant relating to Lots 1 to 5 DP1220989 Carson Rd, The Rock, as presented, to be executed under the seal of Council.</p>	<p>Deed of Covenant has been executed under Council's seal and returned to Council's solicitor for registration on the titles.</p>
39/17	GM	<p>The Rock Regional Observatory Project</p> <p>Council, as Trust Manager of the Lockhart Crown Reserve Trust to:</p> <p>a) Provide in-principle support for The Rock Regional Observatory Project</p> <p>b) Seek consent of the Minister to authorise Reserve 48746 for Racecourse and Showground to be used for an additional purpose that is consistent with the Project</p> <p>c) Assist in identifying any potential grant opportunities relevant to the Project.</p>	<p>A submission has been forwarded to the NSW Crown Lands Office requesting that "Community purposes" and "Public Recreation" be added as permitted uses of the Reserve for Racecourse and Showground.'</p> <p>The Rock progress Association has been advised of Council's decision and its submission to the Crown Lands Office.</p>
37/17	GM	<p>ANZAC Day 2017 Commemorations</p> <p>Council representatives to participate at respective ANZAC Day ceremonies and to lay a commemorative wreath on behalf of Council to be as follows:</p> <ul style="list-style-type: none"> • Lockhart – Crs Schirmer and Day • The Rock – Crs Driscoll and Walker (Dawn Service) and Cr Marston (10.30am Service) • Pleasant Hills – Cr Sharp • Yerong Creek – Cr Driscoll. 	<p>RSL Sub-branches have been advised of Council's representatives at the respective commemoration ceremonies.</p> <p>Council's representatives provided with Commemorative wreaths.</p> <p>Complete</p>
33/17	TEDO	<p>Minutes of the Tourism/Economic Steering Committee Meeting – Shire Signs</p> <p>Designs for the Shire signs to be investigated.</p>	<p>Dependent on budget.</p>
31/17	TEDO	<p>Minutes of the Tourism/Economic Steering Committee Meeting – Australian Kelpie Hall of Fame</p> <p>TEDO to apply for grant funding.</p>	<p>Awaiting response.</p> <p>Complete</p>
Ordinary Council Meeting held 6 February 2017			
12/17	MES	<p>Planning Proposal for Variation to Lockhart LEP – DA25/17</p> <p>a) Support the application for variation to the Lockhart LEP, by permitting the change of use of a former church to a dwelling; and</p> <p>b) Refer the application to the Secretary for consideration; and</p> <p>c) If concurrence of the Secretary is obtained, continue to process and determine the development application DA25/17 under delegated authority from the General Manager</p>	<p>Letter issued to Secretary to obtain concurrence. Secretary currently assessing the application, with no feedback to date.</p> <p>Secretary has issued concurrence for the development.</p> <p>DA issued.</p> <p>Complete.</p>

6/17	DEES	<p>Cadet Engineer</p> <p>a) Endorse inclusion of position of 'Cadet Engineer' into the organisation structure, and</p> <p>b) Authorise the GM and DEES to sign the Charles Sturt University Memorandum of Understanding for Industry Placement Cooperation.</p>	<p>MOU signed and returned to CSU.</p> <p>Advertisement for position completed and placed on noticeboard at CSU. Interviews scheduled for 26 April 2017.</p> <p>Interviews have occurred. Find out placement week 8 May 2017.</p> <p>Successful candidate confirmed and due to commence on 1/7/17.</p>
5/17	GM	<p>Coffee Shop Proposal</p> <p>Council to invite Mandy Strong, Liz Lane and Susan Gooden to meet with Mayor and GM to discuss the proposal of a coffee shop in the former Billabong Motors building adjacent to the Green Gunyah Museum.</p>	<p>Meeting held on 1 March 2017. Discussions continuing.</p>
2/17	GM	<p>Notice of Motion - The Rock to Boree Creek rail Line</p> <p>Council:</p> <p>a) Fully supports the upgrading of The Rock to Boree Creek rail line to heavy rail to enable the more efficient and cost effective use of rail infrastructure.</p> <p>b) At the appropriate time submit a submission to Transport NSW outlining the benefits of the upgrade.</p>	<p>Awaiting Round 1 of Fixing Country Rail funding programme to be announced.</p> <p>Discussions held with Transport for NSW and Graincorp in anticipation of submission being prepared.</p> <p>Letters of support obtained from neighbouring Councils.</p> <p>Personal and written representations made to newly appointed NSW Infrastructure Co-ordinator.</p>
Ordinary Council Meeting held 19 December 2016			
345/16	DEES	<p>Swimming Pool Upgrade – Lockhart & The Rock</p> <p>Council:</p> <p>a) Continues undertaking detailed design and planning works for both Lockhart and The Rock pool upgrades to ensure project is shovel ready this year with works funded from Council reserves;</p> <p>b) Continues engaging with respective pool Steering Committees to assist and provide guidance to Council;</p> <p>c) Applies for funding of \$1M for the pools under the current round Building Better Regions Fund; and</p> <p>d) Commence upgrade of the pools in 2016/17, 2017/18 and 2018/19 years subject to confirmation of grant funding, with project funding being combination of grant funding, third party contributions, loan and Council reserves.</p>	<p>Design works for The Rock buildings commenced.</p> <p>Grant application under BBRF closed 28 Feb 2017.</p> <p>Design work for buildings well advanced. DA's submitted for all works.</p>
Ordinary Council Meeting held 21 November 2016			
315/16	GM/ TEDO	<p>Australian Kelpie Hall of Fame</p> <p>a) Greens Gunyah Museum be requested to develop and provide a long-term business plan to Council, outlining future developments and how they will be funded, and</p> <p>b) The item be brought back to Council for further discussion in the 2017/18 FY.</p>	<p>Lockhart & District Historical Society have developed a strategic plan and are working on extending this into a business plan.</p>

Ordinary Council Meeting held 19 September 2016			
264/16	DEES	F111 Stabiliser Display, The Rock a) Council supports installation of F111 Stabiliser Fin b) Site meeting to occur to agree position for installation c) Council to meet costs of up to a maximum of \$3,000 in-kind support to complete project (incl. installation of soon to be delivered anchor).	Letter written to The Rock RSL. Displays have been delivered to The Rock. Works to be undertaken in New Year. Welding works for Anchor have been completed. Anchor sand blasted & painted. Concrete works scheduled for after Easter weekend. Displays installed. Further concreting works required when resourcing permits. Complete.
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.	Frame and information boards in progress
Ordinary Council Meeting held 18 July 2016			
185/16	DEES	Sewer Financial Plan and Proposed Extension at The Rock a) Commence with design and planning of sewer extension at The Rock in 2016/17 as per Lockhart Sewerage Business: Capital Works Plan and Financial Plan b) Undertake construction of Stages 1-6 of proposed low pressure sewer extension at The Rock in 2017/18 as per Lockhart Sewerage Business Capital Works Plan and Financial Plan c) Investigate feasibility of sewerage Council subdivision on Milne Rd in advance of rest of works.	Will commence quotes for design works once Project Officer is engaged. Project detailed design to commence Oct Sept. Quotations being sought for design consultant. Consultant engaged, design works well under way. Currently liaising with other Authorities for access.
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.
92/16	TEDO	Minutes of the Tourism/Economic Development Steering Committee – Virtual Touring Route TEDO investigate the potential to develop Drovers Way as a virtual touring route through the region.	TEDO working with all councils along the route to develop the Drovers Way
Ordinary Council Meeting held 17 November 2014			
328/14	DCCS	Request for Financial Assistance – The Rock Men’s Shed a) Suitable lease conditions be negotiated between Council and The Rock Men’s Shed.	In progress.
Ordinary Council Meeting held 14 October 2014			
294/14	DCCS	Report of Section 355 Committees - Finances Council to endeavour to meet with all 355 Committees & Pleasant Hills Community Hotel to work with them to understand their costs and future projects	Plan being developed with correspondence to be sent. Workshop material in planning & being developed.

Ordinary Council Meeting held 18 April 2017 – Councillor Questions & Statements			
Councillors' Questions	DEES	Cr Verdon – Song Written by Former Grader Operator Mr Keith Ball – Enquired as to whether Council had a copy of the song about working on Council and if not, could a copy be obtained for historical purposes?	DEES advised he is not aware of the song and will contact the Funeral Director. Staff have spoken with family, a copy to be forwarded to Council in due course.
	DEES	Cr Verdon – Could The Rock Bowling Club become an Emergency Evacuation Centre – Enquired if The Rock Bowling Club could become an Emergency Evacuation Centre?	DEES advised if the Club could write to Council he would present the request to the next LEMC meeting in June 2017. Complete.
	DEES	Cr Verdon – Road Tidy Up Works to The Rock Recreation Ground – Requested some internal road tidy up works to The Rock Recreation Ground, particularly jetpatching at the entrance and potholes on the perimeter track, as well as tidy up around the public toilets.	DEES advised a tidy up around the public toilets is scheduled and he will arrange for other works to be undertaken. Works to occur when resourcing permits. Complete.
	DEES	Cr Day – Placement of Sculpture at Front of Greens Gunyah Museum – Enquired if Council has had any discussions with the Museum regarding placement of a sculpture at the front of the Museum?	DEES advised has sent a response letter to the Museum Committee requesting a site meeting to agree on location of a sculpture. A second copy forwarded to Museum committee. Site meeting to be held in due course. Complete.
	GM	Cr Driscoll – Recent Councillor Training Day Conducted by REROC – Thanked Council and REROC for recent Councillor training day and enquired as to whether further training could be provided to Councillors like the Planning Session conducted by Tony Donoghue.	GM will convey the positive feedback to REROC.
	DCCS	Cr Driscoll – Activities/Short Courses for Senior Citizens – Enquired if Council could look into providing activities/special programs for our Senior Citizens, e.g. computer/internet training, food/cooking days, millinery or craft days, etc.?	DCCS advised he will consider this request and advise.
	DEES	Cr Marston – Potholes in The Rock – Advised there are potholes on the cnr of John and King Sts, The Rock , as well as along John St.	DEES advised he will investigate and take appropriate action. Works scheduled to occur shortly. Complete.
	DEES	Cr Rockliff –Unrestrained Dogs Roaming Lockhart Streets – Advised there are several local dogs that are being allowed to roam Lockhart streets unrestrained and are urinating in our shopping precinct.	DEES advised Council is currently trying to sort out Ranger Services for our Shire as Wagga Wagga City Council is unable to assist at present and Council staff are now making contact with other neighbouring councils to engage this service.
	DEES	Cr Rockliff – Temporary Table and Seats Located on the Pavers near Walkway in Greet Street – Advised that the temporary table and seats are being well utilised and requested consideration of a permanent installation.	DEES advised he will consider this request.

	DCCS	Cr Douglas – Requested Consideration of Provision of Liquid Soap Dispenser’s in our Shire’s Public Toilets.	DCCS advised he will investigate and provide costing to the next meeting.
Ordinary Council Meeting held 20 March 2017 – Councillor Questions & Statements			
Councillors’ Questions	DEES	Cr Driscoll – Donation Box at Upgraded Recreation Ground Toilets, The Rock – Requested Council provide a donation box at the upgraded recreation ground toilets in The Rock	DEES advised he will action and install when available. Donation boxes ordered. Signs to be ordered. Boxes and signs to be installed shortly. Boxes and signs installed. Complete.
Ordinary Council Meeting held 19 December 2016 – Councillor Questions & Statements			
Councillors’ Questions	GM	Cr Driscoll – New Crown Lands Management Act – Enquired as to status of review of Crown Lands Management Act and has it been discussed at Council?	GM advised nothing happening at this stage as the majority of the new legislation will commence in early 2018, with further information to be provided in 2017, therefore it has not been discussed at Council as all current legislation remains in place.
Ordinary Council Meeting held 21 November 2016 – Councillor Questions & Statements			
Councillors’ Questions	GM/ DEES	Cr Day – Refurbishment of Lockhart Town Signs – Enquired on status of refurbishing the Lockhart town signs?	GM advised there is no money in current budget for town signs upgrades. DEES advised he will meet with Cr Day to discuss possible works. Cr Day & DEES working on refurbishment of the signs. Staff has removed one of the signs and Cr Day talking with Littlewood signs regarding refurbishing. All signs currently at Littlewoods for refurbishment.
Ordinary Council Meeting held 24 October 2016 – Councillor Questions & Statements			
Councillors’ Questions	DEES	Cr Verdon – Council Disaster Management Plan Availability – Also queried if Council Disaster Management Plan was available?	DEES advised the new Emergency Management Plan was almost complete and to expect a presentation to Council at a future meeting. Proposed to present EMP to June 2017 meeting.

Councillors' Questions	DEES/ MES	<p>Cr Douglas – Yerong Creek Noise Complaint re. Chooks – Enquired as to status of noise complaint in Yerong Creek re. chooks.</p>	<p>DEES/MES advised an onsite meeting has been held to discuss implementation measures to reduce noise at night. Council will be following up on Tues, 25 Oct 2016. Council has followed up complaint and is currently monitoring the situation. Staff have met with owner three times. Have made modifications to enclosure and rooster has been removed. Staff currently monitoring situation. Offending rooster removed from site and other modifications made to enclosure. Several inspections undertaken by council staff. Seems to be in hand at present. Complete.</p>
Ordinary Council Meeting Held 16 November 2015 – Councillor Questions & Statements			
Councillors' Questions	DEES	<p>Cr Morgan – Funding Application for Brookdale Hill Blackspot Enquired if Council has received any news on this funding application?</p>	<p>DEES advised that no news has been received to date.</p> <p>Application has been unsuccessful at Federal level, currently being assessed at State level.</p> <p>Council currently undertaking design works for the intersections.</p> <p>Design work complete. Currently investigating services relocations required.</p>
Ordinary Council Meeting Held 17 August 2015 – Councillor Questions & Statements			
Councillors' Questions	DEES	<p>Cr Verdon – Solar Power Concerned about high cost of electricity at public recreation grounds and pools within Shire and enquired if Council has considered solar power, especially for The Rock Recreation Ground?</p>	<p>DEES has spent considerable time/gone to seminars investigating this issue and will be putting a report to Council shortly. DW will also investigate if s355 Committees could come under Council's power supply contract to obtain a saving.</p> <p>DEES has investigated and grouping all electrical accounts into Council account is possible. Staff currently investigation total number of accounts that could be rolled over.</p>
Ordinary Council Meeting Held 22 June 2015 – Councillor Questions & Statements			
Councillors' Questions	Cr Day	<p>Cr Day - Milbrulong Silos Cr Day will talk to Graincorp about Milbrulong silos and possibility of obtaining more land for bunkers – maybe eastern end of Lockhart Industrial Park?</p>	

15 May 2017 Council Meeting - Correspondence Sent to Councillors

Date to Councillors	From	Subject	File Ref
18/04/17 (e-mail)	Cr Keith Rhoades, LGNSW	LGNSW Weekly #14 – 13 April 2017	S20-007
18/04/17 (e-mail)	Cr Keith Rhoades, LGNSW	President of LGNSW Weekly Update	S20-007
19/04/17 (e-mail)	ALGA News Editor	ALGA News 13 April 2017	A75-005
26/04/17 (e-mail)	ALGA News Editor	ALGA News 21 April 2017	A75-005
26/04/17 (e-mail)	Cr Keith Rhoades, LGNSW	LGNSW Weekly #15 – 21 April 2017	S20-007
26/04/17 (e-mail)	Cr Keith Rhoades, LGNSW	President of LGNSW Weekly Update	S20-007
01/05/17 (e-mail)	ALGA News Editor	ALGA News 28 April 2017	A75-005
01/05/17 (e-mail)	Cr Keith Rhoades, LGNSW	LGNSW Weekly #16 – 28 April 2017	S20-007
01/05/17 (e-mail)	Cr Keith Rhoades, LGNSW	President of LGNSW Weekly Update	S20-007
08/05/17 (e-mail)	Cr Keith Rhoades, LGNSW	LGNSW Weekly #17 – 5 May 2017	S20-007
08/05/17 (e-mail)	Cr Keith Rhoades, LGNSW	President of LGNSW Weekly Update	S20-007
08/05/17 (e-mail)	ALGA News Editor	ALGA News 5 May 2017	A75-005

Recommendation: That the information be noted.

Notes:

Staff Reports

STRATEGIC DIRECTION A: A Connected and Resilient Community

1. SPIRIT OF THE LAND FESTIVAL REQUEST

(DEES/C95-020)

Executive Summary

Request for contribution for 2017 Festival.

Report

The Spirit of the Land Committee (SOL) has forwarded a letter thanking Council for its continued support for the Festival.

It has also requested Council to continue its contribution of \$10,000 for first prize in the Farm Art Sculpture Award for 2017. In addition, Council also provides in-kind support of up to \$2,000 to the festival in the form of extra bins, traffic control and ground preparations.

This would be in accord with Council's resolution some three years ago when Council agreed to continue its support for the following 3 years on the understanding that the ultimate goal would be for the Festival to become self-supporting. There has been no further advice from the committee on the achievement of this goal.

The festival brings about \$1.3M into our economy over its 2 days, so Council's contribution is well worthwhile.

Integrated Planning and Reporting Reference

A1.3 - Support community driven projects.

Legislative Policy & Planning Implications

Nil.

Budget & Financial Aspects

\$12,000 budget allocation required in 2017/18 budget, consistent with past budgets.

Attachment

1. Letter dated 18 March 2017 from Spirit of the Land Lockhart.

Recommendation: That Council continues to support the Spirit of the Land festival and includes \$12,000 in its draft budget for 2017/18.

Notes:

Attachment 1. – Letter dated 18 March 2107 from Spirit of the Land Lockhart

SPIRIT OF THE LAND LOCKHART INC

P.O. Box 98, LOCKHART NSW 2656

info@spiritofthelandlockhart.com.au

www.spiritofthelandlockhart.com.au

ABN: 31 198 128 281



File No:	C95-020
Log:	22078
	INFO REPLY REPORT
GM	
DCCS	
Rec'd	11 APR 2017
DEES	
MES	
HR	
TEDO	

✓ 20/4/17

March 18, 2017

Dear Roger,

Firstly, the committee would like to thank you for the key role that you played in making our 2016 festival such a wonderful success.

Planning for the 2017 festival is well under way and we are all very aware that our festival could not take place without the support of our sponsors. We are very grateful for the funding that you have provided us over previous years and sincerely hope that this will continue. We have taken the liberty of providing you with a Tax Invoice for the value of your sponsored amount in 2016. If this is to your satisfaction please pay on invoice or if you wish to alter your amount of sponsorship either up or down please contact me by way of email, sheatherd@ww.catholic.edu.au

Your earliest consideration would be appreciated to enable finalising the agenda for 2017. If you have any queries or require further information, please do not hesitate to contact myself or Mandy Strong on 0429 857 085.

Yours sincerely

Debbie Sheather
Sponsorship Manager

STRATEGIC DIRECTION B: A Dynamic and Prosperous Economy

Nil.

STRATEGIC DIRECTION C: An Environment that is Respected and Protected

2. BIOSECURITY AND ENVIRONMENTAL REPORT

(DEES/N10-025)

Executive Summary

Monthly report on biosecurity and environmental matters.

Report

Weeds

Property Inspections

The majority of inspections were carried out on residential properties, prompted by notification of a change of ownership, and notification of the presence of weeds from the general public.

The weeds most commonly found were Privet (*Ligustrum* sp.), Bathurst Burr (*Xanthium spinosum*), Green Cestrum (*Cestrum parqui*), and Athel Pine (*Tamarix aphylla*).

Other weeds found in lower frequency were Horehound (*Marrubium vulgare*), St John's Wort (*Hypericum perforatum*), Prickly Pear (*Opuntia* sp.), Scotch Broom (*Cytisus scoparius*), Bridal Creeper (*Asparagus asparagoides*), Blackberry (*Rubus fruticosus* sp. aggregate), and Asparagus Weed (*Asparagus* sp.).

No. 1 st Inspections	No. Re-inspections required	No. 2 nd Inspections	No. Sect 18A's issued	No. 3 rd Inspections	No. Section 18's issued
12	2	3	1	1	0

Spray Program

Priority for spraying has been given to the control of Horehound (*Marrubium vulgare*), Bathurst Burr (*Xanthium spinosum*), Silverleaf Nightshade (*Solanum elaeagnifolium*), Spiny Burrgrass (*Cenchrus spinifex*), and Feathertop Rhodes Grass (*Chloris virgata*) on roadsides within the Shire.

Travelling Stock Reserves

Successful communication between council and Local Lands Services has resulted in the controlling of noxious weeds on some TSRs within the shire, which is an encouraging progression.

Pests

Rabbits

RHDV1 K5 post-release spotlighting counts occurred in April. Unfortunately the release does not appear to have had any significant effect on the rabbit populations. Analysis of the results from the release sites over the national parks are in their early stages, but it would appear that the virus has had the most effect in coastal areas, and areas that receive high rainfall, possibly due to a higher number of vectors in these areas to transfer the virus from one rabbit to another.

Biosecurity Matters

Riverina Regional Strategic Weed Management Plan 2017-2022 Public Consultation

In April the NSW Department of Primary Industries released the ELearning training package to prepare weed officers for the implementation of the NSW Biosecurity Act 2015. The training consists of eleven modules which need to be completed before the face to face training which will occur in Wagga Wagga in early June.

Environmental Matters

Galore Hill Scenic Reserve

The final stages of the Galore Hill Scenic Reserve Rehabilitation Project commenced in April. The designated site was slashed in preparation for the direct seeding to occur in May. Due to the large amount of Paterson's Curse (*Echium plantagineum*) seedlings present under the dead matter, chemical application will also occur prior to direct seeding.

Integrated Planning and Reporting Reference

C1.4 – Decreased occurrence, spread and impact of weeds and pests throughout the Shire.

Legislative Policy and Planning Implications

Weed inspections and associated activities are carried out in accordance with the Noxious Weeds Act 1993.

Budget and Financial Aspects

Will be conducted within Councils allocated budget. Funding shortfalls attributed by the State Government Commitment will be picked up by Council as part of its quarterly budget review.

Attachment

Nil.

Recommendation: That the information be noted.

Notes:

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

3. ENGINEERING REPORT

(DEES/T10-005)

Executive Summary

Monthly report on engineering matters.

Background Information

- (a) *Works Report:* Construction projects have been slightly held up due to recent rains and short weeks due to public holidays.

The Urana Lockhart Road Causeways Upgrade project is nearing completion with last run of culverts now installed. New pavement construction for 700m over the new culverts has commenced. It should be noted that the culverts are designed to take low to moderate creek flows. Any large creek will still over top the road however should be a minimal depth that will not cause a road closure. This project is scheduled for completion mid-May 2017

Grubben Road Upgrade involves reconstructing and sealing 12km of rural road. It is progressing well with 10km sealed. Earthworks and drainage is now complete with gravelling now also complete. Sealing of the final 2km is scheduled to occur shortly. This project is now not scheduled to be completed till mid-May 2017 with erection of warning signs.

Resealing programme for 2016/17 is also well advanced and is now likely to continue into May 2017 with only a couple of minor works to be completed. Some delays to traffic are expected whilst sealing contractor undertakes this work.

At present one grader crew is undertaking construction projects with two on preparation works for gravel re-sheets. Two crews will continue on gravel re-sheets once construction projects are completed.

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

Concrete crew is continuing with undertaking construction of drainage structures for the year being new works. Once this is completed then the crew will continue with maintenance of footpaths, kerb and gutter as well as signs maintenance throughout the Shire.

Only major PAMPS project this year is the sealing/completion of path from The Rock to The Rock Hill Nature Reserve. This work has now been re-scheduled till after Easter period.

- (b) *Flood Mitigation:* Refer to Major Projects update.
- (c) *Road Safety Officer:* Nil to report.
- (d) *Traffic Committee:* Traffic committee has approved safety and warning signage for the newly sealed Grubben Road, as well as reported trouble spots on intersection of Tinamba and Wattles Lanes, Yerong Creek Mangoplah Road near WWCC boundary and Bidgeemia Road near JR Smith Lane.
- (e) *Lockhart Local Emergency Management Committee:* Next meeting is scheduled for Friday, 16 June 2017.
- (f) *Fleet:* The jetpatcher has been delivered. The emulsion tank is now expected to be delivered mid-May 2017.

Legislative Policy and Planning Implications

Nil.

Integrated Planning and Reporting Reference

D3.1 – Develop infrastructure for our community.

Budget and Financial Aspects

Will be conducted within Council's allocated budget.

Attachment

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

Recommendation: That the information be noted.

Notes:

4. MAJOR PROJECTS UPDATE

(DEES/T10-005)

Executive Summary

Update on Council's current major projects.

Report

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

- a) *Swimming Pools Upgrade:* The architectural and structural drawings for the Lockhart swimming pool buildings have been completed. The architectural and structural drawings for The Rock pool buildings have commenced and are expected to be completed by early June 2017.
- b) *The Rock Sewer Extension:* The final survey and design works documents have been completed. The REF is nearly completed. Expect to go to tender shortly once approvals from authorities (ARTC and RMS) are given.
- c) *The Rock STP Tertiary Ponds Upgrade:* The first new pond has been completed and is fully operational. Cleaning out of the old pond has been completed and earthworks have commenced.
- d) *Demolition of Voluntary Purchase Properties:* Demolition work of the Day Street house at The Rock is expected to start on 22 May 2017.
- e) *Flood Mitigation Construction:* It is expected that staff will call for tenders for the construction works for the Lockhart Levee mid-year. There is some administration works required regarding an Aboriginal Land Claim on the Commons that needs to be completed before construction works can commence. Consultants have completed the necessary Environmental assessments. The Rock Streven Street drainage works remains on reserve list for funding from the Office of Environment and Heritage (OEH).

Integrated Planning and Reporting Reference

D – Infrastructure for the long-term needs of the community.

Legislative Policy & Planning Implications

Nil.

Budget & Financial Aspects

- (i) Pools – design/scoping estimated \$30,000 for 2016/17
- (ii) The Rock Sewer Extension – survey and design \$80,000
- (iii) The Rock STP Tertiary Ponds – construction estimated \$250,000
- (iv) VP Demolition – Round 2 – demolition cost \$55,000
- (v) Flood Mitigation Construction – funding received for Lockhart is \$327,000 over two years. Budget \$577,000 for 2016/17 for both projects.
- (vi) Toilet/showers The Rock Rec Ground – budget estimate \$26,000, with preferred option cost of \$35,200.

Attachment

Nil.

Recommendation: That the information be noted.

Notes:

5. PARKS AND GARDENS REPORT

(DEES/P10-005)

Executive Summary

Monthly report on parks and gardens.

Report

Green Street, Lockhart

The pavers in the CBD have been pressure washed to have them looking their best for the Easter long weekend and ANZAC Day. Hedges were trimmed, gardens weeded and tidied and gutters swept before that ANZAC Day march.

The start of work on the section of naturestrip from The Rio to the walk bridge has been delayed due to wet weather and short weeks detaining contractor, work has been rescheduled for mid-May. Lawn will be removed between the footpath and kerb and replaced with granite and mulch; the mulch sections will include the planting of ground covers and low shrubs to tie it in with the Museum side of the street. Steps will also be constructed to highlight the location of the Lovelocks arch and garden. Crepe Myrtles will be replaced where necessary and it is hoped the mulch will assist their establishment as it has on the opposite side of the street.

ANZAC Day

The memorial sites, cemeteries and surrounds all received attention in the lead up to commemoration ceremonies.

Walter Day Park

Landscaping of the new public toilet site will be scheduled with contractor once Green Street naturestrip is completed. The site will include a permanent site for 'At the Dance', gravel paths to it and 'Nine Martyrs' and the extension/refurbishment of garden beds.

Playgrounds

Sofffall maintenance and topping up has commenced.

Trees

Annual pruning of street trees has commenced including the Peppercorns and Melaleuca in Green St, Lockhart in the lead up to Easter and ANZAC Day. Some replacement planting is also planned during the cooler months.

Parks and Gardens

The Shire’s roses are being deadheaded regularly to encourage autumn blooms.

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

Irrigation systems are being turned down or off. Irrigation contractors were employed to resolve some ongoing issues; quotes have been accepted and work scheduled early May to extend the irrigation system at Hodgson Park and upgrade the aging system at Lockhart Cemetery.

Mowing and Slashing

The autumn slashing program is underway, including streets, main roads and town entrances. Growth has been slow but the recent rainfall is seeing the roadsides starting to green up. Village, Lockhart airstrip and Osborne Recreation Ground mowing will be scheduled for May. Mowing and edging of most irrigated areas is still being conducted fortnightly, some areas including recreation grounds have required weekly mowing due to ideal growing conditions

Weed Control

Regular weed control is being conducted on Council property including hand spraying and weeding of gardens. Khaki weed and cathead are in season, known problem areas will be monitored throughout the warmer months.

General maintenance

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

Integrated Planning and Reporting Reference

D1 – Infrastructure that facilitates an active community.

Legislative Policy and Planning Implications

Nil.

Budget and Financial Aspects

Will be conducted within Council’s allocated budget.

Attachment

Nil.

Recommendation: That the information be noted.

Notes:

6. POLICY – AWNINGS, VERANDAHS AND BALCONIES OVER FOOTWAYS (DEES/C70-025)

Executive Summary

Council proposed at its March 2017 meeting a draft policy for the construction, management and maintenance requirements and responsibilities in relation to awnings, verandahs and balconies constructed over Council public roads, including footways.

Report

Council proposed at its March 2017 meeting a draft policy for the construction, management and maintenance requirements and responsibilities in relation to awnings, verandahs and balconies constructed over Council public roads, including footways. A copy of the draft policy is attached.

There has been literature and quite a few Council policies regarding safety of awnings over public lands following a fatal accident at Bathurst in 1998. One thing that is consistent, is that as awnings are part of the buildings to which they are attached, they are therefore the responsibility of the owner of the building, even when the awning is located over a public footpath. The Roads Act (1993) clarifies in s142(1) the responsibility for awnings over roads (including footpaths) by requiring that a person having the right to control the structure must maintain it in a satisfactory state of repair.

Council placed the draft policy on public exhibition for 28 days and received no responses from the public.

Integrated Planning and Reporting Reference

D4.2 - Advocate for the protection our historic buildings and landmarks.

Legislative Policy and Planning Implications

- Roads Act (1993).
- Environmental Planning & Assessment Act (1979).
- Local Government Act (1993).

Budget and Financial Aspects

- The maintenance and insurance of awnings and verandahs is the responsibility of the property owner.
- Council may in the future opt to provide grant assistance to property owners to refurbish and/or maintain verandahs in heritage areas within the Shire.

Attachments

1. Draft Policy – Awnings, Verandahs and Balconies over Footways.

Recommendation: That Council adopts the “Awnings, Verandahs and Balconies over Footways” policy.

Notes:

Attachment 1. – Draft Policy – Awnings, Verandahs and balconies over Footways

2.48 DRAFT AWNINGS, VERANDAHS & BALCONIES OVER FOOTWAYS

POLICY TITLE: DRAFT AWNINGS, VERANDAHS & BALCONIES OVER FOOTWAYS

FILE REF: C70-025

EXPIRY DATE: Within 12 months of an ordinary Council election

INTRODUCTION

This policy details the construction, management and maintenance requirements and responsibilities in relation to awnings, verandahs and balconies constructed over Council public roads, including footways.

OBJECTIVES

- To ensure heritage value and the character of the streetscape is preserved.
- To ensure that such structures are safe with regard to pedestrian and vehicle movements (refer to standards and codes).
- That such structures constructed within Council's road reserve are done so with the approval of Council under Section 138 of the Roads Act 1993.
- To confirm the responsibility of property owners to maintain the safety, ongoing structural integrity and insurance of privately constructed awnings, verandahs and balconies over Council land.
- To encourage the erection of awnings, verandahs and balconies, to the extent that they are appropriate in the circumstances of each case.
- Raise awareness of the need for owners to regularly monitor the safety of their awnings.
- Promote an increased level of protection of public health and safety by reducing the risk of harm, injury or death which may result from the failure of an awning overhanging the Council's footways.

SCOPE

This policy is to be applied to all awnings, verandahs and balconies constructed over public road and footways for which Council is the roads authority.

REQUIREMENTS

Construction

Obligations to Applicable Road Authority

Control of public roads (including footways) is divided between Council and Roads and Maritime Services.

Prior to lodging any Development Application or Construction Certificate that includes a projection over Council public road or footway, the applicant needs to obtain advice regarding obligations to the applicable roads authority. In this respect the prospective applicant should contact Council's Engineering and Environmental Services division.

Legislation

Construction of awnings, verandahs and balconies in association with commercial buildings; buildings that are listed or proposed heritage items; or buildings located in heritage conservation areas require approval under the following legislation:

- Approval under Section 138 of the [Roads Act 1993](#) (Roads Act);
- Development consent under the [Environmental Planning & Assessment Act 1979](#) (EPA Act);
- [Local Government Act 1993](#) (LG Act); and
- NSW Planning Circular BS 13-001 entitled "[Safety of Awnings Over Public Lands](#)", dated 8 March 2013 and Practice Note 18 *Inspection and Assessment of Existing Tied Awnings*, July 2008.

2.48 DRAFT Awnings, Verandahs & Balconies Over Footways

Approval Requirements

Approvals required for an awning may include a:

- Consent for the purposes of complying with s138 of the Roads Act;
- Development consent under the EPA Act for the erection or future, continued use of an awning where required by the applicable planning controls; and
- Building certificate under the EPA Act for existing awnings for which there is no record of a development consent for the erection of the awning.

An application for a **new** awning is to comply with:

- Australian Standard 1170.0 – Structural Design Actions – General Principles
- Australian Standard 1170.1 – Structural Design Actions – Permanent, Imposed and Other Actions
- Australian Standard 1170.2 – Structural Design Actions – Wind Actions
- Building Code of Australia

An application is also to comply with this Policy.

Management

Legislation

Section 142 of the Roads Act 1993 specifies that any person who has a right to the control, use or benefit of an awning, balcony or verandah over Council public roads, including footways, has an obligation to maintain the structure in a satisfactory state of repair.

Requirements

Council confirms the following:

1. The property owner is responsible to ensure the maintenance, safety and ongoing structural integrity and insurance of awnings, verandahs and balconies constructed over footways.
2. In the interests of public safety, it is recommended that the property owner arrange that an inspection be undertaken by a suitably qualified structural engineer to certify that the structure is structurally adequate and in good repair. It is recommended that this be undertaken at least once every 5 years.
If any resulting replacement/alterations or maintenance works are required, Council approval may be necessary prior to commencement of any works (refer below).
3. Property owners are required to hold Public Liability Insurance (minimum \$20 million) over the awning, verandah or balcony and note Council's interests on the policy.
4. Council may request the property owner to provide proof of Public Liability Insurance and/or structural certification at any time and random checks will be undertaken as resources permit.
5. Council will maintain an awning register.
6. Council will remind property owners of their responsibilities via written notification on a five (5) year basis.

Replacement/Alteration

Depending on the scope of works, replacements, alterations or additions to existing structures will require a development application to be submitted to Council.

Maintenance

With regard to maintenance of the structure, the property owner is required to comply with the following:

1. Within 21 days of identifying any required maintenance, the property owner must seek approval from Council's Engineering & Environmental Services department prior to commencement of any works.
2. Depending on the scope of works and impact on pedestrian safety and movement, Council's Engineering & Environmental Services department may require the property owner to lodge an application to undertake the works under s138 of the Roads Act 1993.

2.48 DRAFT Awnings, Verandahs & Balconies Over Footways

3. If, at any time, the structure is deemed unsafe, the property owner must contact Council's Engineering & Environmental Services department within 24 hours of identification to obtain approval to barricade the structure and footway to ensure public safety. Application under s138 of the Roads Act 1993 will be required where deemed necessary by Council.
4. All maintenance and/or rectification works must be undertaken within a timeframe that is specified by Council.
5. All costs associated with rectification works, including any adjustments or rectification works resulting in damage to Council land or assets, or any other public utilities, will be borne by the property owner.
6. Where the maintenance/rectification works are not undertaken in a manner and within a timeframe acceptable to Council or if Council becomes aware of a defective awning, verandah or balcony, Council will take appropriate action to have the structure rectified under relevant sections of the Local Government Act 1993.

POLICY ADMINISTRATION

The administration of this policy is the responsibility of Council's Engineering & Environmental Services department.

*Adopted by Council – DATE
Refer minute No. NUMBER*

7. BRIDGE ASSESSMENT REPORTS

(DEES/B20-005)

Executive Summary

Council staff have recently undertaken bridge assessments for most of Council's major bridge structures.

Report

Council staff have recently undertaken bridge assessments for nine (9) of its major bridge structures. The bridges/culverts assessed include:

- Urana Lockhart Road (MR59) bridge over Brookong Creek at Lockhart
- Green Street causeway over Brookong Creek
- The Rock Collingullie Road (MR543) bridge over Burkes Creek
- Yerong Creek Mangoplah Road bridge over Yerong Creek
- Henty Pleasant Hills Road, east of Woodend Fiveways Road – 9, 12, and 18 cell culvert systems
- Bidgeemia Road bridge over Urangeline Creek
- Western Road bridge over Urangeline Creek.

All of these structures have been assessed as unable to carry Higher Mass Limits (HML) loadings and some are struggling to be satisfactory to carry single-axel trucks. The consultant who undertook the assessments has provided Council with remedial works design to allow staff to cost and undertake the repairs.

Council staff will, in the interim, most likely place either speed restrictions and/or load limits, (i.e. one heavy vehicle at a time) on the structures.

Integrated Planning and Reporting Reference

D3.1 – Develop infrastructure for our community.

Legislative Policy & Planning Implications

Roads Act 1993.

Budget and Financial Aspects

- Total cost is unknown at this stage; however it is expected that works to upgrade/repair the 9 bridges is in the order of \$600,000 to \$900,000
- For best chance of grant application success Council should contribute minimum 25% of the cost of the works.

Attachments

Nil.

Recommendation: That:

- a) the information be noted;
- b) Council applies for grant funding in next rounds of Fixing Country Roads (State), and/or Bridges Renewal Programme (Federal) and/or Heavy Vehicle Safety & Productivity Programme (Federal); and
- c) A programme of repair works to upgrade the structures to HML is put in place, subject to funding applications.

Notes:

8. LIVESTOCK LOADING SCHEME

(DEESR40-065)

Executive Summary

The NSW Government implemented a livestock loading scheme to enhance productivity and increase efficiency in the NSW meat and livestock industry in 2012.

Report

The NSW Government implemented a livestock loading scheme (LLS) to enhance productivity and increase efficiency in the NSW meat and livestock industry in 2012. The scheme provides increased mass limits for livestock loads. Most of the common truck types used in Lockhart Shire are eligible to participate in the scheme.

There is an industry and NSW Government push to have the state's network of roads opened to the LLS. To-date Council has not received any applications to participate in the scheme.

The main concern Council staff have with the LLS is that it allows Higher Mass Limit (HML) vehicles on the road network. This is an issue for Council because recent bridge assessments have shown many of Council's road drainage structures are not suitable for HML loadings (this is subject to another report to Council). The inclusion or participation in the LLS will automatically allow these vehicles to travel at HML on Council roads.

One area where Council can assist is to allow vehicles to travel up to 4.6m high. Currently Lockhart Shire roads are approved to 4.3m and anything over this height requires a permit. Increasing height limits up to 4.6m at General Mass Limits (GML) will allow the newer livestock trailers to be used, as well as other general freight such as hay. At a recent industry presentation, it was explained that allowing up to 4.6m would greatly assist freight movement. Council staff do not see any issues on the road network with allowing this request.

Integrated Planning and Reporting Reference

D3.1 – Develop infrastructure for our community.

Legislative Policy & Planning Implications

- Heavy Vehicle National Law.
- Roads Act 1993.

Budget and Financial Aspects

Opening network to HML at this stage may result in increased damage and wear to road network.

Attachments

1. Letter from Roads and Maritime Services, received 1 May 2017.
2. NSW Livestock Loading Scheme fact sheet.

Recommendation: That Council:

- a) Does not participate in the Livestock Loading Scheme and continues to assess permit applications on merit as requested; and
- b) Undertakes gazettal of all Lockhart Shire Council roads for up to 4.6m high vehicles to General Mass Limits (GML) only.

Notes:

Attachment 1. – Letter from Roads and Maritime Services, received 1 May 2017



Transport
Roads & Maritime
Services

received 1 May 2017

A17087237

Mr Rod Shaw
General Manager
Lockhart Shire Council
PO Box 21
Lockhart NSW 2656

Dear Mr Shaw

NSW Livestock Loading Scheme

Roads and Maritime Services introduced the NSW Livestock Loading Scheme in 2012. Currently 116 councils and 202 heavy vehicle operators are participating in the scheme. Roads and Maritime is now working with councils to expand access under the scheme. Expansion of the scheme is important in ensuring the continued competitiveness and productivity of the NSW meat and livestock industry.

The NSW livestock industry has identified the following priority routes within your LGA as being a priority for 25/26m B-doubles operating under the scheme:

- Lockhart-the Rock Road between the Olympic Highway, The Rock and Lockhart;
- Federation Way between Mahonga Road, Urana and Brookong Creek Road, Urana;
- Brookong Creek Road between Federation Way, Urana and Boree Creek Road, Urana;
- Boree Creek Road between Brookong Creek Road, Urana and Lockhart Boree Road, Boree Creek; and
- Lockhart Boree Road between Brookong Creek Road, Boree Creek and Lockhart.

Roads and Maritime will be arranging times to meet with councils to discuss the scheme in early May 2017. In the interim, we encourage council to consider extending participation in the scheme by approving additional vehicle types and/or additional routes. In this regard, council may approve access for:

- All eligible vehicles for all corresponding approved Restricted Access Vehicle (RAV) General Mass Limits (GML) roads in your LGA.
or
- Certain eligible vehicles for all corresponding approved RAV GML roads in your LGA.
or
- Certain eligible vehicles for certain designated routes.
or
- The routes outlined above that have been identified by the NSW livestock industry as being a priority for 25/26m B-doubles in your LGA and any of the above options.

Further information on the scheme is available in the enclosed Fact Sheet and your council's current participation can be viewed on the scheme's interactive map and list of approved roads available at:

<http://www.rms.nsw.gov.au/business-industry/heavy-vehicles/livestock-loading.html>

To assist council in reviewing the extent of your participation please also find enclosed a list of local and regional roads approved for GML RAV 19m, 23m and 25/26m B-doubles in your area, as candidate roads to be considered for approval in the scheme's network.

We look forward to your continuing participation in the scheme and encourage you to review the approved routes and determine if access can be expanded through completing the enclosed Road Manager Consent Form.

Roads and Maritime Services

110 George Street Parramatta NSW 2150 | PO Box 3035 Parramatta NSW 2124 | www.rms.nsw.gov.au | 1300 782 230

If you have any questions or would like to discuss the scheme details, please contact Mr Brett Graham, A/Senior Manager Network Management at Roads and Maritime on (02) 8837 0992 or by email at Brett.Graham@rms.nsw.gov.au.

Yours sincerely



Susie Mackay
A/General Manager
Freight Branch

Roads and Maritime Services

110 George Street Parramatta NSW 2150 | PO Box 3035 Parramatta NSW 2124 | www.rms.nsw.gov.au | 1300 782 230

Attachment 2. – NSW Livestock Loading Scheme Fact Sheet



NSW Livestock Loading Scheme

Fact Sheet



The NSW Government implemented a livestock loading scheme to enhance productivity and increase efficiency in the NSW meat and livestock industry.

The NSW Livestock Loading Scheme (LLS) was developed in 2012 in consultation with meat and livestock industry stakeholders, the (then) Local Government and Shires Associations and Transport for NSW. The Scheme provides increased mass limits for livestock loads, and includes measures to minimise road pavement wear, protect vulnerable bridges and reduce the incidence of livestock vehicle rollovers.

Scheme vehicles

The following types of combinations are eligible to participate in the Scheme:

- Single articulated combinations with deck length for carrying livestock up to 12.5 metres
- 19 metre B-doubles with a combined total deck length not exceeding 15 metres
- 25/26m B-doubles with a combined total deck up to 18.8 metres
- Road trains with a combined total deck length up to 25 metres
- B-triples with a combined total deck length up to 28.2 metres
- AB-triples with a combined total deck length up to 28.2 metres.

Certified Road Friendly Suspension (RFS)

To minimise road pavement wear, all combinations must have tandem or tri-axle group trailers fitted with certified RFS, and either dual or super single tyres on all non-steering axles.

Certified RFS is optional for prime movers and for converter dollies on road trains, but General Mass Limits (GML) axle mass limits apply to units which are not fitted with certified RFS.

Enrolment Requirements

Operators may enrol vehicles in the Scheme by lodging an application form with Roads and Maritime Services. Interstate registered vehicles are eligible to enrol in the NSW scheme.

Application [forms](#) can be downloaded from the Roads and Maritime webpage. Application fees are \$92 per operator plus an additional \$30 per vehicle (Please note: application fees are reviewed annually).

Scheme enrolment is not subject to periodic renewal, but operators must advise Roads and Maritime of changes to vehicle ownership or registration.

All enrolled vehicles, including prime movers, trailers and converter dollies, will be issued with an LLS label which must be displayed on the vehicle.



The labels have a unique identification number to enable enforcement officers to verify Scheme enrolment.

Interstate livestock loading schemes

Vehicles registered in another state or territory, and enrolled in the livestock loading scheme of that state or territory, are not required to enrol in the NSW scheme. However, they must comply with NSW scheme vehicle standards, mass limits and operating conditions when operating in NSW. Please refer to [The Ministerial Declaration \(NSW Livestock Loading Scheme\) Order 2012](#) for more information.

Driver training requirements

Vehicle roll-over crashes are more prevalent in livestock vehicles compared to other vehicles. The Scheme includes driver training requirements to ensure drivers understand the application of techniques to minimise the risk of roll-over incidences. The roll over training will assist drivers to:

- Understand and comply with scheme vehicle standards, mass limits and route restrictions
- Safely operate 4.6m high livestock vehicles at increased mass limits, and apply techniques to minimise the risk of roll-over.

Drivers are required to have completed either the NSW driver training course or the Victorian Livestock Loading Scheme driver training course.

The NSW driver training course will be delivered by trainers approved by Roads and Maritime.

Please find list of approved trainers on the Roads and Maritime website at:

<http://www.rms.nsw.gov.au/business-industry/heavy-vehicles/livestock-loading.html>.

B-triples and AB triples

B-triples and AB-triples must also enrol in the Intelligent Access Program (IAP), and must comply with operating conditions similar to those applicable to B-triples and AB-triples carrying other commodities.

Scheme axle mass limits

The following axle mass limits apply:

Axle	Mass
Single steer axle	6.0 tonnes(^)
Tandem axle group - no RFS	16.5 tonnes
Tandem axle group - with RFS	17.0 tonnes
Tri-axle group – no RFS (for road train converter dolly only)	16.5 tonnes
Tri-axle group - with RFS	22.5 tonnes

Note:

^ For combinations complying with the Schedule 3 of the Heavy Vehicle (Mass, Dimension and Loading) National Regulation

Total combination mass limit

The total combination mass must not exceed the lowest of the following:

- The sum of the axle mass limits; or
- The Gross Combination Mass (GCM) for the prime mover; or
- The sum of the Gross Vehicle Mass for the prime mover and all trailers and dollies.

For combinations with certified RFS fitted to all non-steering axle groups, the maximum total combination mass limits are:

Vehicle Type	Mass limit
Single combination	45.5 tonnes
B-doubles up to 19 metres in length	57.0 tonnes
B-doubles up to 26 metres in length	68.0 tonnes
Type 1 A-double road trains with tandem axle dollies	85.0 tonnes
Type 1 A-double road trains tri-axle dollies	90.5 tonnes
B-triples	90.5 tonnes
AB-triples	113.0 tonnes

Mass limits related to axle spacing

Vehicles operating under the Scheme may exceed the mass limits related to axle spacings set out in Schedule 1 of the Heavy Vehicle (Mass, Dimension and Loading) National Regulation Part 2, Table 2 by:

- 0.5 tonnes for each tandem axle group fitted with certified RFS
- 2.5 tonnes for each tri-axle group fitted with certified RFS.

Road train axle spacing limits

Road trains operating under the Scheme must have a minimum distance of 26.5 metres between the outermost axles.

Floating tri-axle mass concession

To take account of the movement of animals within pens during transport, the mass limit for a tri-axle group may be exceeded by 0.5 tonnes as long as the total combination mass limit is not exceeded.

Approved routes

Eligible livestock vehicles are permitted to travel on approved routes under the Scheme, including routes approved for 4.6m high vehicles, B-doubles and road trains, as displayed on the NSW Livestock Loading Scheme Network interactive map and approved routes listed on the Roads and Maritime website at:

<http://www.rms.nsw.gov.au/business-industry/heavy-vehicles/livestock-loading.html>.

Documents to be carried in vehicles

For vehicles enrolled in the Scheme, you are required to be carried in the driver's training certificate in the vehicle.

Vehicles enrolled in the livestock loading scheme of another State or Territory, must also carry evidence of the vehicle's enrolment in that scheme.

Compliance and enforcement

Participating combinations must comply with all Scheme requirements as set out above in order to operate at Scheme mass limits.

Scheme vehicles will be subject to on-road inspections by Roads and Maritime and council inspectors, and police officers.

Penalties may be imposed for:

- Breaches of Scheme vehicle standards and operating conditions as set out above
- Breaches of axle and total combination mass limits
- Non-compliance with route restrictions and bridge load limit signs.

More information

For more information about the NSW Livestock Loading Scheme please call 13 22 13 or go to www.rms.nsw.gov.au.



NSW Livestock Loading Scheme (LLS)

Complete list of eligible NSW LLS Vehicles: Single articulated combinations, 19m B-doubles, 25/26m B-doubles, Road trains, B-triples and AB-triples. Additional LLS information is available at <http://www.rms.nsw.gov.au/business-industry/heavy-vehicles/livestock-loading.html>.

Written Statement of Road Manager Consent (Please tick one box only)

I hereby consent to the grant of an authorisation for the operation of ALL eligible Scheme vehicles as described in the New South Wales Ministerial Declaration (NSW Livestock Loading Scheme) Order 2012 for the following complete local government area _____.

I hereby consent to the grant of an authorisation for the operation of the following eligible Scheme vehicle/s

as described in the New South Wales Ministerial Declaration (NSW Livestock Loading Scheme) Order 2012 for the following complete local government area

I hereby consent to the grant of an authorisation for the operation of ALL eligible Scheme vehicles as described in the New South Wales Ministerial Declaration (NSW Livestock Loading Scheme) Order 2012, for the following designated routes (if space is insufficient please attach documentation to this form)

in the following local government area _____.

I hereby consent to the grant of an authorisation for the operation of the following eligible Scheme vehicle/s

as described in the New South Wales Ministerial Declaration (NSW Livestock Loading Scheme) Order 2012, for the following designated routes (if space is insufficient please attach documentation to this form)

in the following local government area _____.

Note: These designated routes or areas will be published on the RMS NSW LLS Map



NSW Livestock Loading Scheme (LLS)

Road Conditions (if space is insufficient please attach documentation to this form)

Travel Conditions (if space is insufficient please attach documentation to this form)

Vehicle Conditions (if space is insufficient please attach documentation to this form)



NSW Livestock Loading Scheme (LLS)

I hereby do not consent to the grant of an authorisation for the operation of any of the eligible Scheme vehicles as described in the in the New South Wales Ministerial Declaration (NSW Livestock Loading Scheme) Order 2012, for the following complete local government area _____.

Written Statement for applying conditions for denying consent.

Reason

Road Manager Name

Title/ Position

Road Manager's Signature

If providing an electronic signature please consent to the following: I accept the electronic signature has the same status as a signed signature.

Date Signed: / /

Privacy Statement

The National Heavy Vehicle Regulator's privacy practices are regulated by the *Information Privacy Act 2009 (Qld)*. For more information, contact the office of the Information Commissioner (www.oic.qld.gov.au).

Lockhart Shire Council
Ordinary Meeting – 15 May 2017

LGA	ROAD NAME	ROUTE LOCALITY	ROUTE START	ROUTE END	VEHICLE TYPE
Lockhart Council	Urana Street	Lockhart, Lockhart	MR59 Boomerang Way (Collingullie Jerilderie Road), Lockhart	Green Street	GML 19m B-double, 23m B-double, 25/26m B-double
Lockhart Council	Mangoplah The Rock Road, The Rock	Mangoplah, Lockhart	Wagga Wagga Lockhart Shire Boundary, Klimpschs Lane	MR78 Olympic Highway	GML 19m B-double, 23m B-double, 25/26m B-double
Lockhart Council	Howlong Kywong Road (Narrandera Road)	Lockhart	Urana Street, Lockhart	HW14 Sturt Highway	GML 19m B-double, 23m B-double, 25/26m B-double
Lockhart Council	Lockhart Boree Creek Road	Lockhart, Boree Creek, Urana	MR370 Narrandera Road	Drummond Street	GML 19m B-double, 23m B-double, 25/26m B-double
Lockhart Council	The Rock Collingullie Road	Lockhart	MR78 Olympic Highway	Wagga Wagga Lockhart Shire Boundary, Mitchell Boundary Road	GML 19m B-double, 23m B-double, 25/26m B-double
Lockhart Council	Green Street	Lockhart	MR59 Boomerang Way, (Collingullie Jerilderie Road), Lockhart	Urana Street	GML 19m B-double, 23m B-double, 25/26m B-double

9. DEVELOPMENT APPLICATIONS

(MES/P25-010)

The following development applications were approved, with conditions, from 1 April 2017 to 30 April 2017.

DA No	Development	Applicant/Owner	Site of Development
25/17	Change of Use	Bettina Brauner & Jamie Gilmour	3725 Bidgeemia Rd, Urangeline
33/17	Verandah at rear of Dwelling	B & D Turton	28 Green St, Lockhart
35/17	Detached Steel Shed	Callam Collins	15 Hay St, Yerong Creek
36/17	New Detached Dwelling	Davis Sanders Homes	7 Matthews St, Lockhart

Integrated Planning & Reporting Reference

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

Legislative Policy and Planning Implications

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

Budget and Financial Aspects

Nil.

Attachment

Nil.

Recommendation: That the information be noted.

Notes:

10. SWIMMING POOL INSPECTION PROGRAM

(MES/S55-025)

Executive Summary

Progress with the Lockhart Shire Swimming Pool Inspection Program is presented to Council for its information.

Report

The Lockhart Shire Swimming Pool Inspection Program, adopted by Council in March 2014, is relevant to all swimming pools regulated under the Swimming Pools Act 1992 in the Lockhart Shire.

The inspection program is designed to provide measures to identify non-compliant swimming pools, ensure upgrade works are carried out and in the process, raise swimming pool safety awareness.

In NSW, and under the Act, landholders are required to register their pool on the NSW Swimming Pool Register, which can then be monitored by Council staff. Currently, there are 115 pools registered in the Shire, and since January this year, Council staff have been inspecting three pools per week, in conjunction with other commitments. The response by landholders has been relatively well received, with a general understanding of the responsibilities of pool owners, and the overriding issue that is swimming pool safety.

Alarming, though as suspected, almost 70% of pools have been deemed non-compliant at the first inspection. Non-compliance issues relate to several items, but most specifically, the pool gate not closing and/or latching shut from any position, or items located in the non-climbable zone (NCZ). Any pools deemed non-compliant must be followed up through re-inspection, after repairs/adjustments have been made to ensure compliance. Some pool owners could make repairs at the time of inspection, negating the need for a re-inspection.

Education is the most effective tool to creating awareness of pool safety, and so Council staff work to provide educational materials and self-assessment checklists, while also engaging the landholder during inspections to identify and explain non-compliance issues and how they can be rectified.

It is important to note that every pool safety barrier is designed differently, influenced by the yard design and pool style. Various Australian Standards apply depending on the date of build, so each inspection requires thorough investigation.

The inspection program will be ongoing until all pools have been inspected deemed compliant. A compliance certificate, if issued in accordance with the Act, remains valid for three years.

Integrated Planning and Reporting Reference

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

Legislative Policy & Planning Implications

A local control authority must inspect swimming pools in its area in accordance with its adopted inspection program, under CI 22B(4) of the Swimming Pools Act 1992.

Budget and Financial Aspects

Nil.

Attachments

Nil.

Recommendation: That the information be noted.

Notes:

STRATEGIC DIRECTION E: Strong Leadership and Services

11. STATEMENT OF FUNDS FOR APRIL 2017

(DCCS/F10-010)

The reconciled position of funds held in Council's bank accounts and on investment as at **30 April 2017** is shown below for the information of members.

Statement of Funds as at:	30 April 2017	
Combined Bank Accounts:		\$
Bank Balance as at:	1 April 2017	1,228,921.68
Plus: Receipts to:		
Rates receipts bank 2 & 5	29,790.55	
Sundry Debtor receipts	39,873.57	
Galore Hill Trust Interest	4.01	
Investments redeemed	500,000.00	
Interest on Investment	5,844.16	
BAS Refund	50,794.00	
Other receipts	107,738.27	
Total receipts for month		734,044.56
		1,962,966.24
Less: Payments for Month less Canc. Chqs		1,287,615.13
New Term Deposits		0.00
Current Bank Balance		675,351.11

Investments:	Interest Rate per Annum	Amount Invested	% of Total
AMP Call	At Call	500,000.00	8.20%
Bankwest	2.55	250,000.00	4.10%
Bankwest	At Call	300,000.00	4.92%
BENDIGO	2.35	250,000.00	4.10%
BENDIGO	2.20	500,000.00	8.20%
BENDIGO	2.35	500,000.00	8.20%
Curve Securitys/AMP	2.50	250,000.00	4.10%
IMB Limited	2.50	250,000.00	4.10%
IMB Limited	2.55	300,000.00	4.92%
nab	2.65	250,000.00	4.10%
nab	2.52	250,000.00	4.10%
NAB	2.53	250,000.00	4.10%
NAB	2.58	500,000.00	8.20%
NAB	2.63	300,000.00	4.92%
NAB	2.53	300,000.00	4.92%
Rim AMP	2.50	250,000.00	4.10%
RIM AMP	2.50	400,000.00	6.56%
RIM-amp	2.50	500,000.00	8.20%
			0.00%
		6,100,000.00	
TOTAL FUNDS HELD ARE:		6,775,351.11	100.00%

These funds are comprised as follows:

	CURRENT A/C	INVESTMENTS	TOTAL
General Fund	-787,948.69	5,139,035.51	4,351,086.82
Combined Sewerage	1,431,751.73	960,964.49	2,392,716.22
Galore Hill Trust Fund	31,548.07	0.00	31,548.07
	675,351.11	6,100,000.00	6,775,351.11

RESERVES	Externally Restricted	2,424,264.29
	Internally Restricted	3,675,735.71
	Unrestricted	675,351.11
		6,775,351.11

I hereby certify that all investments shown have been made in accordance with Section 625 of the Local Government Act 1993, the Regulations and Council's Investment Policy.



Director Corporate Services
2 May 2017

Integrated Planning and Reporting Reference

E.4.2.1a – Continue to develop sound financial management policies and practices that help ensure Council's long-term financial sustainability.

Recommendation: That the Statement of Funds for April 2017 be received.

Notes:

**12. DRAFT DELIVERY PROGRAM 2017-21 AND OPERATIONAL PLAN 2017-18 AND BUDGET
(DCCS/I13-005)**

Executive Summary

The Draft Delivery Program 2017-2021 and Operational Plan 2017-2018 and Budgets 2018-2021.

Report

General Fund Report

The Draft Delivery Program 2017-2021 and Operational Plan 2017-2018 and Budget documents have been prepared in accordance with Sections 404 and 405 of the Local Government Act 1993 and following Council's consideration a Council resolution is required to place the Draft Delivery Program & Operational Plan & Budgets on public exhibition for a period of 28 days inviting comments from the community.

The Draft Budget preparations have been facilitated by conducting workshops with Council. The Draft Budget, as presented, being the outcome of the workshops where detailed analysis of current expenditure and income, allocation of funds for Capital Works and Asset Replacement Program plus all of Council's recurrent expenditure activities was considered.

The following table provides a summary of General Fund expenditure for 2017-18.

Total Operating Expenditure (excl. Depreciation)	5,777,000
Total Depreciation	2,818,900
Total Capital Expenditure	5,682,601
Total Expenditure	14,278,501

The Draft Budget for the General Fund provides a balanced budget with a small surplus of \$24,668.00.

Special Rates Variation

Council adopted a Council Improvement Action Plan (CIAP) as part of its submission to the Fit For the Future process.

A key action included in the CIAP was to make application to the Independent Pricing and Regulatory Tribunal (IPART) for a Special Rate Variation. The application was for a 4.6% per annum increase for seven years (i.e. a cumulative increase of 37%) to enable Council to increase its own source revenue and fund community infrastructure including swimming pool refurbishments, flood mitigation works and road restoration.

IPART's Determination was published on 9 May 2017. IPART determined not to approve the application.

IPART's decision means that Council can only increase its General Rate Income in 2017/18 by no more than the rate peg of 1.5%. It also means that the projects that were proposed to be funded by the Special Rate Variation will need to be reviewed and/or re-scoped.

Accordingly, the 2017/18 Draft Operational Plan Budget has been prepared on the basis of a 1.5% increase in General Rates Income.

Swimming Pools

With the SRV application not being approved, the total refurbishment of the two town swimming pool complexes will be put on hold pending further investigation and scoping of remedial works to keep the pools operational into the short to medium term. The scoping of works are to be performed in 2017/18 year with the plan for these works to be undertaken in 2018/19. This will also allow more time to source grant funding to possibly still undertake the full refurbishment works as planned if the SRV was approved. The pools will continue to operate as they have in the past for the 2017/18 season.

Sewer Fund Report

The following table provides a summary of Sewer Fund expenditure for 2017-18.

Total Operating Expenditure (excl. Depreciation)	373,800
Total Depreciation	165,000
Total Capital Expenditure	1,285,000
Total Expenditure	1,823,800

Moving to Best Practice with regards to Sewer Fund operations, 2017/18 will be the third year resulting in Residential Sewer Charges being unified across the Shire. 2017/18 will be the second year of moving toward equalisation of the Non-Residential Sewer Charge across the Shire.

Also to be noted, 2017/18 will see the commencement of Sewer Capital Works Program which includes \$1,285,000 of new Capital Works on the Council's sewer network, with the main project being the sewer extension at The Rock.

Integrated Planning and Reporting Reference

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

E4.2.1a – Continue to develop sound financial management policies and practices that help ensure Council's long term financial sustainability.

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

Attachments

1. Draft Budget 2017-2018 (attached as a separate document).
2. Draft Fees & Charges 2017-18 (attached as a separate document).
3. Draft Delivery Program 2017-2021 and Operational Plan 2017-2018 (attached as a separate document).

Recommendation: That Council:

- a) Apply the maximum permissible rate pegging limit 1.5% authorised by the Minister for Local Government in respect to the 2017/18 financial year;
- b) Apply the maximum permissible limit on interest for overdue rates for 2017/18 when advised by the Office of Local Government;
- c) Place the Draft Delivery Program 2017-2021 and Operational Plan Budget 2017-2018 and Delivery Program Budget 2017-2021 on public exhibition seeking comments as required under the Local Government Act 1993.
- d) Sewer Fund Access Charge: for 2017/18 Council to apply the one standard Access Charge for all water meter connection sizes while Council reviews the Best Practice Pricing guidelines with regards to fees and charges for different water meter connection sizes with a view to recommending fees and charges structure for the 2018/19 financial year budget.

Notes:

13. QUARTERLY BUDGET REVIEW – MARCH 2017

(DCCS/F10-010)

Executive Summary

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

Report

General Fund

When Council adopted the 2016-2017 Operational Plan Budget in June 2016 Council budgeted for a surplus of \$25,167.00. The Budget Review at 31 March 2017 indicates an estimated **DEFICIT** of **\$67,056.00** as at 30 June 2017 after taking into account movements in revenue and expenditure for the quarter.

The March 2017 Quarterly Budget Review Statement details are following this report. The nett movement from the December 2016 budget deficit of \$36,937 to the March 2017 quarter budget review is an increase to the budgeted deficit of \$30,119.

The significant adjustments to the adopted budget for the third quarter are as follows:

- Plant Hire Internal Income Decrease Inc \$185,000 1060-1355-0000
- Outdoor Staff - Oncost Recoveries Increase Inc \$90,000 1080-1600-0000

Combined Sewerage Fund

A review of Council's combined Sewerage Fund has been undertaken with items to note in the budget for the third quarter are as follows:

- Sewer Interest on Investments Decrease Inc \$15,000 8405-1200-0000
- Sewer Consultants Decrease Exp \$9,000 8405-2220-0000
- Sewer Treatment Works Electricity Decrease Exp \$9,000 8405-2255-0000

The nett movement from the December 2016 budget surplus of \$5,113 to the March 2017 quarter budget review is an increase to the budgeted surplus of \$3,212 for a forecast budget surplus of \$8,325.

Integrated Planning and Reporting Reference

E.4.2.1a – Continue to develop sound financial management policies and practices that help ensure Council's long-term financial sustainability.

Legislative Policy & Planning Implications

As per Integrated Planning and Reporting Guidelines.

Budget & Financial Aspects

Fund	Original Estimates @ 1 July 2016	Amendments @ 30 Sept 2016	Amendments @ 31 Dec 2016	Amendments @ 31 Mar 2017	Revised Estimates @ 30 June 2017
General Fund- Net of Inc & Exp and Capital Budget	\$25,167.00	-\$78,623.00	\$16,519.00	-\$30,119.00	-\$67,056.00
Sewerage Fund	\$4,600.00	\$5,513.00	-\$5,000.00	\$3,212.00	\$8,325.00
Net Consolidated Budget Surplus/(Deficit)	\$29,767.00	-\$73,110.00	\$11,519.00	-\$26,907.00	-\$58,731.00

Attachments

1. Quarterly Budget Review Statement for the period 1 January 2017 to 31 March 2017 (attached as a separate document).

Recommendation: That:

- a) The information be noted, and
- b) The adjustments in income, expenditure and reserves in the March 2017 Quarterly Budget Review be adopted.

Notes:

**14. COUNCIL'S APPLICATION FOR A SPECIAL RATE VARIATION – IPART DETERMINATION
(GM/I05-005)**

Executive Summary

The Independent Pricing and Regulatory Tribunal (IPART) has declined Council's application for a Special Rate Variation (SRV). This means that Council can only increase its General Income in 2017/18 by no more than the rate peg i.e. 1.5%.

Report

At the Council meeting held on 6 February 2017 it was resolved that "...Council apply for a SRV to commence in the 2017/18 financial year of 4.6% per annum inclusive of rate pegging cumulative for 7 years, to remain permanently in the rate base, for the purpose of increasing Council's own source revenue and to be applied to the provision of community infrastructure including flood mitigation works, road restoration and swimming pool refurbishments".

Submitting an application for a SRV was also a key component of the Council's Improvement Action Plan submitted as part of the Fit for the Future (FFTF) process and followed an extensive community engagement process.

In accordance with the Council resolution an application was lodged with IPART by the closing date of 13 February 2017. On 9 May 2017 IPART published its Determination. Council's application was not approved. IPART determined that Council may increase its General Income in 2017/18 by no more than the rate peg, i.e. 1.5%.

In summary, IPART formed the view that, having regard to its cash reserves and borrowing capacity, Council has the financial capacity to undertake the nominated projects, i.e. swimming pool refurbishments, flood mitigation works and road restoration, without an SRV.

With respect to Council's other reason for requesting an SRV i.e. to increase its Own Source Revenue (OSR), IPART separately advised that the 60% OSR benchmark identified in the FFTF process applied to metropolitan and regional councils only. It noted that rural councils were only required to "*demonstrate they could improve their own source revenue within five years*". IPART concluded that Council is forecast to meet this requirement and improve its OSR without an SRV. This is largely because Council's FFTF response, including its Council Improvement Action Plan and Long Term Financial Plan, contains alternative revenue raising strategies including undertaking external contracting on behalf of neighbouring councils, (e.g. roadworks).

IPART's Determination provides a detailed assessment of Council's application against five criteria. IPART determined that Council's application satisfied three of the five criteria, whilst the other two criteria were not met. A short appraisal of IPART's assessment against the relevant criteria is set out below.

- 1) Need for the SRV – not satisfied
IPART determined that Council has the financial capacity to fund the nominated SRV projects without the SRV rates increases. In doing so significant emphasis was placed on Council's Operating Performance Ratio which IPART views as an indicator of financial sustainability. IPART noted that if Council funded the nominated projects without the SRV rate increases this Ratio, whilst decreasing, would remain in positive territory and above the bench mark. IPART also noted that Council would be able to fund its SRV projects by "...taking on a small and stable level of debt".
- 2) Community engagement and awareness – not satisfied
IPART acknowledged that Council used a variety of methods to engage with its community and that the IP&R documents clearly explained the extent of the rate increase. However IPART also determined that in its community consultations the Council did not effectively communicate the cumulative size of the rate increase. IPART concluded that the consultation materials focused on the annual percentage increase of 4.6% and did not provide adequate information on the cumulative percentage increase of 37%.
- 3) Impact on ratepayers – satisfied
IPART determined that the impact of the proposed rate rises is substantial but reasonable given the Council's existing rate levels, the purpose of the SRV, indicators of the community's capacity to pay and the Council's consideration of ratepayers' willingness and capacity to pay.
- 4) IP & R Documents – satisfied
IPART determined that Council provided evidence that the relevant IP&R documents had been exhibited and adopted.
- 5) Productivity improvements and cost containment strategies – satisfied
IPART determined that Council demonstrated productivity savings and cost containment strategies in past years and indicated its intention to realise savings over the period of the SRV.

IPART's Determination is disappointing considering:

- The extensive community consultation undertaken by Council;
- The support for the proposal received from the community during the FFTF consultations and the more recent consultations focusing specifically on the Community Strategic Plan, Delivery Plan and SRV proposal;
- The focus placed on increasing Own Source Revenue during the FFTF process;
- The inadequacy of the rate peg of 1.5% applying in 2017/18.

IPART's assessment of SRV applications is based on guidelines provided by the Office of Local Government. Its decision is final and there is no avenue of appeal. There is only the opportunity to apply again in future years.

RERO is making separate representations regarding the Local Government Cost Index which IPART uses to determine the amount of the rate peg each year. RERO is collecting data from member Councils to illustrate how the Index is failing to address the rising costs of running a local council.

It is recommended that Council make its own representations having regard to its experience with the FFTF and SRV process and in so doing also redouble its efforts to secure grant funding for the nominated projects and in particular the Lockhart and The Rock swimming pools.

Integrated Planning and Reporting Reference

E4.2.1a - Continue to develop sound financial management policies and practices that help ensure Council's long term financial sustainability.

Legislative Policy and Planning Implications

Pursuant to section 506 of the Local Government Act the Minister may, by order published in the Gazette, specify the percentage by which councils' general income for a specified year may be varied. The percentage by which councils' general income may be varied in 2017/18, without approval for a special variation, is 1.5%.

Budget and Financial Aspects

IPART's Determination means that Council can only increase its General Income in 2017/18 by no more than the rate peg, i.e. 1.5%. Accordingly the Draft 2017/18 Operational Plan Budget included with this agenda (refer agenda Item 12) has been prepared on the basis of a 1.5% increase in General Income.

Attachment

The IPART Determination has been published on its website at www.ipart.nsw.gov.au.

Recommendation: That Council:

- a) Note the IPART Determination; and
- b) Make personal and written representations regarding its experience with the FFTF and SRV process and also redouble its efforts to secure grant funding for the nominated projects and in particular the Lockhart and The Rock swimming pools.

Notes:

15. FIRE AND EMERGENCY SERVICES LEVY

(GM/R10-017)

Executive Summary

From 1 July 2017 councils will be required to collect the Fire and Emergency Services Levy (FESL), formerly known as the Emergency Services Property Levy, alongside council rates on behalf of the NSW Government.

The fixed rates and ad valorem rates to apply for each classification of land have now been published.

Report

A report was tabled at the last Council meeting providing an outline of the FESL to apply from 1 July 2017. The report noted that Land is to be classified into the following property sectors for the purposes of the FESL:

- a) government land,
- b) public benefit land,
- c) farmland,
- d) residential land,
- e) industrial land,
- f) commercial land.

The report further noted that all landowners were to be notified of their classification for FESL purposes by 30 April 2017. NSW Treasury provided a specific leaflet for this purpose and these notices have now been issued.

The notice issued to landowners advised that the FESL rates will be published by 30 April 2017, and a FESL calculator will be available at www.fesl.nsw.gov.au.

The FESL rates have now been published and are summarised below. "Government land" is exempt from the levy.

Land Classification	Fixed Rate	Ad Valorem Rate	Ad Valorem Rate / \$100K of Land Value
Public benefit land	\$100	0.000219	\$21.90
Farmland	\$200	0.000235	\$23.50
Residential land	\$100	0.000219	\$21.90
Industrial land	\$200	0.002687	\$268.70
Commercial land	\$200	0.001791	\$179.10

The amount of the FESL landowners will pay is made up of the fixed rate plus the ad valorem rate on land value. A lesser rate applies where the Commercial, industrial or Residential land is vacant.

The table below shows the FESL payable on properties with a land value in multiples of \$100,000 for the respective property classifications.

Land Classification	Land Value						
	\$50K	\$100K	\$200K	\$300K	\$400K	\$500K	\$1M
Public benefit	\$110.95	\$121.90	\$143.80	\$165.70	\$187.60	\$209.50	\$319.00
Farmland	\$211.75	\$223.50	\$247.00	\$270.50	\$294.00	\$317.50	\$435.00
Residential	\$110.95	\$121.90	\$143.80	\$165.70	\$187.60	\$209.50	\$319.00
Industrial	\$334.35	\$468.70	\$737.40	\$1006.10	\$1274.80	\$1543.50	\$2887.00
Commercial	\$289.55	\$379.10	\$558.20	\$737.30	\$916.40	\$1095.50	\$1991.00

Bearing in mind that the FESL is supposed to be a fairer system by spreading the cost of emergency services across all landowners, not just those landowners who insure their properties. Introduction of the FESL is, on average, supposed to result in a saving.

Whilst the FESL is a NSW Government levy, the inclusion of the FESL on Council's rates notice is expected to generate numerous enquiries. A representative of NSW Treasury visited Council's office on 5 May 2017 for the purposes of providing training to Council's customer service officers.

Integrated Planning and Reporting Reference

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

E6.1.1.b - Ensure all legislative requirements are regularly checked for compliance.

Legislative Policy & Planning Implications

The *Fire and Emergency Services Levy Bill (NSW) 2017* was passed by the NSW Parliament on 29 March 2017 and will come into effect on 1 July 2017.

Budget & Financial Aspects

The NSW Government will reimburse councils the costs of collecting the FESL. An initial payment was received prior to Christmas for the work required to be undertaken upfront by councils in categorising all land for the purposes of the FESL.

Attachments

Nil.

Recommendation: That the information regarding the implementation of the Fire and Emergency Services Levy from 1 July 2017 be noted.

Notes:

16. INITIAL LOCAL GOVERNMENT PERFORMANCE AUDITS

(GM/A65-020)

Executive Summary

Recent amendments to the Local Government Act have made the Auditor-General of NSW the Auditor of local councils in NSW. In addition to auditing councils' financial statements, the new mandate provides for the conduct of 'performance audits'.

Report

Correspondence has been received from the Auditor-General regarding the conduct of performance audits. The Auditor-General has requested that the correspondence be tabled at a Council meeting. A copy of the correspondence is attached.

Performance audits are designed to assess whether selected activities are carried out efficiently, effectively and economically. It is noted from the attached correspondence that in this first year the Auditor-General will focus on the local government sector as a whole rather than on individually selected councils.

Three performance audits will be conducted in 2017/18 focusing on the following areas:

1. Councils' own reporting to its communities on service delivery. This will include a desk top review of reporting in council annual reports and a sample of councils will be selected to profile in more detail.
2. Fraud controls in place across councils.
3. Current shared service arrangements.

Integrated Planning and Reporting Reference

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

Legislative Policy & Planning Implications

Section 422 of the Local Government Act states that the Auditor-General is to be the auditor for a council.

Section 421B of the Act provides that:

- 1) *"The Auditor-General may, when the Auditor-General considers it appropriate to do so, conduct an audit of all or any particular activities of 1 or more councils to determine whether the councils are carrying out those activities effectively and doing so economically and efficiently and in compliance with all relevant laws.*
- 2) *A performance audit is separate from, and does not affect, any other audit required by or under this or any other Act.*
- 3) *The Auditor-General is to report to the Departmental Chief Executive, the councils concerned and the Minister as to the following:*
 - a) *the result of a performance audit,*
 - b) *any other matters that the Auditor-General considers call for special notice."*

Budget & Financial Aspects

With an increase in Crowe Horwath fees and the introduction of the NSW Audit-General's fee, the combined increase in audit fees for 2016/17 is 41% compared to the 2015-16 Audit Fees. The total fee for the 2016-17 audit will be \$26,730.

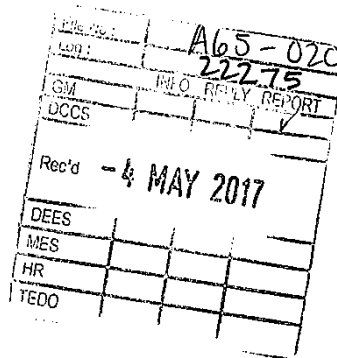
Attachments

1. Letter from Auditor-General dated 27 April 2017.

Recommendation: That the information be noted.

Notes:

Attachment 1. – Letter from Auditor-General dated 27 April 2017



Mr Rod Shaw
General Manager
Lockhart Shire Council
PO Box 21
LOCKHART NSW 2656

Contact Audit Office
Phone No 9275 7100
Our Ref
Your Ref

27th April 2017

Dear Mr Shaw

Initial local government performance audits

As you are aware, recent amendments to the *Local Government Act 1993* have made the Auditor-General of NSW the Auditor of Local Councils in NSW. In addition to auditing Councils' annual financial statements, the new mandate provides for the conduct of "Performance Audits".

I am aware Performance Audits are a new type of audit for Local Government so the purpose of this letter is to tell you a little bit about them and my approach.

Essentially, Performance Audits assess whether selected activities or services are carried out efficiently, effectively and economically. The State Government has provided my Office with funding to conduct two to three Local Government performance audits annually. I have consulted with organisations like Local Government NSW and the Office of Local Government regarding topic selection.

In this first year, I have chosen to focus on the sector as a whole, rather than on any individual council. In this way I hope to improve my Office's understanding of Local Government and to work alongside you to provide some general benchmarking or improvement opportunities. My aim is to support Councils to identify good practice and to make improvements over time.

The first Performance Audit will focus on Councils' own reporting to their communities on service delivery. My Office is conducting a desk top review of reporting in Council annual reports and will select a sample of Councils to profile in more detail.

The second audit will survey fraud controls in place across Councils. And the final performance for the 2017/18 financial year will examine current shared services arrangements.

We will contact you directly if your Council is selected for more detailed examination in any audit.

I am sure it will be helpful if I publish a forward program of possible performance audits for you to provide any feedback on. Matters identified in my annual financial audits will also inform the selection of future topics, which may be a mix of sector wide or more targeted audits. Again, my officers will contact you during the early stages of any audit involving your Council.

Information regarding Performance Audits and my Office's approach to Local Government can be found at <http://www.audit.nsw.gov.au/>. I also enclose our Performance Audit Guide for Local Government for your information.

You may like to view my current program of State Government Performance Audits to get a better insight into the nature of performance auditing. You can also discuss any aspect of the audit of your Council with the Business Team Leader responsible for your Council. Contact details will be provided to you in our Client Service Report.

I am looking forward to working constructively with you and your officers to carry out my obligations under the Act but to also support you in your work. If you have any questions, please feel free to email me (mail@audit.nsw.gov.au).

Please note I have also written to your mayor on this topic. It would be appreciated if you could table this correspondence at a forthcoming council meeting.

With my best regards



Margaret Crawford
Auditor-General of NSW

PERFORMANCE AUDIT GUIDE FOR LOCAL GOVERNMENT

INTRODUCTION

Performance audits assess whether an agency or council is carrying out its activities effectively, and doing so economically and efficiently and in compliance with relevant laws.

This Guide provides councils (the audited agency) with information about the NSW Audit Office's performance audit process. The Guide outlines the legislative framework and the NSW Auditor-General's authority, and what to expect of the Audit Office during a performance audit.

The Guide also informs councils of their obligations to assist the performance audit team to effectively and efficiently complete their work.

LEGISLATIVE FRAMEWORK

Auditor-General's authority to conduct performance audits

The *Public Finance and Audit Act 1983* (PF&A Act) sets out the Auditor-General's functions, mandate and powers.

The Auditor-General's independence is assured by key provisions in the PF&A Act. Specifically, the Auditor-General:

- reports directly to NSW Parliament on audits of agency financial reports and performance
- can only be dismissed by a resolution of both houses of the NSW Parliament
- decides on the program of work undertaken by the Audit Office
- is appointed for a non-renewable eight year period. In addition, performance audits are funded by NSW Parliament, not the agency being audited.

Under the *Local Government Amendment (Governance and Planning) Act 2016* (the Act), the Auditor-General is the auditor of all NSW councils and 'council entities' from 1 July 2016 and has the mandate to conduct performance audits.

The Act gives the Auditor-General authority to choose the topics and agencies for review, and to access required agency information.

The Auditor-General is required to report to the head of the audited agency, the responsible Minister and Treasurer on the result of a performance audit. In many cases, this will include the Office of Local Government and its Minister due to their respective roles.

SUMMARY OF KEY POINTS

In conducting a performance audit, the Audit Office is responsible for:

- obtaining sufficient knowledge of the program or activity being audited
- maintaining a constructive relationship with the audited agency and undertaking adequate consultation (see Table 1)
- securing and keeping confidential all agency information obtained in the course of the audit.

The head of the audited agency is responsible for:

- nominating up to two suitable liaison officers to work with the audit team
- providing full and free access to people and information within requested timeframes. This includes providing all information that is relevant to the audit, even if not specifically requested
- a duty of care to the audit team under WHS and anti-discrimination laws, and harassment free workplace policies.

Performance audits and topic selection

Performance audits assess whether an agency is carrying out its activities effectively, and doing so economically and efficiently and in compliance with all relevant laws. Activities examined by a performance audit may include an individual program or service provided by an individual or group of council's, all or part of an individual council, or it may consider particular issues affecting the sector as a whole and may include state agencies as well as council's. Performance audits cannot question the merits of government or council's policy objectives. The Act gives the Auditor-General authority to select performance audit topics and activities to review. We use a strategic approach to selecting performance audits, which balances our performance audit program to reflect issues of interest to Parliament and the community. We include topics that align with the government's policy objectives and reform agenda to assess progress and impacts.

Each year, the Auditor-General seeks input from the heads of government agencies and certain statutory officers, on proposed topics before publishing the performance audit program. The Auditor-General will also take into account performance audit topic suggestions from the Public Accounts Committee, Members of Parliament, local councils and members of the public.

Authority to access Council information

The Act provides the Audit Office with full access to information irrespective of any agency obligations for confidentiality. This overrides any other legislation that might restrict disclosure, such as secrecy or privacy laws.

The Auditor-General is entitled at all reasonable times to full and free access to information requested of the audited agency.

The only exception to this access is information that is Cabinet information as defined in the *Government Information (Public Access) Act 2009* (GIPA Act). However, as a matter of convention the Secretary, Department of Premier and Cabinet, provides relevant Cabinet documents to the Auditor-General when requested.

Agencies must provide the Audit Office with information requested.

Confidentiality requirements

Under the PF&A Act, any information obtained in the course of undertaking a performance audit must not be disclosed by Audit Office staff to any person other than staff of the auditee, with the exception of information relating to improper conduct as detailed in the Act.

All information that the Audit Office receives, and working papers that the Audit Office creates during an audit, are exempt from the GIPA Act.

FOLLOW-UP PROCESS AFTER THE PERFORMANCE AUDIT IS COMPLETED

Approximately 12 months after each performance audit report is tabled in Parliament, the Public Accounts Committee (the Committee) may follow up action taken by audited agencies in response to recommendations made by the Auditor-General. As part of the follow up process, the Committee questions agencies about their response to the recommendations and, if required, conducts public hearings to examine witnesses. The Auditor-General also provides comments on submissions made by agencies to the Committee.

After the performance audit report is tabled, we write to the head of each audited agency to confirm this process and provide a template to assist the audited agency to report to the Committee when requested.

ROLES AND RESPONSIBILITIES

The Audit Office's obligations

We aim to complete our work efficiently to minimise the impost on each council. The time to complete this work varies depending on the complexity of the audit topic and the number of councils and state agencies that may be involved. This may range from six to 12 months.

Knowledge of the program or activity being audited

The audit team will obtain sufficient knowledge to enable it to identify and understand issues relevant to the program or activity being audited.

Performance audits may be undertaken on topics that require specialised skills and knowledge beyond those possessed by the audit team. In these cases, we engage consultants to provide expert assistance to the audit team and will discuss this with the audited council. The audit team must ensure that any consultant engaged for the audit has the necessary competence, capabilities and impartiality to complete the work required.

No surprises approach

The audit team seeks to establish a constructive relationship with each council so that there are 'no surprises' in the final audit report. The audit team will explain the audit process at commencement and will maintain appropriate communication throughout the audit. Council's General Manager, and executive staff, are encouraged to provide input at appropriate stages of the audit, such as when the audit is being scoped, and when preliminary findings, the draft report and potential recommendations are discussed.

Our audit process outlined in Table 1 provides several formal consultation points for the council to discuss the audit planning, preliminary findings and draft report during the course of the audit. In practice, there is ongoing and frequent communication between the audit team and the liaison officers.

Additionally, the head of the audited council and council executive staff can contact the Auditor General, Deputy Auditor General or Assistant Auditor-General Performance Audit at any time to discuss the audit. Our contact details are provided to the General Manager and council liaison officers at the commencement of the audit.

Audit methodology

Our performance audit methodology is designed to satisfy Australian Audit Standards ASAE 3000 and 3500 on performance auditing. The Standards require the audit team to comply with relevant ethical requirements and plan and perform the audit to obtain reasonable assurance and draw a conclusion on the audit objective. Our processes have also been designed to comply with the performance audit requirements specified in the Act.

Security of agency information

The Audit Office treats all audit-related information as 'in-confidence'. Our computer network has appropriate security measures in place to mitigate unlawful access. Secure arrangements are also in place to store physical documentation.

Sensitive information that, in the Auditor-General's opinion, is not in the public interest will not be included in public reports. This may include commercial in confidence information. Any issues that the council may have about the Auditor-General's powers and the content of the audit report should be discussed with the audit team at the earliest opportunity.

The audit team will discuss with council's liaison officers suitable options and timing to provide information and documentation for the audit. This may include use of a web based secure file transfer facility to enable audited agencies to securely and efficiently provide requested information.

The audited agency's obligations

We aim to use council staff time efficiently and effectively and request the council's cooperation to facilitate our work. In the planning stage of each audit we will consult with council's liaison officers and agree on timely access to people and information (see Table 1).

Nominate up to two liaison officers

Council's General Manager is asked to nominate up to two liaison officers to work with the audit team. The liaison officers' role is important to both the Audit Office and council.

The liaison officer should be a senior member of the council who will keep the General Manager informed of the progress of the audit, and who has authority to make decisions on behalf of the council, for example, when reviewing the draft audit report and discussing potential audit recommendations.

The liaison officer will be asked to assist with the day to day administration of the audit, such as assistance in arranging meetings, access to people and information. Council's General Manager, or the nominated liaison officer, may wish to appoint a second liaison officer to assist the audit team with these matters.

Regular and open communications between the audit team and management of the council help deliver an efficient audit. The audit team will contact the nominated liaison officers regularly during the audit and will direct most questions and documentation requests through them. Refer to Table 1 for more details.

It is essential the audit team receives prompt responses to its questions and requests for supporting documentation.

Prepare early for the audit

The letter sent to the General Manager when a performance audit commences includes an indication of the issues that the performance audit will examine. This is discussed and refined during the planning phase of the audit outlined in Table 1.

The General Manager can prepare early for the performance audit by:

- reviewing relevant plans, records and source data, and making sure these are up-to-date and available for the audit team
- gathering documentation on how council monitors and measures the effectiveness, economy and efficiency of the audited activity and have the most recent results ready.

Provide full and free access to people and information

The General Manager and council's nominated liaison officers are responsible for arranging unrestricted access for the audit team to relevant individuals and documents and for the completeness and accuracy of the information supplied for the audit.

This is particularly important for performance audits. Each performance audit is unique and, as a result, it is difficult for audit teams to know exactly the documentation relevant to the audit. It is therefore the council's responsibility to ensure it provides:

- all information it is aware of that is relevant to the audit, whether or not it is specifically requested
- all information the audit team requests that is relevant to the audit

- unrestricted access to all people in the council from whom it is necessary to obtain audit evidence.

The General Manager is also requested to advise the audit team:

- if they or their council has any knowledge of any actual, suspected or alleged intentional misstatement (such as fraud) or non-compliance with laws and regulations in relation to the audit topic
- whether there has been any internal or external reviews or audits conducted in relation to the audit topic.

Comply with work health and safety (WHS) and anti-discrimination laws, and harassment-free workplace policies

The Audit Office is committed to maintaining a high standard of work health and safety, and our staff are expected to treat each other and council staff with courtesy and respect.

Councils have a duty of care to Audit Office staff under the *Work Health and Safety Act 2011*, Regulation, Codes of Practice and recognised industry standards, as appropriate.

If the audit team fails to adhere to anti-discrimination laws or the harassment free workplace policy, the council liaison officers should advise the Assistant Auditor-General Performance Audit immediately.

The Audit Office has policies and strategies to prevent and deal with discrimination and harassment.

If the audit team is treated contrary to anti-discrimination laws and the harassment free workplace policy by any council staff, the audit team will advise the Assistant Auditor-General Performance Audit immediately. The incident will be raised with the council liaison officers and, if necessary, with the General Manager and the Auditor-General.

Transmission of agency information

Council's may provide working papers in hard copy or electronic format. Our preferred format is electronic documents in Word, Excel, or PDF formats provided by e-mail or through the Audit Office's secure file upload service. Details of e-mail addresses to use, or the file upload service, are provided by the audit team when information is requested.

The audit team may need 'read only' access the council's electronic systems. If this is required, the liaison officer will be asked to arrange the necessary access including log in IDs or access terminals on-site.

PERFORMANCE AUDIT PROCESS

Once initiated, performance audits have three main stages: planning, conduct and reporting. A description of each of these stages, and the extent of our consultation with the audited council, is outlined in Table 1.

Table 1—Performance audit stages and consultation with audited agencies

<i>Planning</i>	<i>Audit commences</i>	An audit team is assigned and the audit is initiated. Commencement letters are issued to the General Manager, Chief Executive, responsible Minister/s, and the Treasurer. The head of each audited council and state agency nominates their liaison officers who will work with the audit team.	<i>Commencement letters</i>
	<i>Scoping work</i>	The audit team meets with council's liaison officers, and other key stakeholders, to gain an understanding of the council and activities relevant to the audit topic. The audit team develops the audit's scope and focus, including the audit objective and potential criteria. The potential audit scope is discussed with council's liaison officers.	<i>Draft audit scope and focus</i>
	<i>Audit plan</i>	The audit team finalises the audit scope and develops the audit plan in consultation with council's liaison officers. In addition to the scope and focus, the audit plan may include: <ul style="list-style-type: none"> ● the audit procedures, including how and what information is to be collected to answer the audit criteria ● audit fieldwork and approach, including the people and locations the audit team will visit during the audit ● audit schedule, including consultation milestones and proposed tabling date. A draft audit plan is provided to the council's liaison officers for feedback before being finalised. Once finalised, the audit plan and audit engagement letter are issued to the General Manager. 	<i>Audit plan and engagement letter</i>
<i>Conduct</i>	<i>Evidence gathering and analysis</i>	Evidence is collected and analysed against the audit criteria. The audit team must ensure they have sufficient and appropriate evidence to answer the audit objective and criteria.	<i>Interviews with relevant council staff</i>
	<i>Preliminary findings</i>	Preliminary findings against the audit criteria are discussed with council's liaison officers. Additional relevant evidence may be requested if needed.	<i>Requests for access to documents and information</i> <i>Preliminary findings discussed</i>

<i>Reporting</i>	<i>Draft report</i>	A draft report is prepared and a meeting held with council's liaison officers to discuss their feedback. The purpose of the draft report is to give the council the opportunity to identify errors of fact or interpretation, and to provide additional relevant evidence that addresses the audit criteria. Responses received from the council are carefully considered and amendments made as necessary. During this process the audit team will also discuss with council's liaison officers potential recommendations to be included in the audit report. The General Manager may wish to meet with the Auditor-General to discuss the draft audit report and recommendations before it is finalised.	<i>Draft report</i> <i>Potential recommendations</i>
	<i>Final report</i>	The audit's final report is issued by the Auditor-General to the General Manager, Chief Executive, the responsible Minister/s, and the Treasurer, in accordance with the Local Government Act 1993. The audit report includes recommendations to improve accountability and performance. The General Manager is invited to provide a written response to the audit report and its recommendations that will be published with the audit report.	<i>Final statutory report</i>
		The audit report is tabled in NSW Parliament and published on the Audit web site	<i>Tabled report</i>

17. COUNCIL IMPROVEMENT ACTION PLAN – PROGRESS REPORT

(GM/106-005)

Executive Summary

Council adopted a Council Improvement Action Plan (CIAP) as part of its submission to the Fit For the Future process.

Report

The CIAP was tabled at the Council meeting held on 19 September 2016, i.e. the first meeting of the newly elected Council.

At that meeting Council resolved to endorse the strategic actions embodied in the report as key performance requirements for the Council.

A progress report on the implementation of the CIAP is set out below.

PROPOSED ACTION	IMPLEMENTATION TIMELINE	CURRENT STATUS
Streamlined Governance		
Reduce the number of councillors from 9 to 6 with ward retention.	2020 ordinary election.	No action to date. The number of councillors cannot be varied without a referendum which will have to be conducted in conjunction with the next ordinary council election due in 2020.
No reduction in Council Meetings.	Not applicable.	Not applicable.
Increase delegations to GM via creation of new policies.	2016	Council, at its meeting held on 6 February 2017 endorsed a proposal for the review of all Council policies. The review is progressing and is ongoing. Policies reviewed since 6 February include: <ul style="list-style-type: none"> – Policy 1.0 Policies – Procedure for Consideration & Adoption; – Policy 1.4 Code of Conduct; – Policy 2.10 Authority to Undertake Enforcement Actions; A new policy 1.20 Related Party Transactions has also been developed. Several other policies that required minor amendments without changing the intent of the policy have also been revised by the General Manager in accordance with the Council resolution of 6 February 2017.
Reduce the number of Directors from 3 to 2.	2014	Completed.

Streamlined Planning Regulation & Reporting		
<p>Propose that the following functions to be carried out by REROC/Joint Organisation(JO):</p> <ul style="list-style-type: none"> - Community Strategic Plans; - SOE reports; - Land use plans; - Regional transport plans; - Common governance; requirements; - Regional contracts; - Internal audit; - Regional economic development; - Contaminated land, asbestos, waste; management, climate change; - Strategic water issues. 	<p>Reliant on the timing for the establishment of JO's which will require legislation to be introduced into the NSW Parliament.</p>	<p>Legislation to establish JO's has been delayed several times and is yet to be introduced into the NSW Parliament.</p>
Service Reviews		
<p>Waste Management – sub-regional contract</p>	<p>2016/17</p>	<p>Tenders for a sub-regional waste management contract involving Wagga Wagga City Council were invited on 1 April 2017.</p> <p>A report regarding the assessment of any tenders received will be tabled at a future meeting of Council.</p>
<p>Asset management review</p>	<p>2018/19</p>	<p>Ongoing.</p> <p>Updated Asset Management Plans were adopted by Council at its meeting held on 6 February 2017.</p>
<p>S94A Contributions Plan</p>	<p>2015/16</p>	<p>Completed.</p>
<p>External contracting with neighbouring Councils to at least \$350K pa.</p>	<p>Ongoing</p>	<p>Negotiations with Wagga Wagga City Council have not been able to be progressed at this stage.</p>
<p>Aged accommodation review</p>	<p>2017/18</p>	<p>No action to date.</p>
<p>OOSH Needs Analysis</p>	<p>2015/16</p>	<p>Completed.</p>
<p>Solar power use review</p>	<p>2017/18</p>	<p>In progress.</p>
<p>Shire Roads Classification Review</p>	<p>2018/19</p>	<p>No action to date.</p>
<p>Swimming pool operational review.</p>	<p>2016/17</p>	<p>In progress.</p> <p>A grant application has been submitted under the Building Better Regions Fund.</p> <p>The swimming pool refurbishments are also subject to Council's application for a Special Rate Variation.</p>

Additional Options Identified By Council		
Special Rate Variation to increase Own Source Revenue by 4.6% per annum cumulative for the next 10 years	2016/17	Council's application for a Special Rate Variation was submitted to IPART by the closing date of 13 February 2017. IPART announced its decision on 9 May 2017 (refer to separate report to Council – Agenda item 14).

Integrated Planning and Reporting Reference

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

E4.2.1a - Continue to develop sound financial management policies and practices that help ensure Council's long term financial sustainability.

Legislative Policy & Planning Implications

With respect to Council's proposal to reduce the number of councillors from 9 to 6, Section 224 of the Local Government Act provides as follows:

"(1) A council must have at least 5 and not more than 15 councillors (one of whom is the mayor).

(2) Not less than 12 months before the next ordinary election, the council must determine the number, in accordance with subsection (1), of its councillors for the following term of office.

(3) If the council proposes to change the number of councillors, it must, before determining the number, obtain approval for the change at a constitutional referendum."

Budget & Financial Aspects

The abovementioned Improvement Actions are designed to result in efficiencies and, where possible, these have been quantified in the CIAP.

Attachments

Nil.

Recommendation: That the information be noted.

Notes:

18. INNOVATION FUND GRANT APPLICATIONS

(DEES/G10-005)

Executive Summary

The Innovation Fund is a grants program established under the NSW Government's Fit for the Future reform and targets small councils (<10,000 people) in regional NSW. One-off grants will be provided to help councils develop new ideas or innovative ways of working and improve their performance to benefit their local communities.

Report

The Innovation Fund is a grants program established under the NSW Government's Fit for the Future reform and targets small councils (<10,000 people) in regional NSW. One-off grants will be provided to help councils develop new ideas or innovative ways of working and improve their performance to benefit their local communities. Projects that can easily be replicated by other councils or provide learnings will be prioritised.

One-off grants up to \$150,000 for individual projects as well as up to \$400,000 for projects involving more than one Council (one of which must have population less 10,000) are available.

Staff have identified areas where business processes using new technology can assist in delivery of services, namely:

- Records management
- Risk/WHS/HR systems
- Biz Module for Council accounting software
- GPS tracking of equipment and electronic on site systems including asset inspections.

Currently the above listed Council systems are all paper based with significant time and resources used to record and manage information manually. The Local Government industry is transforming and Lockhart Shire Council is at risk of being left behind even further unless it implements electronic and best practice systems into its operations.

Narrandera Shire Council has indicated its desire to submit a joint application for Biz Module for Council accounting software. Similarly, Greater Hume Shire Council has done the same for GPS tracking of equipment.

Furthermore Lockhart Shire has an opportunity to join with Coolamon, Junee and Temora Shire Councils in submitting a joint application for the implementation of an internal audit program.

Recent amendments to the Local Government Act will make it mandatory for councils to have an Internal Audit and Risk Committee.

Another area of high importance for all councils is asset management and determining useful life of assets. Road seals are a large proportion of cost in road maintenance and renewals and determining optimum useful life is significant in asset management planning as well as financially through depreciation cost. Narrandera Shire Council is looking at submitting an application to undertake 'Scientifically Evaluation of Seal Useful Life'. The results of this study would be very beneficial to Lockhart Shire Council.

Applications close 9 June 2017 and require Council resolution supporting the funding submissions.

Integrated Planning and Reporting Reference
E4 – Strong and effective leadership.

Legislative Policy & Planning Implications
Nil.

Budget and Financial Aspects

- Estimated cost for each are:
 - (i) Records management - \$75,000
 - (ii) Risk/WHS/HR systems – \$30,000
 - (iii) Biz Module for accounting software - \$20,000
 - (iv) GPS tracking and electronic on site systems – \$115,000
 - (v) Scientifically Evaluation of Seal Useful Life - \$3,000 (council's contribution).
- Projects are required to have 30% funding from Councils which can be cash or in-kind.

Attachments

1. Innovation Fund Guidelines (Round 2).

Recommendation: That Council supports and endorses the following Innovation Fund (Round 2) grant applications:

- a) Electronic records management system;
- b) Risk/WHS/HR systems;
- c) Joint Application with Narrandera Shire Council for Biz Module for accounting;
- d) Joint application with Greater Hume Shire Council for GPS tracking and electronic on site systems;
- e) Joint application with Narrandera Shire Council for Scientifically Evaluation of Seal Useful Life; and
- f) Joint application with Coolamon, Junee and Temora Councils for the implementation of an internal audit program.

Notes:

Attachment 1. – Innovation Fund Guidelines Round 2



Innovation Fund Guidelines (Round Two)



Innovation Fund Round Two Guidelines March 2017



Message from the Minister

The NSW Government is pleased to make available a further \$2 million in funding under Round Two of the Innovation Fund. This is in addition to the \$2 million already allocated through the first round, with 13 projects funded to promote innovation across 19 communities.

The Innovation Fund is a targeted program that supports small councils to improve their performance to benefit local communities.

Small regional and rural communities in NSW face unique issues and challenges. The Innovation Fund recognises that one size does not fit all NSW councils.

To help these councils to better serve their communities, one-off grants are available for councils to develop new ideas and innovative ways of working. For example, delivering services in a different, more cost effective way or getting together with other councils to share resources or technology to lessen the tyranny of distance.

The Innovation Fund provides an opportunity for councils to trial new ideas or practices, which might not otherwise be considered viable for varying reasons such as lack of resources, competing priorities and/or the level of perceived risk.

I encourage councils to think creatively when developing ideas, and consider opportunities to partner with other councils to facilitate joint learning, resource sharing and collaboration.

In addition to this \$4 million Innovation Fund, the Government is providing record investment in rural and regional areas through the Fit for the Future package.

Together we can provide the services and infrastructure that our local communities need.

Table of contents

What is the Innovation Fund?	3
Who can apply for funding?	3
How much is available?	3
What will be funded?	4
Ineligible applications	5
How to apply	5
When do applications close?	5
Key assessment criteria	6
Assessing the application	7
Receiving a grant	7
Contacts	7

Publication details

Access to services

The Office of Local Government is located at:

5 O'Keefe Avenue Locked Bag 3015
NOWRA NSW 2541 NOWRA NSW 2541

Phone 02 4428 4100 Fax 02 4428 4199
TTY 02 4428 4209

Email olg@olg.nsw.gov.au
Website www.olg.nsw.gov.au

Alternative media publications

Special arrangements can be made for our publications to be provided in large print or an alternative media format. If you need this service, please contact our Executive Branch on 02 9289 4000.

Disclaimer

While every effort has been made to ensure the accuracy of the information in this publication, the Office of Local Government expressly disclaims any liability to any person in respect of anything done or not done as a result of the contents of the publication or the data provided.

© NSW Office of Local Government 2017



What is the Innovation Fund?

The Innovation Fund is a \$4 million grants program, established under the NSW Government's Fit for the Future reforms. The program aims to help small councils in regional NSW overcome some of the challenges they face in supporting their communities and maintaining quality local services.

One-off grants will be provided to help councils develop new ideas or innovative ways of working and improve their performance to benefit their local communities. This might include introducing new innovative business processes, developing and implementing more innovative service delivery models, sharing of resources across councils, or using new or emerging technology to help overcome the challenge of distance.

The Innovation Fund is to be offered over two rounds. Round One has been finalised with 13 projects receiving funding to a total of \$2 million. A further \$2 million is available through Round Two.

Who can apply for funding?

Local councils in regional NSW that have a population of less than 10,000 are eligible to apply for a grant. This includes new councils and councils in the Far West region of NSW with a population less than 10,000.

Councils can apply individually, or as a group. When applying as a group, the grouping may include a larger council as a mentor, sponsor or partner. It is important that the primary beneficiary of the project is the eligible small council/s and their community. Group applications are strongly encouraged as it provides an opportunity for councils to learn from each other and build stronger relationships across regions.

Eligible councils that were unsuccessful in Round One may reapply in Round Two. Councils receiving funding in Round One are not precluded from applying in Round Two.

How much is available?

Up to \$2 million is available in Round Two and eligible councils can apply for one-off grants:

- Up to \$150,000 for individual projects
- Up to \$400,000 for projects involving more than one council (at least one of which must have a population of less than 10,000).

For each grant, a co-contribution of at least 30% is required from the council or council group.

This co-contribution can be either cash or in-kind such as labour, equipment, facilities, land/property or other resources.

Up to 20% can be allowed for project planning and administration.

Multiple council projects may be funded providing these do not exceed the funding limits.





What will be funded?

Funding will be targeted towards projects that propose a new idea or innovative way of working, and demonstrate improved council performance and benefits for the local community. Projects that can be easily replicated by other councils or provide learnings will be prioritised.

It is important that applications are outside the realm of business as usual activities and/or normal operations.

Applications are invited for projects focused on:

- Improved governance
- Systems improvement
- Service delivery
- Innovative infrastructure
- Creative or innovative use of technology
- Performance improvement
- Capacity building and sharing innovation.

Examples of projects that may be suitable for funding:

- Resource sharing between councils
- Shared administration across councils
- Improved financial or governance practices
- Alternative service delivery models
- Service review projects
- Specialty service models
- Projects using new technologies to overcome the challenges of remote/rural communities
- Projects using innovative infrastructure building or maintenance techniques that are suited to rural/remote applications
- Projects aimed at capacity building within the organisation/s or within the community, to share learning, skills or innovation across multiple councils
- Projects identified in Council Fit for the Future Action Plan that explore a new way of working
- Projects building on existing innovations which are considered to be working well and/or can be extended to other councils. These will be considered on a case-by-case basis.

Examples of projects funded through Round One:

- Aboriginal Community-based Environmental and Waste Management Project – a collaborative project between Bourke, Brewarrina and Walgett Shire Councils to establish a waste aim model across five Aboriginal communities in Western NSW.
- Capacity Building Project – review of operations by Tenterfield Shire Council with a focus on organisational and capacity development including staff development and training, continuous improvement, business efficiencies and practices.
- Enhanced Shared Services / Joint Service Delivery Project – a collaborative project between Narrandera and Leeton Shire Councils to enhance shared services and joint service delivery across the two regions.

- Mid Lachlan Alliance Fitness Campaign Project – a collaborative project between Weddin, Parkes, Forbes and Lachlan Shire Councils to undertake a gap analysis of existing systems and processes and an efficiency and service review of two programs delivered by the councils.
- Total Strategic Asset Management System for Rural Councils Project – a collaborative project between Bogan, Coonamble, Gilgandra and Warren Shire Councils to implement a total strategic asset management across the four adjoining councils.

Ineligible applications

Projects that will generally not be funded include:

- Activities considered to be normal operations or business as usual
- Promotional events
- Applications that seek retrospective funding for work undertaken prior to the grant application
- Staffing and project costs of a recurrent or ongoing nature
- Applications that are solely based on concept development, feasibility studies or planning (at least 80% of the total grant must be for implementation)
- Projects located wholly outside of NSW (cross-border projects will be assessed on a case-by-case basis according to the assessment criteria and other relevant factors)

How to apply

To make an application:

- Check that council meets the eligibility criteria
- Check that the project meets the guidelines
- Ensure the proposal is well developed and researched and has the necessary support within council to be successful
- Have the project endorsed by council/s (Resolution/s must be attached to the application)
- Complete the on-line application form on the Fit for the Future website: www.fitforthefuture.nsw.gov.au (a log-in for secure council portal is required)
- Attach the supporting information in PDF format (see the application form for details)

The council or council group may submit more than one application as long as the grants sought do not exceed the funding limits.

NB: Where a group submission is planned, only one application is required. One of the group should be nominated as the lead council to apply on members' behalf, but all participating councils must have formally resolved to support the application.

When do applications close?

Applications for Round Two close **9 June 2017**.

Innovation Fund Round Two Guidelines March 2017

5



Key assessment criteria

All applications received by the due date will be assessed against the criteria listed below. It is important that applications clearly articulate how each criteria has been addressed and provide sufficient detail about the development and implementation of the project.

Community benefit

- How does the project proposal contribute to achieving community priorities - as identified in the council's Fit for the Future improvement plan, community strategic plan or by other consultative means?
- Has consultation occurred on the project and what was the outcome?
- How does the project benefit the community?
- Are there regional benefits from the project? If so, what are these?
- In the case of a group proposal, is an eligible small council and its community the primary beneficiary of the project.

Innovation and learning

- Does the project propose a new idea or way of working, and how is this innovative for Council?
- How does the project proposal demonstrate achievement of the objectives and outcomes of the Fund, in particular fostering innovation to overcome challenges and/or improving service delivery?
- Does the proposal demonstrate a repeatable new approach that could be applied more widely?
- How will learning from the project outcome be shared?

Value for money

- Does the proposal represent value-for-money?
- How will Council demonstrate its commitment to co-contribute at least 30% of the total costs of the project (financially or in-kind)?
- Have project costs and resources been accurately/adequately identified and have quotations been sought? Attach evidence to the application.

Sustainable improvements

- Does the proposal demonstrate how Council will maintain or improve service quality and promote the long-term sustainability of the services/infrastructure delivered?
- Will the proposal have a positive impact on Council's future performance against the Fit for the Future criteria, or for new councils the Stronger Communities Framework?

Capability and capacity

- Has Council demonstrated it has the experience, capability and capacity to successfully manage the proposal?
- Has the Council been assessed as Fit for the Future?
- Has Council demonstrated sound project planning and methodology including identification of tasks, timeframe and budget?
- Is the council able to manage all aspects of the project? What reliance is there on third parties and how will this be managed?

Risk management

- Have the potential risks associated with implementing the project been identified and appropriate risk minimisation/management strategies been articulated?

Agreed collaboration

- Does the application include a copy of the resolution(s) of all participating councils and, if relevant, the written agreement of other partners, sponsors?
- Has a lead council been nominated to sponsor and manage the project?

Assessing the application

Applications will be assessed by a panel with local government and innovation expertise.

The panel will use the Key Assessment Criteria (page 6) when considering each application. While the assessment criteria are not weighted, emphasis will be placed on criteria such as innovation and learning, community benefit and agreed collaboration to ensure funding is directed to projects which align with the stated aims of the program. This will be consistently applied across all applications.

The panel may also seek additional information from within the Office of Local Government, or from the nominating council/s, to ensure applicants have the capacity to deliver the project.

Councils will be advised in writing of the outcome of its application.

Receiving a grant

Successful councils will be required to sign a performance-based funding agreement for the Innovation Fund grant.

The funding agreement may include details of:

- How funds will be dispersed depending on the size of the grant (eg. staged payment details linked to project performance and reporting)
- Timeframes for expenditure of grant money
- Project performance and reporting requirements related to project activities
- Procedures for considering requests to vary the approved project
- Appropriate public acknowledgement of the NSW Government's support for the project
- Agreements in relation to Office of Local Government use, duplication or replication of relevant aspects of the project to assist other councils in NSW
- Other responsibilities of the grant recipients

Contacts

The Office of Local Government's Relationship Manager is available to answer any questions about the Innovation Fund. Relationship Managers are also available to discuss proposals and provide clarification about the application and assessment process.

Contact details for the Relationship Manager, along with further information and the Innovation Fund online application form, are available on the Fit for the Future website at www.fitforthefuture.nsw.gov.au.

Alternatively, email the One Stop Shop at OneStopShop@fitforthefuture.nsw.gov.au or call the Office of Local Government on (02) 4428 4100 and ask to speak with the relevant Relationship Manager.



19. FEES PAYABLE TO THE MAYOR AND COUNCILLORS

(GM/C85-035)

Executive Summary

The Local Government Remuneration Tribunal (LGRT) issued an Annual Report and Determination on 12 April 2017. Fees payable to the Mayor and Councillors are required to be within the range set by the LGRT.

Report

Policy 1.1 Payment of Expenses and Provision of Facilities to the Mayor and Councillors provides that the Council shall, prior to 30 June each year, set by resolution the annual fees to be paid, monthly in arrears, to a Councillor for the following year commencing 1 July, provided that such fee shall be within the range for the Council determined annually by the LGRT.

The Policy further provides that the Deputy Mayor shall be paid a daily pro-rata fee equivalent to the daily Mayoral fee for the periods of time when the Mayor advises that he/she is prevented by absence, illness or otherwise from acting in, or when the Mayor requests the Deputy to act in, the office of the Mayor. The amount of the fee so paid to the Deputy Mayor shall be deducted from the Mayor's annual fee.

The LGRT is required to report to the Minister for Local Government by 1 May each year as to its determination of categories and the maximum and minimum amounts of fees to be paid to mayors and councillors.

The LGRT has reviewed the existing categories of general purpose councils based on a range of statistical and demographic data and has determined the categories as follows:

<u>Metropolitan</u>	<u>Non-metropolitan</u>
Principal CBD	Regional City
Major CBD	Regional Strategic Area
Metropolitan Large	Regional Rural
Metropolitan Medium	Rural
Metropolitan Small.	

Lockhart Shire Council has been categorised by the LGRT as "Non-metropolitan – Rural". This category comprises councils with a population of less than 20,000.

The LGRT is required to have regard to the Government's wages policy when determining the increase to apply to the maximum and minimum fees payable to mayors and councillors. The public sector wages policy currently provides for a cap on increases of 2.5%.

After reviewing the key economic indicators the LGRT has determined that the full 2.5% increase is warranted and the maximum and minimum amounts have been increased by 2.5% accordingly. The new maximum and minimum amounts payable to the mayors and councillors of "Non-metropolitan – Rural" councils, including Lockhart Shire Council, from 1 July 2017 are as follows;

Annual Fee - Councillor		Annual Fee - Mayor	
Minimum	Maximum	Minimum	Maximum
\$8,750	\$11,570	\$9,310	\$25,250

The fees currently being paid for the period 1 July 2016 to 30 June 2017 were determined by Council at its meeting held on 18 July 2016. The fees are \$8,746 per annum for Councillors and \$24,030 per annum for the Mayor after the Council resolved at that meeting that the fees for the 2016/17 financial year remain the same as for the 2015/16 financial year.

Integrated Planning and Reporting Reference

E6.1 – Provision of excellent leadership and governance within Council.

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

E6.1.1.b – Ensure all regulatory requirements are regularly checked for compliance.

Legislative Policy & Planning Implications

Sections 248 and 249 of the Local Government Act provide that a council may fix the annual fee payable to the mayor and councillors and, if it does so, it must fix the annual fee in accordance with the appropriate determination of the LGRT.

If a council does not fix the annual fee it must pay the appropriate minimum fee determined by the LGRT.

Pursuant to section 448 (k) of the Local Government Act Councillors are not required to disclose an interest relating to the payment of fees to councillors (including the mayor and deputy mayor).

Budget & Financial Aspects

The fees payable to the Mayor and Councillors for the period 1 July 2017 to 30 June 2018 as resolved by Council will be incorporated into the 2017/18 Draft Operational Plan Budget.

Attachments

Nil

Recommendation: That Council determine the annual fees payable to the Mayor and Councillors for the period 1 July 2017 to 30 June 2018.

Notes:

20. COUNCILLOR PROFESSIONAL DEVELOPMENT

(GM/C85-010)

Executive Summary

Council's will be required to develop an ongoing professional development program for the Mayor and each councillor and publish details of the program's content and degree of participation by councillors in its annual report.

Report

Section 232 of the Local Government Act outlines the role of a councillor. Recent amendments to the Act have had the effect of expanding this section so that the role of a councillor now also includes the following:

"...to make all reasonable efforts to acquire and maintain the skills necessary to perform the role of a councillor."

The amendments to the Act also provide for regulations to be made for induction and other professional development for mayors and councillors. The Office of Local Government advised in December 2016 that work on these regulations has commenced. There has been some speculation that the regulations will make professional development for mayors and councillors mandatory however this is still unclear and won't be known until details of the regulations are released.

Whether mandatory or not it appears that, as a minimum, councils will be required to develop an ongoing professional development program for the Mayor and each councillor and publish details of the program's content and degree of participation by councillors in its annual report.

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

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

REROC proposes to provide further professional development workshops in the future. Whilst other opportunities will also arise from time to time, there are also a number of courses and workshops that are available on a regular and ongoing basis, particularly from Council's peak representative body LGNSW. These range from one day workshops on individual topics to more intensive courses run over several days.

A list of courses provided by LGNSW is attached and Councillors are encouraged to express an interest in any professional development they would like to undertake. This will assist in the development of a Professional Development Program for councillors for 2017/18.

Integrated Planning and Reporting Reference

E3.1.2 – Ensure Council staff and Councillors participate regularly in professional development to support high quality customer services and professional skills.

E3.1.2.a – Ensure attendance at training sessions by Councillors as required by the Division of Local Government following each ordinary election.

Legislative Policy & Planning Implications

Section 232 of the Local Government Act states that the role of a councillor is as follows:

- a) *“to be an active and contributing member of the governing body,*
- b) *to make considered and well informed decisions as a member of the governing body,*
- c) *to participate in the development of the integrated planning and reporting framework,*
- d) *to represent the collective interests of residents, ratepayers and the local community,*
- e) *to facilitate communication between the local community and the governing body,*
- f) *to uphold and represent accurately the policies and decisions of the governing body,*
- g) *to make all reasonable efforts to acquire and maintain the skills necessary to perform the role of a councillor.”*

Budget & Financial Aspects

The Draft 2017/18 Operational Plan Budget proposes an increase in the allocation for councillor training expenses from \$5,000 in 2016/17 to \$8,000 in 2017/18.

Attachments

1. LGNSW Learning Solutions for Councillors.

Recommendation: That Councillors nominate any professional development they would like to undertake to assist in the development of a Professional Development Program for Councillors for 2017/18.

Notes:

Attachment 1. – LGNSW Learning Solutions for Councillors



EXECUTIVE CERTIFICATE FOR ELECTED MEMBERS

The Executive Certificate for Elected Members helps councillors to better understand their legislative responsibilities and build their skills and capacity to positively contribute to council decision making.



SYDNEY

Dates

- Block 1 (3 days)
11, 12, 13 November 2016
- Block 2 (2 days)
9, 10 December 2016

COFFS HARBOUR

Dates

- Block 1 (3 days)
10, 11, 12 March 2017
- Block 2 (2 days)
7, 8 April 2017

SYDNEY

Dates

- Block 1 (3 days)
7, 8, 9 July 2017
- Block 2 (2 days)
4, 5 August 2017



EXECUTIVE CERTIFICATE FOR ELECTED MEMBERS (CONT.)

Overview

Local Government NSW (LGNSW), in partnership with the Institute for Public Policy and Governance, UTS and TAFE NSW, has developed a high quality accredited program for NSW Elected Members. Based on the national Local Government Training Package Skills Set for Elected Members, and designed with the support of the Australian Centre of Excellence for Local Government (ACELG), the program will be delivered in regional and metropolitan locations.

Participants will have the opportunity to acquire skills and knowledge to improve their effectiveness as a leader in their council and local community. This course will help them to better understand their legislative responsibilities, and build their skills and capacity to have a positive and well informed impact on council decision-making.

Program fee:
\$3,500 (LGNSW members); \$7,000 (Non-members)

The program fee will cover attendance at two workshops, the first delivered as a three day block, and the second, for two days.

Qualifications

All participants will receive a LGNSW Certificate of Attendance as well as a TAFE Statement of Attendance for the five day program. Participants will engage in a range of discussions, problem-solving tasks and activities throughout the course that will enable assessment of their achievement of course competencies and learning outcomes.

There are two assessment options available for participants:

On successful completion of the Elected Member National Skill Set assessment, participants will receive a TAFE NSW Statement of Attainment. The three units of competency in the Skills Set can be credited toward a number of Vocational Education and Training (VET) qualifications, including a Diploma of Local Government.

On successful completion of the UTS assessment activities, participants will receive a UTS Executive Certificate for Elected Members. This can be used to apply for one subject credit towards UTS postgraduate qualifications, including the Graduate Certificate, Graduate Diploma and Masters of Local Government.

Topics Covered

(Block 1)

Day 1 – Working as an Elected Member

- The legal framework councils operate within
- The current reform process

- Finding and interpreting information for decision making
- Code of Conduct
- Code of Meeting Practice

Day 2 – Integrated Planning and Reporting

- Overview of Integrated Planning and Reporting (IP&R)
- Implementing Integrated Planning and Reporting
- Long-term financial planning
- Strategic asset management

Day 3 – Community Engagement and Land Use Planning

- Engaging with your community
- Understanding the land use planning system
- Development and assessment overview

(Block 2)

Day 4 – Focus on Governance

- Principles of good corporate governance
- Financial governance and sustainability
- Evolving notices of governance and leadership.

Day 5 – Working Strategically through Collaboration

- National perspectives
- Working collaboratively

Details

Registration

Complete the online registration form at www.lgnsw.org.au/learning

Payment Information

On confirmation of your registration, LGNSW will invoice your council.

More Information

LGNSW's training unit, Local Government Learning Solutions, is coordinating this program on behalf of our accreditation partners, TAFE NSW and the Institute for Public Policy and Governance, UTS.

Contact

Please contact our Learning Solutions team at: 02 9242 4181 / 4081 or learning@lgnsw.org.au

Partner Web Addresses

www.lgnsw.org.au
www.tafensw.edu.au
www.ippg.uts.edu.au



Public or In-house Workshops

Local Government NSW has a longstanding commitment to providing professional development opportunities which support Elected Members in acquiring and maintaining the skills and knowledge needed to govern in today's complex and diverse local government environment. LGNSW Learning Solutions has developed a number of workshops which we would like to bring to your attention:

Community and Stakeholder Engagement

With a specific local government focus, the program addresses key aspects of the engagement process, drawing on participant and presenter experience to provide context in areas such as planning and strategy, community development, service delivery and land use planning.

Chairing and Meeting Procedures

Meetings play an important role in the management of all organisations and are an essential part of good corporate governance. This workshop is designed to assist Councillors in gaining the skills and confidence required to effectively chair, participate in and contribute to council meetings.

Financial Issues in Local Government

Whether it be reading council's budget, or contributing or questioning the Operational Plan, Councillors are having to make many decisions about financial issues in Local Government. This course will assist Councillors to make informed decisions about financial issues.

Know Your Planning

This workshop will focus on the current role of councillors in planning decisions –both plan making and development assessment. It will cover the wider strategic plan making issues, together with current practice such as community engagement, density, development and the consent process.

Lobbying for Success

This training workshop has been developed to assist Councillors, staff, members of council advisory committees, and representatives of community groups to be better able to lobby for extra resources for your area. It is a chance for you to talk about the issues that concern you, and to develop appropriate lobbying strategies.

Media Skills

This practical workshop has been designed to provide councillors and relevant professional staff with practical techniques to enable them to be more comfortable, confident and effective in dealing with the media.

Model Code of Conduct

Council officials play a vital role in serving local communities. To do this effectively, they need to uphold the highest standards of behaviour to ensure communities have trust and confidence in local government. This workshop will give participants a better understanding of the principles and processes in the Model Code.



Public Workshops

LGNSW Learning Solutions offers a rolling program of public workshops in both CBD and regional locations. Public workshops enable you to network and learn together with colleagues from other councils. To find out about upcoming courses go to the Events Calendar on the LGNSW website.

In-House Service

If you are interested in running any of the programs in this calendar in-house at your council please contact LGNSW Learning Solutions. In-house programs often offer significant savings, promote a collective and team-based approach in your council, and can be tailored to the unique requirements of your workplace and your area.

eLearning

LGNSW Learning Solutions has a wide range of eLearning programs to help councils with cost and time effective training. These standard or customised programs can support your council's annual compliance training requirements.

About our Presenters

Our team of experienced presenters have been selected for their expertise in specialist areas as well as their understanding of the Local Government environment.

For More Information

Visit lgnsw.org.au/learning for details and monitor the LGNSW Weekly for specific information on all of our programs. If you have any questions, please contact the LGNSW Learning Solutions team:

(02) 9242 4181 or (02) 9242 4081 learning@lgnsw.org.au

LGNSW.ORG.AU

21. SUMMARY OF CUSTOMER REQUESTS REPORT

(DEES/C98-005)

Executive Summary

Summary of customer requests received by Council.

Report

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

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

Customer Requests for the January to March 2017 Quarter have trended down slightly.

Integrated Planning and Reporting Reference

E2 – Accessible and responsive service delivery.

Legislative Policy and Planning Implications

Nil.

Budget and Financial Aspects

Included in annual operational budget.

Attachments

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

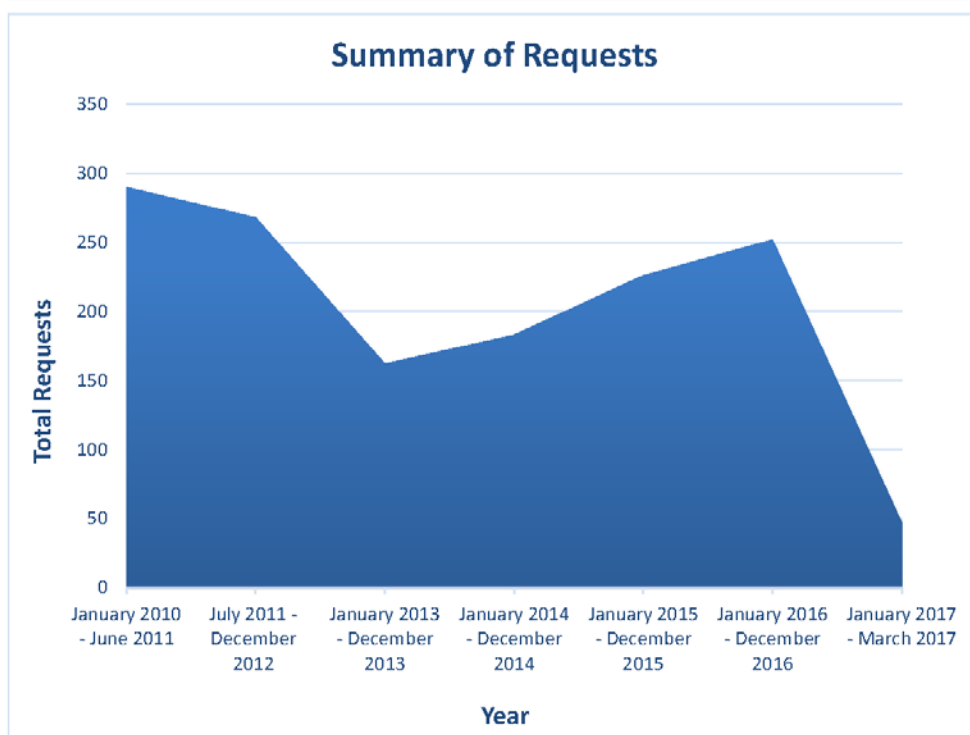
Recommendation: For Council's information.

Notes:

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

Summary of Requests Lodged

Year	Period	Total Requests
January 2010 - June 2011	18 months	290
July 2011 - December 2012	18 months	268
January 2013 - December 2013	12 months	162
January 2014 - December 2014	12 months	183
January 2015 - December 2015	12 months	226
January 2016 - December 2016	12 months	252
January 2017 - March 2017	3 months	47



SERVICE TYPE - January 2017 to March 2017

Unassigned	
Dogs	6
Overgrown/Untidy Allotments	1
Back Lanes	1
Bins	17
Burials	7
Drainage	1
Footpaths	1
Roads - Rural Unsealed	4
Roads - Rural Sealed	1
Roads - Urban Sealed	1
Trees	5
Application for Rural Addressing Post	2
TOTAL	47

Questions and Statements

Nil.

Closed Session Agenda

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

22. REQUEST TO BE RELEASED FROM CONTRACT OF SALE – LOT 5 DP1220989, 10 CARSON ROAD, THE ROCK (GM/LD3B-50)

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

- (d) Commercial information of a confidential nature that would, if disclosed:
- (i) Prejudice the commercial position of the person who supplied it.

23. OFFER TO TRANSFER LAND FOR NIL CONSIDERATION (GM/C80-005)

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

- (b) The personal hardship of any resident or ratepayer.

24. CARAVAN PARK MANAGEMENT CONTRACT (DEES/LD25-112)

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

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

25. PERFORMANCE AGREEMENT – GENERAL MANAGER (GM/V1)

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

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