



BUSINESS PAPER

**of the
Ordinary Meeting
Held
21 May 2018**

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

The Prayer

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

The Council's Guiding Principles

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

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

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

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

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

(Section 8A Local Government Act, 1993)

File Ref: PV:LA:C70-005

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16 May 2018

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

Dear Councillors

I wish to advise that the Ordinary Monthly Meeting of Lockhart Shire Council will be held at the Council Chambers, Green Street, Lockhart on **Monday, 21 May 2018** commencing at **5.00pm**.

The Order of Business will be as shown overleaf.

Yours faithfully

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

Peter Veneris
GENERAL MANAGER

Order of Business

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Consideration of Business in Closed Session

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

Mayoral Minute

Nil.

Mayoral Report

Nil.

Urgent Matters

Nil.

Notice of Motion

Nil.

Committee Reports

1. TOURISM/ECONOMIC DEVELOPMENT OFFICER REPORT (TEDO/T26-005)

MINUTES OF THE TOURISM/ECONOMIC DEVELOPMENT STEERING COMMITTEE MEETING OF LOCKHART SHIRE COUNCIL HELD AT THE YERONK CREEK BOWLING CLUB ON TUESDAY, 1 MAY 2018 COMMENCING AT 6.35PM.

PRESENT

Mrs Susan Creek, Mrs Myra Jenkyn, Mrs Raeleen Pfeiffer, Councillor Derek Douglas, Tourism/Economic Development Officer (Jennifer Connor). Guest Mr John Holstein, Yerong Creek

APOLOGIES

Ms Sandra Johnstone, Councillor Gail Driscoll, Mr Greg Smith.

LEAVE OF ABSENCE

Nil.

PERCURINARY INTEREST

Nil.

CONFIRMATION OF MINUTES

The minutes of the Meeting held Tuesday, 3 April 2018, as printed and circulated, be taken as read and confirmed on the Motion of M Jenkyn, seconded R Pfeiffer.

1. **Mr John Holstein, Yerong Creek**

The TEDSC welcomed Mr John Holstein as a guest to the meeting. A former policeman, John has many years of involvement in tourism and economic development. Moving two years ago to Yerong Creek, having purchased a local property, John has been a judge for the Regional Tourism Awards and for the Keep Australia Tidy Awards. He has recently undertaken the ongoing online and social media promotion for Yerong Creek Bowling Club including a revised website, and has started a local community Facebook page. John is an outdoors person with interest in walking, cycling and nature tours and is an active member of the local Landcare group.

The TEDSC agreed John Holstein would be a beneficial member of the TEDSC and as such would like to formally nominate him to the Tourism & Economic Development Steering Committee.

Recommendation: That Mr John Holstein be approved as a member of the Tourism and Economic Development Steering Committee.

Notes:

2. **Lockhart Shire Business Excellence Awards**

The TEDSC and Councillors are requested to encourage attendance at the Lockhart Shire Business Excellence Awards Presentation Evening on Thursday, 10 May 2018. Commencing at 6pm at The Rock Memorial Bowling Club, tickets are \$30 per person including evening meal and guest speaker from Junee Licorice and Chocolate Factory. Tickets are available from Lockhart Shire Council Office or from Traci Driscoll, President of The Rock Progress Association on 0428 756223.

Recommendation: That the information be noted.

Notes:

3. Lockhart Water Tower

The TEDO advised artists have now been shortlisted to submit a full proposal to the Lockhart Water Tower selection committee including description of artwork in line with the concept, and confirmation of the timeframe and budget for its execution and installation. The shortlisted artists were due to visit Lockhart in the coming week.

Final proposals are due for submission on 18 May 2018, with commencement of submissions starting on 21 May 2018.

Recommendation: That the information be noted.

Notes:

4. Walk of Fame

Twelve names have now been approved for induction into the Lockhart Shire Walk of Fame. The list of inductees are:

Name	Field
William Halliday	Politician
Gunning Plunkett	NSW Farmers & Settlers
Thomas Bond	Bond Sheep
Flora Eldershaw	Literature
Aubrey Hodgson	Rugby
Jack Crawford	Tennis
Judy Kelly	Film
Ted Noffs	Humanitarian
Don Kendell	Aviation
Nancy Weir	Pianist
Peter Provan	Rugby League
Bill Peach	TV Personality

The installation will take place in mid-May following receipt of the panel for Thomas Bond. All twelve panels will be installed in chronological date of death. Once the panels are installed the area will be landscaped. Relatives contacted by the TEDO whilst researching the biographies indicated their interest in attending the launch of the Walk of Fame. Suggestions for a simple but suitable launch in August/September including a high tea at the museum. Any ideas from the TEDSC are welcome.

Recommendation: That the relatives of inductees be invited to attend the launch of the Walk of Fame.

Notes:

5. Lockhart Shire Shopfronts

Following concerns raised by the TEDSC over the advent of shopfronts in the Lockhart business centre turning into houses, it was resolved at the April Ordinary Meeting of Council April that concerns regarding the change of use of commercial premises in the Lockhart and The Rock Central Business Districts to residential premises be addressed as a priority.

Recommendation: That the information be noted.

Notes:

6. Lockhart Childcare Facilities

Council resolved at the April Ordinary Meeting of Council to investigate a scheme to benefit the serious lack of childcare facilities in Lockhart. Anyone raising concerns to members of the TEDSC over lack of childcare in Lockhart are asked to put their concerns in writing to Council. The Director of Corporate & Community Services is investigating current facilities and a community survey regarding the issue is likely.

Recommendation: That the information be noted.

Notes:

7. Lockhart Shire Business Support

The TEDO has commenced an audit of available buildings for rent and purchase in Lockhart Shire as part of the Start Your Business in Lockhart Shire campaign. This will be carried out throughout May and will include all available shopfronts and industrial lands. The information will be added to the Lockhart Shire Council website under Business and Investment and will be followed by a radio, social media and newspaper campaign.

The information will be also used as a reference point by the TEDO and shared with Riverina Regional Development Australia's Country Change platform. The sourcing of up-to-date information for the improved online business directory will proceed as a long-term project in early June.

Recommendation: That the information be noted.

Notes:

8. Telecommunications

The TEDSC committee discussed telecommunications (internet and telephone) particularly in the south of the Shire, as being inhibitive to expansion of Yerong Creek and Pleasant Hills. Expected enrolment numbers at the Yerong Creek School are very low for 2019 and the issue of telecommunications is certainly a barrier for town growth. This is of concern as the long-awaited grant for telecommunication infrastructure is unlikely to proceed. The TEDO will investigate alternative options.

Recommendation: That the information be noted.

Notes:

9. Lockhart Shire Tourism Brochure

The current Lockhart Shire Tourism Brochure is extremely outdated and excludes many of our new tourist attractions. The TEDO would like to launch a new tourism brochure at the end of this year and will source costs and collect samples of layouts for consideration for the Committee prior to any design decisions being undertaken. The brochure could be funded by the existing tourism budget, however the TEDO would seek sponsorship to allay the costs. The brochure would be made available as a download on the tourism website. The TEDSC were asked to look at existing visitor guides to see which ones they felt worked very well. The small individual DL foldout brochures for Lockhart, The Rock, Pleasant Hills and Yerong Creek would not be reproduced as they had very slow take up from visitors both in Lockhart Visitor Information Centre (VIC) and surrounding VICs.

Recommendation: That the information be noted.

Notes:

10. Population Growth

The TEDSC tabled the recently released population forecasts for Lockhart Shire, advising the 2016-2017 figures were very good, and at 2% growth was the third highest percentage of population growth in regional NSW for this period.

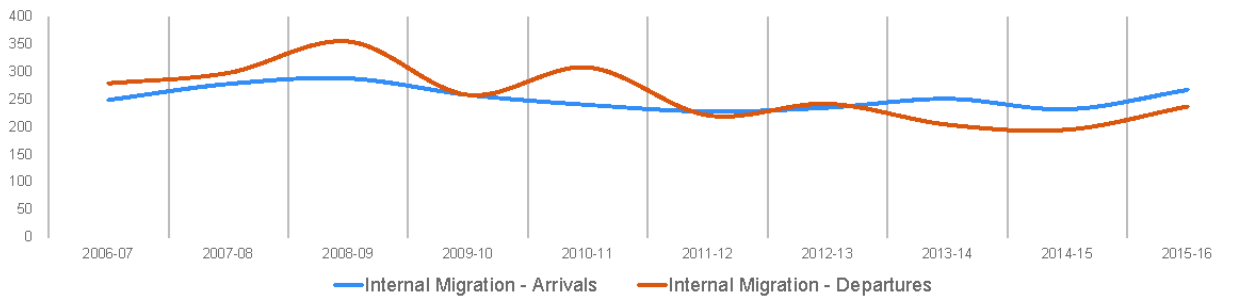
Year	Population	Increase
2013	3100	.1%
2014	3125	.8%
2015	3130	.1%
2016	3182	1.6%
2017	3245	2.0%

Table 1: Lockhart LGA Population Growth

		ERP at 30 June		Components of population change 2016-17			ERP change		Area km2	Pop. density 2017 Persons /km2
		2016pr no.	2017p no.	Natural increase no.	Net internal migration no.	Net overseas migration no.	2016pr-2017p % no.			
12000	Coolamon (A)	4403	4400	-15	6	6	-0.1	-3	2430.9	1.8
17350	Temora (A)	6236	6258	-17	30	9	0.4	22	2802.0	2.2
13910	Hilltops (A)	18841	18840	2	-49	46	0.0	-1	7140.9	2.6
10800	Bland (A)	6031	5990	-13	-35	7	-0.7	-41	8557.7	0.7
14300	Junee (A)	6462	6555	25	18	50	1.4	93	2030.0	3.2
17750	Wagga Wagga (C)	64085	64416	283	-330	378	0.5	331	4824.5	13.4
	Gundagai (A)	11286	11238	-49	-18	19	-0.4	-48	3981.4	2.8
18100	Weddin (A)	3692	3662	-22	-17	9	-0.8	-30	3414.9	1.1
14950	Lockhart (A)	3182	3245	17	42	4	2.0	63	2895.8	1.1
14750	Leeton (A)	11418	11420	39	-77	40	0.0	2	1167.2	9.8
15800	Narrandera (A)	5976	5951	-8	-45	28	-0.4	-25	4116.3	1.4
11600	Carrathool (A)	2803	2805	2	-14	14	0.1	2	18932.5	0.1
13450	Griffith (C)	26422	26648	140	-248	334	0.9	226	1639.2	16.3

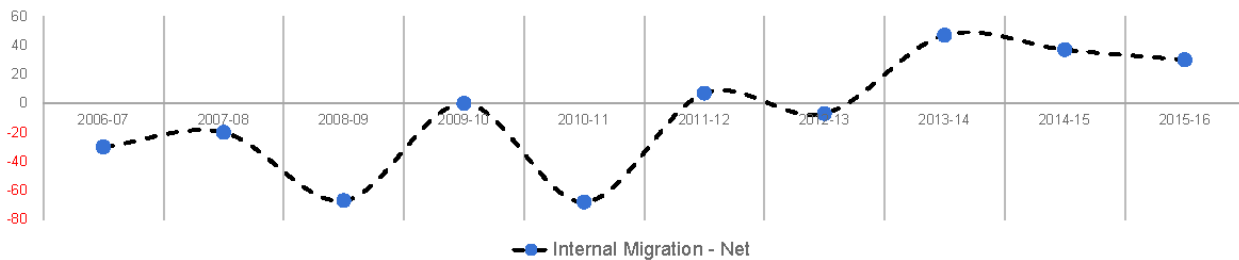
Table 2: Riverina LGAs Population Growth

**Regional Internal Migration Estimates 2006-16
 Lockhart (A)**



	Arrivals	Departures
2006-2011	1,313	1,498
2011-2016	1,213	1,099

Internal Migration - Net



	Net
2006-2011	-185
2011-2016	114

Table 3: Regional Internal Migration Estimates (RIME) is based on a range of sources - including Medicare Address Changes. It is used to look at changes in the overall numbers and fluctuations in the years between Census. It provides different numbers to the Place of Usual Residence 5 years ago derived from the Census because it is a yearly data set.

Recommendation: That the information be noted.

Notes:

11. Magnolia Lodge Land

It was raised by a TEDSC member that the vacant land situated behind the current Magnolia Lodge Building had been set aside at the time of building the existing units in order to provide land for a retirement village. The TEDSC was unaware of this potential land use and will investigate any available documented information and revert to the committee with an update at the next committee meeting.

Recommendation: That the TEDSC investigate the existing documentation on the Magnolia Lodge to ascertain previous project plans.

Notes:

12. Project Updates

Drovers Way Touring Route	The TEDO will be following up with relevant stakeholders to progress the project.
Events Policy	The proposed Events Policy has been placed on public exhibition.
Lockhart Museum	Awaiting outcome of a \$60,000 grant application. VIC Training Workshop organised for 15 May. TEDO working towards Level 2 accreditation over 3 years. The Historical Society have also contacted Council regarding a potential pavers project. The TEDO advised she has a list of 35 interested families to date without any promotion.
Lockhart Progress Association	AGM to be held in May. Undertaking fundraising over next 6 months to enable support of further community projects.
Lockhart Verandah Project	\$100,000 Heritage Near Me grant application submitted by the Manager of Environmental Services. Awaiting next stage of grant process.
Love Lockhart Shire Photo Competition	Promotion for the competition has commenced based on digital entries only. Entries have already been received.
Regional Tourism Awards	TEDO working on two applications.
The Rock Museum	Looking to install Hall & Museum sign on facade. Applied for grant funding for interpretative panels.
The Rock Outdoor Gym	Equipment due to be installed on receipt (advised due 15 June)
The Rock Progress	Work continuing on funding for astronomy project. Working with TEDO on Business Awards Presentation Night
Thrive Riverina	New prospectus has been released in conjunction with Destination Riverina Murray.
Town Visitor Information Boards	Maps finalised. Due for installation in May. Information board at The Rock Recreation Ground, funded by The Rock Progress Association, is due for production in June.

The next meeting will be held at The Rock Bowling Club on Tuesday, 5 June 2018 at 6.30pm.

Recommendation: That the information be noted.

Notes:

Attachment 1. – Letter from Mr John Holstein, dated 15 May 2018

Jennifer Connor,

Tourism & Economic Development Officer,
Lockhart Shire.

Dear Jennifer,

Thank you for the invitation to apply to join the Tourism / Economic development Steering Committee. I would be pleased to accept that invitation and therefore submit an application to be considered for membership of the Committee.

I am a retired Police Officer and I am a resident of Yerong Creek, having bought a small property here just over two years ago. Since our arrival in Yerong Creek, my wife and I have become actively involved in the community and we have become members of several committees in the town.

During my service in the NSW Police I served in the communities of Canowindra and Tumbarumba for a total of almost 16 years and I have had an active participation in many aspects of those communities. Those activities included membership of the Lions Clubs and Pony Clubs in both towns, Tumbarumba Youth Club founder and member of the Tumbarumba Hospital Board for two years.

Whilst living in Sydney I was a Board member of Bicycle NSW for 1 year and an active volunteer with them for almost 20 years. I also volunteered with Keep NSW Beautiful as an assessor and with the MS Society.

I have been part of committees for the inaugural Canowindra balloon Festival and also the Traffic Planning and Marshal Supervisor for the "Ride to Riverstone" a 100km one day charity bicycle ride which ran for three years.

I was also a member of the Parramatta City Council Cycle ways Committee, a S355 Committee of Council, for 10 years and chaired that committee for four years.

Yours sincerely,



John Holstein

Yerong Creek NSW 2642.

15 May 2018.

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 19 March 2018			
103/18	GM	<p>Closed Agenda – Voluntary Purchase Scheme – Lockhart Authorise the acquisition of a third property in Lockhart under the Voluntary Purchase Scheme on the basis of the relocatable home being retained by the current owners' subject to:</p> <ul style="list-style-type: none"> a) The acquisition being based on external valuations being obtained for the relocatable dwelling and the property as a whole; and b) The current owners meeting the costs of relocating the dwelling. 	<p>Valuation of relocatable dwelling obtained and conveyed to current owners.</p> <p>The owners have declined the opportunity to retain ownership of the relocatable home and confirmed their participation in the VPS.</p> <p>Contracts are now being prepared and upon completion of the acquisition by Council the dwelling will be demolished and the land cleared.</p>
101/18	GM	<p>Computer, Internet, Email and Social Media Policy Draft policy, as presented, be adopted.</p>	<p>The Policy Register has been updated. Complete.</p>
100/18	GM	<p>Policy 3.21 Risk Management Policy Subject to including a reference to Council's Risk Register, the revised Policy 3.21 Risk Management, as presented, be adopted.</p>	<p>The Policy Register has been updated. Complete.</p>
98/18	GM	<p>Internal Audit</p> <ul style="list-style-type: none"> a) Participate in an Internal Audit Committee Alliance with the Coolamon, Junee and Temora Shire Councils; b) Establish an Audit, Risk and Improvement Committee comprising: <ul style="list-style-type: none"> 1. Cr Andrew Rockliff, with Cr Ian Marston as alternate; and 2. The General Manager and Chief Financial Officer of either the Coolamon, Junee or Temora Shire Councils. 	<p>The first meeting of the Lockhart Shire Internal Audit, Risk and Improvement Committee is scheduled to be held on 3 July 2018.</p> <p>Council's General Manager and Director Corporate and Community Services will attend June Shire's internal Audit Committee meeting on 4 July 2018. Complete.</p>
95/18	GM	<p>Remote and Isolated Work Policy Subject to incorporating provisions relating to staff working outside of their core hours, the draft Remote and Isolated Work Policy as presented, be adopted.</p>	<p>The Policy Register has been updated. Complete.</p>
94/18	DEES	<p>Lockhart Shire Council Road Safety Action Plan 2018-21 Endorse the draft Lockhart Shire Council Road Safety Action Plan 2018-21.</p>	<p>Plan sent to RMS. Complete.</p>
93/18	DEES	<p>Growing Local Economies Fund Council apply for grant funding under the Growing Local Economies Fund of up to \$4,000,000 to upgrade MR59.</p>	<p>Staff working on application, which is expected to be submitted shortly.</p>
88/18	GM	<p>Lockhart Renewable Energy Project Council to advise Better Energy Technology and the Australian Energy Regulator of Council's preparedness to negotiate an 'option' or 'first right of refusal' in relation to the project assets of any approved renewable energy demonstration project.</p>	<p>Council's preparedness to negotiate an 'option' or 'first right of refusal' has been confirmed in writing. Complete.</p>

87/18	GM	<p>Request for Financial Assistance Council to provide in-kind assistance to the Lockhart RSL Sub-Branch towards the lifting and removal of the concrete surrounding the Cenotaph with the value of the assistance to be funded from the 2017/18 budget allocation for Section 356 contributions.</p>	Confirmation of Council's in-kind contribution has been forwarded to the Lockhart RSL Sub-Branch and included with the Sub-Branch's grant application. Complete.
86/18	MES	<p>Request to Refund/Waive Fees Payable to Council a) Council agree to refund the Development Application fees paid by Lockhart and District Historical Society; and b) The cost of the financial assistance outlined in the report be met from Council's 2017/18 Section 356 Contributions Budget.</p>	Fees waived and Museum advised. Complete.
85/18	GM	<p>Policy 2.50 Event Management Policy Draft policy be placed on public exhibition for a period of not less than 28 days.</p>	The Draft Policy has been publicly exhibited for 28 days and is being tabled again at the May 2018 Council meeting for formal adoption. Complete.
84/18	GM	<p>Round 2 – Stronger Country Communities Fund a) Council submit the following grant applications (listed in priority order) under Round 2 of the Stronger Country Communities Fund:</p> <ol style="list-style-type: none"> 1. Lockhart Recreation Ground – Facilities for footballers and netballers 2. The Rock Recreation Ground – Toilets and Showers 3. Osborne Recreation Ground – Playground and Traffic Improvements 4. Town/Shire Entrance Signs 5. Town/Shire Beautification 6. Yerong Creek Recreation Ground – Netball and Handball Court 7. The Rock Observatory 8. The Rock Recreation Ground – Relocation of Pony Club and New Oval 9. ½ Basketball Court at The Rock <p>b) Any of the above projects that are unsuccessful in securing grant funding under the Stronger Country Communities Fund may be funded from Council's Reserves; and c) Council's Reserves be replenished over time with the proceeds from the sale of residential lots in Stage 2 of the Carson Road subdivision at The Rock.</p>	<p>All nine grant applications have been submitted by the closing date of 4 May 2018.</p> <p>The outcome of the applications is expected to be known in August 2018.</p>
80/18	DCCS	<p>Minutes of the TEDSC Meeting – Lockhart Childcare Facilities Council investigate a scheme to benefit the serious lack of childcare facilities in Lockhart.</p>	A survey to be designed then distributed to Lockhart and surrounding area.

79/18	DEES/ MES	Minutes of the TEDSC Meeting – Lockhart Shop Fronts Concerns regarding the change of use of commercial premises in the Lockhart and The Rock Central Business Districts to residential premises be addressed as a priority.	Staff addressing the issue in short term via a DCP amendment tabled at the May 2018 Council meeting.
78/18	TEDO	Minutes of the TEDSC Meeting – Walk of Fame Nominees The nominee Thomas Bond be considered for approval for inclusion in the Walk of Fame.	Thomas Bond panel being printed. Complete
Ordinary Council Meeting held 19 March 2018			
71/18	DEES	Closed Agenda – Tender – Swimming Pool Amenities Upgrade – Lockhart and The Rock a) Award the Contract for 'Lockhart and The Rock Swimming Pool Amenities Upgrade' to Adaptive Interiors for \$896,962.00 (incl. GST); and b) Authorise the GM and DEES to sign Contracts and Purchase Orders.	Successful tenderer advised. Contract to be signed early April 2018. Contracts signed. Building works to commence mid-late April 2018. Works have commenced in site. Complete.
70/18	DEES	Closed Agenda – Tender – Swimming Pool Upgrade – Lockhart and The Rock a) Award the Contract for 'Lockhart and The Rock Swimming Pools Upgrade' to McLean Pty Ltd T/a Total Creations & Services for \$3,690,830.00 (incl. GST); and b) Authorises the GM and DEES to sign Contract and Purchase Order.	Successful tenderer advised. Contract to be signed early April 2018 Contracts signed. Lockhart pool works have commenced. Works progressing well on site. Complete.
69/18	DEES	Closed Agenda – Tender – Flood Mitigation Construction Works – The Rock a) Awards the Contract for 'Streven Street Drainage Works' to Moane Fitzgerald Pty Ltd for \$954,789.00 (incl. GST), subject to confirmation of approval and revised funding from OEH; and b) Authorises the GM and DEES to sign Contract and Purchase Order.	Successful tenderer advised. Waiting on OEH approval and additional funding. OEH reviewing additional funding application, with result of application expected in the next few weeks. Additional funding received. Contracts signed and works due to commence shortly. Complete.
68/18	GM	Closed Agenda – Green Street West Lockhart – Price Review a) Council adopt the following asking process for lots remaining unsold in the residential subdivision at Green Street West, Lockhart: a. \$25,000 Lots 1, 6, 7, 9, 10, 23, 24, 25, 27, 28, 29, 30, 31, and 32 b. \$27,500 Lots 12, 16, 17 and 18 c. \$44,000 Lots 11 and 34 b) That in relation to Lots 6-7, 9-10, 23-25 and 28-31, the price of two adjoining lots sold in a single transaction, i.e. one contract of sale, be reduced to \$22,000 each or a total contract price of \$44,000. c) That Lot 8 Rockliff Court in the Green Street West Residential Estate be taken off the Market whilst cost estimates are prepared for converting the allotment into a local park. d) That the GM be authorised to negotiate with project home builders for establishment of a display home at Green Street West with any incentives to be offered to be subject to approval by Council.	Council's agent has been informed of the revised selling prices adopted by Council. Council's agent is contacting all builders on its data base regarding incentives that might encourage the construction of a spec/display home. A cost estimate for converting an allotment into a park is currently being prepared.

58/18	DEES	Heavy Vehicle Safety and Productivity Program Council to apply for grant funding in Round 6 of the Heavy Vehicle Safety and Productivity Program of up to \$800,000.	Grant applications close 30 March 2018. Grant application submitted. Not expecting outcome till mid-year.
57/18	DCCS	Loan Borrowings 1) Council make application to the NSW Treasury Corporation (T-Corp) for a loan of \$3.2 million for the purposes of extending the sewer at The Rock and upgrading the Lockhart and The Rock swimming pools; 2) loan funds be distributed as follows: a. General Fund \$2.2 million upgrading of the Lockhart and The Rock swimming pools; b. Sewer Fund \$1.0 million extending the sewer at The Rock. 3) The Mayor and GM be authorised to sign the Council Declaration Form, Loan Facility Agreement and other relevant documentation under the seal of Council.	Application lodged with TCorp.
52/18	GM	Policy 2.50 Event Management Policy Consideration of draft Policy 2.5 Event Management Policy to be deferred to April 2018 Council Meeting.	Amended Policy incorporating Council feedback has been included in the April Council meeting agenda. Complete.
51/18	GM	Lockhart Renewable Energy Project a) Project update provided by Better Energy Technology Pty Ltd noted, b) Lockhart Renewable Energy Project Information Brochure endorsed for distribution to Lockhart premises.	Awaiting clarification from BET before proceeding with next phase of consultation.
42/18	TEDO	Minutes of the TEDSC Meeting - Volunteer BBQ, The Rock The Volunteer BBQ be held in The Rock with the assistance of a local community group on Fri, 25 May 2018.	BBQ being organised by Leonie Arnold. Complete.
39/18	TEDO	Minutes of the TEDSC Meeting – Start a Business in Lockhart Shire Campaign TEDO to undertake the “Start a Business in Lockhart Shire” campaign.	Project commenced with business audit and social media posts. Will be an ongoing campaign. Complete
37/18	TEDO	Minutes of the TEDSC Meeting – Events Policy, Create Policy A Lockhart Shire Events Policy to be developed.	Amended Policy incorporating Council feedback has been included in the April Council meeting agenda. Complete
Ordinary Council Meeting held 5 February 2018			
21/18	GM	Joint Organisations of Council Council will support the continuation of REROC for a period no longer that 12 months from the proclamation of the Joint Organisation.	A report regarding the proclamation of JOs has been included in the May Council meeting agenda.
5/18	GM	The Rock SES Unit Headquarters Council approved expenditure of up to \$3,000 towards completion of The Rock SES Unit’s headquarters building upgrade.	The access ramp has been installed. Complete.

Ordinary Council Meeting held 18 December 2017			
316/17	GM	The Rock to Boree Creek Rail Line Council to continue to make applications when further rounds of funding are released.	A further application will be made when next funding round is launched.
Ordinary Council Meeting held 20 November 2017			
298/17	DCCS DEES	Quarterly Budget Review – September 2017 a) Adopt adjustments in income, expenditure and reserves in the Sept 2017 Quarterly Budget Review b) Bring report to February 2018 Council Meeting on borrowing requirements c) Develop a town beautification masterplan, including costings, for the Shire.	a) Completed. b) Refer agenda item 13 c) Very preliminary discussions had with staff on this matter. Draft 2018/19 budget to include funds for consultant to assist with masterplan.
Ordinary Council Meeting held 16 October 2017			
266/17	DEES	Closed Agenda – Tender – Waste Contract a) Contract for 'Domestic Garbage, Recyclables & Organics Collection & Transport Service' to be awarded to Cleanaway, adjusted for two bin collection service for an interim 6-month period as required; Contract to be 7 years – 2 April 2018 to 2 April 2025, renewable annually thereafter by mutual consent for up to three by one-year agreements; and b) General Manager and Director of Engineering & Environmental Services authorised to sign Contract and Purchase Orders; and c) Council to make application for grant funding to supply FOGO bins and kitchen caddy's; and d) Undertake resident education program on 3-bin system and FOGO collection; and e) Staff authorised to enter into negotiations with Kurrajong Waratah to continue with Recyclables processing on behalf of Lockhart Shire Council.	(a) & (b) Letter issued to Cleanaway. Contracts prepared. Cleanaway has commenced new contract with new truck, still operating on two bin system. (c) & (d) Council engaging consultant to assist with grant application. Consultant is working on documentation and grant application. (e) Council met with Kurrajong Waratah. Negotiations progressing well, waiting on CDS information before can finalise agreement. Staff had further discussions with Kurrajong recently. See report to Council meeting.
246/17	DEES	Renewable Energy Project Lockhart Council: a) Supports the project in principal; and b) Enters into 'Memorandum of Understanding' with Better Energy Technology to further investigate the proposal; and c) Assist with grant funding applications with ARENA as well as Federal & NSW Government agencies applicable to the project; and d) Undertakes community consultation in a form and time that is applicable; and e) Further report be brought to Council as new information becomes available.	Superseded by subsequent Council resolutions regarding the Project. Complete.
Ordinary Council Meeting held 18 September 2017			
209/17	TEDO	Minutes of the Tourism/Economic Development Steering Committee Meeting – Internet Coverage Subject to SWWC proposal for provision of reliable fast speed internet to Lockhart Shire being relevant to the assessment criteria for "Connecting Country Communities: grants program, Council to submit grant application under that program.	Funding cancelled/postponed. TEDO investigating other opportunities. Complete

Ordinary Council Meeting held 21 August 2017			
181/17	TEDO	<p>Minutes of the Tourism/Economic Development Steering Committee Meeting – Lockhart Railway Station Addition time to be given to source an alternative use/tenant for the Lockhart Railway Station building.</p>	Consideration to be given as an office for the solar project if successful prior to advertising availability.
Ordinary Council Meeting held 19 June 2017			
129/17	TEDO	<p>Minutes of the Tourism/Economic Development Steering Committee Meeting – Wall of Fame Walk of Fame project to be undertaken.</p>	Project nearing completion. Grand opening will take place in August / September. Family members will be invited to attend. Complete.
Ordinary Council Meeting held 15 May 2017			
115/17	GM	<p>Councillor Professional Development Councillors to nominate any professional development they would like to undertake to assist in the development of a Professional Development Program for Councillors for 2017/18.</p>	<p>Training and Development opportunities distributed to Councillors as they arise.</p> <p>Draft Councillor Professional Development Guidelines recently released by OLG. Awaiting final version of Guidelines following a period of consultation.</p>
Ordinary Council Meeting held 18 April 2017			
72/17	DEES	<p>Caravan Parks</p> <ul style="list-style-type: none"> a) Information noted pending a furthermore detailed report b) Council has determined as a matter of policy that caravan parks be short term (holiday park) stays; and c) Expressions of Interest (EOI) be invited for Management of the Lockhart Caravan Park for 1 July 2017 to 30 June 2018 with option of 2 x 12-month extensions on mutual agreement. 	<p>More detailed report to be presented at a future Council meeting.</p> <p>Items (b) & (c) are complete. Staff currently compiling information to put together further report.</p>
Ordinary Council Meeting held 20 March 2017			
33/17	TEDO	<p>Minutes of the Tourism/Economic Steering Committee Meeting – Shire Signs Designs for the Shire signs to be investigated.</p>	Application lodged under the Stronger country Communities Fund – Round2.
Ordinary Council Meeting held 6 February 2017			
5/17	GM	<p>Coffee Shop Proposal Council to invite Mandy Strong, Liz Lane and Susan Gooden to meet with Mayor and GM to discuss the proposal of a coffee shop in the former Billabong Motors building adjacent to the Green Gonyah Museum.</p>	<p>Meeting held on 1 March 2017. Discussions continuing with Council's Manager Environmental Services regarding regulatory requirements. Subject to building upgrade which is dependent on outcome of grant application.</p>
Ordinary Council Meeting held 21 November 2016			
315/16	GM/ TEDO	<p>Australian Kelpie Hall of Fame</p> <ul style="list-style-type: none"> a) Greens Gonyah Museum be requested to develop and provide a long-term business plan to Council, outlining future developments and how they will be funded, and b) The item be brought back to Council for further discussion in the 2017/18 FY. 	Lockhart & District Historical Society working on refurbishment of Billabong Motors Building. No further action at this stage.

Ordinary Council Meeting held 19 September 2016			
241/16	TEDO	Minutes of Tourism/Economic Development Steering Committee - Town Visitor Information Boards New town visitor information boards to be designed and installed in The Rock and Lockhart.	Due for install in May.
Ordinary Council Meeting held 16 May 2016			
109/16	DCCS	Old Lockhart Railway Station Building Council to: a) Seek to find a suitable use/tenant for the building b) Begin negotiations with JHR to hand building back, if suitable use/tenant not found within next 6 months.	Ongoing. No potential tenants have enquired. Promoting venue as a regional meeting site. Very little activity to date.
Ordinary Council Meeting held 14 October 2014			
294/14	DCCS	Report of Section 355 Committees - Finances Council to endeavour to meet with all 355 Committees & Pleasant Hills Community Hotel to work with them to understand their costs and future projects	Revised policy adopted by Council. Procedure Manual has been developed and finalised. Meetings being scheduled to occur in April with Section 355 Committees to present revised Policy and Procedure Manual.
Ordinary Council Meeting held 16 April 2018 – Councillor Questions & Statements			
Councillor's Questions	DEES	Cr Sharp – Figtree Ln – advised he had, on request, inspected Figtree Ln with a local school bus operator and enquired as to the status of the next scheduled maintenance grade?	DEES advised he had received a letter and inspected the road last week, and further advised the road is in good condition. The larger gravel lowers the ride comfort, however it is still quite satisfactory as a school bus route on an unsealed road. DEES advised he proposes to nominate this road for a gravel re-sheet in 2018/19 year to improve the ride quality. Complete.
	DEES	Cr Sharp – Alf Freemans Lane – Advised he had received quite a few positive comments from residents on the re-sheet of this lane.	DEES advised he will pass this on to staff. Complete.
	DEES	Cr Douglas – Lockhart Caravan Park – Advised he had received comments of praise regarding the way the Lockhart Caravan Park is being run, including mention of the wonderful ambience at the Park.	DEES advised he will pass the comments on to the managers of the Park. Complete.
	DEES	Cr Douglas – Installation of Toilets in RFS Sheds – Enquired as to whether Council had heard about toilets to be installed in RFS sheds?	DEES advised that he had heard about this directly from RFS and that it is likely to occur, but was unsure who will be paying for the installation. Complete.
	DEES	Cr Driscoll – Truck Parking Area in The Rock – Enquired as to whether Council could provide a truck parking area within The Rock?	DEES advised he will investigate and advise. DEES met with RMS and discussed this issue in upgrade of highway as part of overall highway corridor strategy. Complete.
	DEES	Cr Driscoll – Councillor Workshop on Planning – Enquired as to whether Council could organise/provide a Councillor Workshop on the Planning process and what it means to Councillors.	DEES advised he will investigate and advise. DEES has presentation ready for June meeting.

	DEES	Cr Verdon – Brightness of Chevron Reflectors on Lockhart-The Rock Road and Bullenbong-The Rock Road – Advised he believes the chevrons on bends in these roads are too reflective and enquired what may be done to improve the situation?	DEES advised he will investigate and advise.
	GM	Cr Verdon – Lockhart Shire Council Polo Shirts for Councillors – Enquired as to whether Councillors could have a Lockhart Shire Council Polo shirt to wear when representing Council at less formal functions?	Information regarding styles and costs will be distributed at the May Council meeting.
	DEES	Cr Schirmer – Public Toilet Sign at Walter Day Park – Enquired if a 'Public Toilet' sign could be installed at Walter Day Park, particularly for the benefit of people stopping at the Road House opposite?	DEES advised this is being actioned and a sign will be installed shortly. Signed has been installed. Complete.
		Cr Schirmer – Also Enquired about the Brightness of Chevron Reflectors – Supported earlier comments about the brightness of chevrons on Lockhart-The Rock Road and asked if anything can be done?	DEES advised he will investigate and advise.
Ordinary Council Meeting held 19 March 2018 – Councillor Questions & Statements			
Councillor's Questions	DEES	Cr Sharp – School Bus Signs, Figtree Ln – on behalf of a resident, enquired as to a request for school bus signs on Figtree Ln.	DEES is aware of request and there has been some correspondence between parties. Council to meet with resident to find a resolution.
	DEES	Cr Rockliff – Speed Limit in Green St, Lockhart CBD Area – Enquired if speed limit on Green St, Lockhart CBD area could be reduced to 40km/hr for the safety of older pedestrians and people using scooters/gophers.	DEES advised this would be unlikely, however he will make some enquiries.
	DEES	Cr Verdon – Rail Crossing at Yerong St, The Rock – Enquired if Council had had discussions with RMS regarding the upgrade of the rail crossing at Yerong St, The Rock due to an increased volume of traffic using the crossing?	DEES advised he spoke with RMS a few years ago and RMS advised they had no plans for this area. DEES agreed to take this matter up with our Local Member. DEES met with RMS and discussed this issue in upgrade of highway as part of overall highway corridor strategy. Complete.
Ordinary Council Meeting held 5 February 2018 – Councillor Questions & Statements			
Councillor's Questions	DEES	Cr Sharp – Issue with Murray Pines Encroaching Henty-Pleasant Hills Rd – advised had received a letter from a resident re. these trees on Henty-Pleasant Hills Rd, just east of Figtree Lane.	DEES advised will investigate and take appropriate action. DEES has inspected the site and is currently having the vegetation assessed by Environmental Officer. Trees to be trimmed have been identified and works will occur as resourcing permits.
	DEES	Cr Rockliff - Caravan Parking Signage – Advised he has received complaints from caravaners requesting more caravan parking signage be placed around Lockhart township.	DEES advised he will investigate and take appropriate action as resourcing permits.

	DEES	Cr Rockliff – Tables and Chairs for Green St CBD Area, Lockhart – Enquired if any further action had occurred regarding this request?	DEES advised that no further action had occurred and research into options will occur when time and resourcing permits. Staff to include options at time of street beautification works. Complete.
	DCCS	Cr Day – Hole in West Wall of Memorial Hall, Lockhart – Advised that birds have been observed going in and out of a hole in the west wall of the Memorial Hall, Lockhart.	DCCS advised he will investigate and take appropriate action. Quotes had already been requested. Further quotes being sort.
	DEES	Cr Schirmer – Request for 15 Minute Parking Space Near Bendigo Bank, Lockhart – Enquired if one “15 Minute Parking” space could be installed near the Bendigo Bank in Lockhart?	DEES advised he will investigate and take appropriate action. DEES has engaged Road Safety Officer to investigate. RSO has advised not practical given limited times this might occur, plus who will enforce. Complete.
	DEES	Cr Schirmer – Weeds in the Lagoon at Hodgson Park – Enquired if the weeds in the lagoon at Hodgson Park could be removed?	DEES advised he will investigate and take appropriate action. DEES has requested Environmental Officer to investigate.
Ordinary Council Meeting held 18 December 2017 – Councillor Questions & Statements			
Councillor's Questions	GM/ DEES	Cr Verdon – Cardboard Recycling in The Rock – Enquired as to what is happening with cardboard recycling in The Rock, as another resident has indicated he might be able to continue with the service.	DEES advised that no community group had approached Council and felt the back of the supermarket was not the best location for this service. GM advised he will make approach to the Men's Shed to see if they are interested in providing the service similar to the Lions Club in Lockhart. Gm approached The Rock Men's Shed, and although luke warm interest they will investigate further and talk to Lockhart Lions Club. DEES can advise that Kurrajong Recycling is working with Lions Club in Lockhart regarding CDS rebate for eligible containers. Complete.
	GM	Cr Marston – Council Elections – Enquired if Council, for the 2020 Council Elections would consider advertising its own election (not through AEC) to save money.	GM advised that this could be considered at the appropriate time, closer to the election year.
	DEES	Cr Sharp – Advised of 'Speed hump' (tree root), West of Spurrells Lane, Pleasant Hills Rd.	DEES advised he is aware of the lifted pavement and will re-inspect and take appropriate action. Staff have investigated and arranging remedial works.

Ordinary Council Meeting held 20 November 2017 – Councillor Questions & Statements			
Councillor's Questions	GM	Cr Marston – Potential Purchase of Land for Development – Following completion of Carson Rd Development, The Rock, enquired if Council could look into the purchase of more land for development (using borrowings) – Shire-wide, but maybe concentrating on The Rock and lifestyle blocks in Yerong Creek, requesting this be put on the agenda for further discussion.	Discussions have been held with Council's agent and the availability of suitable developable land coming on to the market is being monitored.
Ordinary Council Meeting held 16 October 2017 – Councillor Questions & Statements			
Councillor's Questions	DEES	Cr Douglas – Lockhart Industrial Park – Enquired if trees could be planted on southern side of the Lockhart Industrial Park as a screen?	DEES will investigate and advise.
Ordinary Council Meeting held 18 September 2017 – Councillor Questions & Statements			
Councillor's Questions	DEES	Cr Marston – Drainage Wash Outs, Emily St to Semmlers Ln, The Rock – Cr Marston advised of complaints received.	DEES advised he will investigate and take appropriate action. Nil progress to-date. This work will be incorporated in an overall drainage maintenance plan being developed by staff. Complete.
Ordinary Council Meeting held 17 July 2017 – Councillor Questions & Statements			
Councillor's Questions	MAYOR	Cr Driscoll – Fit For the Future Process – Enquired as to where Council was up to regarding the FFTF process and ensuring we comply with our Action Plan.	The Mayor advised we are working on external contracting and other options regarding expanding the Shire's scale and capacity.
	COUNCILLORS	Cr Schirmer – Councillor Relaxed Visits throughout Shire – Thanked Councillors who attended recent Friday night at the Pleasant Hills Pub and advised the visit was well received by the locals with positive feedback being given.	The next Councillor visit will be at Osborne Football Club training on a Thurs night, followed by a Friday fish & chips night at Yerong Creek.
Ordinary Council Meeting held 19 June 2017 – Councillor Questions & Statements			
Councillor's Questions	DEES	Cr Sharp – Culvert Cleaning – Enquired if there is a schedule for culvert cleaning throughout the Shire?	DEES advised he is aware of the issue and action is taken when resourcing permits. Staff currently preparing a drainage maintenance schedule. Complete.
Ordinary Council Meeting held 15 May 2017 – Councillor Questions & Statements			
Councillor's Questions	DEES	Free Camping Site at The Rock – Advised The Rock free camping site currently has a long-term occupier and enquired as to whether signage could be installed to advise that the site is short-term only?	DEES advised he will install appropriate signage following the current review of all caravan park/camping sites in the Shire. Will be addressed in overall caravan park plan for the Shire. Complete.
Ordinary Council Meeting held 18 April 2017 – Councillor Questions & Statements			
Councillors' Questions	DEES	Cr Verdon – Song Written by Former Grader Operator Mr Keith Ball – Enquired as to whether Council had a copy of the song about working on Council and if not, could a copy be obtained for historical purposes?	DEES advised he is not aware of the song and will contact the Funeral Director. Staff have spoken with family, a copy to be forwarded to Council in due course.

Ordinary Council Meeting Held 16 November 2015 – Councillor Questions & Statements			
Councillors' Questions	DEES	<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> <p>Project surveyed and working with Telstra regarding relocation of service. Order given to Telstra.</p> <p>Telstra cables have been relocated. Works to commence shortly on site.</p> <p>Council still waiting on funding under RRRP for 2017/18 to be confirmed from RMS.</p> <p>Funding has been confirmed and now process requires projects to be approved before works can commence.</p> <p>Works approved by RMS. Works due to commence mid-February 2018.</p> <p>Works have commenced and progressing well.</p> <p>Works completed on site.</p> <p>Complete.</p>

21 May 2018 Council Meeting - Correspondence Sent to Councillors

Date to Councillors	From	Subject	File Ref
16/04/18 (e-mailed)	ALGA News Editor	ALGA News 13 April 2018	A75-005
16/04/18 (e-mailed)	Cr Linda Scott, LGNSW	LGNSW Weekly – 13 April 2018	S20-007
17/04/18 (e-mailed)	NSW EPA and REROC	'No Time to Waste' Rural & Regional Waste Management Conference, 6 June 2018 in Wagga Wagga	C55-005
30/04/18 (e-mailed)	Cr Linda Scott, LGNSW	LGNSW Weekly – 20 April 2018	S20-007
30/04/18 (e-mailed)	ALGA News Editor	ALGA News 20 April 2018	A75-005
30/04/18 (e-mailed)	Cr Linda Scott, LGNSW	LGNSW Weekly – 27 April 2018	S20-007
30/04/18 (e-mailed)	ALGA News Editor	ALGA News 27 April 2018	A75-005
04/05/18 (e-mailed)	Cr Matthew Stadtmiller, Hilltops Council	Request for Councillors to support the full duplication of the Barton Highway	C85-015
07/05/18 (e-mailed)	ALGA News Editor	ALGA News 4 May 2018	A75-005
07/05/18 (e-mailed)	Cr Linda Scott, LGNSW	LGNSW Weekly – 4 May 2018	S20-007
09/05/18 (e-mailed)	LGNSW	Federal Budget Updates Link	S20-007
11/05/18 (e-mailed)	Gabrielle Upton MP, Minister for Local Government	Local Government (Regional Joint Organisations) Proclamation 2018	R30-015
14/05/18 (e-mailed)	Cr Linda Scott, LGNSW	LGNSW Weekly – 11 May 2018	S20-007
14/05/18 (e-mailed)	ALGA News Editor	ALGA News 11 May 2018	A75-005
16/05/18 (e-mailed)	Cr Linda Scott, LGNSW	Local Government Regional Joint Organisations Proclaimed	R30-015

Recommendation: That the information be noted.

Notes:

Staff Reports

STRATEGIC DIRECTION A: A Connected and Resilient Community

1. FOOTPATH AREA – GREENS GUNYAH MUSEUM

(DEES/R40-045)

Executive Summary

Proposal for footpath area in front of the new building at Greens Gunyah Museum.

Report

The Lockhart and District Historical Society has approached Council regarding upgrading the footpath area in front of the new building at Greens Gunyah Museum.

The proposal includes the opportunity for families to purchase pavers, similar to the paving project along Green Street in the late 1990's.

The area would include from under the existing awning of the old museum building through to the old Billabong Motors building as Stage 1. Further stages could be the Billabong Motors frontage, and another through to New Gunyah Hotel site.

An opportunity would exist during this upgrade to improve the disabled access, kerbing and drainage in the area, as well as removal of the existing Kurrajong tree.

Integrated Planning and Reporting Reference

A1 - We value spending time with each other and want more opportunities to come together.

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

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

B2 - Our community has a strong tourism sector.

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

Legislative Policy and Planning Implications

- Roads Act 1993.

Budget and Financial Aspects

- Stage 1 of the project is estimated to cost \$45,000.
- Sale of pavers in Stage 1 is likely to generate \$12,000 towards the project.
- The project is not included in the draft 2018/19 budget.
- Likely cost of the total project is \$135,000.

Attachments

1. Letter from Lockhart and District Historical Society dated 27 April 2018.

Recommendation: That Council:

- a) Notes the information provided
- b) Includes this proposal in the street beautification master planning to be commenced in 2018/19
- c) Considers Stage 1 of the project in future budget(s)

Notes:

Attachment 1. – Letter from Lockhart and District Historical Society dated 27 April 2018

Lockhart & District Historical Society

Greens Gonyah Museum and Doris Golder Gallery

President: Heather Trevaskis 02 69204758 AH
Secretary: Paul Creek 02 69207252, 0429 207252
Treasurer: David Read Ph/Fax 69204208

Cnr. Green & Urana Street
P.O. Box 42
Lockhart. N.S.W. 2656
greens.gonyah.museum@gmail.com

The General Manager
Lockhart Shire Council

27/4/18

Dear Peter,

Re: Footpath Paver Project

The Lockhart Visitor Information Centre is one of the first places visitors go upon arriving in Lockhart and so we provide the welcome to Lockhart for many people. As the VIC moves to Level 2 Accreditation it is important to have an attractive all-weather footpath in front of the VIC. Following a meeting on site with council staff we wish to submit the following suggestions for council's consideration.

We suggest the footpath in front of the Museum be paved to be similar to the main street pavers. In the main street a "set" of four engraved pavers measures 230mm by 460mm. There are about two sets per linear meter along the footpath. Previously people paid \$150 per set in the main street so we suggest the price could be doubled to about \$300 per set.

It was agreed that a way forward would be to pave the footpath in Urana Street in sections.

Section 1: Urana Street in front of the Museum buildings approx. 20 meters. With 2 sets per lineal metre that would be 40 sets which could be purchased by the public.

Section 2: Urana Street in front of the Billabong building approx. 17 meters. With 2 sets per lineal metre that would be 34 sets which could be purchased by the public.

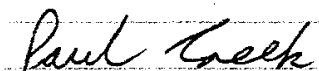
Section 3: Urana Street from the Billabong building to the Green Gonyah Hotel is approx. 33 meters.

There is already sufficient interest in purchasing 40 sets for section 1 to proceed in the short term. Sections 2 and 3 could proceed once there is sufficient interest and funds available.

Council staff also identified other improvements that could be made at the same time such as the first parking spot being a disabled spot and wheel chair access through the gutter lining up with the ramp next to the Billabong building. We are quite happy with these suggestions and look forward to hearing council's plans for the area.

If you would like to discuss this further feel free to contact our President, Heather Trevaskis or myself.

Yours Sincerely



Paul Creek
Secretary

2. POLICY 2.51 EVENT MANAGEMENT POLICY

(GM/C70-025)

Executive Summary

Policy 2.51 Event Management Policy is tabled for adoption by Council having been publicly exhibited for a period of 28 days.

Report

A draft policy has been developed for the purposes of providing a framework for the way in which Council will assess and determine applications for organised events proposed to take place partly or wholly on public land including roads, footpaths, public reserves and other Council owned or controlled venues.

The draft Policy was initially presented to the 19 March Council meeting. An amended draft Policy incorporating feedback received from councillors at that meeting was subsequently tabled at the 16 April Council meeting at which time Council endorsed the draft Policy for public exhibition.

In accordance with Council's resolution the amended Policy was publicly exhibited for a period of 28 days. Copies of the document were made available on Council's website as well as Council's office and Post Offices within the Shire.

No submissions were received following the public exhibition.

The amended Policy is now presented for adoption by Council. A copy of the amended Policy is attached.

Integrated Planning and Reporting Reference

A1 – Facilitate and support our community to deliver vibrant and dynamic community events.

Legislative Policy and Planning Implications

Nil.

Budget and Financial Aspects

Due to the economic benefit provided by organised events the draft Policy provides that Council may provide financial or in-kind support towards organised events on the basis that any Council contribution towards an organised event is supported by a Council resolution.

Attachments

1. Draft *Policy 2.51 Event Management Policy*.

Recommendation: That the draft *Policy 2.51 Event Management Policy*, as presented, be adopted.

Notes:

Attachment 1. – Draft Policy 2.51 Event Management Policy

2.51 Event Management Policy

POLICY TITLE: EVENT MANAGEMENT POLICY

FILE REF: M05-015

EXPIRY DATE: APRIL 2021

OBJECTIVE

The purpose of this Policy is to provide a framework for the way in which Council will assess and determine applications for organised events proposed to take place partly or wholly on public land including roads, footpaths, public reserves and other Council owned or controlled venues.

GENERAL PRINCIPLES

Lockhart Shire Council supports organised events being held in the Shire and acknowledges that such events are a catalyst for economic development, generate business activity, make a contribution to positioning the Shire as a tourist destination and can provide a social, cultural, sporting or other positive experience for its own local residents.

Council also acknowledges that organised events require planning, organisation, publicity, risk management, access to resources that the Council manages and in some cases regulatory approval, and that a policy framework is required to ensure that all the relevant matters are considered.

POLICY STATEMENT

Event Management Plan

An organised event cannot take place wholly or partly on public land unless the event organiser has submitted an Event Management Plan (EMP) and had it approved by the Director Engineering and Environmental Services.

The EMP must include:

- 1) The dates and times of the event;
- 2) A site plan including details of all venues and locations;
- 3) A traffic management plan including details of any proposed road closures;
- 4) A list of all activities proposed as part of the event;
- 5) Information to the Director Engineering and Environmental Services' satisfaction that suitable arrangements have been made with respect to:
 - a) Toilet facilities;
 - b) Waste management;
 - c) Bus/car parking;
 - d) Temporary accommodation facilities e.g. camping;
- 6) Evidence that the event organiser has:
 - a) Adequate insurance cover;
 - b) Informed Police, Fire & Rescue, Ambulance Service and the Lockhart Hospital of the event and any road closures;
 - c) Any other approvals required from other agencies, e.g. SafeWork NSW permit for any fireworks.

Depending on the scale of the event the Director Engineering and Environmental Services may approve an Event Management Plan subject to conditions including, but not limited to:

- Any stalls, tables, chairs or other street furniture should be erected so as not to impede or obstruct the general public from traversing along the public footpath. Stalls should be erected so as to leave a minimum width of 2 metres for pedestrians with stalls to be erected adjacent to the building.
- Business owners to be consulted prior to erecting any stalls outside their premises and ensuring that stalls do not impede access to business premises.

Event Scheduling

Scheduling is critical to the success of any event. When assessing an EMP consideration will be given to factors such as avoiding similar events being held in the same area, availability of required Council resources and integration with complimentary activities.

As a general rule an event will not be approved if it is proposed to be held in the same area and at the same time as another event that has already been approved, unless the organisers of the approved event provide written confirmation that they have no objection.

With respect to event scheduling the following recurring annual events are acknowledged:

Lockhart Show

Lockhart Vintage Fest and Truck Show

Spirit of the Land Festival Lockhart

The Rock BnS Ball

The Rock Triathlon

The Rock Show.

Council Contributions and In-kind Support

Due to the economic benefit provided by organised events the Council may provide financial or in-kind support towards organised events.

Any Council contribution towards an organised events must be supported by a Council resolution.

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

3. REQUEST FOR FINANCIAL ASSISTANCE

(GM/D30-005)

Executive Summary

A request for financial assistance has been received from MHA Care Ltd – Moira FoodShare and is tabled for Council's consideration.

Report

MHA Care is a not-for-profit organisation which provides a range of services to support frail older people, people with a disability and their carers. The Home and Community Care services that MHA Care provides include:

- Home Care
- Personal Care
- Respite Care
- Meals on Wheels
- Planned Activity Groups
- FoodShare (emergency food relief)
- Home and Property Maintenance.

The request for financial support has been made in respect of MHA Care Ltd's FoodShare program. Moira FoodShare is a community-based welfare program that people in need may access to obtain food hampers to help them through tough times. The service is free. Food is donated from Foodbank Victoria (based in Melbourne), organisations in the region and individuals.

According to MHA Care Ltd, whilst based in Moira Shire, the FoodShare program assists individuals in the broader region of north east Victoria and southern NSW including Lockhart Shire. An extract of the letter received from MHA Care Ltd reads as follows:

"Today Moira FoodShare provides approximately 210,000 equivalent adult meals each year to those in need throughout the region. This includes the Federation Shire, Murrumbidgee Shire, Lockhart Shire and Berrigan Shire in New South Wales. We currently provide an annual average of 20,000 equivalent adult meals to people living throughout the Lockhart Shire. This equates to approximately \$200,000 worth of food. Through our networking with service providers we provide emergency food relief seven days a week."

A copy of the complete correspondence received from MHA Care Ltd is attached.

In seeking financial assistance from Council, Moira Care Ltd has not requested a specific amount but indicated that "...Any financial support that you may be able to give to the FoodShare program will be greatly appreciated."

Council's Policy 1.16 Donations/Contributions to Community Groups and Individuals states that to be considered eligible for a donation or contribution an individual, group or organisation must (amongst other things):

- Be based within the Lockhart Shire Council area,
- Be not-for-profit,
- Not be a recipient of any other financial or other type of assistance from the Council in any one financial year.

Integrated Planning and Reporting Reference

A1 – Build capacity, capability and partnerships to encourage sustainable community groups and clubs.

A1 - Facilitate and support programs and projects within the community to make them accessible to people with all abilities.

A1 – Provide support and advice to community groups, clubs and volunteers.

Legislative Policy & Planning Implications

Pursuant to section 356 of the Local Government Act a council may, in accordance with a resolution of the council, contribute money or otherwise grant financial assistance to persons for the purpose of exercising its functions.

Budget & Financial Aspects

Council's 2017/18 Budget includes an allocation of \$52,100 for the purpose of providing financial assistance to community groups in the Shire in accordance with section 356 of the Local Government Act.

Attachments

1. Letter from MHA Care Ltd – Moira FoodShare dated 18 April 2018.

Recommendation: For Council's consideration.

Notes:

Attachment 1. – Letter from MHA Care Ltd – Moira FoodShare, dated 18 April 2018

MHA Care
'The Right Care for You'

18 April 2018

Mr Peter Veneris
The General Manager
Lockhart Shire Council
P.O. Box 21
LOCKHART New South Wales 2656

Dear Sir,

Re: MHA Care Ltd - Moira FoodShare

MHA Care Limited is a not for profit community based organisation that operates the Moira FoodShare Program. This program provides 'Free' emergency food relief to people living in the Lockhart Shire who may be experiencing financial hardship, seasonal or personal issues, single parent families, people with serious illness and those who may have lost their jobs or are having trouble securing employment in the Shire.

The Moira FoodShare program was founded soon after the establishment of Moira Healthcare Alliance Inc. in 2000. Moira FoodShare took over the food distribution of Cobram Foodbank and Yarrawonga Foodbank soon after.

Moira FoodShare is run by a Manager employed by MHA Care and a dedicated team of 50 Volunteers. Food for the program is sourced from a variety of areas including weekly deliveries from Foodbank Victoria, based in Melbourne, along with support from large companies including SPC Ardmona, Simplot, Unilever, Uncle Toby's, and Campbell's Soups. We also receive strong support from our farming community in the way of fresh fruit and vegetables. The program is operated from a main warehouse in Cobram and two shop fronts, one in Cobram and one in Yarrawonga.

Today Moira FoodShare provides approximately 210,000 equivalent adult meals each year to those in need throughout the region. This includes the Federation Shire, Murrumbidgee Shire, Lockhart Shire and Berrigan Shire in New South Wales. We currently provide an annual average of 20,000 equivalent adult meals to people living throughout the Lockhart Shire. This equates to approximately \$200,000 worth of food. Through our networking with service providers we provide emergency food relief seven days a week.

MHA Care works closely with community service providers including community Houses, St Vincent De Paul, the Red Cross and many case management services.

Moira FoodShare has also been active in times of disaster in Victoria and New South Wales. In times of fires, floods and storms/ tornados the program has worked actively to provide emergency food relief to those effected by these events. In responding during these emergencies we work closely with local emergency services. We also work closely with the Federal Department of Human Services to ensure our support is made available to all who need it.

We attend and are active participants in the Berrigan-Jerilderie Interagency Network meetings that are held in Finley each quarter. These meetings are attended by service providers from your Shire. At each of these meetings we provide emergency food hampers for service providers to take away for distribution.

In addition to the regular service we provide, in the lead up to Christmas each year we put together over 600 Christmas Hampers for distribution. These Hampers are presented in boxes painted by our Volunteers and weigh around 20 Kg. Included in these boxes are a Christmas

MHA Care 22 Orr Street, (PO Box 376), Yarrawonga Vic 3730
Telephone (03) 5742 1111 Facsimile (03) 5743 2533 Email office@mhacare.org.au
ABN 90 463 327 686

File No:	D30-005
Log:	26377
GM	<input checked="" type="checkbox"/>
DCCS	<input checked="" type="checkbox"/>
Info	<input checked="" type="checkbox"/>
Reply	<input checked="" type="checkbox"/>
Report	<input checked="" type="checkbox"/>
Rec'd	26 APR 2018
DEES	
MES	
HR	
TEDO	



cake, Christmas pudding, custards and jellies along with an assortment of non-perishable items to help people over the Christmas/ New year period.

It is apparent from the amount of food that we distribute each year throughout the Lockhart Shire that there is a strong and ongoing need for this essential and valuable community service to continue. To ensure that this can occur we are requesting that you give consideration to providing financial assistance to support the ongoing operation and delivery of this service to individuals and families across the Shire.

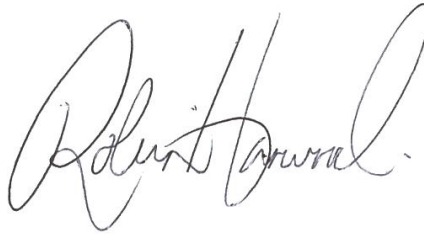
Any financial support that you may be able to give to the FoodShare program will be greatly appreciated.

We look forward to hearing from you in due course.

Yours sincerely



Michael Hogan
Chief Executive Officer



Robin Harwood
Manager Moira FoodShare

STRATEGIC DIRECTION B: A Dynamic and Prosperous Economy

4. RESIDENTIAL LAND SALES

(GM/L05-050/L05-055)

Executive Summary

An update is provided in relation to residential land sales.

Report

At its meeting held on 19 March 2018 Council reviewed the prices for the unsold lots in the Green Street West residential subdivision. In addition to revising the price for individual lots, it was resolved to offer a discounted price of \$44,000 for the sale of two lots in one transaction, i.e. \$22,000 each.

An offer has now been received for the purchase of Lots 31 and 32 at the new discounted price. The purchasers are from Goulburn in regional NSW and plan to relocate to Lockhart. Contracts of sale are currently being prepared.

With respect to Stage 2 of the Carson Road subdivision at The Rock, the earthworks and roadworks, as well as the reseeding, have been completed. Reticulated water has been installed by Riverina Water and electrical contractors are scheduled to provide electricity to the subdivision in late May based on a plan already approved by Essential Energy. Council staff are currently liaising with Telstra to schedule work involving the provision of telecommunication services to the subdivision following which all services will have been installed.

It is anticipated that a survey plan will be ready for registration by July 2018 at which time marketing of the Stage 2 Lots can commence in accordance with the prices adopted by Council at its meeting held on 19 March 2018.

Integrated Planning and Reporting Reference

B1 – Provide strong strategic direction for economic development.

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

Legislative Policy and Planning Implications

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

Budget and Financial Aspects

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

Attachments

Nil.

Recommendation: That the information be noted.

Notes:

STRATEGIC DIRECTION C: An Environment that is Respected and Protected

5. BIOSECURITY AND ENVIRONMENTAL REPORT

(DEES/N10-025)

Executive Summary

Monthly report on priority weeds and environmental matters.

Report

Weeds

Property Inspections

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

The weeds most commonly found were Bathurst Burr (*Xanthium spinosum*), Prickly Pear (*Opuntia* sp.), Privet (*Ligustrum* sp.), Willows (*Salix* sp.), and Bridal Creeper (*Asparagus asparagoides*).

Other weeds found in lower frequency were Horehound (*Marrubium vulgare*), Tree of Heaven (*Ailanthus altissima*), Sweet Briar (*Rosa rubiginosa*), Ground Asparagus (*Asparagus aethiopicus*), African Boxthorn (*Lycium ferocissimum*), and Blackberry (*Rubus fruticosus* species aggregate).

No. 1 st Inspections	No. Re-inspections required	No.2 nd Inspections	No. Biosecurity Undertakings Accepted	No. Biosecurity Directions Issued	No. 3 rd Inspections
16	6	0	0	0	0

Control Program

Priority has been given to the control of Horehound (*Marrumbium vulgare*), Sweet Briar (*Rosa rubiginosa*), and Bathurst Burr (*Xanthium spinosum*) on roadside reserves, as well as the control of Feathertop Rhodes Grass (*Chloris virgata*) on the shoulders of roads.

Biosecurity Regulatory Training Bridging Course

Council's Environmental Officer attended the Biosecurity Regulatory Training Bridging Course in Wagga Wagga in April. This training was completed over three days and was offered to existing weeds officers to provide comparisons of rights and responsibilities between the Noxious Weeds Act 1993 and the Biosecurity Act 2015. Issues that were addressed included power of entry, seizing of items, emergency situations, and items of evidence.

Pests

Common White Snail

Vegetation was controlled and snail baiting occurred on Fairview Lane during March. No live snails were observed during this process. Lack of precipitation has assisted in the control of these pests. Ongoing monitoring will continue.

Environmental Matters

Junior Landcare Day and Community Evening BBQ

On 4 April the Junior Landcare Day and Community Evening BBQ was held at the Fiveways Travelling Stock Reserve on Munyabla Cemetery Road. 73 students from Henty Public School, Pleasant Hills Public School and St Paul's Lutheran Primary School attending the day and gained an appreciation of Aboriginal art and culture, threatened species and conservation of habitat, and incorporating native vegetation protection into agricultural practices. Students were encouraged to bring their parents to the community evening event, which was open to the general public. 38 people attended the evening event and were exposed to the same themes presented during the day. In addition to this, attendees were able to investigate the nest boxes that are present in Munyabla Cemetery Road, which provides habitat for the threatened species, the squirrel glider.

This event was a great success, and appreciation should be expressed to the Landcare members who organised the day and volunteered their time. The next Junior Landcare Day and Community Afternoon will be held on 8 May at the Galore Hill Scenic Reserve, with students from Lockhart Central School and St. Joseph's Primary School already confirming their attendance.

Integrated Planning and Reporting Reference

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

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

C3 – Flora and fauna are protected across the Shire.

Legislative Policy and Planning Implications

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

Budget and Financial Aspects

Will be conducted within Council's allocated budget.

Attachments

Nil.

Recommendation: That the information in this report be noted.

Notes:

6. RECYCLING UPDATE

(DEES/W05-050)

Executive Summary

Update on the status of Council's recycling following China's National Sword Policy as well as Container Deposit Scheme (CDS).

Report

Late last year China imposed strict import conditions on recyclable material being imported into their country (known as the Operation National Sword policy) which effectively banned the import of 24 types of waste material. This ban has had an impact on the way that Kurrajong Recycling operates (Council's contracted Material Recovery Facility (MRF)). Prior to the ban Kurrajong Recycling was able to bale mixed plastic and through traders was exported to China. Since the ban Kurrajong Recycling has had to make major modifications to plant and labour to sort plastics into individual streams that are suitable for the current market at considerable cost. These changes have brought about a reduction in the types of plastics that are recyclable, resulting in a large amount of plastics being sent to landfill.

The impact on Council's recycling costs is an increase of \$5.34/tonnes (6.22% increase), which equates to approximately a \$1,100 increase in total recycling costs to Council. Kurrajong Recycling have indicated that these additional costs will not be passed on until after 1 July 2018, and as such the increase has been factored into the draft 2018/19 budget, along with annual CPI increase.

The EPA in April 2018 released a relief package to assist Councils with off-setting the extra costs associated with recycling collections, subject to certain guidelines. The relief is for a four-month period from 1 March 2018 to 31 August 2018. Council staff are currently assessing what opportunities may assist to recover any additional costs.

The relief package also allows for funding for resource recovery facilities. There is an opportunity to use this funding to obtain equipment to blend recycled glass into Council manufactured road base materials. This would allow our existing quarries to last longer as well as lower the overall cost of production, gaining an economic and environmental benefit.

In addition, NSW Government's Container Deposit Scheme (CDS) has been in operation since 1 December 2017. Under the scheme parameters, Lockhart township is required to receive a CDS collection point. At this stage Tomra Cleanaway (scheme operator) has yet to indicate when this might occur. In fact, at a forum recently in Wagga it was indicated to REROC they thought they had rolled out all collection points required in our area, which is not even close to reality. Currently people of Lockhart Shire have to travel to Wagga to redeem their 10c for eligible containers.

Last year Council resolved not to participate in the scheme due to the likely impact on costs to ratepayers. REROC has been advocating on our behalf with no result to-date. Council staff propose to wait until Tomra Cleanaway make a firm commitment with its collection points for Lockhart and the Shire. After this commitment is advised it may then be applicable to discuss with local community groups and the like on what options for a collection point might be available/suitable.

Further, under the CDS material recovery protocol, Council must enter into a refund sharing agreement with its MRF (Kurrajong Recycling) by 1 December 2018 regarding refund from eligible containers from the kerbside collection. Council staff have had additional discussions recently, and Kurrajong is proposing a 60/40 split, which staff believe is above what is fair and reasonable.

Integrated Planning and Reporting Reference

C1 – Our environmental practices are sustainable.

Legislative Policy and Planning Implications

Waste Avoidance and Resource Recovery Amendment (Container Deposit Scheme) Act 2016.

Budget and Financial Aspects

- Additional costs associated with China's National Sword policy is expected to be \$1,100.
- Refund from CDS associated from kerbside collection is unknown at this stage.

Attachments

1. EPA letter, December 2017, regarding CDS and material recovery protocol.
2. Sydney Morning Herald article on National Sword policy, dated 9 April 2018.
3. EPA letter, dated 15 April 2018 regarding relief fund for Councils.

Recommendation: That Council:

- a) Notes the information provided,
- b) Authorises the Director Engineering and Environmental Services to negotiate CDS refund sharing agreement with Kurrajong Recycling and bring a further report to Council; and
- c) Submit a grant application under NSW EPA funding for material recovery facilities when open, for use of recycled glass in road base construction.

Notes:

Attachment 1. – EPA Letter, December 2017, regarding CDS and Material Recovery Protocol



DOC17/631670

Dear General Manager

Container Deposit Scheme – Material Recovery Facility Protocol – kerbside sampling

The NSW Container Deposit Scheme, Return and Earn, commenced on 1 December 2017. Return and Earn has been designed to reduce the volume of litter caused by drink containers, which amounts to nearly 50% of all litter volume discarded in NSW.

I am writing to:

- update you on the Container Deposit Scheme Material Recovery Facility (MRF) Protocol that sets out the approach for determining the amounts payable to MRF operators as processing refunds
- seek your support to provide information and assistance to the Scheme Coordinator's auditor engaged to undertake the sampling required by the MRF Protocol Sampling Plan.

Material Recovery Facility Protocol

Under the Container Deposit Scheme, the Scheme Coordinator is required to pay MRF operators a refund for eligible containers that are processed by a MRF for reuse or recycling. Due to the practical difficulties in directly counting each individual container at most MRFs, the MRF Protocol allows for a statistical determination of the number of containers processed. The basis of this determination is a number of state-wide 'eligible container factors', developed by the EPA and applied by the Scheme Coordinator to the weights of output material types claimed by a MRF operator.

Refund Sharing Agreements

Under clause 18 of the Waste Avoidance and Resource Recovery (Container Deposit Scheme) Regulation 2017, there must be a refund sharing agreement in force between the MRF operator and the council within 12 months of Scheme commencement if MRF operators intend to claim under the MRF Protocol. The Office of Local Government (OLG) is working with the Environment Protection Authority (EPA) to support councils in negotiating these refund sharing agreements with MRFs. This work is underway and many of you have already advised the contact details of your nominated council officers to liaise with the EPA to receive this support. If you have not yet nominated an officer, please send details to container.deposit@epa.nsw.gov.au by **19 January 2017**.

Sampling Strategy

The EPA has developed a Sampling Strategy which sets out the overarching approach for developing the eligible container factors, and an initial Sampling Plan which sets out the details of the required sampling. A copy of the Sampling Strategy is available for download on the EPA website at www.epa.nsw.gov.au.

The Sampling Plan for the first quarter has been developed by the EPA and approved by the Ministerial Advisory Committee. Under the approved plan, stratified random sampling must be conducted both for kerbside recycling and at material recovery facilities. The details of the initial Sampling Plan, and future plans, will not be published to ensure the integrity of the sampling.

Phone 131 555 Fax +61 2 9995 5999 PO Box A290 59-61 Goulburn St
Phone +61 2 9995 5555 TTY 133 677 Sydney South Sydney NSW info@epa.nsw.gov.au
(from outside NSW) ABN 43 692 285 758 NSW 1232 Australia 2000 Australia www.epa.nsw.gov.au

Kerbside Sampling

Sampling trials commissioned by the EPA have shown that the number of eligible glass containers cannot be effectively sampled at MRFs due to breakage. Given this, the number of eligible containers per tonne of glass will instead be determined from kerbside sampling and cross-referenced with sampling at MRFs to determine the amount of contamination in processed glass. Kerbside data for other materials will also be collected as part of this sampling and will add to the information used to determine future eligible container factors.

Engagement of A Prince Consulting

The Scheme Coordinator, Exchange for Change, has engaged A Prince Consulting to undertake MRF and kerbside sampling in accordance with the approved Sampling Plan. A number of local government areas are included in the kerbside Sampling Plan for the first quarter which runs from 1 December 2017 to 31 March 2018.

If a kerbside audit is scheduled for your Council area, A Prince Consulting staff will contact your council to arrange further details, which may include:

- a letter of consent from each council to provide to any resident if required
- a list of streets with recycling collection day and whether week A or B week or a collection zone map (including collection days)
- a copy of a bin or rates database to select single dwellings and multi-unit dwellings in proportion to housing stock
- kerbside collection collector contact details to confirm collection times in selected streets.

The EPA recommends that you provide A Prince Consulting with the information, assistance and facilities that they require to undertake the kerbside sampling safely and efficiently.

Sampling Data

Eligible container factors will be developed by the EPA for each output material type based on this sampling data collected at MRFs and in kerbside recycling. These factors will be published at the end of each quarter and will be used to calculate the quarterly refund for each MRF operator based on the amount of material processed and sent for reuse or recycling. Facility level data from MRFs and local government area level data from kerbside recycling will not be publicly released or shared with MRFs or councils.

Return and Earn is an important program for the State, and one that has substantial social, economic and environmental benefits for councils and their communities and I appreciate your support for this important initiative. If you have any questions, please email container.deposit@epa.nsw.gov.au.

Yours sincerely



CARMEN DWYER
Acting Executive Director Waste and Resource Recovery
Environment Protection Authority

Attachment 2. – Sydney Morning Herald Article on National Sword Policy, dated 9 April 2018

A billion kilograms of recycling in need of a new home

A change to Chinese law has Australia scrambling to deal with vast quantities of rubbish.

by Mark Solomons, SMH
9 APRIL 2018

The scale of Australia's recycling crisis is twice as bad as initially feared, with new figures showing that well over a million tonnes of metal, paper and plastics previously sent to China now has to be accommodated elsewhere. Such a vast amount of rubbish is hard to wrap your head around, so we've converted the figures to regular household recycling items. The illustrations are indicative only, because the range of materials recycled in each category is much broader and includes building waste, industrial packaging and many other types.

But this should give you some indication of the amount of rubbish we're talking about. Remember, this is material that was once exported to China that is now, largely, piling up at Australian waste centres.

920,000 tonnes of paper and cardboard, that's a newspaper sheet covering an area of 22,255 square kilometres.

About the Chinese crackdown

Australians each generate about two tonnes of waste annually, with half of it destined for recycling. Until recently, a significant proportion of this - up to a third in some categories - was sent to China.

Then, in what amounted to an effective import ban, China this year imposed draconian contamination limits on imported recyclables such as bottles, cans and cardboard packaging.

The “China National Sword” program aims to stimulate the re-use of materials in China and create a wholly domestic recycling industry. But the impact on Australia, which has become heavily reliant on the Chinese export market over the last ten years, has been swift and severe.

203,000 tonnes of metal - that's the equivalent of 13.6 billion aluminium drink cans.

The Department of Foreign Affairs and Trade had previously estimated that about 1,000,000 tonnes of Australian recycling was exported to China annually. But new, more accurate figures commissioned by the Federal Environment Department from consulting firm Blue Environment show a total of 1.25 million tonnes was sent in 2016-17.

Blue Environment found that details of the product codes covered by the new Chinese regulations showed that 99 per cent of recyclables sent by Australia are affected by the clampdown.

125,000 tonnes of plastic, that's the equivalent of 2.9 billion two-litre milk bottles.

NSW and Victoria have launched [rescue efforts for local councils and the waste industry](#) in the last month at a combined cost to taxpayers of \$60 million amid warnings Australia's entire system of "yellow-bin" recycling is at risk. China took about a third of Australia's recyclable plastic and paper and with this market now unavailable, much of this material will have nowhere to go except landfill.

Residents northwest of Melbourne last month [saw their recycling pile up](#) after a dispute over costs between local councils and waste collector Wheelie Waste. Meanwhile, Fire and Rescue NSW has warned state and Commonwealth officials it is planning for an increase in dangerous and polluting waste fires, with only [months to go before stockpiling limits are reached at recycling facilities](#).

Container deposit schemes, recently launched in NSW and expected this year in Queensland and ACT, are likely to exacerbate the crisis by boosting even further the amount of recyclable material collected.

Almost 35 million tonnes of waste is collected for recovery in Australia each year, but the bulk of this is construction and demolition waste, organic household waste and fly ash from power stations.

Blue Environment's Dr Joe Pickin, who carried out the research, said elements of the waste processing industry were responsible for Australia's heavy reliance on China and the lax quality control of recycled material.

"A few years ago this was not happening - there was recycling," he said.

"Then (some firms) started winning contracts because they found this cheaper avenue.

"You don't need such high quality (and) it encouraged lower levels of sorting.

"Over time that model started to become the standard."

Attachment 3.- EPA Letter, dated 15 April 2018 regarding Relief Fund for Councils



DOC18/159340

15 April 2018

Dear General Manager

This letter is to update you on the Government's response to China's National Sword policy and to confirm our strong commitment to working with local councils, regional waste groups and industry to improve and strengthen our recycling systems in NSW.

On 20 March 2018, the Environment Minister, Gabrielle Upton, announced a package of up to \$47 million to support recycling in NSW. Relevant to regional and rural councils, it includes:

- \$2.5 million Recycling Relief Fund for local councils and regional waste groups outside the waste levy paying area, aimed at off-setting the extra costs associated with recycling collections subject to guidelines
- \$9.5 million for enhancements to material recovery facilities and circular economy initiatives.

Recycling Relief Fund is now open

The \$2.5 million Recycling Relief Fund supports recycling in regional and rural NSW. It applies to all NSW councils and regional waste groups **outside the waste levy area**. The funding enables local councils to temporarily off-set some of the extra costs associated with recycling services and support ongoing, uninterrupted delivery of kerbside and drop-off recycling services.

It is a temporary relief fund that can be used to fund:

- expert advice including legal, contract and infrastructure advice
- offsetting costs for price rises on recycling processing incurred from 1 March 2018
- work associated with developing a strategic plan.

The amount available is capped at \$75 per tonne (excluding GST) of dry recycling received from households for up to four months, over the period 1 March 2018 to 31 August 2018. Applications will be accepted till 31 August 2018. The funding has been capped to ensure sufficient funds for all eligible council areas.

A webinar is being held on the new program:

When: Wednesday 18th April 2018

Time: 3:00 PM AEST

Where: Online - join via your computer!

<https://login.redbackconferencing.com.au/landers/page/135060>

All recipients of the funding will be required to develop a strategic plan the provides actions to be taken to secure kerbside recycling services into the future. A template has been developed and is available on line with the grant application form and guideline.

The applications are now open and will be assessed each week. I assure you that applications will be determined quickly and we estimate three week or less from submission to decision. This extra support for regional and rural councils is provided due to the additional costs associated with transport, distances to infrastructure and markets, and the limited service provision options.

Phone 131 555	Fax +61 2 9995 5999	PO Box A290	59-61 Goulburn St	
Phone +61 2 9995 5555 (from outside NSW)	TTY 133 677	Sydney South	Sydney NSW	info@epa.nsw.gov.au
	ABN 43 692 285 758	NSW 1232 Australia	2000 Australia	www.epa.nsw.gov.au

The \$2.5 million Recycling Relief Fund guidelines and application form are now available online at:
<https://www.epa.nsw.gov.au/working-together/grants/councils/recycling-relief-fund>

A template for the strategic plan is included in Schedule C of the Funding Agreement. A sample of the full Funding Agreement is also available on line via the link above.

Further information on the Government's response to China's national sword policy can be found at:
<http://www.epa.nsw.gov.au/your-environment/recycling-and-reuse/response-to-china-national-sword>

Information on the other funds to support improvements and enhancements to material recovery facilities and circular economy initiatives will be available shortly. We will advise you when these are available.

We encourage you to communicate regularly and work with the regional waste group in your area. They may be able to assist with your application for the Recycling Relief Fund.

For further information, please contact me at danyelle.carter@epa.nsw.gov.au or wasteless.councils@epa.nsw.gov.au or (02) 9995 6201.

Yours sincerely



DANYELLE CARTER
Manager Regional Delivery
Environment Protection Authority

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

7. ENGINEERING REPORT

(DEES/T10-005)

Executive Summary

Monthly report on engineering matters.

Background Information

- (a) *Works Report:* One grader crew is on construction projects being shoulder widening on Osborne Yerong Creek Road. All other projects have been completed. Brookdale Hill project has been finalised with line marking to occur in the coming weeks. The other two grader crews are undertaking maintenance grading as well as sealed roads shoulder grading. Once construction projects are completed all crews will return to maintenance grading in accordance with updated programme.

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

Concrete crew has completed drainage extension works for construction projects and has also completed the installation of new bus shelter at Lockhart Post Office and relocate existing shelter donated by Rotary to Walter Day Park, with the existing information shelter at Walter Day Park to be relocated to Milbrulong as part of its heritage upgrade project.

Council has also been successful in Round 3 of Fixing Country Roads program to repair and upgrade 9 bridge structures throughout the Shire. This will allow opening up Shire road network to HML, as well as Livestock Loading and Grain Harvest Management Schemes. The funding agreement has now been fully executed, so planning and procurement works are now commencing. It is not expected to have works on the ground occur till July 2018.

- (b) *Flood Mitigation:* Refer to Major Projects update.
- (c) *Road Safety Officer:* Nil to report.
- (d) *Traffic Committee:* Nil to report.
- (e) *Lockhart Local Emergency Management Committee:* Nil action to report.
- (f) *Fleet:* Staff are now obtaining quotes and preparing budget for plant replacement for 2018/19 year.

Legislative Policy and Planning Implications

Nil.

Integrated Planning and Reporting Reference

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

Budget and Financial Aspects

Will be conducted within Council's allocated budget.

Attachment

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

Recommendation: That the information be noted.

Notes:

8. MAJOR PROJECTS UPDATE

(DEES/T10-005)

Executive Summary

Update on Council's current major projects.

Report

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

- a) *Swimming Pools Upgrade:* Lockhart pool works have commenced with works progressing well. Both Lockhart and The Rock amenities works have also commenced and due for completion prior to the 2018/19 swimming season. The Rock pool works is planned to be undertaken in 2019 between swimming seasons.
- b) *The Rock Sewer Extension:* Construction work has been completed, with only minor clean up and outstanding works to be undertaken. The system is now live and in use. There have been 53 confirmed properties agreeing to connect to the scheme.
- c) *Demolition of Voluntary Purchase Properties:* Negotiations for purchase of a third property in Lockhart has been completed and grant funding sourced. Contracts are currently being prepared.

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

- d) *Flood Mitigation Construction-Lockhart:* Construction work on the Lockhart Government Dam Levee has been completed. Council has submitted grant application for Stage 2 flood mitigation works in Lockhart, being the drainage system east of the Industrial Park.
- e) *Flood Mitigation Construction-The Rock:* The Rock Strevens Street drainage works additional funding from OEH has been received. Contracts have been signed with works scheduled to commence on site mid-2018, with completion scheduled for November 2018.

Integrated Planning and Reporting Reference

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

Legislative Policy & Planning Implications

Nil.

Budget & Financial Aspects

- (i) Pools – total refurbishment costs estimated to be \$4.5M for both pools.
- (ii) The Rock Sewer Extension – budget for stage 1 construction is \$1.25M.
- (iii) VP Demolition – Round 3 – purchase & demolition costs for both properties is anticipated to be \$420,000, with OEH to provide grant funding of approximately \$360,000.
- (iv) Flood Mitigation Construction – funding now received for Lockhart Government dams is \$407,000 from OEH. Funding received for Streven Street is \$856,000. Construction budget for both projects is \$1.482M, with \$800,000 planned for 2017/18.

Attachment

Nil.

Recommendation: That the information be noted.

Notes:

9. PARKS AND GARDENS REPORT

(DEES/P10-005)

Executive Summary

Monthly report on parks and gardens.

Report

Wal Alexander Park

Site preparation and removal of the old playground equipment has commenced and installation of the new combination unit and a basket swing are scheduled to start Wednesday, 23 May.

Plunkett St, Yerong Creek

Crushed granite has been applied to the nature strip from the existing footpath to the kerb, giving a more polished finish to the work that was completed a couple of years ago. Crews received positive feedback while conducting the works and a number of requests to extend the same treatment from the old Bakery to the old Police Station corner.

Pools

Maintenance of the pool grounds is being conducted by Council staff since the closure. Staff have also been involved in some of the site preparation for the new pool and amenities construction.

Trees

Watering of trees planted this season has continued due to very dry and warm conditions; many should enter their dormant period soon resulting in a reduction in required watering. Annual pruning of street and park trees has commenced and will continue throughout cooler months.

Mowing and Slashing

A very dry start to autumn has seen all growth slow dramatically. Pleasant Hills mowing was completed before ANZAC Day and Munderwaddery Cemetery was whippersnipped. Growth of irrigated areas has slowed significantly over the last few weeks and is being scheduled as required.

Weed Control

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

Parks and Gardens

The Easter long weekend and ANZAC day were both a focus for work this month including the pruning of trees in Green Street and along the parade route, mowing and tidying gardens at the memorials and cemeteries and street sweeping.

The unseasonably warm weather has extended the blooming of the Shire's roses, regular dead heading is still being conducted to keep them at their best.

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

Irrigation systems are being backed down now that temperatures are dropping and growth is slowing.

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:

10. SEWER DEVELOPMENT SERVICING PLAN (DSP)

(DEES/S15-005)

Executive Summary

Under the NSW Government's Best Practice Guidelines Councils are required to have a Development Servicing Plan (DSP) for its sewerage services.

Report

Under the NSW Government's Best Practice Guidelines Councils are required to have a Development Servicing Plan (DSP) for its sewerage services. Council engaged WaterOz to prepare a DSP. This plan has been independently audited as required.

The DSP has been prepared in accordance with the 2016 Developer Charges Guidelines for Water Supply, Sewerage and Stormwater issued by the Minister for Lands and Water, pursuant to section 306 (3) of the *Water Management Act, 2000*.

This DSP covers sewerage developer charges for the areas serviced by Lockhart Shire Council (LSC). Developer charges cover part of the cost of providing sewerage infrastructure to new development and redevelopment. Developer charges have two related functions:

- They provide a source of funding for infrastructure required for urban development
- They provide signals regarding the cost of urban development thus encouraging less costly forms and areas of development.

Council operates three sewerage systems. The DSP includes three sewerage service areas as listed below:

- Lockhart
- The Rock
- Yerong Creek.

The basis for defining the DSP area boundaries is as follows:

- Lockhart Water Utility has less than 2,000 connected properties, therefore LSC is entitled to agglomerate the three service areas
- The post-agglomeration capital charge is lower than the pre-agglomeration capital charge.

In setting the developer charges, LSC may consider financial, social and environmental factors to determine a level of developer charges that is balanced, fair and meet Council's objectives. Adopting developer charges that are lower than the calculated amount means that existing residents subsidise new development. The extent of this cross subsidy needs to be disclosed in the DSP.

Where the capital charges of two or more service areas are within 30%, they are agglomerated into a single DSP. Council resolved to levy the same charge to all three service areas, resulting in the amalgamation of the three service areas to a single DSP.

Council has elected to levy a developer charge that is lower than the calculated amount for the three service areas. Council elected to cap the developer charges for their small villages in order to maintain affordability, avoid 'stranded' assets in the villages and be attractive to development when compared to other towns and cities in the region. The proposed developer charge is the same as the existing implemented charge.

The developer charges income difference needs to be subsidised by existing customers through annual bills (i.e. typical residential bill - TRB). To balance the difference in income from the calculated developer charge and proposed developer charge, Council will need to increase the TRB from current \$495 to \$559/year. This is in line with Councils adopted 30-year sewer financial plan in 2016, proposing an increase in the TRB to \$565/year.

The cross-subsidy, resulting from capping of developer charges must be disclosed in the DSP, the utility's Annual Report, annual Operational Plan and in communication materials for consultation with stakeholders.

Developer charges relating to these DSPs shall be reviewed by the LWU after a period of 4 to 8 years. In the period between any reviews, developer charges will be adjusted on 1st July each year on the basis of movements in the CPI for Sydney as required by the Developer Charges Guidelines (excluding the impact of GST). Developer charges will be those charges determined by Council from time to time and will be published in Council's Annual Fees and Charges.

Integrated Planning and Reporting Reference

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

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

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

Legislative Policy and Planning Implications

- Water Management Act, 2000
- Local Government Act 1993

Budget and Financial Aspects

- Cost of the DSP was included in the 2017/18 budget and Council's Fees & Charges, currently set at \$1,362.
- The proposed DSP is unlikely to have any impact on Council operations.

Attachments

1. Guidelines for DSP exhibition.
2. Lockhart Shire Council DSP, Revision 2, April 2018 (attached as a separate document).
3. hunterH2O – Lockhart DSP Audit Report, dated 20 April 2018.

Recommendation: That Council:

- a) Places the draft Development Servicing Plan (DSP) on public exhibition for 30 days;
- b) Advises other authorities and developers of the draft DSP as required by the guidelines; and
- c) Further report be brought to Council on completion of the exhibition period.

Notes:

Attachment 1. – Guidelines for DSP Exhibition

APPENDIX B

2016 Developer Charges Guidelines for Water Supply, Sewerage and Stormwater

- B. Following preparation of a draft Development Servicing Plan, an Agency must:
1. publicly exhibit the draft Development Servicing Plan at least 30 working days prior to the Agency adopting that Development Servicing Plan (“exhibition period”);
 2. prepare and make available upon request by interested parties a background document which includes all of the critical data behind the draft Development Servicing Plan, including the models used to calculate the Developer Charges, so that interested parties can assess the draft Development Servicing Plan and make informed written submissions on that draft Development Servicing Plan to the Agency;
 3. advertise in a local newspaper with a circulation covering the Agency Area, the start date of the exhibition period, the length of the exhibition period and that written submissions on the draft Development Servicing Plan can be made to the Agency during the exhibition period.
 4. at least 10 working days before the start date of the exhibition period, inform the Urban Development Institute of Australia, the Housing Industry Association, any association representing Developers active in the DSP Area and any Developers who had applied for planning approval any time in the 6 months prior to the commencement of the exhibition period.
“planning approval” in this Schedule means:
 - a) a **compliance certificate** issued by Sydney Water Corporation pursuant to section 73 of the *Sydney Water Act, 1994*;
 - b) a **compliance certificate** or **notice** issued by Hunter Water Corporation pursuant to section 50 of the *Hunter Water Act, 1991*;
 - c) a **notice of requirements** issued by Gosford City Council pursuant to section 26 of the *Water Supply Authorities Act, 1987*; or
 - d) a **development consent** issued by Wyong Shire Council pursuant to section 91 of the *Environment Planning and Assessment Act, 1979* where that development consent incorporates relevant water and sewerage charges and conditions in accordance with section 27 of the *Water Supply Authorities Act, 1987*; or
 - e) a charge and/or condition as advised by Wyong Shire Council in accordance with section 26 of the *Water Supply Authorities Act, 1987*.
- C. In finalising a Development Servicing Plan the Agency must consider all submissions made to it by interested parties on the draft Development Servicing Plan.
- D. Once the Agency has adopted the Development Servicing Plan, the Agency must forward the Development Servicing Plan to the Tribunal for registration. At the time of forwarding the DSP, the Agency is to inform the Tribunal of any submissions lodged during the exhibition period and the Agency’s responses to the submissions.

Attachment 3. – hunterH2O – Lockhart DSP Audit Report – dated 20 April 2018



20 April 2018

David Webb
Lockhart Shire Council

Dear David

Hunter H2O has undertaken an independent audit of Lockhart Shire Council's 'Development Servicing Plans for Sewerage 2018: Draft 1 – for Council Review', prepared by WaterOz. The independent audit has followed the checklist provided in Appendix D of the '2016 Developer Charges Guidelines for Water Supply, Sewerage and Stormwater' published by Department of Primary Industries Water.

The following documents were provided by Council for independent audit of the DSPs:

- 'Development Servicing Plans for Sewerage 2018: Draft 1 – for Council Review', Water Oz, February 2018 – referred to as Draft DSP in attached Audit checklist
- Sewerage DSP calculations spreadsheet (file 'LSC_Sewerage DSP_Rev1.xlsx') – referred to as Calculations in attached Audit checklist

The following background documents were also provided to assist with the audit:

- Lockhart Shire Council Special Schedules 2017:
 - Special Schedule 5 – Sewerage Service Income Statement
 - Special Schedule 6 – Sewerage Service Statement of Financial Position
- Lockhart Shire Council Capital Works Program (2016 Lockhart Sewer Capital Works Plan Version 1.1.xls)
- Lockhart Shire Council Strategic Business Plan for Sewerage Services, Hydrosience, June 2013
- Lockhart Shire Council Sewerage Services Asset Management Plan Version 2 Draft, May 2013
- Lockhart Shire Council Lockhart Sewerage Business: Capital Works Plan and Financial Plan Version 1.2, April 2016
- Lockhart Shire Delivery Program 2017-2021, Operational Plan 2017-18
- Lockhart Shire Council TBL Sewerage Performance 2015-16

The completed audit checklist is attached. The DSPs are found to be in compliance with the guidelines; there are some minor non-compliances which are mostly administrative in nature and can be addressed by adding more detail to the DSP document. These are summarised below:

- Provide more detail for the basis of determining service areas (Item 4)
- Provide more detail on the rationale for applying the cross-subsidies (Item 11)
- Other minor inconsistencies and omissions identified during the audit and detailed in the attached checklist

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ABN 16 602 201 552



Items 13 - 16 in the checklist are considered future items to be addressed following the Audit and are therefore excluded from this Audit.

Although outside the scope of the Audit, some additional items are noted that Council may wish to address:

- The DSP document states in Section 3.5 that Council applies a \$6,500 charge for pumping pit in some areas of The Rock and refers to the service area map in Appendix A. The service area map does not delineate a specific area subject to the additional charge. Council may wish to consider providing more information on this charge and the areas in which it is levied in the document.
- The number of calculated ET for Yerong Creek appear low in comparison to the service area map and town population. A revised low per capita ADWF values may be more appropriate for this service area.

Regards,

A handwritten signature in black ink, appearing to read "Angela Dwyer".

Angela Dwyer
Senior Planning Engineer

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11. DEVELOPMENT APPLICATIONS

(MES/P25-010)

Executive Summary

Monthly report on development applications approved by the Council.

Report

The following development applications were approved, with conditions, from 1 April 2018 to 30 April 2018.

DA No	Development	Applicant/Owner	Site of Development
50/18	Subdivision of land	James van Strijp	4760 Olympic Hwy, The Rock
54/18	Change of use	Shiree Gillies	16 Yerong St, The Rock
55/18	Patio at rear	SpanLine Riverina	7 Matthews St, Lockhart
56/18	Demolition of dwelling	F Sainsbury	32 Ferrier St, Lockhart
57/18	Detached colorbond	Shed Boss	386 Bulloc Hill Rd, The Rock

Integrated Planning & Reporting Reference

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

Legislative Policy and Planning Implications

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

Budget and Financial Aspects

Nil.

Attachment

Nil.

Recommendation: That the information be noted.

Notes:

12. AMENDMENT TO DEVELOPMENT CONTROL PLAN

(MES/W15-005)

Executive Summary

In response to development pressure in the Shire's villages, and to clarify existing development controls, draft amendments to the Lockhart Shire Council Development Control Plan are presented for Council's consideration.

Report

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

The purpose of the DCP is to:

- provide a detailed development assessment framework for the Lockhart Shire
- provide clear and concise development guidelines for various forms of development
- encourage innovation in design and development by not over-specifying development outcomes, and
- provide certainty in development outcomes for developers and the community.

This is page 56 of the Business Paper of the Ordinary Monthly Meeting of the Lockhart Shire Council held in the Council Chambers, Green Street, Lockhart – 21 May 2018.

At the April 2018 Council meeting, the Tourism & Economic Development Steering Committee raised concerns regarding planning and development pressures in the central business districts (CBDs) of Lockhart and The Rock. Specifically, the Committee noted that there are no premises available for purchase or lease for new businesses in the CBDs, as many were converted to residential premises. While change of use of these buildings from commercial to residential is permitted with consent in accordance with the Lockhart Local Environmental Plan 2012, Council deemed this type of development undesirable, and resolved that these concerns be addressed as a matter of priority.

As such, an amended chapter on 'Commercial Development' from the Lockhart DCP is presented for Council's consideration. The relevant wording has been included as the lead paragraph of section 3.4. The amendment confirms Council's strategic direction by supporting only that development which will be attractive and welcoming to business, and thus promoting a strong and resilient economic community.

Furthermore, and to provide improved flood planning development controls in the Shire's villages, an amended chapter on flood planning controls is also presented for Council's consideration. The amended flood planning chapter clarifies the procedure for developers to obtain flood heights and associated fixed floor levels for dwellings, which is a common question to Council planning staff.

It is proposed to place the DCP on public exhibition for a period of 28 days in accordance with Clause 18 of the *Environmental Planning and Assessment Regulation 2000*. As part of the public exhibition there will be notices in the local newspapers and on Council's website. At the completion of the public exhibition period the Draft DCP will be formally presented to Council, with any submissions received during public exhibition, for final consideration.

Integrated Planning and Reporting Reference

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

Legislative Policy and Planning Implications

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

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

Budget and Financial Aspects

Nil.

Attachments

- 1. Draft amendments to the Lockhart Shire Council Development Control Plan.

Recommendation: That Council place the draft amended Development Control Plan 2016 on public exhibition for a period of 28 days, after which it be presented to Council for further consideration.

Notes:

Attachment 1. – Draft Amendments to the Lockhart Shire Council Development Control Plan

Commercial Development

1. Objectives

The objectives of these controls are to:

- Ensure that commercial development is carried out in such a way as to protect and enhance the environmental quality of the Shire;
- Encourage development that reinforces the “country town” character of the shire’s towns and villages;
- Guide owners, developers and the wider community to the standards required by Council in the planning and design of commercial developments;
- Assist applicants in the compilation and submission of development applications;
- Promote and encourage commercial development within the central business precincts of the Lockhart Shire’s villages;
- Maximise the utilisation of services for commercial development; and
- Ensure the most efficient use of commercial land while safeguarding environmental factors through careful site planning.

2. Definition of commercial development

The *Lockhart Local Environmental Plan 2012* zones the Shire’s towns and villages as RU5 Village, which permits the operation and development of commercial premises. Commercial premises include business, office and retail premises.

3. Development controls

3.1 Aesthetics, streetscape, building design and materials

Council has adopted the following general principles for the design and development of all commercial development.

These principles are to:

- Encourage good building design;
- Address street context and streetscape in building design; and
- Ensure consistency in the use of building materials and existing streetscapes.



The front façade of any commercial development building is to be constructed of an approved material that ties in with the heritage characteristics of the surrounding buildings. Materials may include face brick, decorative masonry block, glass, etc. Other types of materials will be considered on merit taking into consideration aesthetics and the streetscape in the immediate area.

Where corner developments or intermittent industrial blocks are involved, the front façade treatment shall extend 5 metres down each side.

3.2 Commercial regulated premises

Any commercial activities carried out in premises identified in the *Public Health Act 2010* and *Schedule 2 of the Local Government (General) Regulation 2005* (e.g. hairdressing salons, barber shops, beauticians, etc.), are to be carried out in accordance with those Acts and regulations. Regulated premises are inspected routinely, and Council charges an inspection fee, which is calculated in accordance with Council's Fees and Charges Policy.

3.3 Restriction on use in central business districts

These controls apply to development proposed on land identified as being located within the following Central Business Districts:

- Urana Street, The Rock (Figure 3.3.1); and
- Green Street, Lockhart (Figure 3.3.2).



Figure 3.3.1 The Rock central business district (CBD)





Figure 3.3.2 Lockhart central business district (CBD)

As defined by the Lockhart LEP 2012 the Central Business Districts of Lockhart and The Rock are zoned RU5 – Village, and the Zone objectives include provision for a range of land uses, services and facilities that are associated with a rural village.

Council will always welcome proposals for adaptive and innovative developments which satisfy the flexible land-use provisions of the Lockhart LEP 2012, however emphasis will remain on preserving the Central Business Districts in Lockhart and The Rock as commercial precincts.

Council will not support proposals for change of use of land or buildings in the CBDs to residential premises, including apartments or dwellings; or uses which in the opinion of the Council are unlikely to generate positive economic impacts and are not consistent with the retail, office or commercial objectives for land use in the precinct.

3.4 Nuisance

Any business will not interfere with the amenity of the locality by reason of the emission of noise, vibration, smell, fumes, smoke, vapour, steam, soot, ash, waste water, waste products or grit, oil or otherwise.

3.5 Storage of material/goods/rubbish

Materials, goods, rubbish, etc., are to be stored within the curtilage of the building at all times; or within suitable screened enclosures within the land. Waste material is to be stored in appropriate receptacles, and removed on a regular basis so as to not provide a harbour for vermin.

3.6 Use of a commercial building or premises



The use of a commercial building or premises requires approval from Council prior to occupation unless the use has been identified within a development application. Any changes in use may require separate approval from Council, if the use is different to the business currently occupying the building or premises.

3.7 Disabled access to commercial premises

The following standards apply where businesses owners seek to install disabled access ramps, to be located on Council's footpath, to their business:

- The ramp must be built and maintained by the business owner in strict compliance with all relevant standards and codes;
- All costs associated with the installation of the ramp must be borne by the applicant;
- Council's interests must be noted on the business's Public Liability Certificate of Currency for any liability incurred arising from the access ramp on the Council's footpath. The Public Liability certificate of currency must note Lockhart Shire Council's interest in respect of liability incurred by the business as a result of its negligent acts errors or omissions committed, or alleged to have been committed, arising from the disabled ramps (including the installation and maintenance of the ramp) on Council's footpaths and land;
- Attention must be paid to the heritage pavers in the Green Street, Lockhart;
- A permit in perpetuity will be issued by Council to the business owner upon the completion of the ramp provided the ramp is built and continues to be maintained to the standard set in Council's approval and in accordance with all relevant standards and codes;
- Council will consider alternative to locating the ramp on the footpath; and
- Council reserves the right to remove any access ramp that is inappropriate or a safety hazard in consultation with the property owner.

4. Relevant Section C – Development Controls

The following other parts of Section C – Development Controls relevant to this Chapter include:

- Activities in Public Places;
- Commercial Development;
- Engineering Standards;
- Flood Prone Land;
- Food Premises Fit Out and Construction;
- Heritage and Conservation;
- Notification of Development Applications; and
- Signage.



Flood Prone Land

Flood prone land (being synonymous with flood liable and floodplain) is the area of land which is subject to inundation by floods up to and including an extreme flood such as a probable maximum flood (PMF).

1. Objectives

The objectives of these controls are to:

- Inform the community of Council's policy for the use and development of flood prone land;
- Reduce the risk to human life and damage to property caused by flooding through controlling development on land affected by potential floods;
- Provide different guidelines, for the use of the development of land;
- To allow development on land that is compatible with the land's flood hazard, taking into account projected changes as a result of climate change, and
- To avoid significant adverse impacts on flood behavior and the environment.

2. Flood liable land

Local short-term flooding is known to occur in two developed locations in the Lockhart Shire, those being Lockhart and The Rock villages. In these localities, water depths can vary depending on the source of the water. Overland flows are typically of a depth not to cause significant damage however floodwaters from existing waterways have the potential to cause serious damage:

- Lockhart – Brookong Creek flooding and overland flows emanating in the Galore and Milbrulong areas and travelling south and west toward Brookong Creek; and
- The Rock – in the vicinity of Burkes Creek and an area east of the Olympic Highway affected from overflow water from Flowerpot Hill.

For Lockhart and The Rock, Council maintains a record of flood planning maps which identify known areas of flooding. Development on land within these identified areas must address the likely impact of periodic inundation of floodwaters as part of any application.

In rural areas, flood prone land is not mapped.

3. Flood protection measures

Where a development is proposed in an area affected by flooding Council may require additional survey information as part of its assessment process.

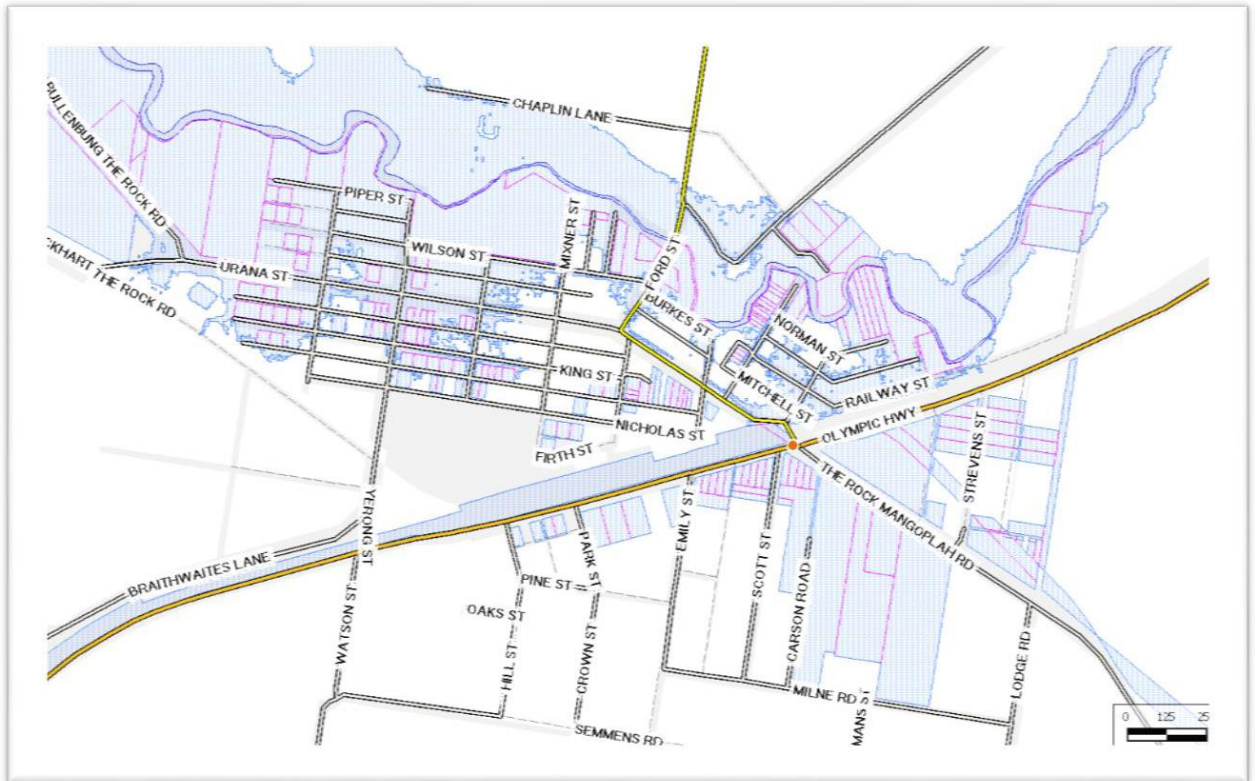
Council may, with development consent, consider minor filling within the building envelope to a maximum fill depth of 200mm within the floodway area. Applications for earthworks and filling of land shall be accompanied by a survey plan (with a contour interval of 0.1m) showing relative levels to Australian Height Datum (AHD).

Such a proposal must be supported by an Engineers report justifying the filling on the basis that the change in flood flow will not detrimentally affect other buildings or structures or places in the vicinity of the work.

LOCKHART



THE ROCK



4. Development Controls

Clause 6.1 of the *Lockhart Local Environmental Plan 2012* states that the consent of Council is required for the erection of a building or the carrying out of work on land identified as being in the designated flood planning area.

While the LEP sets a flood planning level of 1:100 ARI (average recurrent interval) flood event plus 0.5 metre freeboard, Council's Floodplain Risk Management Studies and Plans recommends the following freeboards:

- Lockhart, 300mm above the 1:100 ARI; and
- The Rock, a freeboard of 300mm for Flood Planning Areas subject to overland flow, and 500mm for all remaining areas.

5. Extensions to existing dwellings

Where existing floor levels of a dwelling house are below the flood planning level, any extensions to that dwelling which are "habitable rooms" must have a finished floor level which is at least 500mm above the flood planning level.

Any parts of the proposed extensions which are not "habitable rooms" may be considered by Council at a level lower than the flood planning level subject to a detailed assessment of flood impacts. If Council supports such a proposal it will require that all new work must be constructed of flood compatible material up to the flood planning level including vulnerable fittings and fixtures.

Council may consider individual proposals for the extensions to existing dwellings which are known to be flood liable if the floor level requirement is deemed to be unreasonable in the circumstances.

6. Internal renovations to existing dwellings

Where existing floor levels of an existing dwelling house are below the flood planning level and internal renovations are proposed a detailed assessment of flood impacts is required.

In the case that this assessment concludes that compliance with flood planning levels are impractical or unreasonable Council may approve the internal renovations at the existing floor level provided:

- The internal renovations maintain floor levels no lower than the existing floor level;
- All new work must be constructed of flood compatible material up to the flood planning level including vulnerable fittings and fixtures; and
- All new work must be confined to within the existing "footprint" of the building.

7. All other development

Applications for all other development in flood prone land will be assessed individually on merit having regard to the relevant Council's adopted Floodplain Risk Management Study and Plan.

Council is actively engaged in seeking funding from the NSW Government's Floodplain Management Program to implement voluntary purchase (VP) schemes, which involves acquisition of specific properties as a result of their located in a floodway, or subject to highly hazardous flood conditions. Properties acquired by Council through the scheme are cleared of building and structures and strategically re-zoned to open space or public recreation, as required by the NSW OEH Floodplain Management Program Guidelines.

8. Other documents which must be read in conjunction with this Plan

The following documents are relevant to the assessment and consideration of development on flood prone lands:

- Lockhart *Local Environmental Plan 2012*, and as subsequently amended;
- Lockhart Floodplain Risk Management Study and Plan, 2014;
- The Rock Floodplain Risk Management Study and Plan, 2014;
- NSW Government Floodplain Development Manual, 2005; associated Guideline on Development Controls on Low Flood Risk Areas; and Ministerial Direction No. 15, January 2007; and
- Relevant Council policies, development control plans and specifications.

9. Glossary and acronyms

AHD	Australian Height Datum
FPA	Flood Planning Area
FPL	Flood Planning Level
ARI	Average Recurrent Interval (1:100)

Freeboard is a factor of safety expressed as the height above the flood used to determine the design floor level or ground level.

Flood planning levels The Flood Planning Level (FPL) is a height used to set floor levels for property development in flood prone areas. It is generally defined as the 1% AEP flood level plus an appropriate freeboard (see explanation of 'freeboard' below).

Habitable floor level In a residential situation means a living or working area, such as a bedroom, lounge room or kitchen.

In a commercial situation means an area used for offices and to store valuable possessions or equipment susceptible to flood water damage.

Survey plan is a plan prepared by a registered surveyor which shows the information required for the assessment of an application in accordance with the provisions of this Policy.

10. Relevant Section C – Development Controls

The following other parts of **Section C – Development Controls** relevant to this Chapter include:

- Commercial Development;
- Dwelling Houses (Second Hand);
- Engineering Standards;
- Environmentally Sensitive Areas;
- Erosion and Sediment Control;
- Industrial Development;
- Large Lot Residential Development;
- Notification of Development Applications;
- Residential and Village Development;
- Rural Development;
- Sewage Management; and
- Subdivision.

STRATEGIC DIRECTION E: Strong Leadership and Governance

13. INVESTMENT AND BANK BALANCES REPORT – APRIL 2018

(DCCS/F10-010)

Executive Summary

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

Report

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

Investments:	Interest Rate per Annum	Amount Invested	% of Total
Bankwest	2.35	500,000.00	11.24
BENDIGO	2.25	250,000.00	5.62
BENDIGO	2.20	250,000.00	5.62
BENDIGO	2.20	500,000.00	11.24
BENDIGO	2.25	250,000.00	5.62
Curve Securitys/AMP	2.30	250,000.00	5.62
IMB Limited	2.45	300,000.00	6.74
IMB Limited	2.50	250,000.00	5.62
NAB	2.45	500,000.00	11.24
RIM AMP	2.30	300,000.00	6.74
RIM AMP	2.30	400,000.00	8.99
RIM AMP	2.60	500,000.00	11.24
T Corp	at call	200,000.00	4.49
		<u>4,450,000.00</u>	
Bank Statement Balance as at:		30 April 2018	100.00 %
		Bendigo	541,354.34
		Macquarie	43,930.19
		Prichard Trust	31,595.30
			<u>616,879.83</u>
	Plus: Outstanding Deposits		16,163.19
			<u>633,043.02</u>
	Less: Outstanding Cheques		9,787.02
			<u>623,256.00</u>
General Ledger Balances as at:		30 April 2018	
	<u>FUND</u>		<u>AMOUNT</u>
	General (PTD)	1490-3000-0000	203,827.45
	Combined Sewerage	8490-3000-0000	387,833.25
	Trust Fund	9991-3000-0000	31,595.30
			<u>623,256.00</u>
		<u>623,256.00</u>	<u>623,256.00</u>
TOTAL FUNDS HELD ARE:		<u>5,073,256.00</u>	

Borrowings

Council has been notified by TCorp that Council's loan application has been approved. A condition of the loan agreement is that Council is required to draw down the full amount prior to 30 June 2018. When Council draws down, this will result in a \$3.2Million injection of cash available to invest.

Council's Investment Policy currently states:

- c) No Institution shall hold more than 30% of Council's total investments at the time the investment was made.

Council has a TCorpIM Fund, being an At Call investment account, where excess funds can be deposited.

Due to the significant injection of funds that will result when Council draws down on the loan, and invested in Council's TCorpIM Fund, until expended, Council's investments will not be compliant with Council's Investment Policy.

As this is a temporary one-off situation until the loan funds are used for the nominated projects, it is requested that Council endorse this approach rather than amend the Policy.

As the funds are being invested with the NSW Treasury Corporation Council's risk exposure is not increased to any significant degree.

Integrated Planning and Reporting Reference

- E1 - Council is strong, sustainable and able to stand alone.
- Plan for the long-term sustainability of the Shire.
- Meet all governance and regulatory requirements in the conduct of Council operations.

Legislative Policy and Planning Implications

Local Government Act 1993 Section 625 Investments.
Government (General) Regulations Clause 212.

Budget and Financial Aspects

Council's 2017/18 Operational Budget has forecast a total of \$134,000 income from interest on investments, being split between General Fund of \$110,000 and Sewer Fund of \$24,000. For the third quarter review Sewer Fund budgeted Interest on Investments has been adjusted down by \$3,000. This is due mainly to available cash being depleted while Council funds were being used to fund Sewer works at The Rock while the TCorp loan application was being processed and yet to be drawn down.

For the period July 2018 to March 2018, the average end of month balance of funds invested has been \$6.2 million and the average return on invested funds have been 2.39%. On these year to date figures, Council's budgeted income on investments for General Fund will be achieved and noting adjustment in Sewer Fund above.

Responsible Accounting Officer Statement

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

Recommendation: That:

- a) the April 2018 Investment and Bank Balances Report be received and noted.
- b) the Responsible Accounting Officer Statement be noted, and the report be adopted.
- c) Council approve an amount exceeding 30% of its total investments being placed with the TCorpIM account until such time as the TCorp loan funds are expended on the nominated projects.

Notes:

14. QUARTERLY BUDGET REVIEW – MARCH 2018

(DCCS/F10-010)

Executive Summary

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

Report

General Fund

When Council adopted the 2017-2018 Operational Plan Budget in June 2017 Council budgeted for a surplus of \$10,114.00. The Budget Review at 31 March 2018 forecasts an estimated **SURPLUS** of **\$141,970.00** as at 30 June 2018 after taking into account movements in revenue and expenditure for the quarter.

The March 2018 Quarterly Budget Review Statement details are following this report. Detailed on pages 3 & 4 of the Quarterly Budget Review Statement are the significant budget adjustments (> \$4,000) to the adopted budget for the third quarter.

The major factor that the third quarter budget review is showing as contributing to an amended budget General Fund surplus of **\$141,970.00** continues to be the profit of \$167,346.00 from the sale of lots at Carson Rd, The Rock and Bond St, Lockhart.

Summary of Budget Adjustments by Account Types:

2,708	Nett Decrease to General Fund INCOME Accounts
94,164	Nett Increase to General Fund EXPENSE Accounts
162,527	Nett Increase to General Fund CAPITAL EXPENSE Accounts
237,373	Nett Increase to General Fund CAPITAL INCOME Accounts
52,460	Nett Increase in Transfers From General Fund RESERVE Accounts
30,434	NETT BUDGET ADJUSTMENT (increase in budget forecast)
10,114	Adopted Budget Surplus 2017-18
101,422	July-Dec 2017 Budget Review Nett Amendments
141,970	AMENDED BUDGET SURPLUS post MARCH REVIEW

Commentary

- Dog Registrations & Micro Chipping budget has increased from \$2,250 to \$7,250.
- Net reduction in Environmental Services income of \$3,000.
- Net increase to budgeted surplus for The Rock OOSH from \$10,000 to \$18,000.
- Tipping Fees income continue to increase, budget adjustment from \$30,000 to \$37,000.
- Net increase to Roads R&M and Capital Works budget of \$55,000.
- Caravan Park income budget increased from \$51,000 to \$60,000.
- Carson Rd Development cost budget increase from \$350,000 to \$420,000, funded from Reserves.

Sewerage Fund

A review of Council's combined Sewerage Fund has been undertaken with the following adjustments to be noted in the budget for the third quarter:

- The budgeted loan interest and principal loan repayments have been reduced as the loan borrowings have not yet been drawn down.

Integrated Planning and Reporting Reference

E1 - Council is strong, sustainable and able to stand alone - Plan for the long-term sustainability of the Shire.

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

D1 - Provide and maintain efficient sewage systems that allows for current and future community needs.

Legislative Policy & Planning Implications

It is a legislative requirement that a quarterly budget review is tabled at a Council meeting within two months of the end of each quarter.

Budget & Financial Aspects

Fund	Original Estimates @ 1 July 2017	Amendments @ 30 Sept 2017	Amendments @ 31 Dec 2017	Amendments @ 31 Mar 2018	Revised Estimates @ 30 June 2018
General Fund- Net of Inc & Exp and Capital Budget	\$10,114.00	\$94,345.00	\$7,077.00	\$30,434.00	\$141,970.00
Combined Sewerage Funds	\$5,659.00	\$5,307.00	\$29,893.00	-\$10,300.00	\$30,559.00
Net Consolidated Budget Surplus/(Deficit)	\$15,773.00	\$99,652.00	\$36,970.00	\$20,134.00	\$172,529.00

Attachments

- Quarterly Budget Review Statement for the period 01/01/2018 to 31/03/2018 (attached as a separate document).

Recommendation: That:

- The information be noted, and
- The adjustments in income, expenditure and reserves in the 31 March 2018 Quarterly Budget Review be adopted.

Notes:

15. DRAFT DELIVERY PROGRAM 2017-21 AND OPERATIONAL PLAN 2018-19 AND BUDGET (DCCS/I13-005)

Executive Summary

The Draft Delivery Program 2017-2021 and Operational Plan 2018-2019 and Budget Estimates 2019-2022.

Report

General Fund Report

The Draft Delivery Program 2017-2021 and Operational Plan 2018-2019 and Budget Estimate 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 & Budget estimates on public exhibition for a period of 28 days inviting comments from the community.

The Draft Budget preparations have been facilitated by conducting a workshop with Council. The Draft Budget, as presented, being the outcome of the workshop 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 Draft Budget incorporates the maximum permissible rate increase of 2.3% determined by the Independent Pricing and Regulatory Tribunal (IPART).

The following table provides a summary of General Fund expenditure for 2018-19.

Total Operating Expenditure (excl. Depreciation)	6,268,200
Total Depreciation	2,928,500
Total Capital Expenditure	11,316,017
Total Expenditure	20,512,717

The Draft 2018-19 Budget estimates for the General Fund provides a balanced budget with a small surplus of \$10,739.00.

Council's application to borrow \$3.2M from the NSW Treasury Corporation (\$2.2m for swimming pool refurbishments and \$1m for sewer works) has been approved, enabling major redevelopment works to the public swimming pools at Lockhart and The Rock to be undertaken with the total works costing \$4.587M.

The Draft Budget also includes major flood mitigation works totalling \$1.357M at The Rock entailing the construction of the Streven Street Drain which will divert overland flows from entering the east side of The Rock township. In addition, Council has applied for funding for the construction of the Lockhart East drainage system, which will capture flows from Milbrulong hill and divert them around the town.

Council will apply for grant funding to assist in the implementation of a third waste management bin for Food Organics & Garden Organics.

Council has allocated funding to commence development of a Masterplan for main street upgrade.

Council has allocated \$68,900 to the Shire's volunteer Section 355 Committees to assist these committees in managing community facilities on behalf of the Council.

Sewer Fund Report

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

Total Operating Expenditure (excl. Depreciation)	385,500
Total Depreciation	170,000
Total Capital Expenditure	154,500
Total Expenditure	710,000

Moving to Best Practice with regards to Sewer Fund operations, for 2018/19 both Residential and Non-Residential Sewer Charge will be unified across the Shire.

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 Delivery Program 2017-2021 and Operational Plan 2018-2019 and Budget (attached as a separate document).

Recommendation: That:

- a) Council adopt for the purpose of public comment the Draft Delivery Program 2017-2021 and the Draft Operational Plan 2018-2019 and Budget estimates.
- b) Following the 28 day public exhibition period, Council further consider the Draft documents at its 17 June 2018 meeting, in conjunction with any public comments or submissions received, for the purpose of adoption prior to 30 June 2018.

Notes:

16. CONSTITUTING OF REGIONAL JOINT ORGANISATIONS IN NSW

(GM/R30-015)

Executive Summary

An update is provided for Council's information regarding the constituting of Regional Joint Organisations in NSW.

Report

A Proclamation has been made by the Governor of NSW constituting 11 Regional Joint organisations (JOs) across NSW. The Proclamation was made on 9 May 2018 and published in Government Gazette on 11 May 2018. The Proclamation will commence "...on the day on which it is published on the NSW Legislation website."

A copy of the Proclamation is attached and lists the member councils of each of the 11 JOs that have been constituted.

With respect to this part of the State the following JOs have been constituted:

Riverina JO

Bland, Coolamon, Cootamundra-Gundagai, Greater Hume, June, Lockhart and Temora.

Riverina and Murray JO

Albury, Berrigan, Edward River, Federation, Griffith, Hay, Leeton, Murray River and Murrumbidgee.

Lockhart has been included in the Riverina JO with six other councils. It is noted that Snowy Valleys and Wagga Wagga are the only REROC member Councils that have not been included in the "Riverina" JO or any other JO.

Notably Carathool and Narrandera have not been included in the "Riverina and Murray" JO even though they are members of RAMROC.

The Riverina JO councils, including Lockhart, will now need to adopt a Charter for the JO and a methodology for determining member financial contributions. With respect to the JO Charter, it will have to, as a minimum, include the following legislated functions:

1. Establish strategic regional priorities and strategies and plans for their delivery;
2. Regional leadership to advocate for strategic regional priorities;
3. Identify and take up opportunities for intergovernmental cooperation

It is understood that a meeting of Riverina JO councils is being planned for 25 May and 7 June 2018 to commence addressing these matters.

Integrated Planning and Reporting Reference

E1 - Advocate and prepare for the long-term sustainability of our Shire.

E1 - Implement "Fit For The Future" improvement action plans, i.e. continue involvement with REROC/JO.

Legislative Policy & Planning Implications

A legislative framework for the formation of JOs has been provided with the passing of the Local Government Amendment (Regional Joint Organisations) Act 2017 which came into force on 15 December 2017.

Budget & Financial Aspects

Council is currently a member of REROC and pays an annual membership fee. The NSW Government will provide \$3.3 million in seed funding to support the establishment of JOs.

Attachments

1. Local Government (Regional Joint Organisations) Proclamation 2018.

Recommendation: That the information be noted.

Notes:

Attachment 1. – Local Government (Regional Joint Organisations) Proclamation 2018



New South Wales

Local Government (Regional Joint Organisations) Proclamation 2018

under the

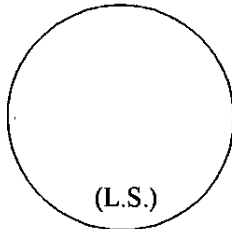
Local Government Act 1993

DAVID HURLEY, Governor

I, General The Honourable David Hurley AC DSC (Ret'd), Governor of New South Wales, with the advice of the Executive Council, and in pursuance of section 400O of the *Local Government Act 1993*, make the following Proclamation.

Signed and sealed at Sydney, this 9th day of May 2018.

By His Excellency's Command,



(L.S.)

GABRIELLE UPTON, MP
Minister for Local Government

GOD SAVE THE QUEEN!

Explanatory note

The object of this Proclamation is to constitute various joint organisations of councils.

Published LW 11 May 2018 (2018 No 192)

Local Government (Regional Joint Organisations) Proclamation 2018 [NSW]

Local Government (Regional Joint Organisations) Proclamation 2018

under the

Local Government Act 1993

1 Name of Proclamation

This Proclamation is the *Local Government (Regional Joint Organisations) Proclamation 2018*.

2 Commencement

This Proclamation commences on the day on which it is published on the NSW legislation website.

3 Constitution of joint organisations

The joint organisations specified in the Table to this clause are constituted with:

- (a) the names specified in the Table, and
- (b) joint organisation areas consisting of the council areas specified opposite the name of each joint organisation:

Column 1	Column 2
Joint organisation	Council areas forming joint organisation area
Canberra Region Joint Organisation	Bega Valley, Eurobodalla, Goulburn Mulwaree, Hilltops, Queanbeyan-Palerang Regional, Snowy Monaro Regional, Upper Lachlan Shire, Wingecarribee, Yass Valley
Central NSW Joint Organisation	Bathurst Regional, Blayney, Cabonne, Cowra, Forbes, Lachlan, Oberon, City of Orange, Parkes, Weddin
Hunter Joint Organisation	City of Cessnock, Dungog, City of Lake Macquarie, City of Maitland, Mid-Coast, Muswellbrook, City of Newcastle, Port Stephens, Singleton, Upper Hunter Shire
Illawarra Shoalhaven Joint Organisation	Kiama, City of Shellharbour, City of Shoalhaven, City of Wollongong
Mid North Coast Joint Organisation	Bellingen, Kempsey, Port Macquarie-Hastings
Namoi Joint Organisation	Gunnedah, Gwydir, Liverpool Plains, Tamworth Regional, Walcha
New England Joint Organisation	Armidale Regional, Glen Innes Severn Shire, Inverell, Moree Plains, Tenterfield, Uralla
Northern Rivers Joint Organisation	Ballina, Byron, Kyogle, City of Lismore, Richmond Valley, Tweed

Local Government (Regional Joint Organisations) Proclamation 2018 [NSW]

Column 1	Column 2
Joint organisation	Council areas forming joint organisation area
Orana Joint Organisation	Cobar, Gilgandra, Mid-Western Regional, Narromine, Warrumbungle Shire
Riverina and Murray Joint Organisation	City of Albury, Berrigan, Edward River, Federation, City of Griffith, Hay, Leeton, Murray River, Murrumbidgee
Riverina Joint Organisation	Bland, Coolamon, Cootamundra-Gundagai Regional, Greater Hume Shire, Junee, Lockhart, Temora

17. 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 17 April 2018. 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 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.

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 that apply to councillors and mayors. The public sector wages policy currently provides for a cap on increases of 2.5 per cent.

The LGRT has reviewed the key economic indicators, including the Consumer Price Index and Wage Price Index, and had regard to budgetary limitations imposed by the Government’s policy of rate pegging, and finds that the full increase of 2.5 per cent is warranted. The 2.5 per cent increase will apply to the minimum and the maximum of the ranges for all existing categories.

The new maximum and minimum amounts payable to the mayors and councillors of “Non-metropolitan – Rural” councils, including Lockhart Shire Council, from 1 July 2018 are as follows;

Annual Fee - Councillor		Annual Fee - Mayor	
Minimum	Maximum	Minimum	Maximum
8,970	11,860	9,540	25,880

The fees currently being paid for the period 1 July 2017 to 30 June 2018 were determined by Council at its meeting held on 15 May 2017. The fees are currently \$10,160 per annum for Councillors and \$25,250 per annum for the Mayor after the Council resolved at that meeting that the Councillors fees for the 2017/18 financial year be set at the midpoint of the range and the mayoral allowance be set at the maximum of the range.

Integrated Planning and Reporting Reference

- E1 - Advocate and prepare for the long-term sustainability of our Shire.
- E1 - Promote the increased participation of local people in local government and the community.
- E1 - Meet all governance and regulatory requirements in the conduct of Council operations.

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 2018 to 30 June 2019 as resolved by Council will be incorporated into the 2018/19 Draft Operational Plan Budget prior to it being placed on public exhibition.

Attachments

Nil.

Recommendation: That Council determine the annual fees payable to the Mayor and Councillors for the period 1 July 2018 to 30 June 2019.

Notes:

18. LGNSW 2018 ANNUAL CONFERENCE

(GM/S20-005)

Executive Summary

Advice has been received from LGNSW regarding the 2018 Annual Conference. Council is required to determine its voting delegate and other attendees to the Conference.

Report

The LGNSW Annual Conference is the annual policy-making event for all councils of NSW, its Associate members and the NSW Aboriginal Land Councils. This year the Annual Conference will be held from Sunday 21 to Tuesday 23 October 2018 at Albury Entertainment Centre. The Conference Gala Dinner will be held on Monday 22 October 2018.

Last year Council resolved that the attendees to the 2017 LGNSW Annual Conference be Cr Ian Marston and the General Manager. Cr Marston was Council's voting delegate at the Conference. In 2017 the Annual Conference was held later than usual, i.e. December 2017 to accommodate the recently merged councils. This rendered the Mayor, who would normally be Council's voting delegate unavailable to attend. In addition, it is noted that Councillor Verdon usually attends the Conference as a delegate of Riverina Water.

Having Albury as the venue for the 2018 Annual conference may provide an opportunity to nominate more interested Councillors to attend than in previous years.

Separate from Conference registration, Councils must also register their delegates for voting on motions during the formal business sessions and to vote for the Board.

Member councils are invited to put forward motions by 26 August 2018 to be considered at the Conference. LGNSW advises that proposed motions should be strategic, affect members state-wide and introduce new and emerging policy issues and actions. LGNSW encourages councils to review the Action Reports from previous conferences before submitting motions for the 2018 Conference. Action Reports from previous conferences are available on the LGNSW website at www.lgnsw.org.au.

LGNSW has advised of the following key dates leading up to the Conference:

Mid-August	Online registration opens for Conference attendees.
26 August	Deadline for payment of membership fees (required for councils to be entitled to vote on motions and for the LGNSW Board).
26 August	Deadline for submitting motions for inclusion in the Conference Business Paper.
2 October	Deadline for councils to provide names of voting delegates

Integrated Planning and Reporting Reference

E1 - Advocate and prepare for the long-term sustainability of our Shire.

E3 - Advocate for the appropriate representation of the needs of the Lockhart Shire community at a state and regional level.

E3 - Continue to lead and advocate on key social and community issues.

E3 - Ensure Council staff and Councillors participate regularly in professional development to support high quality customer service and professional skills.

Legislative Policy & Planning Implications

The LGNSW Annual Conference is the annual policy-making event for all NSW councils.

Budget & Financial Aspects

Annual Conference costs are provided for in the 2018/19 Budget, except for any partner costs not covered by Council's policy, which will be on-charged, if applicable.

Attachments

Nil.

Recommendation: That Council:

- a) Appoint the Mayor as its voting delegate at the 2018 LGNSW Annual Conference, and
- b) Determine any other attendees to the Annual Conference.

Notes:

19. POLICY 3.25 PAYMENT OF INTERVIEW AND REMOVAL EXPENSES (GM/C70-025)

Executive Summary

A revised *Policy 3.25 Payment of Interview and Removal Expenses* is presented for Council's consideration.

Report

At its meeting held on 6 February 2017 Council endorsed a process for the review of existing policies and development of new policies. As part of the ongoing process of reviewing Council's policies, *Policy 3.25 Payment of Interview and Removal Expenses* has been reviewed and the revised Policy is tabled for Council's consideration. A copy of the revised *Policy 3.25 Payment of Interview and Removal Expenses* is attached.

The main change made to the current Policy is to restrict its application to candidates being recruited to positions placed within Band 3 (Professional/Specialist Band) or Band 4 (Executive Band) in accordance with the Local Government (State) Award and Council's Salary System.

Integrated Planning and Reporting Reference

E1 – Attract and retain a quality workforce.

Legislative Policy & Planning Implications

Nil.

Budget & Financial Aspects

The impact of this Policy on Council's budget has been negligible. Approximately \$350 has been reimbursed in relation to job interview expenses in the last 18 months and approximately \$4,000 in the last five years.

Attachments

1. Amended *Policy 3.25 Payment of Interview and Removal Expenses*.

Recommendation: That the amended Policy 3.25 Payment of Interview and Removal Expenses, as presented, be adopted.

Notes:

Attachment 1. – Amended Policy 3.25 Payment of Interview and Removal Expenses

3.25 Payment of Interview and Removal Expenses

POLICY TITLE: PAYMENT OF INTERVIEW AND REMOVAL EXPENSES

FILE REF: S30-005

REVIEW DATE: April 2021

OBJECTIVE

The purpose of this Policy is to set out the circumstances in which requests for reimbursement of interview and removal expenses will be considered when recruiting staff and the criteria that will be applied when considering such requests.

POLICY STATEMENT

Expenses may be incurred by applicants being required to attend for interview as part of Council's recruitment process. Removal expenses may also be incurred by the successful applicant once an appointment has been made. It is in Council's interest to reimburse interview expenses and relocation costs in certain circumstances to ensure that Council attracts suitable applicants and recruits the best applicant as part of any recruitment process.

INTERVIEW EXPENSES

Council will reimburse reasonable out of pocket expenses incurred in attending job interviews in the following circumstances and subject to the following conditions:

- a) The job interview relates to a position within Band 3 (Professional/Specialist Band) or Band 4 (Executive Band) in accordance with the Local Government (State) Award and Council's Salary System;
- b) The interviewee resides outside a 250km radius of Lockhart Township;
- c) The expenses incurred relate to travel and accommodation including fuel purchases, overnight accommodation, meals and air fares;
- d) Receipts are required to be produced to verify the expenditure and support the claim for reimbursement.

REMOVAL EXPENSES

Where a new employee is recruited that necessitates the relocation of the new employee to Lockhart Shire, a portion of the removalist expenses will be reimbursed to the new employee as follows:

- a) The new employee has been appointed to a position within Band 3 (Professional/Specialist Band) or Band 4 (Executive Band) in accordance with the Local Government (State) Award and Council's Salary System;
- b) The new employee resides outside the Lockhart Shire Local Government Area;
- c) The expenses were incurred through the engagement of a removalist contractor;
- d) Receipts are required to be produced to verify the expenditure and support the claim for reimbursement;
- e) The amount reimbursed will be paid as follows:
 - i. 40% on the commencement of the employee;
 - ii. 40% on the completion of 1 years' service with the Lockhart Shire Council;
 - iii. Subject to a maximum of \$5,000.

*Reviewed by Council – 21 May 2018
Refer Minute No. xx/18*

*Confirmed by Council – 16 March 2015
Refer Minute No. 48/15*

20. POLICY 3.28 SAFE DRIVING POLICY (DRAFT)

(DEES/C70-025)

Executive Summary

Draft 3.28 Safe Driving Policy for all Council staff to ensure that Council personnel demonstrate low risk driving behaviours.

Report

Following current data analysis of Council staff driving behaviour with vehicles fitted with GPS systems it has become apparent that some Council staff demonstrate high risk driving behaviours.

The proposed Safe Driving Policy is for all Council staff to ensure that Council personnel demonstrate low risk driving behaviours while operating or travelling in any road vehicle while at work, or on their way to or from work.

In addition, with the implementation of National Heavy Vehicle Law in 2014 along with Chain of Responsibility requirements from 1 July 2018, the policy reinforces the recent training and presentation to staff on these aspects of managing and operating heavy vehicles.

Integrated Planning and Reporting Reference

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

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

Legislative Policy & Planning Implications

- Work Health & Safety Act 2011.
- Heavy vehicle National Law (NHVL) 2014.

Budget & Financial Aspects

Nil budget impact expected.

Attachments

1. Draft "3.28 Safe Driving Policy".

Recommendation: That Policy 3.28 Safe Driving Policy, as presented, be adopted.

Notes:

Attachment 1. – Draft “3.28 Safe Driving Policy”

3.28 Safe Driving Policy (Draft)

POLICY TITLE: SAFE DRIVING POLICY (Draft)

FILE REF: W15-005

EXPIRY DATE: EXPIRY DATE

PURPOSE

To improve workplace road safety for all Council staff and to ensure that Council personnel demonstrate low risk driving behaviours while operating or travelling in any road vehicle while at work, or on their way to or from work.

1. Scope

All Staff Operating Council Vehicles.

DEFINITIONS

1. Safe Driving

The adoption of low risk attitudes and behaviours that reduce the possibility of the driver being involved in a driving incident.

2. Low Risk Attitudes

- Placing a high value on safe driving
- Choosing low risk alternatives despite pressures to do otherwise
- Maintaining motivation to apply low risk behaviours
- Managing heavy vehicles in accordance with National Heavy Vehicle Law (NHVL) and Chain of Responsibility (CoR) requirements.

3. Low Risk Behaviours Preparation

Planning driving (being fit to drive, rest breaks/overnight stops, route selection, non-driving duties), vehicle safety check.

4. Safe Driving

Being alert, scanning for potential hazards, managing speed and position of the vehicle to reduce the likelihood of a crash; loading; mass; dimensions of heavy vehicles.

5. Evaluation

Reviewing driving to identify ways of reducing risk on future journeys.

POLICY CONTENT

All Workplace Health and Safety hazards must be managed in accordance with Council’s Work Health & Safety Policy.

To prevent incidents involving light or heavy fleet in Council workplaces, the following requirements must be met.

- a) Council will provide light and heavy fleet vehicles that meet accepted safety standards and WH&S requirements for plant.
- b) All Council staff are to drive in a manner that minimises risk to self and others as well as damage to vehicles and property.

As a minimum, staff are to:

- Comply with Australian road rules and laws, including driving at speeds that does not exceed the speed limit and wear seatbelts where they are provided
- Comply with fleet management requirements

Mobile Phones

- Mobile phones not secured in an approved cradle must only be used with hands-free/Bluetooth capabilities
- Mobile phones without hands-free must be securely mounted to the vehicle in an approved cradle which doesn't obscure vision
- Mobile phone GPS function can only be used if the phone is in a cradle
- Staff are required to inform incoming callers that they are driving, and outward calls should only be made where absolutely necessary
- All mobile phone conversations must be kept to a minimum while driving
- Staff holding a learner, P1 or P2 licence must not use any function of a mobile phone while driving

Drugs and Alcohol

- The use of unprescribed (illicit) drugs and alcohol by employees is prohibited and will not be tolerated by Council in the workplace and/or in circumstances where it affects an employee's fitness for duty or work performance and/or contravenes Australian road rules and laws.
- Council staff are to be aware and comply with policy "3.16 Drugs & Alcohol in the Workplace"

c) All Council staff are informed of Council's workplace safety requirements.

Awareness of safe driving behaviour is to be provided to all staff at induction.

Additional training needs for safe driving will be assessed for the work requirements of positions within Council. Training will be commensurate with the level of risk associated with the work requirements of the position.

d) Staff who may be required to drive a Council vehicle as part of their job must meet the following Council standards

- Possession of an appropriate current class of licence
- Evidence to satisfy any other occupational-specific requirements e.g. current qualifications and/or recent experience in operating road maintenance and construction equipment.

e) Managers and staff must actively manage workloads involving driving to minimise fatigue.

Staff must ensure that they organise their own work involving driving in a way that minimises fatigue.

Managers have an obligation to ensure that staff receive active management support in meeting this requirement.

f) Managers are to review available reports on vehicle damage relating to their staff and provide feedback to vehicle users.

Where managers identify unsafe driving performance positive steps must be taken to improve driving performance.

g) Managers must ensure staff are receiving adequate support to not contravene HVNL and CoR requirements.

LINKS TO PROCEDURE

Nil.

LINKS TO FORMS

Nil.

REFERENCES

Nil.

RESPONSIBILITY

1. Managers and Supervisors
 - Communicate safe driving policy and guidelines to staff.
 - Ensure occupation-specific safe driving record requirements are met where this is a condition of employment.
 - Implement appropriate counter measures for identified trends in unsafe road use, such as training and review of a driver's authority to drive council vehicles.
 - Consult with drivers when resolving driving safety related issues.
 - Ensure all staff, managers and supervisors receive an induction in road user safety.
 - Conduct assessment on road use risks and assess training needs of staff.
 - Provide on-going education, awareness and training.
 - Ensure that in-vehicle driver training is done by an approved assessor.
 - Review driver ability every three years for drivers operating in high risk driving conditions.
 - Managers and staff must actively manage workloads involving driving to minimise fatigue, including providing support in managing fatigue.
 - Comply with CoR laws including management of Chain of Responsibility through compliance with speed, fatigue, mass, dimension, loading and vehicle standards.

2. Drivers
 - Operate road vehicles in a way that complies with the road laws and in accordance with council policies.
 - Plan road trips to minimise safety risks to self, passengers and other road users.
 - Participate in initiatives for improving road safety.
 - Undertake operation and safety familiarisation of the particular vehicle before operating it for the first time.
 - Report defective vehicles.
 - Report all injury and damage incidents, including near misses.
 - Staff must ensure that they organise their own work involving driving in a way that minimises fatigue
 - Comply with CoR laws including management of Chain of Responsibility through compliance with speed, fatigue, mass, dimension, loading and vehicle standards.

3. WH&S/Risk Management Staff
 - Establish guidelines for drivers that address the risks associated with vehicle operation.
 - Provide regular management reports to managers to show accountability for incident costs in terms of injury.
 - Benchmark motor vehicle accident injury outcomes against similar organisations.
 - Benchmark damage and near miss incidents against similar organisations.
 - Provide regular management reports to managers to show accountability for incident costs in terms of damage to property.
 - Management of Chain of Responsibility through compliance with speed, fatigue, mass, dimension, loading and vehicle standards.

4. Plant Supervisor
 - Ensure that light and heavy vehicles provided for all kinds of use conform to uniform safety standards.
 - Consult with potential operators in the selection of specialised replacement vehicles and plant.
 - Ensure vehicles are maintained according to the vehicle manufacturer requirements.
 - Maintain records of all maintenance, damage and usage data for each vehicle.
 - Ensure that drivers have the appropriate information for the safe operation and equipment to assist in actions following an incident or breakdown.
 - Collect data on vehicle damage and identify all costs associated with repairs and replacement of damaged vehicles and property.
 - Management of Chain of Responsibility through compliance with speed, fatigue, mass, dimension, loading and vehicle standards.

5. Road Safety Officer

- Provide resource material and programmes to support safe driving awareness, education and training needs.
- Develop measures to address unsafe trends in workplace road use.
- Management of Chain of Responsibility through compliance with speed, fatigue, mass, dimension, loading and vehicle standards.

DOCUMENT AUTHOR

Director of Engineering & Environmental Services.

RELEVANT LEGISLATION

NSW Road Rules 2008.

NSW Work Health & Safety Act 2011.

National Heavy Vehicle Law (NHVL) 2014.

Chain of Responsibility laws (2018) as part of NHVL.

ASSOCIATED RECORDS

Nil.

Adopted by Council – DATE

Refer Minute No. xxx

Questions and Statements

Cr Douglas

- (i) **Statement – Local Government Remuneration Tribunal’s Review of Annual Councillor Fees** – Councils are advised that councillor and mayoral fees for the 2018/19 financial year need to be adjusted following the Local Government Remuneration Tribunal’s review of annual fees.

The Tribunal has awarded an annual fee increase of 2.5 per cent, which is in accordance with the public sector wages policy cap.

The increase takes effect from 1 July 2018.

This council at the height the NSW State Government's Fit For the Future reform proposal gave in principle support to reduce the number of council representatives from 9 to 6.

Now as a fait accompli we adjust the remuneration paid to councillors yearly which surely is an act of hypocrisy if we intend to save costs to comply with historical policies of the NSW State Government.

At some stage we must appreciate that we are adequately compensated financially for our role as councillors but also proportionally this role should be seen as a service to the community which I believe is a personal sacrifice freely given.

Closed Session

Agenda

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