



# **BUSINESS PAPER**

**of the  
Ordinary Meeting  
Held  
20 May 2019**

**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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15 May 2019

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, 20 May 2019** 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

<b>Opening with a Prayer</b> .....	
<b>Apologies</b>	
Cr R. Schirmer and Cr M. Day for May 2019 .....	
<b>Leave of Absence</b> .....	
<b>Confirmation of Minutes of the Ordinary Meeting 15 April 2019</b> .....	
<b>Declarations of Pecuniary &amp; Non-Pecuniary Interest</b> .....	
<b>Mayoral Minute/Report</b> .....	Page 6
<b>Urgent Matters</b> .....	Page 6
<b>Notice of Motion</b> .....	Page 6
<b>Committee Reports</b>	
1. Tourism/Economic Development Officer Report –7 May 2019.....	Page 7
<b>Delegates Reports</b>	
1. Riverina Water County Council – April 2019.....	Page 12
<b>Status Report/Précis of Correspondence Issued</b> .....	Page 13
<b>Staff Reports</b>	
<b>A. <u>A Connected and Resilient Community</u></b>	
1. Emergency Services Levy 2019/2020 .....	Page 24
2. Pleasant Hills and Surrounding Communities Support BBQ .....	Page 27
3. Stronger Country Community Fund Grants .....	Page 28
<b>B. <u>A Dynamic and Prosperous Economy</u></b>	
4. Grain Harvest Management Scheme 2019/20.....	Page 33
<b>C. <u>An Environment that is Respected and Protected</u></b>	
5. Priority Weeds and Pests.....	Page 34
6. Environmental Matters .....	Page 35
<b>D. <u>Infrastructure for the Long Term Needs of the Community</u></b>	
7. Engineering Report .....	Page 39
8. Major Projects Update – May 2019.....	Page 40
9. Parks and Gardens Report .....	Page 42
10. Development Applications.....	Page 44
11. Local Strategic Planning Statement - Update.....	Page 44
12. Draft Policy 2.54 for Mobile Food Vans .....	Page 46

**E. Strong Leadership and Governance**

13.	Investment and Bank Balances Report – 30 April 2019 .....	Page 53
14.	Quarterly Budget Review – March 2019 .....	Page 54
15.	Draft Delivery Program 2017-21 and Operational Plan 2019-20 and Budget .....	Page 55
16.	Code of Meeting Practice .....	Page 57
17.	Fees Payable to the Mayor and Councillors .....	Page 58
18.	Review of Credit Card Policy .....	Page 59
19.	Community Satisfaction Survey .....	Page 66
20.	Community Participation Plans .....	Page 68

**Questions & Statements**..... Page 70

**Consideration of Business in Closed Session**

21.	Tender – Box Culverts and Pipes Supply – Heavy Vehicles Safety & Productivity Program Project .....	Page 70
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This item is classified CONFIDENTIAL under section 10A(2)(d)(i) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to the following:  
Information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

22.	Tender – Flood Mitigation Construction Works Stage 2 - Lockhart .....	Page 70
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This item is classified CONFIDENTIAL under section 10A(2)(c) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to the following:  
Information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

23.	Tender – Major Plant - Pugmill.....	Page 70
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Information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

24.	Lockhart Pool Contractor .....	Page 70
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Information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

25.	Lockhart Caravan Park Management Contract.....	Page 70
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Information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

**Resumption of Open Council** .....

## **Mayoral Minute**

Nil.

## **Mayoral Report**

To be presented at the meeting.

## **Urgent Matters**

Nil.

## **Notice of Motion**

Nil.

## Committee Reports

### 1. TOURISM/ECONOMIC DEVELOPMENT OFFICER REPORT

(TEDO/T26-005)

**MINUTES OF THE TOURISM/ECONOMIC DEVELOPMENT STEERING COMMITTEE (TEDSC) MEETING OF LOCKHART SHIRE COUNCIL HELD AT LOCKHART COUNCIL OFFICES ON TUESDAY, 7 MAY 2019 COMMENCING AT 6.40PM.**

#### **PRESENT**

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

#### **APOLOGIES**

Councillor Gail Driscoll, Mrs Raeleen Pfeiffer, Mr Greg Smith, Mr John Holstein.

#### **LEAVE OF ABSENCE**

Nil.

#### **PERCURINARY INTEREST**

Sandra Johnstone – Love Lockhart Shire Photo Competition.

#### **CONFIRMATION OF MINUTES**

The minutes of the Meeting held Tuesday, 2 April 2019, as printed and circulated, be taken as read and confirmed on the Motion of Myra Jenkyn, seconded Sandra Johnson.

#### 1. **Lockhart Business Centre Masterplan**

There was much discussion about the streetscape changes proposed by the Lockhart Business Centre Masterplan. Due to the important role of Lockhart 'the Verandah Town' to Shire tourism and economy, the Committee felt that prior to the tender and engagement of the consultants to undertake the streetscape study, consultation with Lockhart Progress Association, business owners and the TEDSC should have been considered.

The TEDO advised the Committee it was important that anyone who had feedback about the draft Masterplan participate in the current community consultation process. Key points raised by the TEDSC were that visible and physical access to retailers needs to be taken into consideration and it is imperative there are no adverse effects on current and future retailers. The Committee also noted the importance of retaining the pavers throughout the streetscape as they are a key tourism attraction.

**Recommendation:** That, the 400 historic images etched onto Lockhart Heritage Pavers remain located under the verandahs in Green Street; and, that any visible and physical access to retailers be taken into consideration prior to implementing changes to the Lockhart business centre to ensure businesses are not adversely affected.

<b>Notes:</b>

**2. Lockhart Shire Business Awards**

The TEDO advised that following a revision of the nominating process and finalist questionnaire form there has been a strong number of entries received for judging in the Lockhart Shire Business Awards. Judging will commence the week of 5 May.

Neil Druce of the Junee Chocolate and Licorice Factory will be the guest speaker for the Presentation evening on 29 May. Neil is looking forward to attending as he unfortunately had to cancel last year. Service NSW will also be presenting their Easy To Do Business program and as major sponsors of the evening will launch the Lockhart Shire Business Directory.

All businesses are invited to attend the evening, with bookings to be made online at <https://www.trybooking.com/BCGWC>. Councillors and members of the TEDSC are encouraged to attend. A table can be tentatively reserved for the TEDSC.

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

<b>Notes:</b>

**3. Lockhart Shire Business Directory**

The TEDO advised the new online Lockhart Shire Business Directory, which looks very polished and is easy to use, has received positive comments from participating businesses. The page has had 2210 hits to date. There are currently 61 businesses listed on the Directory and the TEDO is continuing to research and add as many businesses as possible prior to the launch at the Lockhart Shire Business Excellence Awards on Wednesday, 29 May by Service NSW.

The TEDO will continue to manage the directory with businesses still able to be added following the launch. A reminder for businesses to participate will be included with the Business Survey in July, the requirements being contact details, 100 words and three high resolution images.

The TEDSC is able to view the directory at <https://lockhartshirebusinessdirectory.com.au/>.

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

<b>Notes:</b>

**4. Public Art Projects**

*Milbrulong Water Tower Mural*

The TEDO advised following a mail out to all Milbrulong district residents, the Milbrulong Public Hall Committee held a community meeting to discuss the proposed Milbrulong Water Tower project, potential designs and other opportunities for Milbrulong. Approximately 20 people from across the Milbrulong district attended and unanimously supported the proposed project based on a rosella theme. The Hall Committee resolved to support the project and advised the TEDO they were able to contribute \$2000 to the project should Riverina Water County Council and Lockhart Shire Council support the project.



The TEDO is awaiting a response from Riverina Water regarding support for the proposed project and is keeping an eye out for funding opportunities. Should the response be positive the TEDO will arrange to meet with the Milbrulong community again to discuss the proposed “Rosella” concept of the mural prior to submitting to Council for feedback/approval to further progress. The TEDO has also confirmed with the Wiradjuri people and available language resource materials that “rosella parrot” is the correct Wiradjuri translation for the word Milbrulong.

*Tootool Silo Mural*

Despite having previously provided conditional approval for silo art on the Tootool silos to the Tootool community, GrainCorp advised the TEDO last week that all new silo art projects have been suspended due to the high volumes of requests versus allocated resources. GrainCorp indicated they may be in a position to revisit this again early next year. The Tootool community advised the TEDO they will continue to work on a design and will investigate potential future grants in order to be shovel ready should the opportunity to progress arise.

*Yerong Creek Water Tower Mural*

The TEDO passed on an update from John Holstein that Yerong Creek have formed a committee to be called the Yerong Creek Progress Association and are currently in the process of applying to become an Incorporated body. Once formed the committee will look to champion projects which will advance the Yerong community, with the Yerong Creek Water Tower project being the first project.

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

<b>Notes:</b>

5. **Lockhart Industrial Land**

The General Manager provided a report to council regarding land sales at Lockhart Industrial Park at the April Council meeting following which the Investment Attraction Incentives Policy was updated to include the revised wording:

“Council’s support for new investment in the Lockhart Shire may be provided in a number of ways both non-financial and financial including but not limited to:

- Non-financial assistance, including (but not limited to) dedicated business officer assistance, fast-tracked development application process, assistance and support with property location, business support networks and marketing; and
- Financial assistance, including (but not limited to) interest free vendors terms, a discount on the price of industrial land, a discount on the price of residential land purchased in conjunction with an industrial lot, waiving of development application fees and deferred payment of infrastructure charges.”

The TEDO advised this information will be forwarded to:

- Service NSW Easy to do Business Program;
- EC Business Advice South & West NSW; and
- Regional Development Australia Riverina – Country Change program.

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

<b>Notes:</b>

**6. The Rock Hill**

The TEDO has been liaising with NPWS to secure improved signage at The Rock Hill Nature Reserve to make visitors aware that the Yugay Walking Track is a more difficult route to the summit than the Yerong Walking Track. A number of written complaints have been forwarded to NPWS and they are reassessing signage to ensure a better visitor offering. They are also keen to reactivate The Rock Hill Working Party which has been dormant since the management change from Moama to Tumut. The TEDO will continue to work with NPWS for the best outcome at The Rock Hill and will keep the committee updated on progress.

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

<b>Notes:</b>

**7. Lockhart Shire Visitor Guide**

The TEDO is starting to collate ideas for the new visitor guide which will take quite some months to complete. There are a number of significant tourism projects in the pipeline which if successfully undertaken would be important to feature in the new brochure. As the aim of the brochure is to attract visitors, the TEDO suggested the new guide should be very visual with high quality images showcasing the region. Over the coming months the TEDO will put together a draft brochure as a starting point for feedback.

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

<b>Notes:</b>

**8. Country Change**

The Country Change program is a highly visible, year-round campaign proactively encouraging new residents and investment in the Riverina. Managed by Regional Development Australia Riverina, the program proactively targets key areas, providing detailed information on career and business opportunities, affordable housing, tourism and infrastructure for each participating LGA including Lockhart Shire.

Country Change plays an important role in the Lockhart Shire Council Tourism and Economic Development Strategy, the success of which can be seen in the latest available figures showing Lockhart Shire Council recorded the third highest percentage of growth in regional NSW during the 2016-2017 period.

Continuing to go from strength to strength, in the past twelve months Country Change have developed the new JobsRiverina online platform and updated the new Country Change website in addition to undertaking collaborative and LGA specific promotional campaigns.

Country Change aims to continue its promotional strategy during the 2019/20 period with a proposed investment of \$3,600 by Lockhart Shire Council. Membership of this program has been funded through the Tourism and Economic Development budget for a number of years and the TEDSC was supportive of the request for ongoing participation.

**Recommendation:** That Lockhart Shire Council continue to participate in the Country Change program.

<b>Notes:</b>

**9. Project Updates**

The TEDO provided an update on ongoing projects as follows:

Lockhart Shire and Town Entrance Signs	Mock-up town and Shire entrance signs will shortly be put forward for community consultation.
Lockhart Verandah Project	Works are continuing on the main street heritage upgrade.
Business Gap Analysis	The TEDO will look to undertake a gap analysis of Lockhart Shire businesses in June / July following the completion of the Business Directory and the Business Awards launch.
Love Lockhart Photo Competition	The competition has opened and is being promoted to encourage entry. Closing date is 30 June. Will be included in upcoming Shire radio campaign.
Lockhart VIC	Visitor numbers for April very strong, showing a marked increase in visitor numbers. The TEDO is continuing to work on the VIC procedure manual required to for Level 2 accreditation.
Lockhart Museum	Extremely successful launch for the Tim Fischer area. Nearly 300 people attended. The Museum continues to go from strength to strength due to the endeavours of the hard working committee.
The Rock Museum	The committee is working on installing a “The Rock Hall & Museum” sign on the front of the building. The committee will be working on the layout of heritage themes in the upper floor of the museum for the duration of winter.
Magnolia Lodge	Council are investigating the funding of additional independent living and aged care accommodation in Lockhart Shire.
Partnership Advertising	Marketing campaigns with Destination Riverina Murray, Thrive Riverina and Wagga Wagga City Council are continuing, as is ongoing monthly advertising promotions. The new Riverina tourism website is due to go live shortly. Potential for cross promotions with Greater Hume, Murrumbidgee and Federation Council are being investigated. The draft of the new Newell Highway brochure has been tabled for review by participating councils.

The next TEDSC meeting will be held at **Yerong Creek Bowling Club on Tuesday, 4 June 2019 at the earlier winter time of 6:00pm.**

**Recommendation:** That the report be received and noted.

<b>Notes:</b>

## Delegates' Reports

### 1. RIVERINA WATER COUNTY COUNCIL – MAY 2019

1. Council received and noted Financial Statements and List of Investments. Currently in excess of \$1.5m ahead of revenue forecast due to prolonged dry.
2. Quarterly Budget Review for period 31 March 2019 was presented.
3. Draft Delivery and Operational Plans for 2019/20 were approved for public exhibition and comment. Highlights being the increase in Pensioner rebate by \$20p.a. and the decision to hold water prices at current levels.
4. Minutes Audit & Risk Committee received and noted.
5. After considering report on JO and REROC Council agreed to retain membership of REROC pending outcome of review.
6. Council received report on Annual Satisfaction Survey which showed an overall approval of 4.4 out of 5.
7. Council has approved guidelines for Community Grants Program which will be launched in August 2019.
8. Riverina Water will be sending delegates to this year's Water Conference in Albury and Local Government Conference at Warwick Farm.
9. Council has adopted the Model Code of Conduct and Procedures and Code of Meeting Practice.
10. Council has approved a request for an additional gang in the Works Section.

Cr Greg Verdon  
Delegate

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

<b>Notes:</b>

## Status Report/Précis of Correspondence Issued

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

Res. No:	Officer to Action	Info	Action Taken
<b>Ordinary Council Meeting held 15 April 2019</b>			
98/19	DEES	<b>Closed Council – My Community Grant Project – Public Toilets Green Street, Lockhart</b> Council endorse a grant application under the My Community Project grant for the establishment of public toilets and community facilities in Green Street, Lockhart	Grant application has been submitted. Council in discussions with property owner.
97/19	DEES	<b>Closed Council – Tender – Box Culverts and Pipes Supply – Heavy Vehicles Safety and Productivity Program</b> Council: a) Does not award the tender to either of the tenders received b) Authorises the Director Engineering and Environmental Services to negotiate with Holcim and Rocla; and c) A further report is brought to Council on the completion of negotiations.	DEES completed negotiations. See report to May 2019 Council meeting. Complete.
94/19	GM	<b>Policy 2.54 Contract Management Policy</b> Policy, as presented, be adopted.	Policy register updated. Complete.
93/19	GM	<b>Councillor Induction and Professional Development Program</b> Council adopt the professional development program outlined as Option 2 in the report for the purposes of the 2019/20 budget.	Option 2 incorporated into Draft 2019/20 Budget.  Complete.
92/19	GM	<b>Riverina Joint Organisation – Regional Priorities Plan</b> Council endorse the Riverina Joint Organisation Regional Priorities Plan.	Riverina JO advised of Council's endorsement of the Regional Priorities Plan. Complete.
91/19	GM	<b>Membership of Regional Organisations</b> Council continue its membership of REROC and review the matter again following the scheduled independent evaluation of RIVJO at the conclusion of the 2019/20 financial year.	REROC advised of Council's decision. Complete.
89/19	DCCS	<b>Disused Buildings – French Park Tennis Courts</b> a) Council approve the two buildings be disposed and advertise them in Council's Newsletter, and b) Advise Mr Bahr that Council is required to undertake a transparent and competitive focus and that he is invited to submit an expression of interest at the appropriate time.	Advertised in April Newsletter, with expression of interest closing 31 May 2019
87/19	GM	<b>Crown Land Management</b> a) Council endorse the actions outlined in the attached list of crown reserves and authorise the General Manager to make the necessary applications b) Ratify the appointment of the Director Engineering and Environmental Services as the Council's Authorised Officer and Native Title Manager for the purposes of the Crown Land Management Act 2016.	Crown land categorisation and grouping for the reserves for the purposes of preparing Plans of Management currently being finalised to facilitate the necessary applications being lodged with the Crown Lands Office.

82/19	GM	<b>Lockhart Progress Association – Proposed Statue</b> Council advise the Association that, should sufficient funds be raised by the community, Council would support the erection of a sculpture of Tim Fischer at a location to be agreed upon by Council.	Lockhart Progress Association advised of Council’s resolution.  Complete.
81/19	DCCS	<b>NSW Rural Doctors Network Scholarship Program</b> Council provide funding of \$3,000 to participate in the NSW Rural Doctors Network 2019 Bush Bursary/CWA (NSW) Scholarship program to be funded from Section 356 contributions.	Application to participate has been submitted to NSW Rural Doctors Network
80/19	DEES	<b>Masterplan for Lockhart Business Centre</b> Council endorse the Draft Lockhart Business Centre Master Plan to be publicly exhibited.	Community consultation occurred 7 May 2019. Further report to Council at its June 2019 meeting. Complete.
79/19	GM	Industrial Land a) Amend Section 2 of Policy 1.21 Investment Attraction Incentives Policy so as to read as follows: <i>“Council’s support for new investment in the Lockhart Shire may be provided in a number of ways both non-financial and financial including but not limited to:</i> <ul style="list-style-type: none"> <li>• <i>Non-financial assistance, including (but not limited to) dedicated business officer assistance, fast-tracked development application process, assistance and support with property location, business support networks and marketing; and</i></li> <li>• <i>Financial assistance, including (but not limited to) interest free vendors terms, a discount on the price of industrial land, a discount on the price of residential land purchased in conjunction with an industrial lot, waiving of development application fees and deferred payment of infrastructure charges.”</i></li> </ul> b) Distribute information regarding its Investment Attraction Incentives to: <ul style="list-style-type: none"> <li>• Service NSW Easy to do Business Program (Council has previously resolved to participate in the program);</li> <li>• BEC Business Advice South &amp; West NSW; and</li> <li>• Regional Development Australia Riverina – Country Change program.</li> </ul>	Policy Register updated.  Revised Policy 1.21 Investment Attraction Incentives Policy has been forwarded to: - <ul style="list-style-type: none"> <li>- Service NSW Easy to do Business Program (Council has previously resolved to participate in the program);</li> <li>- BEC Business Advice South &amp; West NSW; and</li> <li>- Regional Development Australia Riverina – Country Change program.</li> </ul> Complete.
78/19	DCCS	<b>Lockhart Memorial Hall Hire Fee Request</b> Council to a) Charge a hire fee of \$30 per hour; and b) Charge a refundable amount of \$50 for cleaning/key bond.	Adopted and applicant notified. Complete
77/19	DCCS	<b>Lockhart Medical Centre Community Services Building</b> Council support the change of use to the Lockhart Medical Centre/Community Services, on the corner of Matthews and Hebden Streets in principle and provide a letter of land owner consent to a Development Application being lodged.	GM & DCCS met with Valmar’s Coordinator - Fleet, Asset and Corporate to progress the matter with Valmar agreeing to provide plans prior to Council’s providing land owners consent to lodge a DA.

Ordinary Council Meeting held 18 March 2019			
66/19	DEES	<p><b>Proposed Restructure – Engineering and Environmental Services</b> Proposed restructure to include:</p> <ul style="list-style-type: none"> <li>a) Regrading the vacant Grader and Roller Operator positions to a Plant Operator and a Labourer respectively;</li> <li>b) The addition of the position of Light Vehicle Mechanic in the organisation structure;</li> <li>c) The addition of the position of Compliance Officer (permanent part time 25.5 hours per week) in the organisation structure; and</li> <li>d) Extending the position of Fixed Term Project Officer with current incumbent to continue in the role on a works as required basis until 31 December 2020.</li> </ul>	<ul style="list-style-type: none"> <li>a) New positions interviews to occur shortly.</li> <li>b) To be advertised in the near future.</li> <li>c) To be advertised in the near future.</li> <li>d) To be extended at time of current term completion in October 2019.</li> </ul>
65/19	GM	<p><b>Code of Meeting Practice</b> Council place the “Draft Lockhart Shire Council Code of Meeting Practice – March 2019” on public exhibition for at least 28 days and provide members of the community at least 42 days in which to comment on the draft code.</p>	<p>The Draft Code of meeting Practice has been publicly exhibited and is now tabled at the May Council meeting for adoption. Complete.</p>
51/19	DEES	<p><b>Heavy Vehicle Access</b> Council to:</p> <ul style="list-style-type: none"> <li>a) Note the information provided, and</li> <li>b) Grant consent to include PBS Levels 1 &amp; 2A Vehicles to GML on the current Lockhart Shire B-Double approved network excluding Urana Street, Lockhart (from Green to Treasure Streets);</li> <li>c) Grant pre-approval for up to three years to include PBS Levels 2B &amp; 3A Vehicles to GML on the current Lockhart Shire B-Double approved network excluding Urana Street, Lockhart (from Green to Treasure Streets); and</li> <li>d) Grant consent to the National Class 1 Agricultural Vehicle and Combination Mass and Dimension Exemption Notice 2019.</li> </ul>	<p>Road Manager consent and approval sent to NHVR. NHVR has acknowledged and waiting on RMS to update maps.</p> <p>Council delegation for Ag equipment has been removed as of 30 April 2019.</p> <p>Complete.</p>
49/19	DEES	<p><b>Masterplan for The Rock Avenue of Honour</b> Council to:</p> <ul style="list-style-type: none"> <li>a) Endorse the formation of a Focus Group to discuss options for the masterplan; and</li> <li>b) Consider any formal master planning and upgrade works at the upcoming budget workshop.</li> </ul>	<p>Focus group formed and first meeting to occur shortly.</p> <p>First meeting has occurred, which was very productive. Some basic plans and notes to be drawn up for endorsement of the group before coming back to Council.</p>
48/19	GM	<p><b>A.R. Bluett Memorial Award</b> Council submit a nomination for the 2019 A.R. Bluett Memorial Award.</p>	<p>Bluett Award online entries do not open until 1 June 2019.</p>
46/19	GM	<p><b>ANZAC Day 2019 Commemorations</b> Council’s representatives to participate at the respective ANZAC Day ceremonies and to lay a commemorative wreath on behalf of Council be as follows: <b>Lockhart</b> – Crs Schirmer and Day <b>Pleasant Hills</b> – Cr Sharp <b>The Rock</b> – Cr Verdon (dawn service) and Cr Marston (main commemorative service) <b>Yerong Creek</b> – Cr Walker.</p>	<p>Arrangements in place and Councillors notified.</p> <p>Complete</p>

36/19	TEDO	<b>Minutes of the TEDSC Meeting – Public Art Projects</b> Council support in principle the public art projects at Milbrulong, Yerong Creek and Tootool, subject to approvals being obtained and appropriate community consultation being undertaken.	Projects being investigated. Council will be kept up to date on any progressions including requests for approval. Complete.
<b>Ordinary Council Meeting held 4 February 2019</b>			
25/19	DCCS	<b>Information Technology Systems Infrastructure</b> a) Council approve the purchase of the additional information technology infrastructure up to value \$25,000; and b) Additional information technology infrastructure to be funded from December 2018 Quarterly Budget Review.	Contact has been made with selected suppliers. Tender specifications being finalised to initiate negotiations will select suppliers to continue.
24/19	GM	<b>Community Satisfaction Survey</b> Council undertake a Community Satisfaction Survey on a similar basis to the 2014 and 2016 surveys.	The Survey has been distributed with a closing date of 7 May 2019. Report on survey responses tabled at the May Council meeting. Complete.
18/19	GM	<b>2019-20 Operational Plan and Budget</b> a) Council endorse the timeline outlined in the report for the preparation of the 2019/20 Draft Budget and Operational Plan including the conduct of Councillor Workshops on 18 March and 15 April 2019, and b) The Bus Tour of the Shire be deleted from the timeline.	Budget workshops have been held. Draft 2019/20 budget being tabled at the May Council meeting for endorsing to go on public exhibition.
15/19	MES	<b>Draft Policy 2.54 for Mobile Food Vans</b> a) Place draft Policy 2.54 for Mobile Food Vans be placed on public exhibition for minimum of 28 days with a submission closing date of 42 days after advertisement; and b) Report to Council following expiry of the exhibition period for further consideration	Draft policy currently on public exhibition.  Public exhibition completed. See report to May 2019 meeting. Complete.
12/19	DEES	<b>Integrated Water Cycle Management Strategy – Sewerage Services</b> Council apply for funding under the Safe and Secure Water Program to undertake IWCM Strategy renewal.	DEES in discussions with DPI about grant funding for IWCM.  Council staff working with DPI regarding the funding.
8/19	DEES	<b>Environmental Matters</b> a) Endorse the Lockhart Roadside Vegetation Management Plan; b) Place draft Policy 2.55 Roadside Vegetation Management Policy on public exhibition for minimum of 28 days; and c) Report to Council following expiry of the policy exhibition period for further consideration.	Documents have been placed on public exhibition.  Public exhibition is complete. See report to May 2019 Council meeting.  Complete.
<b>Ordinary Council Meeting held 17 December 2018</b>			
344/18	GM/ DCCS	<b>Closed Agenda – Request from Osborne Recreation Ground Management Committee</b> a) Enter into a lease agreement with Jason Webster, as adjoining land owner to the Osborne Recreation Ground to lease land as per map for \$1.00 per annum for 3 years, and b) The General Manager and Director Corporate and Community Services be authorised to sign the lease on behalf of Council.	Lease is being drafted. The matter of a 3-year lease was following up and solicitor advised a caveat stipulating Council's interest with regards to leased land can be put in place. Work is progressing and updates will be reported to Council.



<b>Ordinary Council Meeting held 19 November 2018</b>			
294/18	DCCS	<p><b>Minutes of the TEDSC Meeting – Magnolia Lodge</b> Council investigate the funding of additional independent living/aged care accommodation in the Shire, including at Magnolia Lodge.</p>	Discussed at a meeting with Valmar, continuing investigations.
<b>Ordinary Council Meeting held 15 October 2018</b>			
270/18	GM	<p><b>Woodhaven Aged Care Facility – Land Ownership</b> a) The land described as Lot 1 DP230301, Lot 2 DP230301, Lot 10 DP1067716 and Lot 1 DP726186 be transferred to Lockhart and District Aged Care Association Inc. trading as Woodhaven Aged Care for \$1.00, and b) Authority be granted for the Transfers and other relevant documentation to be executed under the Council's seal.</p>	Woodhaven Aged Care advised of council's decision and requested to arrange for necessary legal documentation to be prepared and forwarded to Council for execution. Matter currently in the hands of Woodhaven's solicitor,
261/18	TEDO	<p><b>Minutes of the TEDSC Meeting – Water Tower Lighting</b> Consideration be given to funding to light the Lockhart Water Tower Mural and that Council investigate possible lighting options.</p>	In progress.
260/18	TEDO	<p><b>Minutes of the TEDSC Meeting – Water Tower Long Term Maintenance</b> An agreed amount be held in reserve to enable future maintenance of the Lockhart Water Tower as and when needed.</p>	To be addressed in conjunction with the preparation of the 2019/20 Budget.
<b>Ordinary Council Meeting held 17 September 2018</b>			
252/18	DCCS	<p><b>Closed Agenda – Information Technology Systems – Quotations</b> a) Council approve the purchase of the Electronic Document and Records Management System (EDRMS) HPE Content Manager with initial purchase, setup and training costs to be funded from Council's Systems &amp; IT Improvements Reserve; b) Council approve the purchase of Asset Management system AssetFinda with initial purchase, setup and training costs to be funded from Council's Systems &amp; IT Improvements Reserve; c) Initial and ongoing cost of iPad Minis are to be incorporated and funded from Council's Operating Plan Budget at Quarterly Budget Review; and d) Year 2 and ongoing annual license fees cost are to be incorporated and funded from Council's Operating Plan Budget.</p>	<p>Purchase Order for AssetFinda raised, software licence received and being reviewed.</p> <p>IT Server is at end of life, quotes being sort. Server requires upgrade or replacing to enable AssetFinda to be installed. Refer to item in this agenda on upgrade to server.</p> <p>Purchase order raised for HPE Content Manager, Project manager from Civica has been assigned.</p>
237/18	GM	<p><b>Request for Financial Assistance – The Rock Show Society Inc.</b> a) An amount of \$500 be provided to The Rock Show Society Inc. as a one-off donation; and b) Any financial assistance agreed to be Council be paid to The Rock Show Society Inc. after the governance arrangements referred to in this report have been clarified.</p>	<p>Correspondence has been forwarded to The Rock Show Society Inc. advising of Council's decision to provide a one-off donation subject to clarifying governance arrangements.</p> <p>Meeting of recently established section 355 committee to be held on 6/2/19.</p> <p>Payment of \$500 made to The Rock Show Society.</p> <p>Complete.</p>

<b>Ordinary Council Meeting held 19 March 2018</b>			
68/18	GM	<p><b>Closed Agenda – Green Street West Lockhart – Price Review</b></p> <p>a) Council adopt the following asking process for lots remaining unsold in the residential subdivision at Green Street West, Lockhart:</p> <p style="margin-left: 20px;">a. \$25,000      Lots 1, 6, 7, 9, 10, 23, 24, 25, 27, 28, 29, 30, 31, and 32</p> <p style="margin-left: 20px;">b. \$27,500      Lots 12, 16, 17 and 18</p> <p style="margin-left: 20px;">c. \$44,000      Lots 11 and 34</p> <p>b) That in relation to Lots 6-7, 9-10, 23-25 and 28-31, the price of two adjoining lots sold in a single transaction, i.e. one contract of sale, be reduced to \$22,000 each or a total contract price of \$44,000.</p> <p>c) That Lot 8 Rockliff Court in the Green Street West Residential Estate be taken off the Market whilst cost estimates are prepared for converting the allotment into a local park.</p> <p>d) That the GM be authorised to negotiate with project home builders for establishment of a display home at Green Street West with any incentives to be offered to be subject to approval by Council.</p>	<p>Council's agent has been informed of the revised selling prices adopted by Council.</p> <p>Council's agent is contacting all builders on its data base regarding incentives that might encourage the construction of a spec/display home.</p> <p>A cost estimate for converting an allotment into a park is currently being prepared.</p>
51/18	GM	<p><b>Lockhart Renewable Energy Project</b></p> <p>a) Project update provided by Better Energy Technology Pty Ltd noted,</p> <p>b) Lockhart Renewable Energy Project Information Brochure endorsed for distribution to Lockhart premises.</p>	<p>Phase 1 funding for the project has been announced by the Australian Government. Formal documentation including a funding agreement is awaited.</p>
<b>Ordinary Council Meeting held 18 December 2017</b>			
316/17	GM	<p><b>The Rock to Boree Creek Rail Line</b></p> <p>Council to continue to make applications when further rounds of funding are released.</p>	<p>This project has been included in the Regional Economic Development Strategy Action Plan developed for the functional economic region comprising Coolamon, Junee, Lockhart and Wagga local government areas.</p> <p>The project has also been submitted to the Riverina JO for inclusion in the Statement of Regional Priorities being developed by the JO.</p> <p>The JO Regional priorities Plan has been endorsed by Council.</p> <p>Complete.</p>
<b>Ordinary Council Meeting held 21 August 2017</b>			
181/17	TEDO	<p><b>Minutes of the Tourism/Economic Development Steering Committee Meeting – Lockhart Railway Station</b></p> <p>Additional time to be given to source an alternative use/tenant for the Lockhart Railway Station building.</p>	<p>Consideration to be given as an office for the solar project if successful prior to advertising availability.</p>

<b>Ordinary Council Meeting held 18 April 2017</b>			
72/17	DEES	<p><b>Caravan Parks</b></p> <p>a) Information noted pending a furthermore detailed report</p> <p>b) Council has determined as a matter of policy that caravan parks be short term (holiday park) stays; and</p> <p>c) Expressions of Interest (EOI) be invited for Management of the Lockhart Caravan Park for 1 July 2017 to 30 June 2018 with option of 2 x 12-month extensions on mutual agreement.</p>	<p>More detailed report to be presented at a future Council meeting.</p> <p>Items (b) &amp; (c) are complete. Staff currently compiling information to put together further report.</p>
<b>Ordinary Council Meeting held 19 September 2016</b>			
241/16	TEDO	<p><b>Minutes of Tourism/Economic Development Steering Committee - Town Visitor Information Boards</b></p> <p>New town visitor information boards to be designed and installed in The Rock and Lockhart.</p>	Signs received.
<b>Ordinary Council Meeting held 16 May 2016</b>			
109/16	DCCS	<p><b>Old Lockhart Railway Station Building</b></p> <p>Council to:</p> <p>a) Seek to find a suitable use/tenant for the building</p> <p>b) Begin negotiations with JHR to hand building back, if suitable use/tenant not found within next 6 months.</p>	<p>Ongoing. No potential tenants have enquired. Promoting venue as a regional meeting site. Very little activity to date. Lockhart Central School has used for 2018 HSC exams. No enquiries for a permanent tenant.</p> <p>Correspondence forwarded to JHR to ascertain whether it would enforce the lease and require the lease to be paid out in full if Council was to terminate the Agreement.</p>
<b>Ordinary Council Meeting held 15 April 2019 – Councillor Questions &amp; Statements</b>			
Councillor's Questions	GM	<p><b>Cr Verdon – The Rock Pony Club</b> – Requested an update on Crown Lands negotiations regarding The Rock Pony Club</p>	<p>GM advised that LLS, the Crown Land Manager of the Reserve identified as a future site for the Pony Club, is supportive of the proposal and staff are now working towards obtaining consent from the Crown Lands Office to submit a DA for the land.</p> <p>Update on all Stronger Country Communities Fund grant projects tabled at May 2019 Council meeting. Complete.</p>
	DCCS	<p><b>Cr Verdon - Public Toilets at The Rock Recreation Ground</b> – Advised that The Rock Recreation Ground toilets often do not have sufficient toilet paper supply left at the end of the week to cater for campers and/or home football games.</p>	DCCS advised he will investigate and take appropriate action.

Councillor's Questions	DEES	<b>Cr Day – Cars at Property in Galore St and Anglican Church, Lockhart</b> – Enquired on status of the Compliance Officer checking the cars on a property in Galore St, as well as the Anglican Church?	DEES advised he is working through this issue with property owners and it is a work in progress. Compliance officer has investigated sites and there is no action that can be taken at the moment. Complete.
	DEES	<b>Cr Day – Brookong Reserve Signs on Urana Road, Lockhart</b> – Enquired if these signs could be replaced?	DEES advised he will investigate and take appropriate action. Staff are investigating what can be done regarding the signage as this is not a Council reserve.
	GM	<b>Cr Driscoll – Lockhart Shire Council Block of Land, Scott Street, The Rock</b> – Enquired of Council was planning to sell the block of land in Scott St, The Rock?	GM advised that an expression of interest has been received in relation to another parcel of land not currently listed for sale that will be the subject of a report to a future meeting of Council which can also include consideration of the block of land in Scott St, The Rock.
	DEES	<b>Cr Driscoll – The Rock Town Entrance Sign</b> – Advised that The Rock town entrance sign re-instated south of The Rock on the Olympic Hwy is a lot further south than its original position and enquired if it could be relocated back closer to The Rock?	DEES advised he will investigate and take appropriate action. DEES has discussed with GHSC and they are looking at if sign can be moved closer to the town.
	DEES	<b>Cr Douglas – Flood Detour Road, Lockhart</b> – Enquired if the Flood Detour Road intersections are going to be softened?	DEES advised that all the intersections from Narrandera Rd to Urana Rd have been designed for B-Double access and that works are scheduled to occur later this calendar year. No further action at this stage. Complete.
	DEES	<b>Cr Douglas – Wattles Lane, Lockhart</b> – Enquired as to whether Wattles Ln could become heavy vehicle by-pass?	DEES advised that this has been discussed previously and a future grant application could be submitted for this work. No further action at this stage. Complete.
	DEES	<b>Cr Sharp – Fee for On-site Sewer Inspections</b> – Enquired whether the \$100 fee for inspecting on-site sewer systems is charged again if the inspection fails?	DEES advised that yes, this could happen, depending on the level of non-compliance. No further action at this stage. Complete.
	DEES	<b>Cr Sharp - Clearing of Trees in Residential Areas</b> – Enquired as to whether the clearing of trees in residential areas is permitted?	DEES advised that unlike rural areas, the clearing of trees in urban areas generally requires consent. Issue has been investigated and the clearing that occurred was permissible. No further action required. Complete.

	DEES	<b>Cr Schirmer – Galore Street, Lockhart</b> – Advised that some treated pine posts are missing across Galore St, Lockhart at the western end.	DEES advised he will investigate and take appropriate action.
<b>Ordinary Council Meeting held 18 March 2019 – Councillor Questions &amp; Statements</b>			
Councillor's Questions	DCCS	<b>Cr Verdon – Replaced iPads</b> – Enquired as to what happens to the replaced iPads used by Councillors?	DCCS advised that Councillors can keep their replaced iPads for the time being and that they will either be re-used internally or disposed of in accordance with Council policy. Complete.
	DEES	<b>Cr Marston – Pavers Lifting in The Rock</b> – Advised that the pavers have lifted in The Rock near the café and the next building to the east.	DEES advised he will investigate and take appropriate action. Work in progress at this stage.
<b>Ordinary Council Meeting held 4 February 2019 – Councillor Questions &amp; Statements</b>			
Councillor's Questions	DEES	<b>Cr Walker – The Gap Fire Trail at The Rock Hill</b> – Enquired as to whether funding could be applied for to grade/maintain The Gap Fire Trail at The Rock Hill?	DEES advised Council has previously applied for funding for this fire trail with RFS and was unsuccessful. DEES will investigate further options and advise. DEES has placed this matter on agenda at the next BFMC meeting. The BFMC is accepted The Gap Fire Trail to be added to the list to be funded. Works to occur in due course. Complete.
	DCCS	<b>Cr Rockliff – Lighting around Magnolia Lodge, Lockhart</b> – Enquired if extra lighting could be provided around Magnolia Lodge residences?	DCCS advised he will investigate and advise. Existing lights being fixed, then consult with electrician on improvements. Report will be provided to May meeting.
	DEES	<b>Cr Verdon – Mixner St, The Rock</b> – Requested if the soil at the end of Mixner St could be battered back to allow residents to mow the verge?	DEES advised he will investigate and take appropriate action. This work will occur when external works to the pool is undertaken later this year.
<b>Ordinary Council Meeting held 19 November 2018 – Councillor Questions &amp; Statements</b>			
Councillor's Questions	DCCS	<b>Cr Driscoll – Cleaning of Toilets at The Rock Recreation Ground</b> – Advised that there seems to be a problem with cleaning of the toilets at The Rock Recreation Ground.	DCCS advised he was aware of the issue and would be attending a meeting this week to resolve the issue. Have met with Rec Ground representatives, issue addressed in short term, still investigating long term options. Extra clean per week has been in place since Dec-2018 and working well.

	DEES	<b>Cr Verdon – Council Contribution – The Rock Recreation Ground</b> – Advised The Rock Recreation Ground receives an annual contribution funding of \$12,500 from Council and with electricity currently costing \$12,000 p.a., was wondering if Council could do and audit or assist in any way?	DEES advised there may be some upcoming opportunities for grant funding for solar and battery storage for Council buildings and he will investigate further and advise. DEES has been in contact with OEH about opportunities. Council to provide information to OEH. DEES still in discussions with OEH. This will be a work in progress.
<b>Ordinary Council Meeting held 17 September 2018 – Councillor Questions &amp; Statements</b>			
Councillor's Questions	GM/Mayor	<b>Cr Verdon – Wagga Wagga City Council's (WWCC) Position regarding Riverina Joint Organisation (RIVJO)</b> – Enquired as to an update regarding WWCC's position regarding joining the RIVJO.	The Mayor advised that the WWCC had indicated in writing that it was prepared to join the RIVJO subject to certain conditions and that the conditions were acceptable to the RIVJO member councils insofar as they were able to be accommodated within the provisions of the Local Government Act. Discussions are continuing between WWCC and JO member councils.  Report on membership of REROC and RIVJO was tabled at the Council meeting held on 15 April 2019.  Council resolved to retain membership of REROC and review the matter again at the end of 2019/20.  Complete
<b>Ordinary Council Meeting held 21 May 2018 – Councillor Questions &amp; Statements</b>			
Councilor's Questions	DEES	<b>Cr Rockliff – Water going into Back Yards between Green &amp; Hebden Sts, Lockhart</b> – Advised he has been approached by 2 residents regarding water going into back yards between Green and Hebden Sts, Lockhart.	DEES advised he is aware of the issue and will investigate when time and resourcing permits.
<b>Ordinary Council Meeting held 20 November 2017 – Councillor Questions &amp; Statements</b>			
Councillor's Questions	GM	<b>Cr Marston – Potential Purchase of Land for Development</b> – Following completion of Carson Rd Development, The Rock, enquired if Council could look into the purchase of more land for development (using borrowings) – Shire-wide, but maybe concentrating on The Rock and lifestyle blocks in Yerong Creek, requesting this be put on the agenda for further discussion.	Discussions have been held with Council's agent and the availability of suitable developable land coming on to the market is being monitored. Land development at The Rock has also been submitted to the Riverina JO for inclusion in the Statement of Regional Priorities being developed by the JO.

Ordinary Council Meeting held 17 July 2017 – Councillor Questions & Statements			
Councillor's Questions	MAYOR	<b>Cr Driscoll – Fit For the Future Process</b> – Enquired as to where Council was up to regarding the FFTF process and ensuring we comply with our Action Plan.	The Mayor advised we are working on external contracting and other options regarding expanding the Shire's scale and capacity.  Council has secured some externally contracted work with Greater Hume Shire Council.  Complete.
	COUNCIL LORS	<b>Cr Schirmer – Councillor Relaxed Visits throughout Shire</b> – Thanked Councillors who attended recent Friday night at the Pleasant Hills Pub and advised the visit was well received by the locals with positive feedback being given.	Councillors attended the Friday fish & chips night at Yerong Creek on 6 July 2018.

**20 May 2019 Council Meeting - Correspondence Sent to Councillors**

Date to Councillors	From	Subject	File Ref
15/04/19	Cr Linda Scott, LGNSW	LGNSW Weekly – 12 April 2019	S20-007
15/04/19	ALGA News Editor	ALGA News 12 April 2019	A75-005
23/04/19	Cr Linda Scott, LGNSW	LGNSW Weekly – 18 April 2019	S20-007
23/04/19	ALGA News Editor	ALGA News 18 April 2019	A75-005
29/04/19	Cr Linda Scott, LGNSW	LGNSW Weekly – 26 April 2019	S20-007
29/04/19	ALGA News Editor	ALGA News 26 April 2019	A75-005
06/05/19	Cr Linda Scott, LGNSW	LGNSW Weekly – 3 May 2019	S20-007
06/05/19	ALGA News Editor	ALGA News 3 May 2019	A75-005
13/05/19	Cr Linda Scott, LGNSW	LGNSW Weekly – 10 May 2019	S20-007
13/05/19	ALGA News Editor	2019 Federal Election Scorecard – ALGA News 10 May 2019	A75-005

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

<b>Notes:</b>

## Staff Reports

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

#### 1. EMERGENCY SERVICES LEVY 2019/2020

(GM/E23-010)

##### Executive Summary

Council has received formal advice from Revenue NSW regarding the 2019/2020 Emergency Service Levy for NSW Fire and Rescue, NSW Rural Fire Service and NSW State Emergency Service. The advice incorporates a significant and unexpected increase.

##### Report

Council receives advice annually from Revenue NSW regarding the contribution payable by Council in the ensuing financial year for NSW Fire and Rescue (NSWFR), NSW Rural Fire Service (RFS) and NSW State Emergency Service (SES).

This year the advice was accompanied by a Circular from Revenue NSW advising of changes to workers compensation entitlements for firefighters which have impacted on the contributions payable by councils. A copy of the Circular from Revenue NSW is attached.

The increase for Lockhart Shire Council is shown in the table below.

Service	2018/2019	2019/2020	Increase (\$)	Increase (%)
NSW Rural Fire Service	\$156,574	\$196,922	\$40,348	25.76%
NSW Fire & Rescue	\$17,296	\$18,975	\$1,679	9.71%
NSW SES	\$4,317	\$5,036	719	16.65%
<b>TOTAL</b>	<b>\$178,187</b>	<b>\$220,933</b>	<b>\$42,746</b>	<b>19.42%</b>

The increase is concerning for a number of reasons including the following:

- Council's revenue from ordinary rates is pegged by the NSW Government, i.e. 2.7% in 2019/20. However, there are no constraints on increases in NSW Government charges imposed on Local Government. Had an increase equal to the rate peg been applied to the NSWFR, RFS and SES contributions payable by Council, the increase in dollar terms would have been \$4,811 instead of \$42,746.
- In 2016/17 the RFS introduced a new methodology for calculating the contributions payable by Councils. The new methodology was introduced to provide stability and predictability for councils and assist them in preparing their budgets by removing the fluctuations that occurred under the previous formula. The RFS advised at the time in relation to the new formula that, *"This will reduce volatility of movements in contributions and allow councils to better anticipate and budget for movements in their statutory contributions"*.
- There has been no consultation with local government. Councils have been advised of the increase in contributions when most have completed their draft budgets. Some councils had progressed to the point of having their draft budgets on public exhibition when the advice of the increase was received.

It is understood that LGNSW is receiving information from individual councils on the extent of the increases and is calling on the NSW Government to cover the additional costs arising from the workers compensation entitlements for the first year and work with local government to redesign the funding mechanism for the scheme to ensure fairness in the future. It is recommended that Council inform LGNSW of the impact on its budget and also make representations to its local State Parliamentarian.



Integrated Planning and Reporting Reference

A2 - Ensure that Lockhart Shire is well prepared to respond to adversity.

A2 - Advocate for sufficient provision of policing, ambulance and fire services.

Legislative Policy and Planning Implications

The Rural Fires Act 1997 establishes a contributory scheme to meet the annual estimated expenditure of the Rural Fire Fighting Fund. Under the scheme local government makes an 11.7% contribution to the Fund. The balance of the fund is met by the NSW Government (13.3%) and insurance companies (75%).

Statutory contributions are payable to NSWFR pursuant to the Fire Brigades Act 1989 and to the NSW SES pursuant to the State Emergency Services Act 1989.

Budget and Financial Aspects

The Draft budget presented at the Budget Workshop held on 15 April 2019 made provision for an incremental increase in RFS, NSWFR and SES contributions and did not anticipate a 20% increase across all three emergency services. A revised Draft Budget is being presented to the May 2019 Council meeting and is the subject of a separate report.

Attachments

1. Circular from Revenue NSW.

**Recommendation:** That Council:

- a) Make representation to Local Government NSW and the Member for Wagga Wagga, Dr Joe McGirr MP, expressing concern at the increase in the Emergency Services Levy imposed on councils and the timing of the advice;
- b) Support Local Government NSW's position for the NSW Government to cover the additional costs arising from the workers compensation entitlements for the first year and work with local government to redesign the funding mechanism for the scheme to ensure fairness in the future.

<b>Notes:</b>

**Attachment 1. – Circular from Revenue NSW**



In November 2018, the NSW Parliament passed laws that made it easier for firefighters diagnosed with one of 12 specific work-related cancers to access workers compensation entitlements.

These new laws mean firefighters who have served in the Rural Fire Service or Fire and Rescue NSW, and have reached the specified minimum service requirements, will benefit from a presumption that their cancer diagnosis is due to their firefighting duties (i.e. a work-related illness).

These changes bring New South Wales into line with most other Australian jurisdictions, including the Commonwealth, which have introduced similar provisions for firefighters over the past eight years.

It is expected that significantly more firefighters diagnosed with cancer will now be eligible for workers compensation benefits, including loss of income payments, medical treatment expenses and death benefits for those with terminal conditions.

This year's Emergency Services Levy (ESL) contributions will also go towards funding vital new vehicles and equipment for Fire and Rescue NSW and the NSW Rural Fire Service, as well as ongoing operational costs for these agencies and the State Emergency Service.

These changes will result in an increase in the ESL contributions from 1 July 2019. Your notice of assessment reflects a total increase in the cost of funding our fire and emergency services of approximately \$160 million, of which around 75 per cent is due to the introduction of these new provisions for firefighters.

As you would be aware, 11.7 per cent of fire and emergency service funding needs is met by local councils. This means that total contributions from councils will rise by around \$19 million in 2019-20, of which \$14 million is to support firefighters with cancer. Further ESL increases are also anticipated in the following year to recover the additional costs incurred during 2018-19.

The attached Notice of Assessment describes arrangements for you to pay the ESL Council Contribution to Revenue NSW. If you have any queries about this assessment, please contact Revenue NSW on [ESL@revenue.nsw.gov.au](mailto:ESL@revenue.nsw.gov.au), or 1300 139 817.

Should your staff have any queries about the new legislative provisions, please contact the State Insurance Regulatory Authority on 02 9289 1352.

Information on the changes is also available on the Revenue NSW website.

Regards,

A handwritten signature in black ink, appearing to read 'Stephen Brady'.

Stephen Brady  
Chief Commissioner of State Revenue

2. PLEASANT HILLS AND SURROUNDING COMMUNITIES SUPPORT BBQ (GM/C45-005)

Executive Summary

A free BBQ and concert is being held at the Pleasant Hills Public Hall on 24 May 2019 in support of Pleasant Hills and surrounding communities. The organisers of the event are seeking assistance from Council with waste management for the event.

Report

The Rotary Clubs of Albury North and Holbrook are organising a “*Pleasant Hills and Surrounding Communities Support BBQ and Concert*” on Friday, 24 May 2019 at the Pleasant Hills Hall. Financial and health support agencies will be present at the event which will also feature music and children’s entertainment.

A verbal request has been received from the organisers of the event for the provision of a skip bin. Council does not have a skip bin and one would have to be externally hired at an estimated cost of \$300.00.

There is capacity in Council’s budget to grant the request. Bearing in mind that Lockhart Shire communities will benefit from the event, the event is being held on a not-for profit basis and financial and health support agencies will be present, it is recommended that Council grant the request.

Integrated Planning and Reporting Reference

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

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

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

Legislative Policy and Planning Implications

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 and Financial Aspects

Council’s 2018/19 Budget includes an allocation of \$52,100 for the purpose of providing financial assistance in accordance with section 356 of the Local Government Act.

Attachments

Nil.

**Recommendation:** That Council grant the request for the provision of a skip bin for the “*Pleasant Hills and Surrounding Communities Support BBQ and Concert*” to be held on Friday, 24 May 2019 at the Pleasant Hills Hall.

<b>Notes:</b>

3. **STRONGER COUNTRY COMMUNITY FUND GRANTS**

**(GM/G10-005)**

Executive Summary

An update is provided in relation to the projects across the Shire for which grant funding has been received under the NSW Government's Stronger Country Communities Fund (SCCF) Grant Program. A request to vary the project for which Council funds have been allocated has also been received from a local Recreation Ground Management Committee.

Report

In April 2018, in response to advice that \$764,000 had been allocated to Lockhart Shire under Round 2 of the SCCF Grant Program, Council submitted nine projects for consideration under the Program. Six of the projects were successful in receiving funding whilst three missed out.

The six successful projects were:

1. New Shire and town entrance signs (\$100,000);
2. Lockhart Recreation Ground – upgrade of amenities building (\$345,000);
3. Osborne Recreation Ground – playground and traffic improvements (\$69,000);
4. The Rock Recreation Ground – improvements to amenities building (\$50,000);
5. The Rock Recreation Ground – establishment of 2<sup>nd</sup> oval (\$100,000); and
6. The Rock Regional Observatory (\$100,000).

The three unsuccessful projects were:

1. Shire entrance beautification (\$150,000);
2. The Rock Recreation Ground – half basketball court (\$50,000); and
3. Yerong Creek Recreation Ground – handball court/ netball court (\$50,000).

With respect to the progress being made in relation to the successful projects that received funding under the SCCF Grants Program, the following update is provided:

**New Shire and town entrance signs** - Preliminary designs were recommended by the Tourism and Economic Development Committee to Council which Council subsequently endorsed for the purposes of wider community consultation. The designs are currently on public exhibition and any feedback received will be the subject of a future report to Council.

**Lockhart Recreation Ground (upgrade of amenities building)** – plans and specifications are currently being prepared in consultation with the Lockhart Recreation Ground Management Committee and users of the facility. Some additional funding from other sources has also been secured.

**Osborne Recreation Ground – playground and traffic improvements** – This project has been completed.

**The Rock Recreation Ground (improvements to amenities building)** - This project has been completed.

**The Rock Recreation Ground (establishment of 2<sup>nd</sup> oval)** – this project is contingent on the relocation of The Rock Pony Club. An alternative site has been identified for the Pony Club and the Club is agreeable to relocating to the site subject to some facilities being established there. The alternative site is a Travelling Stock Reserve (TSR) and the Crown Land Manager in this case i.e. Local Land Services, is supportive of the Pony Club establishing a presence on the Reserve. A process for securing a license to occupy part of the TSR is now being pursued by the Pony Club.

**The Rock Regional Observatory** – Council's SCCF grant is to add a lecture room or educational space to the building which is to be constructed to house the telescope(s). The building to house the telescope(s) and dome is to be built with grant funding received earlier by The Rock Progress Association under a different grant program. Council's SCCF grant project therefore cannot commence until The Rock Progress Association's project has been completed, however delays have been experienced by the Progress Association with its project, as it pursues a partnership arrangement with Charles Sturt University.

The Rock Progress Association has been advised by the funding body that it will only provide an extension to 30 June 2019 for completion of the project which is not a practical option. An alternative option offered by the funding body is for the Progress Association's grant to be transferred to Council. This appears to be a more practical solution as it will provide for better coordination of the project given that Council also has grant funds for the observatory project. The Progress Association supports this option and has formally requested Council to accept a transfer of its remaining grant funds. A copy of the letter received from The Rock Progress Association is attached.

With respect to the unsuccessful projects which Council subsequently resolved to fund from its own Reserve funds, the following updates are provided:

**Yerong Creek Recreation Reserve – (handball/netball court)**

Council subsequently resolved to fund the half basketball court at The Rock and the handball/ netball court at Yerong Creek from its own funds.

Council at the time received little notice of its SCCF Round 2 allocation and the above projects were nominated for SCCF grants with little opportunity for consultation. Correspondence has now been received from the Yerong Creek Recreation Ground Management Committee requesting whether Council would be agreeable to re-allocating the \$50,000 earmarked for a handball/netball court to the following projects which are considered to be a higher priority:

- Complete cladding the pavilion (\$6,000);
- Upgrade power supply to the pavilion (\$4,071);
- Complete the disabled toilet (\$3,000);
- Seal access road from main entrance to camping ground (\$15,000); and
- Children's playground (\$22,000).

**The Rock Recreation Reserve (½ basketball court)**

Works on this project has not commenced. If there is any re-ordering of priorities (as in the case of Yerong Creek) these funds could be reallocated to either The Rock Observatory Project or second oval at The Rock Recreation Reserve as both projects will most likely require additional funds to be completed.

Integrated Planning and Reporting Reference

A1 - Support cultural and sporting opportunities that respond to the needs of the community.

A2 - Plan, develop and maintain facilities, parks and gardens that respond to the needs of the community.

B1 - Manage and improve the appearance of our towns, in line with their desired identities

B1 - Develop and implement a long-term beautification plan for each of the Shire's towns.

Legislative Policy and Planning Implications

Nil.

Budget and Financial Aspects

A co-contribution was not required for applications submitted under the SCCF Grant Program.

The request from the Yerong Creek Recreation Reserve Management Committee involves the re-allocation of funds previously voted for expenditure by Council and will have no additional impact on the budget.

Attachments

1. Yerong Creek Recreation Ground Management Committee letter dated 13 May 2019.
2. The Rock Progress Association Inc letter dated 15 May 2019.

**Recommendation:** That Council:

- a) Note the information contained in this report;
- b) Accept a transfer of grant funds received by The Rock Progress Association for The Rock Regional Observatory Project; and
- c) Advise the Yerong Creek Recreation Ground Management Committee that it agrees to its request for Council funds totalling \$50,000 being re-allocated to the projects listed in this report.

<b>Notes:</b>

**Attachment 1. – Yerong Creek Recreation Ground Management Committee letter dated 13 May 2019**

File No:	G10-005
Log:	30420
	INFO REPLY REPORT
GM	
DCCS	
Rec'd	14 MAY 2019
DEES	
MES	
HR	
TEDO	

13 May 2019

Yerong Creek Recreation Ground  
C/- 31 Plunkett Street  
YERONG CREEK NSW 2642

Mr Peter Veneris  
General Manager  
Lockhart Shire Council  
Green Street  
LOCKHART NSW 2656

Dear Peter,

We are writing to you concerning Yerong Creek's unsuccessful grant application for a netball/handball court. However we are aware Council has moved to fund such a court from Council's own funds.

Two meetings have been held with much discussion. The outcome being is as we already have a netball court marked on the new tennis courts, could Council give consideration to moving such funding to the following projects:-

- |                                                         |             |
|---------------------------------------------------------|-------------|
| 1. Finish cladding the Pavilion                         | \$ 6,000.00 |
| 2. Upgrade power to the Pavilion                        | \$ 4,071.60 |
| 3. Finish the disabled toilet                           | \$ 3,000.00 |
| 4. Finish the Gate Keepers building                     | \$ 2,000.00 |
| 5. Widen the Brick Entrance                             | \$ 1,500.00 |
| 6. Seal the roads within the Recreation Ground          | \$15,000.00 |
| 7. Erect a small childrens playground near deck at hall | \$17,500.00 |

These seven projects would certainly enhance the hall and sporting areas at Yerong Creek and complement voluntary work that has already been undertaken. Unfortunately the initial grant application that was rejected was submitted on short notice through no fault of anyone.

We would like to thank Peter, David and Craig for meeting with us both at Lockhart and Peter and his wife for attending one of the meetings in Yerong Creek.

We look forward to continue working with Council.

Regards,

Ross Edwards  
**PRESIDENT**

Kevin Driscoll  
**SECRETARY**

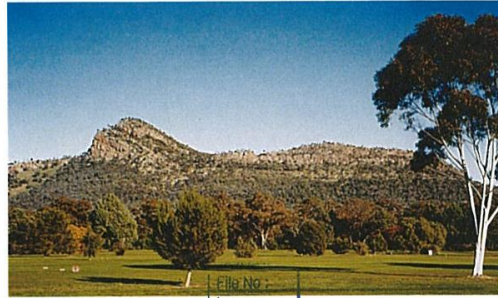


**Attachment 2. – The Rock Progress Association Inc. letter dated 15 May 2019**

## THE ROCK PROGRESS ASSOCIATION INC

President: Traci Driscoll  
Secretary: Gail Driscoll  
Treasurer: Paul Forrest

**ABN 65311474250**



Peter Veneris  
General Manager  
Lockhart Shire Council  
65 Green Street,  
Lockhart NSW  
15/5/2019

010-005  
30434.

	INFO	REPLY	REPORT
GM			
DCCS			
Rec'd	15 MAY 2019		
DEES			
MES			
HR			
TEDO			

Dear Peter,

The Rock Progress Association was successful in the process after applying for a state government grant for \$100 000 to construct an observatory to be named The Rock Regional Observatory. A very exciting project that is supported by the community and the wider astronomy circles.

The funding timeline for completion has proven difficult to achieve because of various reasons. The main one was securing a telescope and dome. Favourable and well received steps have now been taken to involve Charles Sturt University. They are proposing to donate both a telescope and a dome. This will ensure the success of the project.

The funding timeline has been exhausted but the NSW Government Community Grants have given us the option to have council take on the responsibility for the completion of the original project. The funds would be transferred to council. This fits nicely within the project that council has secured funding for to support the build of a lecture hall on the side of the observatory.

Is it possible for council to consider the proposal that The Rock Progress Association investigates the requirements for council to take on the project to its completion? We are very willing participants to ensure the project is a success but lack the expertise to see it to fruition.

Please contact me if you require further clarification.

Traci Driscoll  
Chairperson  
The Rock Progress Association

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*Working for your Community*

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

### **4. GRAIN HARVEST MANAGEMENT SCHEME 2019/20**

**(DEES/)**

#### Executive Summary

Update on the NSW Grain Harvest Management Scheme (GHMS) for 2019/20.

#### Report

Council previously resolved to trial the GHMS for the 2013/14, 2014/15, 2015/16, 2016/17, 2017/18 and 2018/19 harvest seasons from 1 November to 31 January. It appears that the scheme has been working well for the local farmers and industry.

The GHMS has been discussed at REROC Infrastructure Group meetings and most Councils have again agreed to participate in some way or form.

Furthermore, the NSW Government has indicated in several forums to tie the GHMS with the Livestock Loading Scheme which allows load increase of up to 7.5% or Higher Mass Limits (HML), allowing four-deck sheep transport for example. The transport of livestock across the Shire is not as significant as grain movement and at present Lockhart Shire does not participate in the Livestock Loading Scheme (LLS).

As previously stated, as the manager of the roads asset it is also difficult to support any scheme where the safety of users of the assets is potentially compromised unless suitable funding is provided by the Government. Fortunately, Council has been successful in gaining grant funding to improve the Shire's road network.

With the impending completion of the upgrading of nine bridges and culverts, along the recently announced grant funding to upgrade a further three structures as well as Urana Lockhart Road and the trimming of trees to 4.6m, Council is in a position to gazette Lockhart Shire into the GHMS and well as the LLS.

#### Integrated Planning and Reporting Reference

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

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

#### Legislative Policy and Planning Implications

The schemes are being implemented through a Ministerial Order.

#### Budget and Financial Aspects

Currently projects to the value of \$7.05M are upgrading the road network across the Shire which will facilitate high productivity vehicles and loading.

#### Attachments

Nil.

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

- a) Gazettes consent to participate in the Grain Harvest Management Scheme, from 1 November to 31 January, each year; and
- b) Gazettes consent to participate in the Livestock Loading Scheme.

<b>Notes:</b>

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

### **5. PRIORITY WEEDS AND PESTS**

(DEES/N10-025)

#### Executive Summary

Monthly report on priority weeds and environmental matters.

#### Report

#### **Weeds**

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

Inspections were carried out on rural properties initiated by a change in property ownership.

The weeds most commonly found were Bathurst Burrs (*Xanthium spinosum*), Horehound (*Marrubium vulgare*), and Lippia (*Phyla canescens*).

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

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

Priority has been given to the control of Silverleaf Nightshade (*Solanum elaeagnifolium*), Feathertop Rhodes Grass (*Chloris virgata*), Bathurst Burrs (*Xanthium spinosum*), and Horehound (*Marrubium vulgare*) on roadside reserves.

#### **Pests**

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

Snail baiting application occurred on Fairview Lane on 8 April. Lack of precipitation has suppressed the snail population capabilities.

#### Integrated Planning and Reporting Reference

C2 – Flora and fauna are protected across the Shire.

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.

#### 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 be noted.

<b>Notes:</b>

## 6. ENVIRONMENTAL MATTERS

(DEES/R40-107)

### Executive Summary

Lockhart Shire Council in conjunction with Wagga Wagga City Council were successful in applying for funding under the NSW Council Roadside Reserves Environmental Grants Program. As part of the program, Policy 2.55 Roadside Vegetation Management was drafted for Council's consideration. Following a round of public exhibition, the policy is presented for further consideration.

### Report

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

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

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

### **Lockhart Roadside Vegetation Management Plan**

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

The Roadside Vegetation Management Plan acts as an easy-to-use resource which identifies values, issues and recommendations for managing roadside reserves at both a community and operational level, and was endorsed by Council in February 2019.

### **Roadside Vegetation Management Policy**

To preserve the natural resources within Lockhart local government area, and to comply with legislative obligations, the Roadside Vegetation Management Policy was presented to Council in February 2019.

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

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

Following consideration by Council in February 2019, the Policy was placed on public exhibition, and no submissions or comments were received. As such, the Policy (as originally drafted and without amendment) is now presented for adoption by Council.

### Integrated Planning and Reporting Reference

C2 – Flora and fauna are protected across the Shire.

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.

### Legislative Policy and Planning Implications

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

Budget and Financial Aspects

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

Attachments

1. Policy 2.55 Roadside Vegetation Management.

**Recommendation:** That Policy 2.55 Roadside Vegetation Management be adopted by Council.

<b>Notes:</b>

## **Attachment 1. – Policy 2.55 Roadside Vegetation Management**

### **2.55 Roadside Vegetation Management**

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POLICY TITLE: ROADSIDE VEGETATION MANAGEMENT

FILE REF: R40-107

EXPIRY DATE: APRIL 2022

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#### **OBJECTIVES**

The objectives of this policy are:

- To protect the integrity of the environmental assets that are present within the Council's roadside reserves and meet Council's legislative obligations regarding roadside vegetation.
- To support decision making during planning of Council projects by incorporating the principles and recommendations outlined in the Lockhart Roadside Vegetation Management Plan.

#### **BACKGROUND**

The Lockhart Shire Roadside Vegetation Survey and Recommendations, which was created in 1997 and previously endorsed by Council, set forth conservation objectives for roadside vegetation in the Lockhart Shire, and applied conservation values to sites of significance. Council staff used this document to support decision making with respect to local approvals, permits, roadside environment preservation projects and engineering works. The Lockhart Roadside Vegetation Management Plan, referenced in this Policy, replaces the Lockhart Shire Roadside Vegetation Survey and Recommendations.

#### **LEGISLATIVE RESPONSIBILITIES**

Council is obligated to comply with State and Federal legislation (and associated regulations) relating to the management of roadside reserves. This includes:

- Commonwealth Environment Protection and Biodiversity Conservation Act 1999
- NSW Environmental Planning and Assessment Act 1979
- NSW Biodiversity Conservation Act 2016
- NSW Fisheries Management Act 1994
- NSW National Parks and Wildlife Act 1974
- NSW Heritage Act 1977
- NSW Protection of the Environment Operations Act 1997
- NSW Water Management Act 2000
- NSW Roads Act 1993
- State Environmental Planning Policy (Infrastructure) 2007
- NSW Local Land Services Act 2013
- NSW Biosecurity Act 2015.

#### **POLICY CONTENTS**

To preserve the natural resources within Lockhart local government area, and to comply with legislative obligations, the principles and recommendations outlined in the Lockhart Roadside Vegetation Management Plan will be incorporated into Council's work-related activities by:

1. Identifying sites of significant environmental value, particularly endangered ecological communities, and threatened species and their habitats.

2. Providing road-specific conservation values for the completion of the engineering project management plan prior to the initiation of works within the Shire, when addressing environmental considerations.
3. Providing guidance to minimise detrimental effects to roadside vegetation during routine maintenance work.
4. Providing base data to address customer requests, specifically those involving the maintenance and installation of infrastructure and telecommunications.
5. Providing guidance in the improvement of degraded vegetation and increasing connectivity of habitat within the Lockhart LGA.
6. Providing supportive documentation for funding applications, ecological promotion and community education.

#### **RELEVANT POLICIES**

- 2.17 Local Roads Classification & Maintenance.
- 2.35 Collection of Firewood from Council Road Reserves and Dead Standing Trees.
- 2.45 Stock Movement and Grazing Policy.

#### **RELEVANT DOCUMENTS**

CTENVIRONMENTAL (2019) Lockhart Roadside Vegetation Management Plan. Prepared for Lockhart Shire Council. Wagga Wagga, Australia.

Bull, L (1997) Roadside Vegetation Survey and Recommendations for Lockhart Shire. Albury, Australia.

#### **POLICY ADMINISTRATION**

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

## **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 continuing with the heavy patching works on MR59 Urana Lockhart Road. The second crew is continuing with gravel re-sheets and maintenance grading in accordance with updated programme.

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

Council has a crew undertaking works on behalf of Greater Hume Shire Council with the heavy patching on the Culcairn Walbundrie Road. These works are scheduled to be complete by end of May 2019.

Concrete crew is continuing with the HML bridges project. All the bridges have been completed. The culverts upgrade on Green Street is now complete. The Urangeline Creek culverts on Western Road have commenced. The triple culvert system on Henty Pleasant Hills Road will be the last set of culverts to be undertaken.

The Heavy Vehicle Safety & Productivity Program (HVSP) replacement of a further 4 structures as well as Flood Detour Road upgrade is expected to commence mid-2019. Design works have been undertaken for Flood Detour Road, with the road to be designed to accommodate B-Doubles, as well as improving the drainage in the area.

Council has also been successful with its grant application under the Growing Local Economies grant program for the upgrade of Urana Lockhart Road, which is the widening and heavy patching works on 22.5km of MR59. It is expected that Council will continue with its works on the road with the project expected to take 12-18 months to complete.

Council's project under the Drought Relief Heavy Vehicles Access program for the trimming of trees and vegetation to allow 4.6m high access across the Shire is progressing well with the crew completing the Regional Roads and now working its way through roads on the east side of the Shire. It is expected the works will take four months to complete.

- (b) *Flood Mitigation:* Refer to Major Projects update.
- (c) *Road Safety Officer:* The Road Safety Officer has commenced undertaking safety audit of all roads within the Shire. The audit will form the basis of Council's Strategic Road Safety Plan and will be used for grant applications in the future.
- (d) *Traffic Committee:* The Traffic Committee has endorsed report to extend the 50 km/hr zone on the west side of Lockhart to incorporate Flood Detour Road in the urban zone. This has been undertaken as part of the design process to upgrade and seal the road. Council is now waiting on RMS speed zone unit sign off on the extended speed zone.
- (e) *Lockhart Local Emergency Management Committee:* Nil to report.
- (f) *Fleet:* Nil to report.

- (g) *New Class 1 Agricultural Vehicle Notice:* The new class 1 agricultural vehicle notice commenced on 30 April 2019. This means Council can no longer issue permits for the movement of agricultural equipment on Shire roads. All permit requests must go through the NHVR. As Council has approved the new Notice, if the equipment complies with the dimensions and standards set out in the Notice, no permit is necessary. Standard signage and escorts will still be required. If you have any queries or are unsure if you require a permit, it is recommended you contact the NHVR to seek clarification.

Legislative Policy and Planning Implications

Nil.

Integrated Planning and Reporting Reference

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

Budget and Financial Aspects

Will be conducted within Council's allocated budget.

Attachment

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

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

<b>Notes:</b>

**8. MAJOR PROJECTS UPDATE – MAY 2019**

**(DEES/T10-005)**

Executive Summary

Update on Council's current major projects.

Report

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

- Swimming Pools Upgrade:* The Rock pool upgrade works is progressing well with the 25m pool concrete pour complete. Council staff have commenced ordering materials for the playground and BBQ's. It is anticipated that the works will be completed by mid-October 2019, with opening date set for Saturday 26 October 2019.
- Demolition of Voluntary Purchase Properties:* Council has been successful with its grant application to continue the Voluntary Purchase of properties in Lockhart for the next three years, commencing 1 July 2019.
- Flood Mitigation Construction-Lockhart:* Council has been successful with the grant application for Stage 2 flood mitigation works in Lockhart, being the drainage system east of the Industrial Park. Council staff has called for tenders which closed 29 April 2019. See separate report to Council.
- Flood Mitigation Construction-The Rock:* The Rock Strevens Street drainage project is now fully complete.

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



- (e) *Playground – The Rock Recreation Ground:* Council has been successful in gaining \$75,000 from the NSW Government's 'Everyone Can Play' grant, with Council also contributing \$75,000 to the project. Staff have met with the Focus Group recently to discuss the finer detail of location and design of the playspace. This is currently being drafted for final agreement before the ordering of the equipment. The location is set to be near the netball courts at the current entrance to the Recreation Ground, with a new entrance to be constructed to the east as part of the swimming pool upgrade works along Wilson Street.

Council has also been successful in gaining a further \$25,000 funding for the project from the Federal Government's Community Development Grant programme. As the Government is in caretaker mode for the election the final timing of the grant will not be known till after the new Government is in place.

- (f) *Lockhart Renewable Energy Project:* Council has also been successful in gaining \$1M funding from the Federal Government's Community Development Grant programme to undertake Stage 1 of the project. Stage 1 entails the detail design, financial modelling, DA applications, and connection agreements with Essential Energy. As the Government is in caretaker mode for the election the final timing of the grant will not be known till after the new Government is in place.

Integrated Planning and Reporting Reference

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

Legislative Policy & Planning Implications

Nil.

Budget & Financial Aspects

- (i) Pools – total refurbishment costs estimated to be \$4.7M for both pools
- (ii) VP Demolition – The purchase and demolition of properties over the next three years is anticipated to cost \$930,000 with the NSW Government to fund \$797,000.
- (iii) Flood Mitigation Construction - Funding received for Streven Street is \$856,000. Construction budget for the project is \$1.0M. Funding for Stage 2 at Lockhart is \$570,000 with total project value of \$665,000. Stage 2 at The Rock total project value is \$1.0M.
- (iv) Playground at The Rock Recreation Ground budget is currently \$150,000.
- (v) Stage 1 of the Lockhart Renewable Energy project is \$1M, with the overall project budget being approximately \$30M.

Attachments

Nil.

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

<b>Notes:</b>

## 9. PARKS AND GARDENS REPORT

(DEES/P10-005)

### Executive Summary

Monthly report on parks and gardens.

### Report

#### **Lockhart Cenotaph**

Council has assisted the Ex-servicemen's Club with some in kind work toward the refurbishment of the cenotaph. The old cement slab around the memorial had to be removed and the area levelled before contractors laid blue stone pavers, chosen to compliment the memorial. The lawn was then top dressed once the works were completed.

Council has also installed steel edging to define the garden from the parking area. The pebbles were removed and replaced with a crushed granite finish.

All works were completed before ANZAC day.

#### **Easter and ANZAC Day**

Efforts were concentrated around the main streets, cenotaphs and cemeteries in the lead up to these significant holidays, with tasks including mowing, pruning trees, trimming hedges and sweeping of gutters.

#### **Inclusive Playground**

\$75000 has been granted to Council from the NSW Govt. Everyone Can Play initiative to partially fund a new playground for The Rock. Council's financial commitment to this project will be included in the 2019/20 budget. Council representatives met with community groups and interested parties recently to discuss location, equipment and creative ideas. Further plans will be drawn up and quotes sought.

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

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

#### **Trees**

Pruning of street trees has begun with initial focus on trees along the ANZAC march routes; especially the peppercorns in Lockhart.

Trees planted this year and last year are still being watered regularly along with a number of recently planted gardens. The watering schedule will be reduced as the weather continues to cool and deciduous trees enter dormancy.

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

#### **Mowing and Slashing**

The autumn slashing schedule has begun with Milbrulong streets and Recreation Ground and Yerong Creek highway.

Fortnightly mowing and edging is still being conducted for most irrigated areas; the frequency will be reduced as growth slows.

**Weed Control**

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

Known problem areas for khaki and cathead are being monitored.

**Parks and Gardens**

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

Irrigation systems are being checked and adjusted. Running times will be decreased as the weather cools.

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

**General Maintenance**

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

Integrated Planning and Reporting Reference

D1 – Infrastructure that facilitates an active community.

Legislative Policy and Planning Implications

Nil.

Budget and Financial Aspects

Will be conducted within Council's allocated budget.

Attachments

Nil.

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

<b>Notes:</b>

10. 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 to 30 April 2019.

DA No	Development	Applicant/Owner	Site of Development
60/19	New shed	GA & TA Hounsell	38 Green St, Lockhart
62/19	Additions to dwelling	T & K Reed	94 Drummond St, Lockhart
CDC63/19	Inground swimming pool	M S Percy	493 Eulensteins Rd, Yerong Creek
64/19	New dwelling	G Coldron	9 Carson Rd, The Rock
65/19	RFS Shed	S Conlan, RFS	441 Munyaplah Boundary Rd, Alma Park
66/19	Addition to dwelling	D Smith	17 Queen St, Yerong Creek

Integrated Planning & Reporting Reference

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

Legislative Policy and Planning Implications

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

Budget and Financial Aspects

Nil.

Attachments

Nil.

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

**Notes:**


11. LOCAL STRATEGIC PLANNING STATEMENT - UPDATE

(MES/P25-005)

Executive Summary

An update on the progress for delivery of the Local Strategic Planning Statement is provided for Council's information.

Report

In 2018 the amended Environmental Planning and Assessment Act 1979 came into effect and Councils now have further obligations that need to be considered as a planning authority. As previously reported to Council in September 2018, all NSW Councils must now prepare a local strategic planning statement (LSPS). A LSPS aims to set out the 20-year vision for land-use in the local area, the special character and values that are to be preserved and how change will be managed into the future.

The statement must identify the planning priorities for the Shire and explain how these are to be delivered. They must also show how the council will monitor and report on how the priorities will be implemented. In practice, the statements will shape how the local environmental plan (LEP) and development control plan (DCP) evolves over time.

Council staff recently met with regional representatives of the NSW Department of Planning and Environment to discuss the preparation and rollout of the LSPS. The Department acknowledged that understanding the role and content of the LSPS was difficult to comprehend at first, and there are differing opinions of how the LSPS should be interpreted. A FAQ sheet and a LSPS guide for a 'typical' Council have been released by the Department for use as a guide, however the content is variable in relevance to a smaller regional Council such as Lockhart.

The Department is very keen to assist Council in development of the LSPS, and have agreed to provide regular assistance through telephone conferencing and face to face meetings. Originally, it was anticipated that Council would need to engage a consulting planner to help draft the LSPS, however the Department are confident that the document can be developed in-house with their assistance. As such, regional representatives from the NSW Department of Planning are now assisting the Manager Environmental Services to develop a draft LSPS for review. In developing a LSPS, scoping out the communities' priorities is imperative, and will be the most resource intensive component. Fortunately, much of this work has been undertaken through development of our Community Strategic Plan (CSP). Based on advice from the Department, Council's draft LSPS will pull together the land use priorities from our CSP and the Riverina Murray Regional Plan, and will be followed by key actions for achieving those priorities and their implementation. The draft will be presented to Council for consideration, and there will be a round of interactive public engagement to ensure that the LSPS is consistent with the community's priorities.

Once implemented, the LSPS is legislated to be reviewed every seven years, however the Department of Planning and Environment recommend aligning the LSPS review with our CSP (which is every four years). This is a sensible option, given how the CSP and LSPS will support each other on a visionary and strategic level.

The Department has partnered with UTS to deliver a short course on strategic planning and local strategic planning statements (LSPS) tailored specifically for NSW Councils. These are to be held in Wagga at the end of June, and separate sessions are available for Council staff and Councillors. More information will be provided by the General Manger for those expressing an interest.

Further reports will be provided to Council as the LSPS is developed, in cooperation with the Department of Planning and Environment.

Integrated Planning and Reporting Reference

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

Legislative Policy and Planning Implications

Obligations for implementation of a LSPS follows the passing of the Environmental Planning and Assessment Amendment Act 2017 in the NSW Parliament in November 2017.

Budget and Financial Aspects

Council staff time and resources will be allocated during normal work time with no impact on existing budget.

Attachments

Nil.

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

<b>Notes:</b>

**12. DRAFT POLICY 2.56 FOR MOBILE FOOD VANS**

**(MES/C70-025)**

Executive Summary

Draft Policy 2.56 for Mobile Food Vans has been on public exhibition and is now presented for further consideration by Council.

Report

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

Lockhart Shire Council supports the operation of mobile food vans to encourage diversity in takeaway food options, and therefore seek to provide a consistent framework for the operation of mobile food vans in the Lockhart Local Government Area. A draft policy, which was presented to Council in February 2019 and was approved for public exhibition, sets out the relevant legislative requirements for safe food handling and preparation, safe operation of food vans and trucks within Council's road reserves, car parks, parks and public land.

Under the draft policy, and to comply with the Local Government Act 1993, approval for operation of a mobile food van is required from Council. Other rules may also apply depending on whether the vehicle is located on private land, Council land, or a road reserve.

Council staff visited and spoke to the operators of known mobile food vehicles in the shire to discuss potential implications and concerns. No submissions were received from the exhibition of the Policy. If adopted by Council, the policy will be enforced from 1 July 2019. A fee of \$135, consistent with the current fixed food premises inspection fee, is proposed for each mobile food vehicle application, which will cover the cost of administration duties, regulation and compliance obligations.

Integrated Planning and Reporting Reference

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

Legislative Policy and Planning Implications

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

Budget and Financial Aspects

An inspection fee of \$135.00 is proposed.

Attachments

1. Draft Local Approvals Policy 2.56 for Mobile Food Vans.

**Recommendation:** That Policy 2.56 for Mobile Food Vans be adopted by Council.

<b>Notes:</b>

**Attachment 1. – Draft Local Approvals Policy 2.56 for Mobile Food Vans**

**2.56 Local Approvals Policy for Mobile Food Vans**

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POLICY TITLE: LOCAL APPROVALS POLICY FOR MOBILE FOOD VANS  
FILE REFERENCE: C70-025  
EXPIRY DATE: APRIL 2022

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**PURPOSE**

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

**POLICY STATEMENT**

1. Objectives

The Policy aims to:

- a) Ensure the Mobile Food Vans operate in accordance with the rules and restrictions within lawful car parking spaces on Council owned roads and public reserves;
- b) Ensure the operation of the Mobile Food Vans are located within appropriate locations within Council's parks and public reserves;
- c) Ensure that food sold through Mobile Food Vans is safe and fit for human consumption;
- d) Provide guidance and assistance for people wanting to operate Mobile Food Vans within the Lockhart Local Government Area;
- e) Ensure the construction, fitting out and facilities for cleaning utensils, articles, fitting and appliances in the Vans are adequate;
- f) Minimise any potential adverse impacts of the operation of Mobile Food Vans;
- g) Ensure the safe operation of the Mobile Food Vans for staff and patrons;
- h) Ensure the operation of the Mobile Food Vans considers and minimises adverse impacts on the surrounding amenity, and
- i) Ensure that trading improves the mix and diversity of takeaway food available, and has regard to existing comparable trading takeaway food and drink premises.

2. Scope

2.1 The Policy applies to Council-owned or managed roads, parks and public reserves within the Lockhart Local Government Area where the development is exempt development in accordance with Subdivision 27A Mobile food and drink outlets of the State Environmental Planning Policy (Exempt and Complying Development Codes) 2008 or where development consent has been granted specifically for Mobile Food Vending.

2.2 This Policy does not apply to Mobile Food Vans:

- Trading in accordance with a development consent on private land;
- Trading on public land in accordance with an approved event;
- Providing catering services to private events;
- Non-stationary mobile food vans, and
- Not operating a food business.

2.3 Exemptions from approval

There are no exemptions from the necessity to obtain approval under this Policy for Mobile Food Vending that is used for the sale of food and drink in public places within the Lockhart Local Government Area.

2.4 Council Approval Requirements

Council must consider the criteria in this Policy when determining Section 68 Approvals under the Local Government Act 1993 for:

“use of a standing Vans or any article for the purpose of selling any article in a public place”

For the purpose of this Policy a ‘standing Vans’ include any food van that has stopped to make a sale, or with the intention to sell.

3. Criteria council must consider when determining applications for mobile food vans

Council must consider the following when determining applications for Mobile Food Vans:

3.1 General Requirements of Mobile Food Vans:

- a) Approval under the Local Government Act 1993 is required prior to commencement of operation of a mobile food van on Council-owned or managed roads or parks.
- b) An application for approval to use a mobile food van is to be made on the approval form. The prescribed fee is also to be paid before the application is assessed.
- c) Prior to the issue of an approval under this Policy, the mobile food van is to be made available for inspection by Council’s Environmental Health Officer. Council will charge a fee for inspecting the mobile food vans as per Council’s adopted fees and charges schedule.
- d) An applicant will need to provide a plan detailing the layout for outdoor dining associated with the operation of the food van.
- e) All Approvals will be for one year with an end date of 30 June each year.
- f) Operators are to notify the food business to Council.
- g) Applications to renew approvals are to be lodged with Council prior to the expiration of current approvals.
- h) The criteria to be used in the assessment of a mobile food van for approval will include all the relevant provisions contained in the standards as set out in this Policy, the Food Act 2003, Food Regulation 2010 and the Food Standards Codes.
- i) Approvals may be issued subject to conditions, including but not limited to compliance with this Policy.
- j) Only the sale of foodstuffs and drinks will be allowed from mobile food vans. No sale of alcohol, cigarettes or other products from mobile food vans will be approved.
- k) The applicant is to submit a copy of a broad form public liability indemnifying the applicant against any actions, suits, claims, demands or proceedings for death or injury to any third party or parties or loss of, or damage to, any property, with an indemnity amount of not less than \$20,000,000 per occurrence and noting Council as an interested party. The insurance is to be valid at all times from the date of approval through to the date the approval lapses.
- l) The applicant is to submit copies of valid insurance policies that protect the applicant:
  - i) against any injury to any third party or parties under Compulsory Third Party Insurance as required by the NSW Motor Accidents Act 1988; and



- ii) Against loss of, or damage to, any property whatsoever caused by the use of the vans when being driven by the Licensee, an employee of the Licensee, an independent contractor or any other person (including a person not employed by the Licensee). The policy is to have a limit of indemnity of not less than \$20,000,000 and shall be extended to include "CTP Gap Coverage Endorsement" cover. The insurance is to be valid at all times from the date of approval through to the date the approval lapses.

m) The applicant is to provide a copy of their Food Safety Supervisors Certificate.

### 3.2 General Requirements in Accordance with Food Safety Standard 3.2.3

The design and construction of a mobile food vans is to:

- a) Be appropriate for the types of food produced and activities conducted;
- b) Provide adequate space for all activities and for all equipment to be used or stored;
- c) Allow easy cleaning/sanitising procedures of all structures and equipment;
- d) Prevent entry of pests, dust, fumes, smoke and other contaminants; and
- e) Exclude favourable sites for pests to live and breed.

Further details on these requirements are contained within Mobile Food Vans – Operation, construction and food handling guidelines, prepared by the NSW Food Authority. All mobile food vans approved by Council are required to comply with these guidelines.

### 3.4 Location

Council will use the following principles in determining the suitability of locations:

- Land use zoning and permissible uses within that zone (compatibility considerations);
- Proximity to residential properties (potential residential amenity impacts);
- Proposed hours of operation (consideration of other food and drink premises in proposed location);
- Road, road-user and pedestrian safety;
- Availability of alternate locations.

Mobile food vans are to arrive at a location fully equipped. Deliveries are not to be made to a mobile food van while it is in operation.

### 3.5 Proximity to an Operating mobile food van

Mobile food vans are not to trade within a 50m radius of another mobile food van.

### 3.6 Proximity to Existing Comparable Premises

Mobile Food Vans are to be located 50m away from any operating food and drink premises or kiosk or a special event selling food. This minimum distance requirement is measured in a straight line from the closest point of the mobile food van (location) to the main entrance of a food and drink premises or kiosk or boundary of a licensed event area.

### 3.7 Parking

Mobile food vans are to operate so as to:

- a) Ensure access to pedestrian ramps and footpaths are not compromised; and
- b) Ensure that access or egress from any building is not restricted by the operation of the mobile food van; and
- c) Ensure access to public street furniture such as seats, bicycle parking, drinking fountains, rubbish bins, fire hydrants, telephone booths and post boxes or the like are not impacted upon.

4. Other matters relating to approvals for mobile food vans

4.1 Permitted Days and Hours of Operation

The use of Council owned roads for the purpose of operating a mobile food van is restricted to between 7:00 am and 7:30 pm each day, inclusive of set up and set down times.

4.2 Bookings

The booking of a park or public space where the food van is approved to operate are required to be provided to Council one month in advance.

Council reserves the right to request the removal of the van where there is a booking conflict.

Council run events will take precedent over prior food van bookings.

4.3 Noise

The LA 10 noise level emitted from the van shall not exceed the background noise level by more than 5dB(A). No correction for tonality is applied. Measurement is taken at the worst affected residence.

4.4 Serving

Mobile food vans are not to operate with their serving window opening onto any part of a vehicular carriageway.

4.5 Sale of Alcohol

Proposals for food vans to serve alcohol will require development consent and a liquor licence.

4.6 Waste Management and Recycling

Provisions for waste management are to include the following:

- a) Mobile food van operators are responsible for the waste materials generated during the trading period. Waste materials such as food packaging should be collected in bins or suitable receptacles, bagged or contained, and stored and disposed of at the cost of the operator.
- b) Any waste produced by the operation of the mobile food van is to be removed from the site via the mobile food van at the end of the trading period.
- c) The trading area is to be left in a clean and tidy condition at the end of each trading interval.
- d) The trading approval holder is liable to reimburse Council for any cleaning cost incurred by Council during the duration of the trading period as a result of the operation of the mobile food van.
- e) Disposal of all liquid wastes generated within the food van is to be discharged to the sewer or as approved by an authorised Council Officer. Under no circumstances is liquid waste to be discharged on the ground or in the stormwater drain.
- f) Details of liquid waste and garbage disposal arrangements must be supplied with the application for the mobile food van.

4.7 Signage

An Approval under the Policy does not infer any approval for the erection or display of any sign or sign structure not directly attached to the mobile food vans.

The Policy does not allow the use of any temporary signage (e.g. A-frame boards) in association with the operation of any mobile food van unless specifically identified in the application.

4.8 Animals and Pests

All practicable measures are to be taken to prevent pests (including birds, spiders and flying insects) from entering or remaining in the van.

No animal is permitted to enter any van, whether the van is in operation or not.

4.9 Water Supply

The van must be provided with an adequate supply of potable water stores in approved containers and suitably protected against contamination, for hand washing, cleaning equipment and for use of food preparation. There must also be an adequate supply of hot water for these purposes.

The van is to be equipped with a waste water tank external to the vans, of at least 50 litre capacity with an outlet of sufficient diameter to facilitate easy flushing and cleaning.

4.10 Electricity Supply

The food van is required to be operated via a generator for electricity supply or may be connected to Council's electricity supply subject to approval and charges for the electricity where this is available.

4.11 Noise

The emission of noise associated with the use of the van, including the operation of any mechanical plant and equipment, is to comply with the following:

- a) The use of the van must be controlled so that any emitted noise is at a level so as not to create an "offensive noise" as defined in the Protection of the Environment Operations Act 1997.
- b) If any noise complaints are received and substantiated by an authorised Council officer, the officer may direct that the use of the mobile food van/business is to be suspended or moderated to prevent nuisance until attenuation measures are completed and Council has confirmed in writing that the use may resume.

4.12 Odour

If any odour or smoke complaints are received and substantiated by an authorised Council officer, then the use of the van or apparatus is to be moderated as directed by an authorised Council officer as deemed necessary to prevent nuisance.

4.13 Maintenance

The van and its associated fixtures, fittings and equipment must be kept clean and in a good state of repair and working order, free from dirt, fumes, smoke, foul odours and other contaminants.

4.14 No-compliance

Council's Authorised Officers may issue penalty infringement notices, orders, clean up notices, prevention notices or court attendance notices for non-compliance with the Policy and all related offences.

#### **REFERENCES, ASSOCIATED DOCUMENTS AND RELEVANT LEGISLATION**

This Policy supplements the provisions set out for food vans and trucks within:

- Local Government Act 1993;
- Local Government (General) Regulations 2005;
- Roads Act 1993;
- Roads Regulation 2008;
- Food Act 2003;
- Food Regulation 2010, and
- Subdivision 27A Mobile food and drink outlets of the State Environmental Planning Policy (Exempt and Complying Development Codes) 2008.

**REVIEW**

This Policy will be reviewed every three (3) years, or as required to ensure compliance with associated legislation.

*Adopted by Council xx xxxx 2019  
Refer Minute xx/19*

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

### 13. INVESTMENT AND BANK BALANCES REPORT – 30 APRIL 2019

(DCCS/F10-010)

#### Executive Summary

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

#### Report

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

#### Cash at Bank

**Opening Combined Cashbook Balance** 1,317,941.52

Add: Total Receipts

Rates		96,621.27	
Debtors		212,134.80	
Grants	RMS - RRRP	100,000.00	
	RMS - TRLSS	4,000.00	
Sale of Plant		83,085.90	
Sale of Scrap Metal		20,010.00	
Redeemed Investment		500,000.00	
BAS ATO		57,395.00	
Investment Interest		15,124.90	
Transfer from Macquarie		500,000.00	
Other Receipts		46,359.20	
		1,634,731.07	

Less: Total Payments

New Investments 1490-3015-0001 0.00

**Closing Combined Cashbook Balance** 802,533.52

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

Bendigo Bank	694,575.94
Macquarie Bank	65,486.08
Bendigo Bank-Prichard Trust	31,642.73
	791,704.75

Add: Outstanding Deposits

106,638.77

898,343.52

Less: Outstanding Cheques

95,810.00

**Closing Combined Cashbook Balance** 802,533.52

Investments:	Interest Rate per Annum	Amount Invested	% of Total
AMP/Curve Securitys	2.65	250,000.00	3.50
AMP/RIM	2.65	300,000.00	4.20
AMP/RIM	2.65	400,000.00	5.59
AMP/RIM	2.65	500,000.00	6.99
Bankwest	2.75	400,000.00	5.59
Bankwest	2.30	500,000.00	6.99
Bankwest	2.80	500,000.00	6.99
Bankwest	2.65	400,000.00	5.59
Bankwest	at call	500,000.00	6.99
BENDIGO	2.45	250,000.00	3.50
BENDIGO	2.30	100,000.00	1.40
BENDIGO	2.25	250,000.00	3.50
BENDIGO	2.50	500,000.00	6.99
NAB	2.55	500,000.00	6.99
NAB	2.70	500,000.00	6.99
NAB	2.50	500,000.00	6.99
NAB/Tcorp	2.49	500,000.00	6.99
T Corp	at call	300,000.00	4.20
		<u><u>7,150,000.00</u></u>	100.00

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

FUND	AMOUNT
General (PTD) 1490-3000-0000	552,209.75
Combined Sewerage 8490-3000-0000	218,681.04
Trust Fund 9991-3000-0000	31,642.73
	<u><u>802,533.52</u></u>
<b>TOTAL FUNDS HELD ARE:</b>	<u><u><b>7,952,533.52</b></u></u>

Integrated Planning and Reporting Reference

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

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

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

Legislative Policy and Planning Implications

Local Government Act 1993 Section 625 Investments.

Local Government (General) Regulation Clause 212.

Budget and Financial Aspects

Council's 2018/19 Operational Budget has forecast a total of \$100,000 income from interest on investments, being split between General Fund of \$85,000 and Sewer Fund of \$15,000. For the months July 2018 to April 2019 the average end of month balance of funds invested has been \$8.23 million and the average return on invested funds has been 2.60%. On these year to date figures, Council's budgeted income on investments will be achieved for General Fund and Sewer Fund.

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

Responsible Accounting Officer Statement

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

**Recommendation:** That:

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

<b>Notes:</b>

**14. QUARTERLY BUDGET REVIEW – MARCH 2019**

**(DCCS/F10-010)**

Executive Summary

In accordance with the Local Government Act, 1993, a review of Council's Budget position as at 31 March 2019 has been undertaken and the following is submitted for Councillors consideration.

Report

**GENERAL FUND**

When Council adopted the 2018-2019 Operational Plan Budget in June 2018 Council budgeted for a surplus of \$9,624.00. The Budget Review at 31 March 2019 indicated an estimated **SURPLUS** of **\$117,749.00** as at 30 June 2019 after taking into account movements in revenue and expenditure for the quarter.

The March 2019 Quarterly Budget Review Statement details provided under separate cover.

Detailed on pages 2 & 3 of the Quarterly Budget Review Statement is a summary of the budget adjustments to the Adopted Budget for the third quarter.

**Property - Magnolia Lodge**

Unit 7 recently became vacant. When a unit has become vacant Council inspects to take the opportunity to do any major improvements. Council is in the process of having Unit 7 repainted and lay new carpet.

### Cash & Investments Budget Review Statement

With \$2.08M being transferred from Reserves to fund projects and other expenditure, the Cash & Investments Budget Review Statement has been reviewed and adjustments made to Reserves balances, noting Unrestricted cash is still healthy with a balance as at 31 March 2019 of \$2.06M. A further detailed report on Reverses will be presented at Council's June meeting.

### SEWER FUND

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

### Integrated Planning and Reporting Reference

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

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

### Legislative Policy and Planning Implications

As per Integrated Planning and Reporting Guidelines.

### Budget and Financial Aspects

Fund	Original Estimates @ 1 July 2018	Amendments @ 30 Sept 2018	Amendments @ 30 Dec 2018	Amendments @ 31 Mar 2019	Revised Estimates @ 30 June 2019
General Fund- <b>Net</b> of Inc & Exp and Capital Budget	\$9,624.00	\$345.00	<b>-\$3,570.00</b>	\$111,350.00	\$117,749.00
Combined Sewerage Funds	\$4,566.00	\$1,499.00	\$2,190.00	<b>-\$7,797.00</b>	\$458.00
<b>Net Consolidated Budget Surplus/(Deficit)</b>	<b>\$14,190.00</b>	<b>\$1,844.00</b>	<b>-\$1,380.00</b>	<b>\$103,553.00</b>	<b>\$118,207.00</b>

### Attachments

Quarterly Budget Review Statement for the period 01/01/2019 to 31/03/2019 (attached as a separate document).

### Recommendation: That:

- a) The information be noted, and
- b) The adjustments in income, expenditure and reserves in the March 2019 Quarterly Budget Review be adopted.

Notes:

## 15. DRAFT DELIVERY PROGRAM 2017-21 AND OPERATIONAL PLAN 2019-20 AND BUDGET (DCCS/I13-005)

### Executive Summary

The Draft Delivery Program 2017-2021 and Operational Plan 2019-2020 and Budget Estimates 2020-2023.

### Report

#### General Fund Report

The Draft Delivery Program 2017-2021 and Operational Plan 2019-2020 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 following table provides a summary of General Fund expenditure for 2019-20.

Total Operating Expenditure (excl. Depreciation)	6,203,297
Total Depreciation	3,083,000
Total Capital Expenditure	9,318,528
Total Expenditure	18,604,825

The Draft 2019-20 Budget estimates for the General Fund provides a budget with a deficit of **\$22,738.00**.

The budget deficit is due to Council only receiving notification of its Emergency Services Levy commitment seven days prior to Business Paper being finalised. Council's NSW RFS commitment alone has increased by \$40,348 being a 25.8% increase (refer to General Manager's report on Emergency Service Levy 2019/20 in this agenda). Staff were unable to fully fund the increase at such short notice.

Council has been successful in applying for funds to perform shoulder widening and rehabilitation works on MR59, Lockhart/Urana Road. Total project cost is \$4.7M, which will be funded by \$3.9M from Restart NSW Growing Local Economies Fund and Council will allocate \$700K from recurrent Roads & Maritime Services Block Grant and Regional Roads Repair Program.

Council also received a further \$25K from the Federal Government's Community Development Grants Programme to add to the \$75K from the State Government's "Everyone Can Play" Grant Round 1 towards the new playground project at The Rock Recreation Ground. Project cost will be \$175K.

Council has allocated \$104,500 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 2019-20.

Total Operating Expenditure (excl. Depreciation)	392,700
Total Depreciation	175,000
Total Capital Expenditure	167,000
Total Expenditure	734,700

#### 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.

#### Legislative Policy and Planning Implications

Draft Delivery Program, Operational Plan, Delivery Program Budget and Fees and Charges are required to be presented to Council for adoption after being placed on exhibition for 28 days under the Local Government Act 1993.

#### Budget and Financial Aspects

The budget that is adopted will be Council's Budget for 2019-2020 that will fund the provision of Council's services and activities.

#### Attachments

Draft Delivery Program 2017-2021 and Operational Plan 2019-2020 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 2019-2020 and Budget Estimates.
- b) Following the 28 day public exhibition period, Council further consider the Draft documents at its 17 June 2019 meeting, in conjunction with any public comments or submissions received, for the purpose of adoption prior to 30 June 2019.

<b>Notes:</b>

**16. CODE OF MEETING PRACTICE**

**(GM/C40-005)**

Executive Summary

A new Model Code of Meeting Practice has been prescribed by the Local Government (General) Regulation. The new Model Code has prompted Council to review its adopted Code of Meeting Practice to ensure compliance with the new Model Code.

Report

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

At its meeting held on 18 March 2019 Council endorsed a draft new Code of Meeting Practice for public exhibition. In accordance with Council's resolution the draft Code of Meeting Practice was placed on public exhibition and comments invited for a period of at least 42 days. Copies of the documents were made available on Council's website as well as Council's office and Post Offices within the Shire.

No submissions were received following the public exhibition and the new Draft Code of Meeting Practice, a copy of which has been separately distributed, is now presented for adoption by Council.

Integrated Planning and Reporting Reference

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

Legislative Policy and Planning Implications

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

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

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

Budget and Financial Aspects

The proposed new Code of Meeting Practice will not have any discernible impact on Council's budget.

Attachments

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

**Recommendation:** That the Lockhart Shire Council Code of Meeting Practice, as presented, be adopted.

<b>Notes:</b>

**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 15 April 2019. 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 has found 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 2019 are as follows;

Annual Fee - Councillor		Annual Fee - Mayor	
Minimum Fee	Maximum Fee	Minimum Fee	Maximum Fee
\$9,190	\$12,160	\$9,780	\$26,530

The fees currently being paid for the period 1 July 2018 to 30 June 2019 were determined by Council at its meeting held on 21 May 2018. The fees are currently \$10,415 per annum for Councillors and \$25,880 per annum for the Mayor after the Council resolved at that meeting that the Councillors fees for the 2018/19 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 and 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 and Financial Aspects

The fees payable to the Mayor and Councillors for the period 1 July 2019 to 30 June 2020 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 2019 to 30 June 2020.

<b>Notes:</b>

**18. REVIEW OF CREDIT CARD POLICY**

**(GM/C70-025)**

Executive Summary

A revised Credit Card Policy is tabled for Council's consideration.

Report

Council reviewed its Credit Card Policy as recently as October 2018. However, the Policy is again being reviewed following recent discussions with Council's external auditors, Crowe Horwath on contract to the NSW Audit Office.

It is a standard practice for auditors to raise matters that the auditor believes should be addressed or to highlight improvements that can be made in relation to internal processes and procedures and risk mitigation. Often these matters are not considered significant enough to include in the final Audit Report but are nevertheless considered important enough to draw to management's attention in the context of continuous improvement.

As part of the 2018/19 audit, the NSW Audit Office is paying particular attention to the use of credit cards by councils following a referral by the Minister for Local Government. With respect to Lockhart Shire Council's Credit Card Policy it has been noted that the Policy does not extend to the use of other cards issued by Council, namely fuel cards.

Accordingly, Council's Credit Card Policy has been revised to also cover the use of fuel cards. The other change introduced as part of this review is to require staff issued with credit cards and/or fuel cards to sign a document acknowledging and agreeing to the terms of use attaching to the cards.

A copy of the revised Policy is attached.

Integrated Planning and Reporting Reference

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

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

Legislative Policy and Planning Implications

The use of corporate credit cards is in accordance with the Local Government Act and Local Government General Regulation.

Budget & Financial Aspects

Nil.

Attachments

1. Policy 3.18 Credit Card and Fuel Card Use Policy.

**Recommendation:** That Policy 3.18 Credit Card Policy, as presented, be adopted.

<b>Notes:</b>

**Attachment 1. – Policy 3.18 Credit Card Policy**

**3.18 Credit Card and Fuel Card Use**

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POLICY TITLE: CREDIT CARD AND FUEL CARD USE

FILE REF: B10-005

REVIEW DATE: MAY 2022

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OBJECTIVES

The purpose of this Policy is to:

- 1) Establish rules for the use of credit cards and fuel cards issued by Council.
- 2) Ensure that organisational transactions are carried out as efficiently as possible through the use of corporate credits when appropriate.
- 3) To provide an alternative mechanism for the purchase of fuel for Council supplied vehicles.
- 4) Guard against any possible misuse of corporate credits cards and fuel cards issued by Council.
- 5) Ensure the use of corporate credits and fuel cards is in accordance with the relevant legislation.

CREDIT CARDS

Issue of Corporate Credit Cards

The issue of corporate credits cards will be restricted to the holders of the following positions within the organisation:

- 1) Mayor;
- 2) General Manager;
- 3) Director Corporate and Community Services;
- 4) Director Engineering and Environmental Services;

Other positions may be added to the list with the approval of the Council.

Each corporate credit card will be issued to a specific person who will remain personally responsible for the use of the card. No more than one card shall be issued per cardholder.

The recipient of the credit card will be required to sign a document acknowledging and agreeing to the conditions of use outlined in this Policy (refer Schedule A attached).

Credit Limit

There is only one Council credit card account, to which the four (4) credit cards are linked, with an aggregate maximum limit of \$15,000.

This limit may be varied by the council.

Credit Card Usage

The use of corporate credit cards shall be subject to the following conditions:

- 1) The credit card shall only be used for those activities that are directly related to the cardholder's function within the Council;
- 2) The credit card shall not be used for prohibited or illegal purchases or purchases that may bring the name of the Council into disrepute;
- 3) A cardholder may use the credit card to pay a claim that includes both official and coincidental private expenditure. In such cases the cardholder must reimburse the Council for any coincidental private expenditure.
- 4) Cardholders shall not authorise their own expenditure. The Mayor shall approve the General Manager's credit card transactions. The General Manager shall approve the monthly statement of all other cardholders;

- 5) Cardholders shall not obtain cash advances through the use of a corporate credit card;

#### Cardholder Responsibilities

It shall be the responsibility of cardholders to:

- 1) Obtain and retain sufficient supporting documentation to validate the expense and attach these to the monthly statement from the bank;
- 2) Review the monthly statement and verify that the goods and/or services listed were received and report any inaccuracies to the Director of Corporate and Community Services;
- 3) Sign the monthly statement to verify that the transactions have been made for official purposes;
- 4) Take adequate measures to ensure the security of the credit card;
- 5) Notify the bank and the Director of Corporate and Community Services immediately if the card is lost or stolen or if any unauthorised transaction is detected or suspected;
- 6) Return the card to the Director of Corporate and Community Services if the cardholder resigns, the General Manager has determined that there is no longer a need for the cardholder to retain his/her credit card or the credit card has been cancelled by the bank.

#### Withdrawal of Corporate Credit Cards

A corporate credit card may be withdrawn or cancelled for the following reasons:

- 1) The cardholder ceases to be an employee of the Council;
- 2) It is determined that there is no longer a need for the cardholder to have a credit card purchasing facility;
- 3) Misuse of the credit card by the cardholder including inappropriate expenditure or non-compliance with the conditions of use set out in this Policy.

#### Lost/Stolen Cards

Lost or stolen cards must be cancelled as soon as possible by telephoning the Bendigo Bank on 1300 366 666 (24 hrs). Details of the cancellation including the Bank's reference number, date and time are to be forwarded to the Director of Corporate and Community Services.

#### Replacement of Damaged Cards

Damaged cards can be replaced by returning it to the Director of Corporate and Community Services and requesting a replacement card. On arrival of the new card the cardholder will be notified to collect it from the Bendigo Bank.

#### Payment of Credit Card

The Director of Corporate and Community Services will arrange payment of the credit card statement at the end of each month to avoid incurring interest charges.

### FUEL CARDS

#### Issue of Fuel Cards

- 1) The Director Corporate and Community Services will be responsible for issuing fuel cards to employees who are provided with a Council vehicle in the course of their employment.
- 2) The recipient of the fuel card will be required to sign a document acknowledging and agreeing to the conditions of use outlined in this Policy (refer Schedule B attached).
- 3) The Director Corporate and Community Services will maintain a register of all employees who have been issued with a Council fuel card.
- 4) Notwithstanding 1) above, a fuel card may be issued for the purposes of purchasing unleaded fuel for all small plant items such as lawn mowers, line trimmers etc.

#### Fuel Card Usage

- 1) The fuel card must only be used for the vehicle it is assigned to and must not be utilised to refuel another vehicle.
- 2) The fuel card must be retained with the associated vehicle at all times.

- 3) The "small plant" fuel card shall be kept securely at Council's depot under the control of the Storeperson who may issue it to users of small plant items as needed.

#### Cardholder Responsibilities

It shall be the responsibility of cardholders to:

- 1) Initial the fuel receipt issued at the fuel outlet.
- 2) Forward all fuel receipts to the Accounts Payable/ Payroll Officer in a timely manner.
- 3) Take adequate measures to ensure the security of the fuel card
- 4) Notify the Director Corporate and Community Services immediately if the fuel card is lost or stolen.
- 5) Return the fuel card to the Director Corporate and Community Services on request.
- 6) Users of the "small plant" fuel card are required to initial the fuel receipt and return it with the fuel card to the Storeperson. The Storeperson is responsible for forwarding the receipts to the Accounts Payable/ Payroll Officer in a timely manner.

#### Withdrawal of Fuel Cards

A fuel card may be withdrawn or cancelled for the following reasons -

- 1) The cardholder ceases to be an employee of the Council;
- 2) It is determined that there is no longer a need for the cardholder to have a fuel card;
- 3) Misuse of the fuel card by the cardholder including non-compliance with the conditions of use set out in this Policy.

#### Lost/Stolen and Damaged Fuel Cards

- 1) Lost or stolen cards must be cancelled as soon as possible by notifying the relevant fuel company.
- 2) Damaged cards can be replaced by returning it to the Director Corporate and Community Services and requesting a replacement card.

#### Payment of Fuel Card Statement

The Director of Corporate and Community Services will arrange payment of the monthly fuel statement at the end of each month.

*Reviewed by Council 20 May 2019  
Refer minute xxx/19*

*Reviewed by Council 21 October 2018  
Refer minute 280/18*

*Confirmed by Council 17 August 2009  
Refer minute 283/09*

*Adopted by Council – 20 June 2005  
Refer Minute No. 24662*

SCHEDULE A  
Corporate Credit Card  
Cardholder Approval and Acknowledgement

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**Approval**

<b>Cardholder's Name:</b>
<b>Position:</b>
<b>General Manager's Signature:</b>
<b>Date:</b>

**Acknowledgement**

I acknowledge receipt of the Lockhart Shire Council Corporate Credit Card and agree that:- <ol style="list-style-type: none"><li>1) I will not use the Corporate Credit Card, nor permit it to be used, other than for official Council purposes.</li><li>2) I will not use the credit card for prohibited or illegal purchases or purchases that may bring the name of the Council into disrepute</li><li>3) I will ensure security of the Corporate Credit Card at all times.</li><li>4) If the Corporate Credit Card is lost or stolen, I will immediately report it missing to Council's bank and will also inform the Director Corporate and Community Services.</li><li>5) If my position with Lockhart Shire Council changed or my employment terminates, or I am asked to surrender the card for any other reason, I will immediately return the card.</li><li>6) I will retain all original supporting documentation that meets the requirements of a tax invoice for presentation to the relevant authorising officer.</li></ol>
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**Cardholder's Signature**

<b>Name of Financial Institution:</b>	
<b>Card No.</b>	<b>Expiry Date:</b>
<b>Cardholder's Signature</b>	<b>Date:</b>



**SCHEDULE B**

**Fuel Card**

**Cardholder Approval and Acknowledgement**

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**Approval**

<b>Cardholder's Name:</b>
<b>Position:</b>
<b>Director Corporate and Community Services Signature:</b>
<b>Date:</b>

**Acknowledgement**

I acknowledge receipt of the Lockhart Shire Council Corporate Credit Card and agree that:- 1) I will not use the Fuel Card, nor permit it to be used, other than for refilling the Council vehicle for which it has been issued. 2) I will ensure security of the Fuel Card at all times. 3) If the Fuel Card is lost or stolen, I will immediately report it missing to the Director Corporate and Community Services. 4) If my position with Lockhart Shire Council changed or my employment terminates, or I am asked to surrender the card for any other reason, I will immediately return the card. 5) I will retain all fuel receipts and forward them to the Accounts payable/ payroll Officer in a timely manner.
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**Cardholder's Signature**

<b>Fuel Company Name:</b>	
<b>Card No.</b>	<b>Expiry Date:</b>
<b>Cardholder's Signature</b>	<b>Date:</b>

19. COMMUNITY SATISFACTION SURVEY

(GM/C98-010)

Executive Summary

The responses to the recent Customer Satisfaction Survey have been collated and the results are tabled for Council's information.

Report

Council, at its meeting held on 4 February 2019, resolved to undertake a Community Satisfaction Survey following on similar surveys carried out in 2014 and 2016. Acknowledging that the real benefit in undertaking community satisfaction surveys is to be able to view and analyse trends over a period of time, the 2019 survey questions were kept the same as the previous surveys so that comparisons can be made and trends revealed. The Survey was distributed in early April and a total of 111 responses were received by the closing date of 7 May 2019.

A full report of the 2019 survey results, including details of comments received, has been separately distributed with the Business Paper. Particular attention is drawn to the following responses in the Survey:

The trend in increasing levels of satisfaction recorded between the 2014 and 2016 surveys continued through to the 2019 survey as reflected in the tables below. On all the key questions relating to satisfaction, and on a scale ranging from 1 – Not at all satisfied to 5 – very satisfied, the number of responses ranked "1" and "2" decreased whilst the percentage of responses ranked "4" and "5" stayed the same or increased.

Q.6 - How satisfied are you with the interactions you have had with Council? Responses ranging from 1 – Not at all satisfied to 5 – very satisfied.

	1	2	3	4	5	Weighted Average
2014	9%	9%	28%	28%	26%	3.50
2016	6%	6%	25%	31%	32%	3.79
2019	2%	5%	21%	34%	38%	-

Q.8 - How satisfied are you with the level of communication Council has with the community? Responses ranging from 1 – Not at all satisfied to 5 – very satisfied.

	1	2	3	4	5	Weighted Average
2014	6%	8%	31%	40%	15%	3.52
2016	6%	6%	18%	41%	29%	3.81
2019	0%	5%	25%	41%	29%	3.94

Q.11 - Overall, for the last 12 months, how satisfied are you with the performance of Council, not just for one or two issues, but across all areas? Responses ranging from 1 – Not at all satisfied to 5 – very satisfied.

	1	2	3	4	5	Weighted Average
2014	3%	12%	26%	45%	14%	3.55
2016	2%	7%	20%	45%	26%	3.63
2019	0%	4%	22%	48%	26%	3.96

Q12 Overall, how would you rate Council's image within the community? Responses ranging from 1 – Not at all satisfied to 5 – very satisfied.

	1	2	3	4	5	Weighted Average
2014	7%	16%	36%	31%	10%	3.20
2016	6%	5%	23%	38%	28%	3.51
2019	3%	5%	29%	43%	20%	3.73

The importance of the Council's monthly newsletter as a means of communication was reinforced by the 2019 survey result shown below.

Q.7 - How do you receive information about Council?

	2014	2016	2019
Local newspaper	48%	35%	21%
Council newsletter	96%	96%	96%
Rates notice	37%	46%	39%
Website	14%	20%	20%
Facebook	5%	13%	17%
Word of mouth	38%	34%	39%
Council officers	19%	18%	22%
Councillors	35%	35%	25%
Other	-	02%	-

The highest ranked services and facilities in terms of importance were:

1. Domestic garbage collection
2. Rural roads
3. Appearance and presentation of towns and villages
4. Provision and maintenance of local parks and gardens.

The highest ranked services and facilities in terms of satisfaction were:

1. Provision and maintenance of swimming pools
2. Domestic garbage collection
3. Provision and maintenance of local parks and gardens
4. Provision of library services.

Integrated Planning and Reporting Reference

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

E3 - Provide effective community engagement practices with the community.

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

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

Legislative Policy and Planning Implications

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

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

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

Budget and Financial Aspects

The Community Satisfaction Survey was managed 'in-house' and undertaken within Council's existing budget.

Attachments

2019 Community Satisfaction Survey Results (attached as a separate document).

**Recommendation:** That Council:

- a) Note the results of the 2019 Community Satisfaction Survey; and
- b) Make the 2019 Community Satisfaction Results available on Council's website.

<b>Notes:</b>

**20. COMMUNITY PARTICIPATION PLANS**

**(DEES/P25-030)**

Executive Summary

Councils are required to have Community Participation Plans completed by 1 December 2019.

Report

Community Participation Plans (CPP) are required under the Environmental Planning and Assessment Act 1979 (EP&A Act). Division 2.6 of the Act stipulates the mandatory requirements for community participation by planning authorities (i.e. Councils) with respect to the exercise of relevant planning functions. The mandatory requirements include public exhibition for a minimum period, public notification requirements and the giving of reasons for decisions by planning authorities. The regulations under that Schedule may also require community consultation by applicants for consents or other approvals.

Councils are required to have their own Community Participation Plans completed by 1 December 2019.

In addition, Councils are required to have a Community Engagement Strategy in accordance with s402(4) of the Local Government Act 1993 (LG Act) for engagement with the local community when developing its Community Strategic Plans (CSP). These strategies include how and what form Council will engage with the community and will form part of Council's IP&R framework.

Staff propose that Council's CPP forms part of its overall Community Engagement Strategy and this is reviewed as part of the four-year cycle of the CSP process. This will ensure compliance with both the EP&A Act and LG Act.

A further report will be brought to Council shortly with a draft Community Engagement Strategy for endorsement before it is publicly exhibited.

Integrated Planning and Reporting Reference

E2 - Council actively engages with its residents to support and facilitate decision making.

Legislative Policy and Planning Implications

- Environmental Planning & Assessment Act 1979.
- Local Government Act 1993.

Budget and Financial Aspects

Nil impact expected on the budget.

Attachments

Nil.

**Recommendation:** That Council notes the information provided.

<b>Notes:</b>

## Questions and Statements

Nil.

### Closed Session Agenda

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

**21. TENDER – BOX CULVERTS AND PIPES SUPPLY – HEAVY VEHICLES SAFETY AND PRODUCTIVITY PROGRAM PROJECT (DEES/T20-005)**

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

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

**22. TENDER – FLOOD MITIGATION CONSTRUCTION WORKS STAGE 2 - LOCKHART (DEES/T20-005)**

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

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

**23. TENDER – MAJOR PLANT - PUGMILL (DEES/T20-010)**

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

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

**24. LOCKHART POOL CONTRACTOR (DEES/S55-005)**

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

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

**25. LOCKHART CARAVAN PARK MANAGEMENT CONTRACT (DEES/C05-005)**

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

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