



# **BUSINESS PAPER**

**of the  
Ordinary Meeting  
Held  
15 October 2018**

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

# The Prayer

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

## The Council's Guiding Principles

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

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

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

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

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

*(Section 8A Local Government Act, 1993)*

*File Ref: PV:LA:C70-005*

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10 October 2018

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

Dear Councillors

I wish to advise that the Ordinary Monthly Meeting of Lockhart Shire Council will be held at the Council Chambers, Green Street, Lockhart on **Monday, 15 October 2018** commencing at **5.00pm**.

The Order of Business will be as shown overleaf.

Yours faithfully

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

Peter Veneris  
**GENERAL MANAGER**

## Order of Business

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**Consideration of Business in Closed Session**

There are no items listed for consideration by Council in Closed Session on 15 October 2018.

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

## **Mayoral Minute**

## **Mayoral Report**

To be presented at the meeting.

## **Urgent Matters**

Nil.

## **Notice of Motion**

Nil.

## Committee Reports

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

**MINUTES OF THE TOURISM/ECONOMIC DEVELOPMENT STEERING COMMITTEE MEETING OF LOCKHART SHIRE COUNCIL HELD AT THE YERONG CREEK BOWLING CLUB ON TUESDAY, 4 OCTOBER 2018 COMMENCING AT 6.40PM.**

**PRESENT**

Mrs Susan Creek, Councillor Derek Douglas, Mr John Holstein, Tourism/Economic Development Officer (Jennifer Connor).

**APOLOGIES**

Councillor Gail Driscoll, Mrs Myra Jenkyn, Mrs Raeleen Pfeiffer, Ms Sandra Johnstone, Mr Greg Smith.

**LEAVE OF ABSENCE**

Nil.

**PERCURINARY INTEREST**

John Holstein – Love Lockhart Shire Photography Competition.

**CONFIRMATION OF MINUTES**

The minutes of the Meeting held Tuesday, 7 August 2018, as printed and circulated, be taken as read and confirmed on the Motion of J Holstein, seconded S Creek.

1. **Yerong Creek**

The Committee commented on how good Yerong Creek is looking and gave credit to the Yerong Creek Recreation Grounds Committee, volunteers and Council as the town, streets and Recreation Ground look very well maintained.

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

<b>Notes:</b>

2. **Lockhart Water Tower**

The TEDO reported we are getting great print and social media traction for the Lockhart Water Tower mural. Visitor numbers have been consistently good and we are seeing a host of new people in town. A number of main street businesses have remarked on increased customers while Greens Gunyah Museum and the Lockhart Caravan Park are also recording very good numbers. The Museum reported that they had more than 400 visitors in September, this is the first time they have ever had over 400 visitors in a month, except for October which includes the Spirit of the Land Festival.

As reported to the September Council Meeting, part of the CWA Park remains cordoned off to enable the Parks and Gardens team to replace edging and repair the lawns. This will be removed in time for the launch on 12 October. A footpath will be installed to enable access around the base, however this will be decided once we can see the natural route people are using to view the tower. Signage for the Water Tower Mural Project will be installed at this time with potential to include a pressable button which will include a soundscape relevant to the mural such as the sound of a waterfall, native animals and the artists talking about the project.

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

<b>Notes:</b>

**3. Water Tower - Melaleuca Tree**

The melaleuca immediately adjacent the tower will be trimmed slightly to even it off prior to the opening. The removal of this tree was raised at the September Council Meeting, and it was resolved to refer the matter back to the Tourism & Economic Development Steering Committee for review and report back to Council.

The artists advised the artwork was designed to incorporate the existing trees, with the birds sitting on the branches and the kangaroos lazing under the shade of the tree as they would do in their natural environment. There is no artwork behind the existing tree, just layers of green rolled paint.

Should the tree be removed, the artists would need to redesign and repaint the southern side of the water tower to make sure the artwork is balanced including redoing parts of the birds and surrounding scenery. The artists significantly discounted their rates to undertake the initial Water Tower Mural project so costs to undertake a redesign and repaint would be around \$10,000 including Elevated Work Platform (EWP) hire, artist fees and paint materials.

The Development Application was approved based on retaining the trees, and any request to remove the tree would need to be supported by Riverina Water County Council who own the land.

Feedback from community members on Facebook in response to a comment suggesting the tree be removed resulted in the questioning or why we would consider cutting down a natural tree to paint a tree.

The TEDO advised the artwork was designed to ensure people get out of their cars and walk around the tower, encouraging them to stay longer and perhaps take a stroll down the main street and into our local businesses. This has been very successful to date.

Noting the concern reported but given the reasoning for preserving the tree, including the overall artwork design and the aim to get people out of their cars, the committee felt the tree should remain as is.

**Recommendation:** That given the reasoning for preserving the tree the committee felt the tree should remain as is.

<b>Notes:</b>

**4. Long Term Maintenance**

While the artwork was completed using the most efficient UV resistant paint available, plans for the long term care of the artwork is necessary. The TEDO thought setting aside an amount in reserve each year would ensure sufficient funds in the future to refresh the water tower mural, an important consideration given the Lockhart Water Tower is fast becoming a must see attraction in the Riverina.

The TEDSC suggested an amount of \$1,000 be held in reserve each year to enable future maintenance of the Lockhart Water Tower as and when needed. A suggestion for a gold coin donation box with a message that the funds were to help with maintenance was also considered a worthwhile venture.



**Recommendation:** That an agreed amount be held in reserve to enable future maintenance of the Lockhart Water Tower as and when needed.

<b>Notes:</b>

**5. Water Tower Lighting**

As a future project, Parks and Gardens will look to light up the area around the Lockhart Water Tower at night time as they have done with a number of sculptures around town. The question of whether the tower can be illuminated at night time for a period of time, e.g. 9pm to 11pm in summer and 7pm to 11pm in winter, has been raised. This would be a good way to encourage overnight stays in the future. The TEDSC suggested if Council funds could be sourced to support the project that lighting strategically projected towards the water fall would have the most impact.



Image from Time Lapse photography.

**Recommendation:** That consideration be given to funding to light the Lockhart Water Tower Mural and that Council investigate possible lighting options.

<b>Notes:</b>

**6. Walk of Fame and Lockhart Water Tower Launch**

The official launch of Lockhart Water Tower and the Lockhart Shire Walk of Fame has been confirmed for Friday, 12 October. The schedule of events for the day is as follows:

- 10:00am – Morning Tea at Lockhart Water Tower
- 10:30am – Official opening of the Lockhart Water Tower
- 11:30am – Official opening of the Lockhart Shire Walk of Fame
- 12:00pm – High tea at Greens Gunyah Museum (light lunch).

Invitations have been sent including the family members of the Walk of Fame inductees.

The TEDO is aiming to capture the 12 – 14 October on time lapse camera as well as drone footage, photos and videoing over the weekend in order to ensure material for further promotion of Lockhart, the water tower mural, sculptures, museum and Spirit of the Land Festival.

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

<b>Notes:</b>

**7. Business Support**

The Lockhart Shire Business Innovation Forum is due to be held at 6pm on Thursday, 18 October at the Lockhart Ex-Servicemen's Club and will include the launch of the Online Business Directory and guest speaker, Kerry Anderson, who will address the topic "Innovate or Suffocate". The forum is being sponsored by NSW Small Business and will include evening meal for attendees.

The guest speaker, Kerry Anderson, has offered an extra workshop the next morning for students and the community at no extra charge. This is a brilliant opportunity for both the school and interested residents. The workshop will be a conversation to explore what are the keys to rural communities surviving in a fast changing world and will be on Friday, 19 October from 10am – 12 noon. It will be hosted in the Lockhart Central School gym.

Work has begun on the online Lockhart Shire Business Directory website to ensure it is ready for the launch.

The Annual Business Survey, which included details inviting participation in the online business directory and the forum, is due to close on 4 October 2018. Responses have been slow to date.

Prior to the commencement of the next Start Your Business Campaign the TEDO would like to conduct a gap analysis of what businesses are missing from our current offerings, surveying both residents and existing businesses to find out what products and services they would like to see established in Lockhart Shire. This information would be then made available as part of the promotion and to potential new business owners.

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

<b>Notes:</b>

**8. Lockhart Shire Subdivision Information Evening**

The Subdivision Information Evening on Tuesday, 11 September at 6pm at The Rock Memorial Bowling Club attended by the Director of Engineering and presented by the Manager of Environmental Services was very well received and two enquiries to progress subdivisions at The Rock have now been received.

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

<b>Notes:</b>

**9. Drovers Way Touring Route**

The TEDO met with stakeholders in Jerilderie on Monday, 10 September and a number of actions to progress the Drovers Way Touring Route were noted at the meeting. Items of actions included branding, copywriting, product audits, funding and media promotion. A follow up meeting will be held in Urana on 7 November 2018.

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

<b>Notes:</b>

**10. Lockhart Industrial Land**

The TEDSC discussed the Lockhart Industrial Land and how to attract and activate new businesses to set up in the town. A number of possibilities were discussed including potentially offering the land at no cost. After further discussion the Committee decided to put this item on the agenda for the November TEDSC meeting.

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

<b>Notes:</b>

**11. Project Updates**

Lockhart Museum	Have commenced redevelopment works at the Billabong Motors building. Heather Trevaskis has been asked to speak at a Museum & Galleries event in Sydney and the museum has been nominated for the "NSW iMAGine Awards" in the sustainability section.
Lockhart Progress Association	Undertaking fundraising to enable support of further community projects.
Lockhart Verandah Project	Awaiting outcome of \$100,000 heritage grant to repair and make good verandahs. Outcome due shortly. Heritage Near Me app due for launch. Lockhart Shire had the highest number of history stories approved in NSW.
Magnolia Lodge Land	Council to investigate the existing documentation on the Magnolia Lodge to ascertain previous project plans.

The Rock Museum	Successful grant application for drop down interpretative panels. Working on fundraising for lift and sign projects. Holding a Vintage Hat & High Tea event in November.
The Rock Progress Association	The Rock Observatory is progressing. Proposed Picnic at Hanging Rock Movie Night combined with Cork and Fork event most likely in March 2019.
Partnership Advertising	New marketing strategies are in progress with Destination Riverina Murray / Thrive Riverina and Wagga Wagga City Council. Potential for cross promotions with Greater Hume and Federation Council are being investigated.
Town Visitor Information Boards	The outstanding tourism boards are finished and ready for install once delivered.
Spirit of the Land Festival	Shaping up to be a good weekend despite the many other events moved to coincide with that weekend.

The next TEDSC meeting will be held at **The Rock on Tuesday, 6 November 2018 at 6:30pm.**

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

<b>Notes:</b>

## Delegates' Reports

Nil.

## Status Report/Précis of Correspondence Issued

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

Res. No:	Officer to Action	Info	Action Taken
<b>Ordinary Council Meeting held 17 September 2018</b>			
252/18	DCCS	<p><b>Closed Agenda – Information Technology Systems – Quotations</b></p> <p>a) Council approve the purchase of the Electronic Document and Records Management System (EDRMS) HPE Content Manager with initial purchase, setup and training costs to be funded from Council's Systems &amp; IT Improvements Reserve;</p> <p>b) Council approve the purchase of Asset Management system AssetFinda with initial purchase, setup and training costs to be funded from Council's Systems &amp; IT Improvements Reserve;</p> <p>c) Initial and ongoing cost of iPad Minis are to be incorporated and funded from Council's Operating Plan Budget at Quarterly Budget Review; and</p> <p>d) Year 2 and ongoing annual license fees cost are to be incorporated and funded from Council's Operating Plan Budget.</p>	Purchase Order for AssetFinda raised, software licence received and being reviewed.
251/18	DEES	<p><b>Closed Agenda – Tender – Spray Sealing Contract</b></p> <p>a) Downer EDI Ltd be awarded the sealing contract for 2018/19 up to value of \$635,000; and</p> <p>b) The General Manager and Director of Engineering &amp; Environmental Services be authorised to execute Purchase Order and Contract.</p>	Letter of award contract issued and purchase order raised and signed.
250/18	DEES	<p><b>Closed Agenda – Tender – Winning and Crushing of Gravel</b></p> <p>a) Awards the tender for the Winning &amp; Crushing of Gravel and Concrete for 2018/19 to Bald Hill Quarry Pty Ltd for \$467,430 (including GST);</p> <p>b) Authorise the General Manager and Director of Engineering &amp; Environmental Services to execute Contract and purchase order for the works.</p>	Purchase order raised, and contract signed. Complete.
248/18	DCCS	<p><b>Audited Financial Statements</b></p> <p>a) Council certify in its opinion the General Purpose Financial Statements and the Special Purpose Financial Statements as prepared, are in accordance with the attached certificates and that the certificates by completed be the Mayor, Deputy Mayor, General Manager and Responsible Accounting Officer.</p> <p>b) The funds as listed in the schedule be reported as internally restricted in Council's accounts as at 30 June 2018.</p>	Final Draft set of Statements currently with Crowe Horwath for review.
245/18	MES	<p><b>Variation to Development Control Plan – DA22/19</b></p> <p>Council do not grant consent for a variation to the Lockhart DCP, thereby not supporting the erection of a 1.8m colorbond fence to the front boundary of 216 and 218 Green Street, Lockhart.</p>	Letter sent to the owner and consent refused. Complete.

244/18	MES	<p><b>Variation to Development Control Plan DA11/19 and DA19/19</b> Council grant consent for a variation to the Lockhart DCP, thereby permitting an increased building height for a proposed new front boundary fence and shed at 7 Drummond Street, Lockhart.</p>	DA issued. Complete.
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>	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.
236/18	DCCS	<p><b>Section 355 Committees</b> a) Appoint the Tootool Roadside Rest Stop Committee as a management committee pursuant to Section 355 of the Local Government Act and delegate to that Committee, the care control and management of the Tootool Road Reserve and Rest Stop and associated facilities; and b) Extend the delegation given to the Yerong Creek Recreation Reserve Management Committee to include maintenance of the public road verges adjoining the Recreation Reserve and the Yerong Creek Cemetery; and c) Appoint the Magnolia Lodge Tenancy Advisory Committee as a management committee pursuant to Section 355 of the Local Government Act and delegate to that Committee the determining of applications from prospective tenants for occupancy of the units; and d) That Council's Policy 1.11 Section 355 Committees be amended to reflect the foregoing changes.</p>	<p>Policy 1.11 Section 355 Committees has been updated to incorporate the Magnolia Lodge Tenancy Advisory and Tootool Roadside Rest Stop Section 355 Committees and the extended delegation to the Yerong Creek Recreation Reserve Management Committee.</p> <p>The revised Policy has been incorporated into the Policy Register.</p> <p>Complete.</p>
23/18	TEDO	<p><b>Tourism/Economic Development Officer Report – Lockhart Water Tower</b> Feedback received from the community proposing the removal of a tree adjacent to the Lockhart Water Tower be referred to the Tourism &amp; Economic Development Steering Committee for review and report back to Council.</p>	<p>Matter considered by the TEDSC at its meeting held on 2/10/18. Refer to the Report of Committee included in the October Council meeting Agenda. Complete.</p>
<b>Ordinary Council Meeting held 20 August 2018</b>			
228/18	DEES	<p><b>Closed Agenda – Tender – Winning &amp; Crushing of Gravel</b> a) Council does not accept any of the tenders for the Winning and Crushing of Gravel; b) Authorises DEES to negotiate with the tenderers on a reduced volume for the 2018/19 year or other options that may be pertinent; and c) A further report be brought to Council in due course.</p>	<p>DEES currently negotiating with tenderers See item 250/18. Complete.</p>

215/18	DEES	<p><b>Master Plan for Lockhart Business Centre</b></p> <p>a) Establish a Focus Group to set the initial set of principles for the master plan, and</p> <p>b) Additional funds for the master planning of Lockhart Business Centre budget be from either the first quarterly budget review or reserves as required.</p>	Focus group being established. First meeting scheduled for 16 October 2018. Complete.
206/18	TEDO	<p><b>Minutes of the TEDSC Meeting - Business Support</b></p> <p>A business networking evening be held in Lockhart in October and that a professional website developer be engaged to undertake the online Lockhart Shire Business Directory</p>	Planning in progress
<b>Ordinary Council Meeting held 16 July 2018</b>			
195/18	DEES	<p><b>Roads Program 2018/19</b></p> <p>a) endorses the Roads Programme for the 2018/19 year; and</p> <p>b) submits application under NSW EPA “Product Improvement Program” grant for crushed glass recycling in road base materials.</p>	<p>a) No further action. Complete.</p> <p>b) Grant applications close 23 August 2018. Grant application submitted. Complete.</p>
181/18	TEDO	<p><b>Minutes of the TEDSC Meeting – Walk of Fame Launch</b></p> <p>A high tea to launch the Walk of Fame and Lockhart Water Tower be held on Friday, 12 Oct 2018.</p>	Walk of Fame to be launched on 12 October 2018.
<b>Ordinary Council Meeting held 18 June 2018</b>			
151/18	TEDO	<p><b>Minutes of the TEDSC Meeting – Spirit of the Land Art Gallery</b></p> <p>Spirit of the Land Art Gallery to be established in the Greens Gunyah Museum.</p>	In progress
<b>Ordinary Council Meeting held 21 May 2018</b>			
138/18	GM	<p><b>LGNSW 2018 Annual Conference</b></p> <p>a) Council appoint the Mayor as its voting delegate at the 2018 LGNSW Annual Conference; and</p> <p>b) Councillors wishing to attend the 2018 LGNSW Annual Conference</p>	<p>a) Registration of voting delegate completed.</p> <p>b) Registration of conference attendees commenced.</p>
126/18	DEES	<p><b>Recycling Update</b></p> <p>b) Council authorises DEES to negotiate CDS refund sharing agreement with Kurrajong Recycling and bring a further report to Council, and</p> <p>c) Submit a grant application under NSW EPA funding for material recovery facilities when open, for use of recycled glass in road base construction.</p>	<p>a) DEES still in negotiations with Kurrajong Recyclers. Expect report to Council November 2018.</p> <p>b) Grant funding due to open in October 2018. Webinar in early July on the funding program. DEES has attended webinar and grant funding is currently open.</p> <p>c) has been completed.</p>
117/18	TEDO	<p><b>Minutes of the TEDSC Meeting – Magnolia Lodge Land</b></p> <p>TEDSC investigate the existing documentation on the Magnolia Lodge to ascertain previous project plans.</p>	In progress



<b>Ordinary Council Meeting held 16 April 2018</b>			
84/18	GM	<p><b>Round 2 – Stronger Country Communities Fund</b></p> <p>a) Council submit the following grant applications (listed in priority order) under Round 2 of the Stronger Country Communities Fund:</p> <ol style="list-style-type: none"> <li>1. Lockhart Recreation Ground – Facilities for footballers and netballers</li> <li>2. The Rock Recreation Ground – Toilets and Showers</li> <li>3. Osborne Recreation Ground – Playground and Traffic Improvements</li> <li>4. Town/Shire Entrance Signs</li> <li>5. Town/Shire Beautification</li> <li>6. Yerong Creek Recreation Ground – Netball and Handball Court</li> <li>7. The Rock Observatory</li> <li>8. The Rock Recreation Ground – Relocation of Pony Club and New Oval</li> <li>9. ½ Basketball Court at The Rock</li> </ol> <p>b) Any of the above projects that are unsuccessful in securing grant funding under the Stronger Country Communities Fund may be funded from Council's Reserves; and</p> <p>c) Council's Reserves be replenished over time with the proceeds from the sale of residential lots in Stage 2 of the Carson Road subdivision at The Rock.</p>	<p>All nine grant applications have been submitted by the closing date of 4 May 2018.</p> <p>The outcome of the applications is expected to be known in August 2018.</p>
80/18	DCCS	<p><b>Minutes of the TEDSC Meeting – Lockhart Childcare Facilities</b></p> <p>Council investigate a scheme to benefit the serious lack of childcare facilities in Lockhart.</p>	<p>A survey to be designed then distributed to Lockhart and surrounding area. Survey posted Wed 15 August. Survey closed 10 Sept, now collating responses.</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> <ol style="list-style-type: none"> <li>a. \$25,000 Lots 1, 6, 7, 9, 10, 23, 24, 25, 27, 28, 29, 30, 31, and 32</li> <li>b. \$27,500 Lots 12, 16, 17 and 18</li> <li>c. \$44,000 Lots 11 and 34</li> </ol> <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	<b>Lockhart Renewable Energy Project</b> a) Project update provided by Better Energy Technology Pty Ltd noted, b) Lockhart Renewable Energy Project Information Brochure endorsed for distribution to Lockhart premises.	Application for funding of Phase 1 of the project (regulatory & planning approvals) is being resubmitted by BET with the Australian Renewable Energy Agency (ARENA) after the initial application was declined.
<b>Ordinary Council Meeting held 5 February 2018</b>			
21/18	GM	<b>Joint Organisations of Council</b> Council will support the continuation of REROC for a period no longer than 12 months from the proclamation of the Joint Organisation.	JOs proclaimed and discussions continuing between member councils regarding governance arrangements.  First JO Board meeting scheduled for 19/10/18.
<b>Ordinary Council Meeting held 18 December 2017</b>			
316/17	GM	<b>The Rock to Boree Creek Rail Line</b> Council to continue to make applications when further rounds of funding are released.	A further application will be made when next funding round is launched.
<b>Ordinary Council Meeting held 20 November 2017</b>			
298/17	DEES	<b>Quarterly Budget Review – September 2017</b> a) Develop a town beautification masterplan, including costings, for the Shire.	a) Very preliminary discussions had with staff on this matter. Draft 2018/19 budget to include funds for consultant to assist with masterplan. See report to August 2018 council meeting. Complete.

<b>Ordinary Council Meeting held 16 October 2017</b>			
266/17	DEES	<p><b>Closed Agenda – Tender – Waste Contract</b></p> <p>a) Contract for 'Domestic Garbage, Recyclables &amp; Organics Collection &amp; Transport Service' to be awarded to Cleanaway, adjusted for two bin collection service for an interim 6-month period as required; Contract to be 7 years – 2 April 2018 to 2 April 2025, renewable annually thereafter by mutual consent for up to three by one-year agreements; and</p> <p>b) General Manager and Director of Engineering &amp; Environmental Services authorised to sign Contract and Purchase Orders; and</p> <p>c) Council to make application for grant funding to supply FOGO bins and kitchen caddy's; and</p> <p>d) Undertake resident education program on 3-bin system and FOGO collection; and</p> <p>e) Staff authorised to enter into negotiations with Kurrajong Waratah to continue with Recyclables processing on behalf of Lockhart Shire Council.</p>	<p>(a) &amp; (b) Letter issued to Cleanaway. Contracts prepared. Cleanaway has commenced new contract with new truck, still operating on two bin system. Two bin system to continue till 1 April 2019 at this stage.</p> <p>(c) &amp; (d) Council engaging consultant to assist with grant application. Consultant is working on documentation and grant application. Grant application submitted.</p> <p>(e) Council met with Kurrajong Waratah. Negotiations progressing well, waiting on CDS information before can finalise agreement. Staff had further discussions with Kurrajong recently. See report to Council meeting.</p> <p>Grants for FOGO implementation now open and currently preparing application. Consultant still working on composting licence requirements. Grant submitted. Awaiting outcome.</p>
<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>Addition time to be given to source an alternative use/tenant for the Lockhart Railway Station building.</p>	<p>Consideration to be given as an office for the solar project if successful prior to advertising availability.</p>
<b>Ordinary Council Meeting held 15 May 2017</b>			
115/17	GM	<p><b>Councillor Professional Development</b></p> <p>Councillors to nominate any professional development they would like to undertake to assist in the development of a Professional Development Program for Councillors for 2017/18.</p>	<p>Training and Development opportunities distributed to Councillors as they arise.</p> <p>Draft Councillor Professional Development Guidelines recently released by OLG. Awaiting final version of Guidelines following a period of consultation.</p>

<b>Ordinary Council Meeting held 18 April 2017</b>			
72/17	DEES	<b>Caravan Parks</b> a) Information noted pending a furthermore detailed report b) Council has determined as a matter of policy that caravan parks be short term (holiday park) stays; and c) Expressions of Interest (EOI) be invited for Management of the Lockhart Caravan Park for 1 July 2017 to 30 June 2018 with option of 2 x 12-month extensions on mutual agreement.	More detailed report to be presented at a future Council meeting.  Items (b) & (c) are complete. Staff currently compiling information to put together further report.
<b>Ordinary Council Meeting held 20 March 2017</b>			
33/17	TEDO	<b>Minutes of the Tourism/Economic Steering Committee Meeting – Shire Signs</b> Designs for the Shire signs to be investigated.	Application lodged under the Stronger country Communities Fund – Round2.
<b>Ordinary Council Meeting held 21 November 2016</b>			
315/16	GM/ TEDO	<b>Australian Kelpie Hall of Fame</b> a) Greens Gunyah Museum be requested to develop and provide a long-term business plan to Council, outlining future developments and how they will be funded, and b) The item be brought back to Council for further discussion in the 2017/18 FY.	Complete. Lockhart & District Historical Society working on refurbishment of Billabong Motors Building. No further action at this stage.
<b>Ordinary Council Meeting held 19 September 2016</b>			
241/16	TEDO	<b>Minutes of Tourism/Economic Development Steering Committee - Town Visitor Information Boards</b> New town visitor information boards to be designed and installed in The Rock and Lockhart.	Signs due for delivery.
<b>Ordinary Council Meeting held 16 May 2016</b>			
109/16	DCCS	<b>Old Lockhart Railway Station Building</b> Council to: a) Seek to find a suitable use/tenant for the building b) Begin negotiations with JHR to hand building back, if suitable use/tenant not found within next 6 months.	Ongoing. No potential tenants have enquired. Promoting venue as a regional meeting site. Very little activity to date.
<b>Ordinary Council Meeting held 17 September 2018 – Councillor Questions &amp; Statements</b>			
	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. It was also noted that a meeting of RIVJO member councils is scheduled for 27 September 2018 to which WWCC has been invited to attend to work through the any remaining issues.

GM/ Mayor	<b>Cr Day OAM – Dr Joe McGirr’s Election as Member for Wagga Wagga</b> – Enquired if a letter of congratulations has been sent to Dr McGirr on his election to the seat of Wagga Wagga, and also enquired if an invitation to the upcoming Spirit of the Land Festival could be sent?	The Mayor advised that a letter of congratulations is being prepared and will be forwarded to Dr McGirr the next day.  The General Manager confirmed that Spirit of the Land Lockhart Inc. has already issued an invitation to Dr McGirr to attend the Spirit of the Land Festival on 13 and 14 October 2018.
Mayor	<b>Cr Day OAM – Article in Today’s Daily Advertiser by Keith Wheeler</b> - Drew Council’s attention to an article written by Keith Wheeler in today’s Daily Advertiser which stated, “ <i>The Wagga Wagga electorate includes Lockhart, a council that will disappear with the next round of Liberal amalgamations.</i> ” Enquired if this statement could be addressed in the letter to our new Local Member for Wagga Wagga?	The Mayor advised that this issue can be addressed with the new Local Member in due course and that the initial correspondence from Council should be limited to conveying Council’s congratulations.
DEES	<b>Cr Marston – Drain on the Cnr of Emily St &amp; Olympic Hwy, The Rock</b> - has received an enquiry from an elderly resident requesting this drain now be maintained by Council as the resident is finding it difficult to continue weeding the drain.	DEES advised he will add this maintenance to the list for The Rock Parks and Gardens staff to attend to. Instructions issued to staff. Works be undertaken when resources permit. Complete.
DEES	<b>Cr Marston – Donation Box at The Rock Recreation Ground</b> - Thanked staff for the new donation box in the male toilets at The Rock Recreation Ground and asked if a donation box could also be installed in the female toilets?	DEES advised he will arrange for this to occur. Second donation box has been ordered.
DEES	<b>Cr Rockliff – Sculpture in Pastoral Shadows of Brookong, Lockhart</b> - Advised that a tourist had advised that a sculpture of a drover in the Pastoral Shadows of Brookong had blown over (and possibly had been stood up temporarily).	DEES advised he was aware of the mater and will follow up with staff and the local committee who look after the area. Sculpture appears to be re-stood. Complete.
GM	<b>Cr Rockliff – Notification to Shop Owners of Events being held in Lockhart</b> - Enquired as to whether businesses in the CBD could be advised if there is going to be an event like the recent Antique Bottle Show that was held in the Lockhart Memorial Hall last weekend, to help ensure businesses are open and trading when these events are conducted?	The General Manager advised that he will investigate whether an appropriate system can be put in place to communicate this information to local businesses when bookings are taken at Council’s office for these types of events.

	DEES	<b>Cr Douglas – Double Glazing in New Home Builds –</b> Enquired if there are any provisions in DA's to encourage double glazing in new homes as an energy saving initiative?	DEES advised that legally Council is only required to enforce the NSW Government's BASIX and BCA requirements. Council could, if it wishes, include a clause in its DCP to encourage property owners to consider other, higher level energy saving initiatives, however would not be able to mandate the requirements. No further action required. Complete.
	DEES	<b>Cr Sharp – Bus Stop Signs, Figtree Rd</b> - Advised that the parent of the school children picked up by the school bus on Figtree Rd requested school bus signs to be installed either side of Ledheys Lane.	DEES thanked Cr Sharp for this information and will arrange for the signs to be installed. Signs ordered and will be installed when available.
	DEES	<b>Cr Schirmer – Installation of Handrails in the Lockhart Caravan Park Toilets and Showers -</b> Enquired as to whether handrails could be installed in the Lockhart Caravan Park toilets and showers as he has received requests from "grey nomad" travellers?	DEES advised he will investigate and take appropriate action. Staff currently investigating.
	Councillors	<b>Cr Schirmer – Mayor's Christmas Party 2018 –</b> Advised Councillors that the Mayor's Christmas Party will be held on Saturday, 8 December at the Rock Golf Club and could Councillors please think about and advise on invitations.	
<b>Ordinary Council Meeting held 18 June 2018 – Councillor Questions &amp; Statements</b>			
	DEES	<b>Cr Driscoll – Availability of New Lots on Carson Rd, The Rock –</b> Enquired as to when the new lots on Carson Rd, The Rock will be available for sale?	DEES advised Council is waiting for Telstra to commence installation. Electrical services are installed but yet to be commissioned. The surveyor is due on site shortly to commence the survey and registration process whilst waiting for services to be completed. Telstra being installed, survey to follow. Telstra and power installed. Survey of lots occurring. Survey plan nearing completion.
	DEES	<b>Cr Sharp – Vandal/Theft Proofing of Road Name Signs –</b> Enquired as to whether road name signs could be made vandal/theft proof as the Thomas Lane sign has been stolen less than a week after being installed.	DEES advised he will investigate and take appropriate action.
	DEES	<b>Cr Schirmer – Shrubs Growing at the Intersection of Western and Bidgeemia Rds –</b> Advised that shrubs growing at the intersection of Western and Bidgeemia Rds are obstructing sight distance for drivers.	DEES advised he will investigate and take appropriate action. DEES has investigated and vegetation control works to occur once environmental assessment has been completed.

<b>Ordinary Council Meeting held 21 May 2018 – Councillor Questions &amp; Statements</b>			
Councillor'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.
	DEES	<b>Cr Driscoll – Missing Town Entrance Sign</b> – Advised that The Rock entrance sign on the Olympic Highway on the Yerong Creek side is missing.	DEES advised he will investigate and advise, and also noted that town entrance signs were part of the recent SCCF grant application. DEES has had discussions with GHSC about reinstalling the sign, which is located at The Rock depot. Expect this will be undertaken in the near future.
	DEES	<b>Cr Verdon – Funding to Improve Accessibility</b> – Stated the Arts Council received significant grant funding to improve accessibility to events and enquired if Council could access NDIS funding to improve accessibility around the Shire.	DEES advised he will make some enquiries and advise. DEES has investigated and NDIS funding is for individuals and not organisations. Staff currently looking into what other funding maybe available. There may be an opportunity to address this issue with CBD master planning works.
<b>Ordinary Council Meeting held 16 April 2018 – Councillor Questions &amp; Statements</b>			
Council lor's Questio ns	GM	<b>Cr Verdon – Lockhart Shire Council Polo Shirts for Councillors</b> – Enquired as to whether Councillors could have a Lockhart Shire Council Polo shirt to wear when representing Council at less formal functions?	Polo Shirts in process of being ordered.
<b>Ordinary Council Meeting held 5 February 2018 – Councillor Questions &amp; Statements</b>			
Councillor's Questions	DEES	<b>Cr Sharp – Issue with Murray Pines Encroaching Henty-Pleasant Hills Rd</b> – advised had received a letter from a resident re. these trees on Henty-Pleasant Hills Rd, just east of Figtree Lane.	DEES advised will investigate and take appropriate action. DEES has inspected the site and is currently having the vegetation assessed by Environmental Officer. Trees to be trimmed have been identified and works will occur as resourcing permits.
	DCCS	<b>Cr Day – Hole in West Wall of Memorial Hall, Lockhart</b> – Advised that birds have been observed going in and out of a hole in the west wall of the Memorial Hall, Lockhart.	DCCS advised he will investigate and take appropriate action. Quotes had already been requested & approved, contractor then notified could not do the work. Further quotes being sort, approved & contractor engaged. Scheduled for mid Sept to be completed. Completed
<b>Ordinary Council Meeting held 18 December 2017 – Councillor Questions &amp; Statements</b>			
Council lor's Questio ns	GM	<b>Cr Marston – Council Elections</b> – Enquired if Council, for the 2020 Council Elections would consider advertising its own election (not through AEC) to save money.	GM advised that this could be considered at the appropriate time, closer to the election year.

Ordinary Council Meeting held 20 November 2017 – Councillor Questions & Statements			
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.
Ordinary Council Meeting held 16 October 2017 – Councillor Questions & Statements			
Councillor's Questions	DEES	<b>Cr Douglas – Lockhart Industrial Park</b> – Enquired if trees could be planted on southern side of the Lockhart Industrial Park as a screen?	DEES will investigate and advise. Would require use of part of Common, with approval of Government required. Complete.
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.
	Councillors	<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.
Ordinary Council Meeting held 18 April 2017 – Councillor Questions & Statements			
Councillors' Questions	DEES	<b>Cr Verdon – Song Written by Former Grader Operator Mr Keith Ball</b> – Enquired as to whether Council had a copy of the song about working on Council and if not, could a copy be obtained for historical purposes?	DEES advised he is not aware of the song and will contact the Funeral Director. Staff have spoken with family, a copy to be forwarded to Council in due course. Staff following up with the family again.

**15 October 2018 Council Meeting - Correspondence Sent to Councillors**

Date to Councillors	From	Subject	File Ref
17/09/18	ALGA News Editor	ALGA News 14 September 2018	A75-005
17/09/18	Cr Linda Scott, LGNSW	LGNSW Weekly – 14 September 2018	S20-007
24/09/18	Cr Linda Scott, LGNSW	LGNSW Weekly – 21 September 2018	S20-007
24/09/18	ALGA News Editor	ALGA News 21 September 2018	A75-005

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

<b>Notes:</b>



## Staff Reports

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

#### 1. AUSTRALIA DAY AWARDS 2019

(GM/C15-005)

##### Executive Summary

The purpose of this report is to outline the arrangements for the 2019 Australia Day celebrations and the Australia Day Awards nomination process.

##### Report

Austraday, 26 January 2019 will be celebrated on Saturday, 26 January 2019.

In recent years the Council's Australia Day celebrations have been held at:

2018	Osborne Recreation Ground
2017	Yerong Creek Hall and Recreation Ground
2016	Pleasant Hills Recreation Ground
2015	The Rock Swimming Pool.

Bearing in mind that the Australia Day celebrations are rotated around the Shire, and based on the locations of the previous four Australia Day celebrations, it would appear that the 2019 celebrations should once again be held in Lockhart. Accordingly, it is proposed to invite expressions of interest through Council's Newsletter from Lockhart based community organisations to host the 2019 celebrations. One option under consideration is to invite a local community organisation to cater for the event at the new swimming pool complex. The 2015 Australia Day celebrations were successfully held at The Rock swimming pool.

Council provides a subsidy to the host organisation of \$3,500 to put on the event which is also supposed to provide a fundraising opportunity for the organisation. The amount of the subsidy has remained unchanged for a number of years and feedback received from the host organisation following last year's event suggests it may be time to review the amount.

It is proposed that nominations be invited for the following categories by the closing date of 30 November 2018:

1. Citizen of the Year
2. Young Citizen of the Year
3. Sportsperson of the Year
4. Australia Day Award.

A notice will be placed in Council's October and November Community Newsletters, be posted on Council's website and the Lockhart Community Facebook page as well as be placed in numerous shop windows in the Shire.

It has been Council's practice to appoint an Australia Day Awards Committee to consider the nominations received and make recommendations to Council. Last year the Awards Committee comprised Councillors Driscoll, Schirmer and Sharp.

##### Integrated Planning and Reporting Reference

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

##### Legislative Policy and Planning Implications

Nil.

##### Budget and Financial Aspects

Provision has been made in Council's 2018/19 Operational Plan Budget for the hosting of the 2019 Australia Day celebrations and Awards ceremony.

##### Attachments

Nil.

**Recommendation:** That Council:

- a) Invite expressions of interest from Lockhart based community organisations to host the 2019 Australia Day celebrations in Lockhart.; and
- b) Increase the amount of the subsidy provided to the host organisation from \$3,500 to \$4,000; and
- c) Determine the composition of the Australia Day Awards Committee for the 2019 Awards.

<b>Notes:</b>

**2. WOODHAVEN AGED CARE FACILITY – LAND OWNERSHIP**

**(GM/A25-030)**

Executive Summary

The purpose of this report is to resolve a historical anomaly regarding ownership of the land upon which the Woodhaven aged care facility is situated.

Report

Correspondence has been received from the Lockhart and District Aged Care Association, trading as Woodhaven Aged Care, seeking Council's assistance in resolving a historical issue regarding ownership of the land upon which the facility is situated. The subject land is described as Lot 1 DP230301, Lot 2 DP230301, Lot 10 DP1067716 and Lot 1 DP726186 and the certificates of title show the Lockhart Shire Council as the registered proprietor of the land. A copy of the letter received from Woodhaven Aged Care is attached.

The Woodhaven Management Committee was initially established as a Section 355 Committee of Council. The Committee actively raised funds for the establishment of an aged care facility. However, as a Committee of Council established pursuant to Section 355 of the Local Government Act, the Committee could not independently acquire land in its own name and the land for the aged care facility was purchased in the name of the Council.

According to Council reports at the time, the original transfer document clearly stated that Council is the registered owner only as "Trustee for the Lockhart Aged Care Association". It was intended that the trustee arrangement be formalised at the time with the preparation of a Deed of Trust but it appears a Deed was never prepared.

On 20 June 2005 the appointment of the section 355 Committee was rescinded by Council. Council minute no. 24662 states as follows:

- a) *"That the appointment of Woodhaven Management Committee under section 355 of the Local Government Act 1993 be rescinded; and*
- b) *That the assets and liabilities of Woodhaven be written out of Council's books as an extraordinary item for the year ended 30m June 2005."*

Lockhart and District Aged Care Association Inc. is now a separate legal entity incorporated under the NSW Associations Incorporation Act (Incorporation No. Y0547426). A search of the ASIC Business Names Register confirmed that Lockhart and District Aged Care Association Inc. is the holder of the business name Woodhaven Aged Care.

However, whilst the Lockhart and District Aged Care Association is no longer a section 355 Committee and the assets have been written out of Council's financial accounts in accordance with the abovementioned resolution, the ownership of the land was never changed and Council remains the registered proprietor of the land upon which the aged care facility is situated.

The need to address this situation has been highlighted by Council's and Woodhaven's auditors. The situation also presents other difficulties for the aged care facility such as raising funds for future expansion, including loan borrowings, whilst the land is not in its own name.

In order to address the situation, it is considered appropriate that the land be transferred to Lockhart and District Aged Care Association Inc. for \$1.00 bearing in mind that:

- The land was purchased for the purposes of establishing an aged care facility with funds raised by the Woodhaven Section 355 Management Committee i.e. not by Council (ratepayer) funds;
- The land was purchased in Council's name only because of the Committee's status as a section 355 committee at the time;
- Council's ownership was only intended to be as Trustee for the Lockhart and District Aged Care Association;
- The Section 355 Committee's appointment pursuant to section 355 of the Local Government Act has been rescinded and the Council has previously resolved that the assets be written out of Council's financial accounts;
- Now that Lockhart and District Aged Care Association is a separate legal entity incorporated under the NSW Associations Incorporation Act there is no longer any need for the land to be held in trust by the Council.
- The Associations Incorporation Act makes provision for the corporate governance and financial accountability of associations that engage in non-profit and non-commercial activities.

Integrated Planning and Reporting Reference

A3 - Continue to support, advocate, and plan for high quality services and accommodation for our aged population.

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

Legislative Policy and Planning Implications

Lockhart and District Aged Care Association Inc. is registered under the Associations Incorporation Act. It is the holder of the business name Woodhaven Aged Care. The Associations Incorporation Act makes provision for the corporate governance and financial accountability of associations that engage in non-profit and non-commercial activities.

Lockhart and District Aged Care Association Inc.'s licence to operate an aged care facility is administered by the Commonwealth Government.

Lockhart and District Aged Care Association is no longer a Section 355 Committee of Council and as such there is no longer any need for the land upon which the aged care facility is situated to be held by Council in trust for the Association.

The subject land has been categorised as "operational" land and not "community" land under Section 25 of the Local Government Act which means that Council is able to dispose of the land. (Council has no power to sell, exchange or otherwise dispose of "community" land.)

Budget and Financial Aspects

There are no budgetary implications as the subject land is not recorded in Council's asset register or financial statements.

Lockhart and District Aged Care Association Inc. has agreed to pay the relevant legal fees involved in the transfer of the land.

Attachments

1. Woodhaven Aged Care letter dated 24 September 2018.

**Recommendation:** That:

- 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.

<b>Notes:</b>

**Attachment 1. – Woodhaven Aged Care Letter Dated 24 September 2018**



55 Hebden Street  
LOCKHART NSW 2656

Ph: 02 6920 5610

Fax: 02 6920 4123

Email: [admin@woodhavenhostel.com.au](mailto:admin@woodhavenhostel.com.au)

ABN 65 808 794 524

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24 September 2018

The General Manager  
PO Box 21  
LOCKHART NSW 2656

Dear Sir

**RE: LAND OWNERSHIP CLARIFICATION – HEBDEN STREET, LOCKHART**

On behalf of the Lockhart and District Aged Care Association Inc., I express my most sincere gratitude for the assistance provided from Lockhart Shire Council since our inception in the early 1990s. To this date, our *Woodhaven* Facility has continued to provide high quality, essential care to aged and less able persons from the Lockhart area and surrounds.

As the Association continues to expand and improve, we seek clarification on land ownership status of the lots from which our Facility operates. Prior to becoming an Associated Incorporation, Woodhaven operated as a Committee under Section 355 of the Local Government Act 1993. When the Committee purchased land for capital expansion or strategic planning purposes, Council took ownership as 'Trustee', as cited by Council meeting minutes, contracts of sale and various associated correspondence. On 20<sup>th</sup> June 2005, and as requested by the Committee, Council rescinded the appointment under Section 355, and Lockhart and District Aged Care Association became the legal governing body.

However, to this day, Council continue to act as 'Trustee' with respect to land ownership, and this presents ongoing concerns with our accounting for assets and liabilities. Auditors Crowe Horwath, who are engaged by the Association, recommend that Council and the Association work towards strengthening and formalising land ownership and recognition of the land. As such, with your assistance, I request that the land currently held in Trust by Council be formally transferred to Lockhart and District Aged Care Association Inc.

I am available at your earliest convenience to discuss the matter on (02) 6920 5273, and make available our Committee Member, Alan Gundrill, to assist with any clarification or to prepare arrangements on my behalf.

Yours faithfully

Mr Keith Edgerton  
Chairperson  
Lockhart & District Aged Care Association Inc.



Facebook: Woodhaven-Aged-Care-Lockhart

[www.woodhavenagedcare.com](http://www.woodhavenagedcare.com)

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

Nil.

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

### **3. BIOSECURITY AND ENVIRONMENTAL REPORT**

(DEES/N10-025)

#### Executive Summary

Monthly report on priority weeds and environmental matters.

#### Report

#### **Weeds**

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

Inspections were carried out on both rural and residential properties, which were selected due to a change of ownership.

The weeds most commonly found were Bridal Creeper (*Asparagus asparagoides*), Privet (*Ligustrum* sp.), African Boxthorn (*Lycium ferocissimum*), Ground Asparagus (*Asparagus aethiopicus*), Giant Reed (*Arundo donax*), and Green Cestrum (*Cestrum parqui*).

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
17	5	0	0	0	0	0

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

Priority has been given to the control of Horehound (*Marrubium vulgare*), St John's Wort (*Hypericum perforatum*) and Wild Radish (*Raphanus raphanistrum*) on roadside reserves.

#### ***drumMUSTER***

Two successful collection events occurred in the Shire. St Joseph's School managed the collection event held on 11 September 2018 at Lockhart, inspecting 3088 drums, resulting in a fundraising total of \$849.20. The Rock collection event, held on 13 September 2018, was managed by The Rock Men's Shed. These volunteers inspected 2702 drums, raising \$675.50 for The Rock Men's Shed. The next collection will occur in March 2019.

#### ***Riverina LLS Regional Weeds Committee Meeting***

Council's Environmental Officer attended the Riverina LLS Regional Weeds Committee Meeting held on 6 September at Narrandera. Topics included: the changes to the NSW Pesticides Regulation 2017 and the consequences for public land managers requiring EPA ground applicator licences; NSW DPI desire to implement mandatory weed inspections to point of sale of properties, which was complimented with weed officers objection based on the reasoning that this will redirect resources from the current strategic inspection plan focused on high risk sites and pathways, and complicates the issue of privacy; vehicle and hygiene protocols, including the installation of the weed hygiene station at the Pomingalarna Reserve, and future implications of the movement of fodder around the country; the Travelling Stock Reserves Weed Management Plan currently being developed and the reviewing of permits; coordination of the Henty Machinery Field Days weed display and personnel; and Riverina LLS' unsuccessful application for funding through the 2018-2019 NSW Regional Weed and Pest Animal Drought Funding Program, with all allocated funds being allocated towards pest animal programs.

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

#### ***Henty Machinery Field Days***

Council's Environmental Officer represented Riverina WAP (Weeds Action Program) at the Henty Machinery Field Days.

The display of live plants was again present at the site, containing examples of priority weeds, environmental weeds, and biological control specimens. While the priority weed live species are always a valuable tool for identification, the inclusion of live environmental weeds was a great initiator of conversation and interaction with the general public, with large numbers of people stating that they have these plants present in their gardens.

A high volume of people visited the Riverina WAP and Murray WAP site this year. Other interactions with members of the public included: the identification of weed species, with many people bringing samples or photos; tips to distinguish between plant species that are similar; appropriate weed control and management; and successful biological controls available for various weed species.

## **Pests**

### ***Spring Fox Baiting Program***

Fox baiting was initiated on 3 September 2018 at Galore Hill Scenic Reserve and Kincaids Reserve, in conjunction with local property owners and the Riverina Local Land Services. Baits were replaced throughout September.

## **Environmental Matters**

### ***Wagga Wagga Urban Landcare Spring Wildflower Walk at Galore Hill Scenic Reserve***

The Galore Hill Spring Wildflower Walk occurred on 30 September with 27 participants attending. The majority of participants were from Wagga Wagga Urban Landcare, Murrumbidgee Field Naturalists, and Murrumbidgee Landcare. A member of the Murrumbidgee Field Naturalists discussed the history of the reserve, with Council's Environmental Officer reporting on the findings of the biodiversity survey that was completed in 2017, discussing the threatened bird species that are present on the reserve, the identification of the microbats through recordings, and the unique vegetation composition of the reserve. Very little groundcover was present on the day due to dry conditions, but the participants appreciated the sighting of reptiles, the presence of native saltbushes, the identification of Aboriginal scar trees, and the discussion regarding the management of the reserve, including feral pest control, biological control options and the future vision of the reserve.

### Integrated Planning and Reporting Reference

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

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

C3 – Flora and fauna are protected across the Shire.

### Legislative Policy and Planning Implications

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

The Stock Movement and Grazing Policy has been amended to incorporate the Local Land Services Act and the jurisdiction of the Local Land Services in granting travelling stock permits.

### Budget and Financial Aspects

Will be conducted within Council's allocated budget.

### Attachments

Nil.

**Recommendation:** That the information in this report be noted.

<b>Notes:</b>



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

### **4. ENGINEERING REPORT**

(DEES/T10-005)

#### Executive Summary

Monthly report on engineering matters.

#### Background Information

- (a) *Works Report:* Two grader crews have commenced gravel re-sheets as well as continuing with maintenance grading in accordance with updated programme. Other construction projects are due to commence late November 2018 with shoulder widening of The Rock Mangoplah Road to occur first.

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

Concrete crew is undertaking HML bridges project as well as external pool upgrade works.

Council has commenced the repair and upgrade of 9 bridge structures throughout the Shire. The bridge works are progressing well with pylon works completed on both Moreys and Egans bridges. It is planned to have the bridges completed prior to Christmas 2018 and the new culverts to be undertaken in the New Year.

Council has just been advised that it has been successful with its grant application under the Heavy Vehicle Safety & Productivity Program (HVSPP) for replacement of a further 4 structures as well as Flood Detour Road upgrade. It is expected that these projects will commence mid-2019.

Council has also just been advised it has been invited to submit a full business case for the upgrade of Urana Lockhart Road, which would be the widening and heavy patching works on 22.5km of MR59. The full business case is required to be submitted by mid-October 2019.

- (b) *Flood Mitigation:* Refer to Major Projects update.
- (c) *Road Safety Officer:* Nil to report.
- (d) *Traffic Committee:* A report has been presented to the Traffic Committee 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.
- (e) *Lockhart Local Emergency Management Committee:* Nil to report.
- (f) *Fleet:* Council staff have commenced the fleet replacement program for 2018-19.

#### Legislative Policy and Planning Implications

Nil.

#### Integrated Planning and Reporting Reference

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

#### Budget and Financial Aspects

Will be conducted within Council's allocated budget.

#### Attachment

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

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

<b>Notes:</b>

**5. MAJOR PROJECTS UPDATE – OCTOBER 2018**

**(DEES/T10-005)**

Executive Summary

Update on Council's current major projects.

Report

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

- a) *Swimming Pools Upgrade:* (i) *Lockhart* pool works is nearing completion, with the three pools completed and due to be filled with water mid-October. The concourse and new plant room are complete, with final fit out of equipment occurring. The amenities have been completed with only painting touch up to go. External works are well advanced with concreting completed and fencing works being undertaken. New BBQ and playground to be installed in mid-October, with re-painting of the existing building and pergolas completed. (ii) *The Rock* new amenities is now well advanced with internal tiling and sheeting complete. External cladding is complete, with tiling to occur shortly and internal fit out to be completed in coming weeks. External works will commence in mid-October once contractor's concrete works are completed.

Dates for pool openings have been locked in, with Lockhart pool being Saturday, 27 October 2018, 62 years to the day from opening of the original pool. The Rock amenities opening is scheduled for Friday, 16 November 2018.

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

- b) *Demolition of Voluntary Purchase Properties:* Grant application has been submitted for Voluntary Purchase of properties in Lockhart for the next three years. The Voluntary Purchase of properties in The Rock has been completed.
- c) *Flood Mitigation Construction-Lockhart:* Council has submitted grant application for Stage 2 flood mitigation works in Lockhart, being the drainage system east of the Industrial Park.
- d) *Flood Mitigation Construction-The Rock:* The Rock Strevens Street drainage is progressing well. The main drain and Mangoplah Road culvert crossing are complete, as is the culvert on private land. Main Southern Rail Line shutdown occurred on 1 September 2018, where new rail culverts were installed. The additional culverts crossing for the Olympic Highway are scheduled for mid-October 2018. All works are scheduled for completion in November 2018.

Integrated Planning and Reporting Reference

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

Legislative Policy & Planning Implications

Nil.

Budget & Financial Aspects

- (i) Pools – total refurbishment costs estimated to be \$4.7M for both pools
- (ii) VP Demolition – Round 3 – purchase & demolition costs for both properties is anticipated to be \$420,000, with OEH to provide grant funding of approximately \$360,000
- (iii) Flood Mitigation Construction - Funding received for Strevens Street is \$856,000. Construction budget for the project is \$1.0M.

Attachment

Nil.

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

<b>Notes:</b>

**6. PARKS AND GARDENS REPORT**

**(DEES/P10-005)**

Executive Summary

Monthly report on parks and gardens.

Report

**Lockhart Cemetery**

Concrete edging has been installed at the lawn cemetery to define the grass from the garden beds.

**CWA Park**

Following the painting of the water tower which involved parking a very large crane on the lawn, a corer was hired and then the lawn was top-dressed. The gardens will also be tidied up prior to the grand opening of the tower.

Council took advantage of the daily hire rate and also cored and top-dressed a number of other areas. The coring appears to have been quite successful. The corer will be hired again in the future to renovate some larger lawn areas.

**Walter Day Park**

Corten steel edging has been installed around the garden beds in Walter Day Park, continuing the edging used in the landscape work around the new toilet block last year. The edging will define the gardens and assist with lawn maintenance. The lawns are being top-dressed along the edging and the gardens freshened up with new mulch.

The granite path will also be extended from 'The 9 Martyrs' to the Halliday Street side of the rose garden to encourage visitors to explore the park further.

Standard iceberg roses have been planted on the Urana Street side of the new toilet block and on either side of the gates.

Rosemary has been planted behind the newly installed Walk of Fame plaques and will also be planted under the standard roses at the gate. The combination of roses and rosemary should complement the historic gate quite nicely and rosemary obviously has links to remembrance in regard to the Walk of Fame.

Seven new 'A Country Woman' roses have been planted to complete the CWA section of the Walter Day Park rose garden and two standard and four shrub 'Red Cross' roses have been planted in the Red Cross section.

**Trees**

Annual pruning of street and park trees is mostly completed.

Where possible trees were also pruned to improve access for the street sweeper.

A platform was hired again this month to assist with the removal of a number of dead or dangerous trees in The Rock, Pleasant Hills and Lockhart.

Regular watering of trees planted this year and last year has already commenced along with a number of recently planted gardens. The current weather conditions suggest that the watering schedule may have to be dramatically increased this year.

**Mowing and Slashing**

The spring mowing schedule has focused on prominent areas for upcoming events in and around the Shire including; Henty Field Days, the Picolight Fly-in, Lockhart Show, Spirit of the Land Festival and Lockhart Picnic Races.

Fortnightly mowing and edging will be scheduled for most irrigated areas during the growth season.

**Weed Control**

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

**Parks and Gardens**

Irrigation systems are being checked and adjusted. Running times will be increased as weather warms up.

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

**General maintenance**

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

Integrated Planning and Reporting Reference

D1 – Infrastructure that facilitates an active community.

Legislative Policy and Planning Implications

Nil.

Budget and Financial Aspects

Will be conducted within Council's allocated budget.

Attachment

Nil.

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

<b>Notes:</b>

7. 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 September to 30 September 2018.

DA No	Development	Applicant/Owner	Site of Development
11/19	Detached colorbond sheds	GA & TA Hounsell	7 Drummond St, Lockhart
14/19	2 x steel sheds	Shaun Harper	19 Prichard Pl, Lockhart
15/19	New manufactured home	S & K Newell	19 Prichard Pl, Lockhart
16/19	Rainwater tank	Stephen Newell	19 Prichard Pl, Lockhart
17/19	Steel shed	Cameron Turner	5164 Pleasant Hills Rd, Pleasant Hills
18/19	Internal mezzanine floor	Nicholas Stone	2 Cole St, Yerong Creek
19/19	Colorbond front fence	Edward Schneider	7 Drummond St, Lockhart
20/19	Subdivision	The Rock Bowling Club	84 Urana St, The Rock
21/19	Public event – B&S Ball	The Rock Progress Association	3778 Lockhart The Rock Rd, The Rock
23/19	Steel shed	Frank Sainsbury	32 Ferrier St, Lockhart
CDC24/19	Inground swimming pool	Adam Price	24 Yerong St, The Rock
25/19	New dwelling	Damien Reeves	10 Carson Rd, The Rock
26/19	New manufactured home	Peter Holt	2 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 processed in accordance with the Environmental Planning & Assessment Act 1979.

Budget and Financial Aspects

Nil.

Attachment

Nil.

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

<b>Notes:</b>

**8. COMPLIANCE OFFICER UPDATE**

**(MES/S30-005)**

Executive Summary

An update on the activities of Council's Compliance Officer is presented to Council for its information.

Report

At the Council meeting held on 17 July 2017 Council endorsed the position of 'Temporary Compliance Officer' for a fixed term of two (2) years. This position was filled in October 2017, and a 12-month progress update is provided to Council for its information.

Priority has been given to companion animals, and updating the NSW Companion Animals Register, which the Compliance Officer is conducting through a physical door knock of all properties in the Shire. So far, all properties in Lockhart and The Rock have been visited by the Compliance Officer.

Since starting in October 2017:

- 636 companion animal checks done on individual properties in Lockhart and The Rock;
- 26 fire hazard/overgrown properties have been inspected, and with letters sent to owners;
- 7 Notices of Intent to issue an order under Local Government Act 1993 requiring hazard reduction works for overgrown properties;
- 2 Orders issued under Local Government Act 1993 requiring hazard reduction works for overgrown properties;
- 52 letters sent requiring companion animals to be microchipped and registered;
- 50 complaints received and investigated, from residents regarding companion animals;
- 65 companion animals microchipped;
- 176 new companion animals registered;
- 23 car bodies removed through volunteer collection;
- 9 unregistered vehicles removed from public places;
- 50 inspections of on-site sewerage management systems undertaken;
- A total of \$5,830 in infringements notices issued for various offences.

Furthermore, swimming pool compliance inspections form a component of the Compliance Officer's role, and they are currently being conducted under the supervision of Council's Manager Environmental Services. To date, approximately 25 pools have been inspected for compliance by Council's Compliance Officer.

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

It is pleasing to note that, with this position, Council's response time to incidents has significantly improved by a factor of days, and overall community acceptance and acknowledgement of the service has been positive.

Given that the Compliance Officer position is a part time position, the existing *Agreement for the Enforcement of the Companion Animals Act 1998* remains in place between Lockhart and Wagga Wagga City Councils, to assist the Compliance Officer and facilitate Council's level of service to the public. The two Councils are currently negotiating a formal review and update of the agreement, which if accepted by Wagga Wagga City Council, will see the service continue for another three years.

Integrated Planning and Reporting Reference

E3. Council responds collectively and responsibly to community needs.

Legislative Policy and Planning Implications

Nil.

Budget and Financial Aspects

While introducing a part time Compliance Officer position into the corporate structure was estimated to cost Council approximately \$45,000/year, it was proposed that the position would also generate income through delivery of swimming pool and on-site sewerage management system inspections, in addition to income from infringement notices and impounding fees. Estimated generated income was \$43,000/year. Council's financial records indicate that so far, the approximately \$28,000 has been generated.

Attachments

Nil.

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

<b>Notes:</b>

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

### 9. INVESTMENT AND BANK BALANCES REPORT – SEPTEMBER 2018 (DCCS/F10-010)

#### Executive Summary

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

#### Report

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

#### Cash at Bank

**Opening Combined Cashbook Balance** 1,525,625.87

Add: Total Receipts

Rates	154,842.73	
Debtors	43,296.65	
Grants	-	
Investment Interest	25,740.26	
Redeemed Investments	900,000.00	
Other Receipts	760,710.98	
	1,884,590.62	

Less: Total Payments

New Investments	1490-3015-0001	0.00
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**Closing Combined Cashbook Balance** **363,837.01**

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

Bendigo Bank	173,796.80
Macquarie Bank	149,803.41
Bendigo Bank-Prichard Trust	31,615.17
	355,215.38

Add: Outstanding Deposits

9,258.24

364,473.62

Less: Outstanding Cheques

636.61

**Closing Combined Cashbook Balance** **363,837.01**

Investments:	Interest Rate per Annum	Amount Invested	% of Total
AMP/Curve Securitys	2.80	250,000.00	2.73
AMP/RIM	2.55	500,000.00	5.46
AMP/RIM	2.80	300,000.00	3.28
AMP/RIM	2.80	400,000.00	4.37
Bankwest	2.75	300,000.00	3.28
Bankwest	2.75	400,000.00	4.37
Bankwest	2.65	500,000.00	5.46
Bankwest	2.80	500,000.00	5.46
Bankwest	2.75	400,000.00	4.37
Bankwest	at call	500,000.00	5.46
BENDIGO	2.30	250,000.00	2.73
BENDIGO	2.00	100,000.00	1.09
BENDIGO	2.30	500,000.00	5.46
BENDIGO	2.45	250,000.00	2.73
NAB	2.66	500,000.00	5.46
NAB	2.67	500,000.00	5.46
NAB	2.70	500,000.00	5.46
NAB	2.70	500,000.00	5.46
NAB/Tcorp	2.64	500,000.00	5.46
T Corp	at call	1,500,000.00	16.39
		<b>9,150,000.00</b>	100.00

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

FUND	AMOUNT
General (PTD) <span style="float: right;">1490-3000-0000</span>	77,440.34
Combined Sewerage <span style="float: right;">8490-3000-0000</span>	254,781.50
Trust Fund <span style="float: right;">9991-3000-0000</span>	31,615.17
	<b>363,837.01</b>

**TOTAL FUNDS HELD ARE: **9,513,837.01****



Integrated Planning and Reporting Reference

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

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

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

Legislative Policy and Planning Implications

Local Government Act 1993 Section 625 Investments.

Government (General) Regulations Clause 212.

Budget and Financial Aspects

Council's 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 September 2018 the average end of month balance of funds invested has been \$9.717 million and the average return on invested funds has been 2.58%. On these year to date figures, Council's budgeted income on investments will be achieved for General Fund and Sewer Fund.

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 August 2018 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>

**10. RETURNS DISCLOSING INTERESTS OF COUNCILLORS AND DESIGNATED PERSONS (GM/LD5)**

Executive Summary

The Register of returns disclosing interests by councillors and designated persons is tabled in accordance with Section 450A of the Local Government Act.

Report

A councillor or designated person holding that position at 30 June in any year must complete and lodge with the General Manager within 3 months after that date, i.e. by 30 September, a return in the form prescribed by the regulations.

Returns required to be lodged with the General Manager must be tabled at the first Council meeting held after the last day for lodgement.

The returns lodged by Councillors and designated persons before the legislative deadline of 30 September 2018 have been recorded in the Register and the Register will be tabled at the meeting in accordance with the Local Government Act.

For the purposes of lodging a disclosure of interests return the designated persons include the General Manager, Director Engineering and Environmental Services and Director Corporate and Community Services.

Integrated Planning and Reporting Reference

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

Legislative Policy and Planning Implications

Section 449 of the Local Government Act requires councillors and designated persons holding that position at 30 June to lodge a disclosure of interests return by 30 September.

Section 450A provides that the General Manager must maintain a register of returns required to be lodged and that the register must be tabled at the first Council meeting after the last day for lodgement of the returns.

Budget and Financial Aspects

Nil.

Attachments

The Register of Disclosure of Interests Returns will be tabled at the meeting.

**Recommendation:** That the tabling of the Register of Disclosure of Interests Returns be noted.

<b>Notes:</b>

**11. 2018 ANNUAL PICNIC DAY**

**(GMS30-065)**

Executive Summary

The Local Government (State) Award 2017 provides for an Annual Union Picnic Day.

Report

The Local Government (State) Award provides that:

*“Union Picnic day shall for the purposes of this Award be regarded as a holiday for employees who are financial members of the Union.*

*Employees who are not financial members of the Union and who are required to work on the day shall be paid ordinary pay for their normal working day.”*

Following a meeting and a vote being taken amongst Union members, the requested date for the Council Employee Picnic Day this year is Monday 29 October 2018.

Employees who are not financial members of the Union will be required to work on the day or alternatively take annual leave.

There is a sufficient number of employees who are not Union members to enable Council's office to remain open on this day.

Integrated Planning and Reporting Reference

E.1 – Meet all governance and regulatory requirements in the conduct of Council's operations.

Legislative Policy and Planning Implications

The Annual Union Picnic is an Award entitlement for those employees who are members of the Union.

Budget and Financial Aspects

Nil.

Attachments

Nil.

**Recommendation:** That the Annual Union Picnic Day be held on Monday, 29 October 2018.

<b>Notes:</b>

**12. POLICY 3.18 CREDIT CARD USE**

**(GM/C70-025)**

Executive Summary

A revised *Policy 3.18 Credit Card Use* is presented for Council's consideration.

Report

At its meeting held on 6 February 2017 Council endorsed a process for the review of existing policies and development of new policies. As part of the ongoing process of reviewing Council's policies, *Policy 3.18 Credit Card Use* has been reviewed and the revised Policy is tabled for Council's consideration.

The main changes made to the Policy are twofold. The first relates to the number of cardholders which is now four. The current Policy refers to five cardholders and aligned to a previous organisation structure. The new revised Policy restricts expenditure on Council's credit card account to \$15,000 in the aggregate across all four issued credit cards. The previous Policy incorporated a limit of \$10,000. The Policy has not been reviewed since 2009.

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 and Financial Aspects

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

Attachments

1. Policy 3.18 Credit Card Use.

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

<b>Notes:</b>

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

## 3.18 Credit Card Use

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POLICY TITLE: CREDIT CARD USE  
FILE REF: B10-005  
REVIEW DATE: OCTOBER 2021

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### OBJECTIVES

The purpose of this Policy is to:

- 1) Ensure that organisational transactions are carried out as efficiently as possible through the use of corporate credits when appropriate.
- 2) Guard against any possible misuse of corporate credits cards.
- 3) Ensure the use of corporate credits is in accordance with the relevant legislation.

### SCOPE

#### 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.

#### 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.

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

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

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

**13. SUMMARY OF CUSTOMER REQUESTS REPORT**

**(DEES/C98-005)**

Executive Summary

Summary of customer requests received by Council.

Report

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

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

Requests are still trending down slightly, again most likely as a result of the very dry conditions.

Integrated Planning and Reporting Reference

E2 – Accessible and responsive service delivery.

Legislative Policy and Planning Implications

Nil.

Budget and Financial Aspects

Included in annual operational budget.

Attachments

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

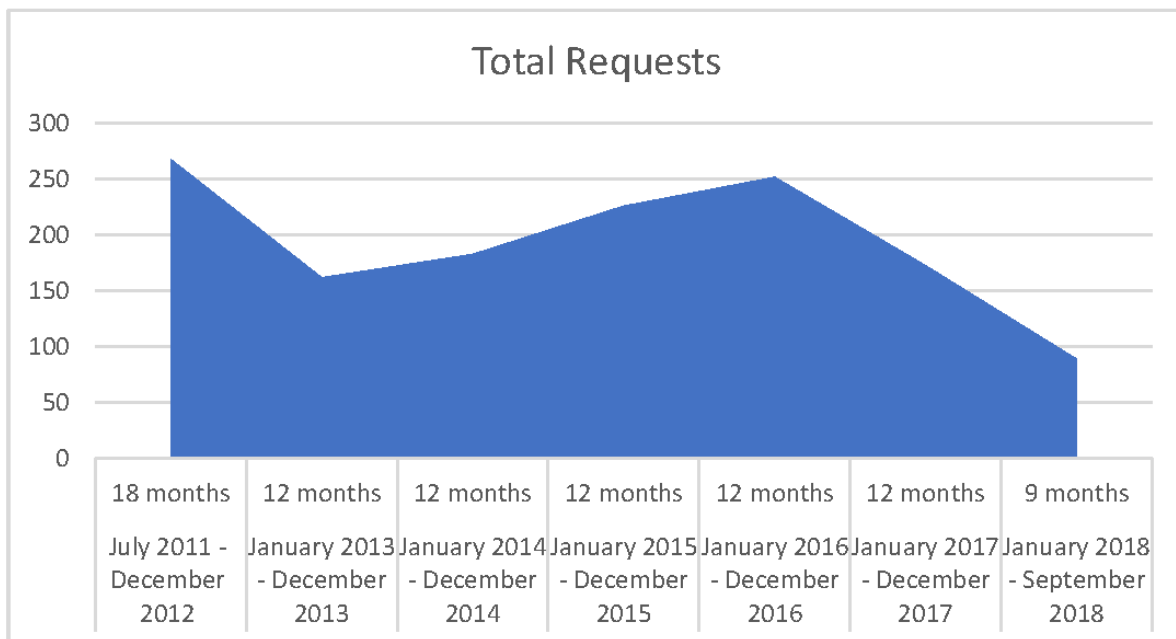
**Recommendation:** For Council's information.

<b>Notes:</b>

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

## Summary of Requests Lodged

Year	Period	Total Requests
July 2011 - December 2012	18 months	268
January 2013 - December 2013	12 months	162
January 2014 - December 2014	12 months	183
January 2015 - December 2015	12 months	226
January 2016 - December 2016	12 months	252
January 2017 - December 2017	12 months	173
January 2018 - September 2018	9 months	89



## **Questions and Statements**

Nil.

## **Closed Session Agenda**

There are no items listed for considered by Council in Closed Session on 15 October 2018.