



# **BUSINESS PAPER**

**of the  
Ordinary Meeting  
Held  
16 April 2018**

**COUNCILLORS PLEASE NOTE:  
DRAFT BUDGET AND STRONGER COUNTRY  
COMMUNITIES GRANT FUNDING WORKSHOP WILL  
COMMENCE AT 3.00PM**

**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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11 April 2018

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

Dear Councillors

Please Note:

**A Councillor Workshop to consider Draft Budget and Stronger Country Communities Grant Program will commence at 3.00pm.**

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, 16 April 2018** commencing at **5.00pm**.

The Order of Business will be as shown overleaf.

Yours faithfully



Peter Veneris  
**GENERAL MANAGER**

## Order of Business

|  |         |
|--|---------|
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| <b>Apologies</b>   |         |
| Cr Max Day OAM and Cr James Walker.....                                    |         |
| <b>Leave of Absence</b> .....  |         |
| <b>Confirmation of Minutes of the Ordinary Meeting 19 March 2018</b> ..... |         |
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**Consideration of Business in Closed Session**

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

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

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

## **Mayoral Minute**

Nil.

## **Mayoral Report**

Nil.

## **Urgent Matters**

Nil.

## **Notice of Motion**

Nil.

## Committee Reports

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

**MINUTES OF THE TOURISM/ECONOMIC DEVELOPMENT STEERING COMMITTEE MEETING OF LOCKHART SHIRE COUNCIL HELD AT THE PLEASANT HILLS COMMUNITY HALL ON TUESDAY, 3 APRIL 2018 COMMENCING AT 6.35PM.**

**PRESENT**

Mrs Susan Creek, Mrs Myra Jenkyn, Councillor Derek Douglas, Tourism/Economic Development Officer (Jennifer Connor).

**APOLOGIES**

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

**LEAVE OF ABSENCE**

Nil.

**PERCURINARY INTEREST**

Nil.

**CONFIRMATION OF MINUTES**

The minutes of the Meeting held Tuesday, 6 March 2018, as printed and circulated, be taken as read and confirmed on the Motion of S Creek, seconded M Jenkyn.

1. **Lockhart Shire Business Excellence Awards**

Nominations for the Lockhart Shire Business Excellence Awards, which closed on 16 March, received strong local support. Finalists have been issued questionnaires due to be returned on Friday, 13 April 2018. Judges with strong business experience have been secured from outside Lockhart Shire, with judging due to take place between 16-30 April 2018.

The Awards Presentation Evening will be held at The Rock Memorial Bowling Club on Thursday, 10 May 2018. Mr Neil Druce, successful entrepreneur and owner of Junee Licorice and Chocolate Factory and Corowa Whisky and Chocolate, has been confirmed as the guest speaker for the evening.

Details for the Presentation Evening are:

Event: Lockhart Shire Business Excellence Awards Presentation Evening  
Date: Thursday, 10 May 2018  
Time: 6.00 pm  
Venue: The Rock Memorial Bowling Club  
Tickets: Cost \$30 per person with evening meal.

Tickets are available from Lockhart Shire Council Office or from Traci Driscoll, President of The Rock Progress Association on 0428 756223.

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

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| <b>Notes:</b> |
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**2. Lockhart Water Tower**

The Expressions of Interest process is underway and has been distributed through a number of art portals. The TEDO also forwarded the EOI directly to all artists involved with the Wimmera/Mallee Silo Art Trail, the Weethalle Silo and Wagga Wagga Water Tower. During the process the TEDO has conducted a site visit from artists and has received the first application.

The selection committee is as follows:

- LSC – Rodger Schirmer
- RWCC – Greg Verdon
- Eastern Riverina Arts – Scott Howie
- Lockhart Progress – Myra Jenkyn
- TEDSC – Jennifer Connor.

The proposed dates for the selection committee meetings are 23 April and 21 May 2018.

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

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**3. Walk of Fame Nominees**

Eleven people have now been inducted into the Lockhart Shire Walk of Fame, and the latest four plaques are currently in production. The plaques will be installed chronologically in order of date of death and the TEDO is working hard to make sure all possible nominations are considered before installation starts.

It was suggested that Thomas Bond, founder of the Bond sheep breed, would be a suitable candidate for the Walk of Fame, particularly as the breed is now found across the globe. The TEDO compiled a biography on Thomas Bond (attached) which was tabled for a review by the committee, taking into consideration the selection criteria, which is:

- Must be deceased;
- Must have been born or their success has developed or originated in the Lockhart Shire;
- Must have achieved national and/or international recognition in their chosen field;
- Are recognised as a respected and honourable citizen.

The TEDSC discussed the nomination, taking into consideration the success of the breed nationally during Thomas Bond's life time, and its recognition today on an international scale. Based on this, the TEDSC felt Thomas Bond should be considered by Council as being a suitable candidate for the Walk of Fame, having meet all the required criteria.

Should the nomination be successful, the TEDO will apply to Thomas Bond's family for an image of Thomas if possible.

**Recommendation:** That the nominee Thomas Bond be considered for approval for inclusion in the Walk of Fame.

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**4. Lockhart Shop Fronts**

The TEDSC raised concerns over the advent of shopfronts in the Lockhart business centre turning into houses. The same issues are a concern for the main street in The Rock, which currently has no premises available for purchase or lease for new businesses. The TEDO advised this issue may be being addressed by Council and would follow up to find out the current status. The Committee felt addressing this issue needed to be an urgent priority for Council.

**Recommendation:** That concerns regarding the change of use of commercial premises in the Lockhart and The Rock central business districts to residential premises be addressed as a priority.

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**5. Lockhart Childcare Facilities**

The TEDSC discussed concerns over the lack of childcare facilities including out of school care and after care school. The TEDSC believe childcare is key to keeping young people and their families in the town, and it is a concerning issue being raised by members of the community. Due to this concern, the Committee felt Council should investigate and address the lack of childcare facilities in Lockhart to ensure we retain and attract residents.

**Recommendation:** That Council investigate and implement a scheme to benefit the serious lack of childcare facilities in Lockhart.

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**6. Project Updates**

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| Drovers Way Touring Route                    | The Drovers Way has been included in the Riverina Murray DMP. The TEDO will be following up with relevant stakeholders to progress the project.  |
| Events Policy                                | GM proposed Events Policy at March Council Meeting.  |
| Lockhart Museum                              | Awaiting outcome of a \$60,000 grant application. VIC Training Workshop being organised. TEDO working towards Level 2 accreditation over 3 years.  |
| Lockhart Progress Association                | AGM to be held in May.   |
| Lockhart Verandah Project                    | Heritage Near Me are working with the TEDO and the Manager of Environmental Services on a draft project plan. An audit of the heritage area is planned for Friday, 6 April.  |
| Love Lockhart Shire Photo Competition        | Promotion for the competition has commenced based on digital entries only.   |
| Regional Tourism Awards                      | TEDO working on two applications.  |
| South Western Wireless Communications (SWWC) | Grant still to be opened. TEDO trying to ascertain if the grant stream announced in 2017 will still open or if it has been cancelled.  |
| Start a Business Campaign                    | TEDO will commence working on the campaign in mid April. An audit of all available shopfronts and industrial lands will be undertaken. Improvements to the online business directory will proceed as a long term project. This is due to the time required to collate information, design web layout and input data. |

|                                 |   |
|---------------------------------|---|
| The Rock Museum                 | Looking to install Hall & Museum sign on facade.  |
| The Rock Outdoor Gym            | Equipment due to be installed on receipt (approximately 6 weeks)  |
| The Rock Progress               | Work continuing on funding for astronomy project.<br>Working with TEDO on Business Awards Presentation Night  |
| Thrive Riverina                 | New prospectus has been released in conjunction with Destination Riverina Murray. Lockhart Shire Council will be participating in the joint marketing campaigns as resolved at March Council Meeting.   |
| TEDSC Member – Yerong Creek     | The TEDO has spoken with John Holstein of Yerong Creek about representation on the TEDSC committee. John has been invited to attend the TEDSC meeting at Yerong Creek on Tuesday, 1 May with a view to officially nominating to join the TEDSC. |
| Town Visitor Information Boards | Maps being finalised. Due for installation in May. Information board at The Rock Recreation Ground, funded by The Rock Progress Association, is due for production in June.   |

The next meeting will be held at Yerong Creek on Tuesday, 1 May 2018 at 6.30pm.

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

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**Attachment 1. – Biography for Suggested Walk of Fame Nominee**

# THOMAS BOND

## FOUNDER OF BOND SHEEP BREED

26 JULY 1859 - 21 JUNE 1952



Thomas Bond was born near Benalla, Victoria on 26 July 1859. His father was an experienced land owner and Thomas lived on several properties in North Eastern Victoria before moving to Mountain Creek near Holbrook in 1866. Completing his schooling at Geelong Grammar, in 1881 Thomas moved with William, his brother, to Yarran, a property near Lockhart. Formerly part of Brookong Station, the property was later divided between the brothers, with William moving to Stonington and Thomas remaining at Yarran where he bred sheep and horses.

In 1909, looking to breed a stronger and hardier sheep more suited to the Riverina environment, Thomas imported stud Lincoln Rams to mate with his Saxon/Peppin Merino ewes. Meticulously culling the resulting progeny, Thomas undertook an extensive breeding and selection program, retaining only those sheep with soft handling, finer wool and of meatier stock. Initially known as the Commercial Corriedale, Thomas achieved his aim of breeding a resilient, fast growing sheep with a fine, bulky fleece. Well adapted to their native climate, this breed was suitable for both meat and wool production, with high lambing percentages.

Reaching record wool prices in Melbourne, the Yarran stud built up its clientele and the breed expanded through the Riverina into Victoria. In 1979 the name was recognised as a separate breed and changed to Bond. Today the Bond sheep breed is found in Australia, China, Russia, Europe, America and New Zealand. The Australian Bond Sheep Breeder's Association, formed in Lockhart in 1984, has more than 30 registered studs and sells more than 3000 rams a year.

A civic minded man instrumental in bringing rail and racing to Lockhart, Thomas's fame as a sheep breeder was well known throughout Australia during the 1940s and 50s. As a result of his entrepreneurial spirit, the Bond sheep breed is recognised across the globe.

## **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 19 March 2018</b> |                   |  |  |
| 71/18  | DEES              | <p><b>Closed Agenda – Tender – Swimming Pool Amenities Upgrade – Lockhart and The Rock</b></p> <p>a) Award the Contract for 'Lockhart and The Rock Swimming Pool Amenities Upgrade' to Adaptive Interiors for \$896,962.00 (incl. GST); and</p> <p>b) Authorise the GM and DEES to sign Contracts and Purchase Orders.</p>   | <p>Successful tenderer advised. Contract to be signed early April 2018.</p> <p>Contracts signed. Building works to commence mid-late April 2018.</p>   |
| 70/18  | DEES              | <p><b>Closed Agenda – Tender – Swimming Pool Upgrade – Lockhart and The Rock</b></p> <p>a) Award the Contract for 'Lockhart and The Rock Swimming Pools Upgrade' to McLean Pty Ltd T/a Total Creations &amp; Services for \$3,690,830.00 (incl. GST); and</p> <p>b) Authorises the GM and DEES to sign Contract and Purchase Order.</p>  | <p>Successful tenderer advised. Contract to be signed early April 2018</p> <p>Contracts signed. Lockhart pool works have commenced.</p>  |
| 69/18  | DEES              | <p><b>Closed Agenda – Tender – Flood Mitigation Construction Works – The Rock</b></p> <p>a) Awards the Contract for 'Streven Street Drainage Works' to Moane Fitzgerald Pty Ltd for \$954,789.00 (incl. GST), subject to confirmation of approval and revised funding from OEH; and</p> <p>b) Authorises the GM and DEES to sign Contract and Purchase Order.</p>  | <p>Successful tenderer advised. Waiting on OEH approval and additional funding. OEH reviewing additional funding application, with result of application expected in the next few weeks.</p>   |
| 68/18  | GM                | <p><b>Closed Agenda – Green Street West Lockhart – Price Review</b></p> <p>a) Council adopt the following asking process for lots remaining unsold in the residential subdivision at Green Street West, Lockhart:</p> <p style="margin-left: 20px;">a. \$25,000 Lots 1, 6, 7, 9, 10, 23, 24, 25, 27, 28, 29, 30, 31, and 32</p> <p style="margin-left: 20px;">b. \$27,500 Lots 12, 16, 17 and 18</p> <p style="margin-left: 20px;">c. \$44,000 Lots 11 and 34</p> <p>b) That in relation to Lots 6-7, 9-10, 23-25 and 28-31, the price of two adjoining lots sold in a single transaction, i.e. one contract of sale, be reduced to \$22,000 each or a total contract price of \$44,000.</p> <p>c) That Lot 8 Rockliff Court in the Green Street West Residential Estate be taken off the Market whilst cost estimates are prepared for converting the allotment into a local park.</p> <p>d) That the GM be authorised to negotiate with project home builders for establishment of a display home at Green Street West with any incentives to be offered to be subject to approval by Council.</p> | <p>Council's agent has been informed of the revised selling prices adopted by Council.</p> <p>Council's agent is contacting all builders on its data base regarding incentives that might encourage the construction of a spec/display home.</p> <p>A cost estimate for converting an allotment into a park is currently being prepared.</p> |

|        |          |  |  |          |          |       |          |          |       |          |          |       |          |          |        |          |          |        |          |           |        |          |           |        |          |           |  |
|--------|----------|--|--|----------|----------|-------|----------|----------|-------|----------|----------|-------|----------|----------|--------|----------|----------|--------|----------|-----------|--------|----------|-----------|--------|----------|-----------|--|
| 67/18  | GM       | <p><b>Closed Agenda – Carson Road, The Rock Residential Subdivision – Stage 2 Price Setting</b></p> <p>a) Council adopt the following asking prices for Stage 2 of the residential subdivision at Carson Road, The Rock:</p> <table style="margin-left: 20px;"> <tr><td>Lot 6</td><td>4,807sqm</td><td>\$99,000</td></tr> <tr><td>Lot 7</td><td>4,807sqm</td><td>\$99,000</td></tr> <tr><td>Lot 8</td><td>4,280sqm</td><td>\$99,000</td></tr> <tr><td>Lot 9</td><td>4,280sqm</td><td>\$99,000</td></tr> <tr><td>Lot 10</td><td>4,280sqm</td><td>\$99,000</td></tr> <tr><td>Lot 11</td><td>8,209sqm</td><td>\$115,000</td></tr> <tr><td>Lot 12</td><td>7,759sqm</td><td>\$115,000</td></tr> <tr><td>Lot 13</td><td>8,653sqm</td><td>\$115,000</td></tr> </table> <p>b) The General Manager be authorised to negotiate sales on Council's behalf as outlined in this Report.</p> | Lot 6  | 4,807sqm | \$99,000 | Lot 7 | 4,807sqm | \$99,000 | Lot 8 | 4,280sqm | \$99,000 | Lot 9 | 4,280sqm | \$99,000 | Lot 10 | 4,280sqm | \$99,000 | Lot 11 | 8,209sqm | \$115,000 | Lot 12 | 7,759sqm | \$115,000 | Lot 13 | 8,653sqm | \$115,000 | <p>Council's agent has been advised of the selling prices adopted by Council.</p> <p>Complete.</p> |
| Lot 6  | 4,807sqm | \$99,000   |  |          |          |       |          |          |       |          |          |       |          |          |        |          |          |        |          |           |        |          |           |        |          |           |  |
| Lot 7  | 4,807sqm | \$99,000   |  |          |          |       |          |          |       |          |          |       |          |          |        |          |          |        |          |           |        |          |           |        |          |           |  |
| Lot 8  | 4,280sqm | \$99,000   |  |          |          |       |          |          |       |          |          |       |          |          |        |          |          |        |          |           |        |          |           |        |          |           |  |
| Lot 9  | 4,280sqm | \$99,000   |  |          |          |       |          |          |       |          |          |       |          |          |        |          |          |        |          |           |        |          |           |        |          |           |  |
| Lot 10 | 4,280sqm | \$99,000   |  |          |          |       |          |          |       |          |          |       |          |          |        |          |          |        |          |           |        |          |           |        |          |           |  |
| Lot 11 | 8,209sqm | \$115,000  |  |          |          |       |          |          |       |          |          |       |          |          |        |          |          |        |          |           |        |          |           |        |          |           |  |
| Lot 12 | 7,759sqm | \$115,000  |  |          |          |       |          |          |       |          |          |       |          |          |        |          |          |        |          |           |        |          |           |        |          |           |  |
| Lot 13 | 8,653sqm | \$115,000  |  |          |          |       |          |          |       |          |          |       |          |          |        |          |          |        |          |           |        |          |           |        |          |           |  |
| 65/18  | GM       | <p><b>Policy 3.2 Telephone Rents &amp; Charges – Staff Residences</b></p> <p>Amended Policy 3.2 Telephone Rents and Charges – Staff Residences, as presented, be adopted.</p>  | <p>Policy Register updated. Completed.</p>   |          |          |       |          |          |       |          |          |       |          |          |        |          |          |        |          |           |        |          |           |        |          |           |  |
| 59/18  | GM       | <p><b>Policy 2.6 Public Arts Policy</b></p> <p>Amended Policy 2.6 Public Arts Policy, as presented, be adopted.</p>  | <p>Policy Register updated. Completed.</p>   |          |          |       |          |          |       |          |          |       |          |          |        |          |          |        |          |           |        |          |           |        |          |           |  |
| 58/18  | DEES     | <p><b>Heavy Vehicle Safety and Productivity Program</b></p> <p>Council to apply for grant funding in Round 6 of the Heavy Vehicle Safety and Productivity Program of up to \$800,000.</p>  | <p>Grant applications close 30 March 2018.<br/>Grant application submitted. Not expecting outcome till mid-year.</p> |          |          |       |          |          |       |          |          |       |          |          |        |          |          |        |          |           |        |          |           |        |          |           |  |
| 57/18  | DCCS     | <p><b>Loan Borrowings</b></p> <p>1) Council make application to the NSW Treasury Corporation (T-Corp) for a loan of \$3.2 million for the purposes of extending the sewer at The Rock and upgrading the Lockhart and The Rock swimming pools;</p> <p>2) loan funds be distributed as follows:</p> <ol style="list-style-type: none"> <li>General Fund \$2.2 million upgrading of the Lockhart and The Rock swimming pools;</li> <li>Sewer Fund \$1.0 million extending the sewer at The Rock.</li> </ol> <p>3) The Mayor and GM be authorised to sign the Council Declaration Form, Loan Facility Agreement and other relevant documentation under the seal of Council.</p>  | <p>Application lodged with TCorp.</p>  |          |          |       |          |          |       |          |          |       |          |          |        |          |          |        |          |           |        |          |           |        |          |           |  |
| 52/18  | GM       | <p><b>Policy 2.50 Event Management Policy</b></p> <p>Consideration of draft Policy 2.5 Event Management Policy to be deferred to April 2018 Council Meeting.</p>   | <p>Amended Policy incorporating Council feedback has been included in the April Council meeting agenda.</p>          |          |          |       |          |          |       |          |          |       |          |          |        |          |          |        |          |           |        |          |           |        |          |           |  |
| 51/18  | GM       | <p><b>Lockhart Renewable Energy Project</b></p> <p>a) Project update provided by Better Energy Technology Pty Ltd noted,</p> <p>b) Lockhart Renewable Energy Project Information Brochure endorsed for distribution to Lockhart premises.</p>  | <p>A further update has been included in the April Council meeting agenda.</p>                                       |          |          |       |          |          |       |          |          |       |          |          |        |          |          |        |          |           |        |          |           |        |          |           |  |

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|-------|------|---|--|
| 50/18 | GM   | <p><b>NSW Government Easy to do Business Project</b></p> <p>a) Advise the Commissioner for Small Business of Council's willingness to participate in the Service NSW Easy to do Business program for cafes, restaurants and small bars</p> <p>b) Authorise the Mayor and GM to sign the Service Partnership Agreement and other relevant documentation between Service NSW and Council under Council's seal.</p>  | <p>The Easy to do Business Partnership agreement has been signed.</p> <p>A representative from Service NSW will be attending Council's office on 24 April 2018 to commence implementation of the program.</p> <p>Complete.</p>               |
| 49/18 | GM   | <p><b>Request for Financial Assistance</b></p> <p>Council contribute an amount of \$5,000 towards The Rock and District Men's Shed new building with the contribution to be funded from the 2017/18 budget allocation for Section 356 contributions.</p>  | <p>The Rock Men's Shed has been advised of Council's resolution and invited to submit approved invoices to the value of \$5,000 for payment by Council.</p> <p>Complete.</p>   |
| 48/18 | GM   | <p><b>ANZAC Day 2018 Commemorations</b></p> <p>Council's representatives to participate at the respective ANZAC Day ceremonies and to lay a commemorative wreath on behalf of Council be as follows:</p> <p><b>Lockhart</b> – Crs Schirmer and Day<br/> <b>Pleasant Hills</b> – Cr Sharp<br/> <b>The Rock</b> – Cr Verdon (Dawn Service and Main Commemorative Service)<br/> <b>Yerong Creek</b> – Cr Walker.</p> | <p>RSL Sub-Branches have been advised of the Council representatives attending the respective Anzac Day ceremonies.</p> <p>Wreaths have been ordered and will be delivered to the Councillors attending the ceremonies.</p> <p>Complete.</p> |
| 42/18 | TEDO | <p><b>Minutes of the TEDSC Meeting - Volunteer BBQ, The Rock</b></p> <p>The Volunteer BBQ be held in The Rock with the assistance of a local community group on Fri, 25 May 2018.</p>   | <p>In progress</p>   |
| 40/18 | TEDO | <p><b>Minutes of the TEDSC Meeting – Destination Riverina Murray &amp; Thrive Riverina Marketing Campaign</b></p> <p>Lockhart Shire Council to participate in the joint marketing campaign.</p>   | <p>Participation form sent.<br/>Complete</p>   |
| 39/18 | TEDO | <p><b>Minutes of the TEDSC Meeting – Start a Business in Lockhart Shire Campaign</b></p> <p>TEDO to undertake the "Start a Business in Lockhart Shire" campaign.</p>  | <p>In progress</p>   |
| 37/18 | TEDO | <p><b>Minutes of the TEDSC Meeting – Events Policy, Create Policy</b></p> <p>A Lockhart Shire Events Policy to be developed.</p>  | <p>Amended Policy incorporating Council feedback has been included in the April Council meeting agenda.</p>  |
| 36/18 | TEDO | <p><b>Minutes of the TEDSC Meeting - Lockhart Water Tower</b></p> <p>The following nominees are approved as the design selection committee for the Lockhart Water Tower Public Art Project:</p> <ul style="list-style-type: none"> <li>• Greg Verdon</li> <li>• Rodger Schirmer (alternate Peter Veneris)</li> <li>• Jennifer Connor</li> <li>• Scott Howie</li> <li>• Myra Jenkyn.</li> </ul>                    | <p>Complete</p>  |

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| 35/18   | TEDO             | <p><b>Minutes of the TEDSC Meeting - Walk of Fame Nominees</b></p> <p>a) The following nominees for the Wall of Fame be considered for approval for inclusion in the Walk of Fame:</p> <ul style="list-style-type: none"> <li>• William Halliday, MLC</li> <li>• Gunning Francis Plunkett</li> <li>• Flora Eldershaw</li> <li>• Peter Provan, and</li> </ul> <p>b) The nominee Raymond Burkinshaw be recognised for his achievements to Lockhart Shire in the future naming of a Lockhart public area, park or street.</p> | Complete.<br>Walk of Fame panels for four inductees finalised<br>Letter sent to nominator of Raymond Burkinshaw.   |
| 34/18   | TEDO             | <p><b>Minutes of the TEDSC Meeting – Love Lockhart Shire Photography Competition</b></p> <p>All entries to the 2018 Love Lockhart Shire Photography Competition are to be in digital format.</p>   | Love Lockhart Shire Photography Competition being advertised as digital.<br>Complete   |
| <b>Ordinary Council Meeting held 5 February 2018</b>  |                  |  |  |
| 21/18   | GM               | <p><b>Joint Organisations of Council</b></p> <p>Council will support the continuation of REROC for a period no longer than 12 months from the proclamation of the Joint Organisation.</p>  | Awaiting NSW Government decision on the establishment of JOs in response to nominations submitted by Councils.   |
| 11/18   | DEES             | <p><b>Swimming Pool Upgrade – Lockhart and The Rock</b></p> <p>a) Council call for tenders for Lockhart and The Rock Swimming Pool upgrade works with costs to be funded from Council reserves, and</p> <p>b) Provide further report to Council once outcome of funding applications is known and tenders have been received.</p>  | Tenders have been called.<br><br>Tenders closed 4pm 9 March 2018. See separate report to March meeting.<br><br>Complete.   |
| 6/18  | MES              | <p><b>Compliance Officer Update</b></p> <p>Further report be presented to Council following the expiration of the demolition order issued pursuant to Council's "Local Orders Policy – Premises or Land not in a Safe or Healthy Condition", re property in Ferrier St, Lockhart.</p>  | Nil to report to-date.<br><br>There has been progress on this matter. Update to be provided to Council in due course.<br>See report to April Council meeting.<br>Complete. |
| 5/18  | GM               | <p><b>The Rock SES Unit Headquarters</b></p> <p>Council approved expenditure of up to \$3,000 towards completion of The Rock SES Unit's headquarters building upgrade.</p>   | The access ramp has been ordered and is awaiting installation.   |
| <b>Ordinary Council Meeting held 18 December 2017</b> |                  |  |  |
| 316/17  | GM               | <p><b>The Rock to Boree Creek Rail Line</b></p> <p>Council to continue to make applications when further rounds of funding are released.</p>   | A further application will be made when next funding round is launched.  |
| <b>Ordinary Council Meeting held 20 November 2017</b> |                  |  |  |
| 298/17  | DCCS<br><br>DEES | <p><b>Quarterly Budget Review – September 2017</b></p> <p>a) <del>Adopt adjustments in income, expenditure and reserves in the Sept 2017 Quarterly Budget Review</del></p> <p>b) <del>Bring report to February 2018 Council Meeting on borrowing requirements</del></p> <p>c) Develop a town beautification masterplan, including costings, for the Shire.</p>   | <p>a) <del>Completed.</del></p> <p>b) <del>Refer agenda item 13</del></p> <p>c) Very preliminary discussions had with staff on this matter.</p>                            |



| <b>Ordinary Council Meeting held 16 October 2017</b>   |      |   |  |
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| 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.</p> <p>(c) &amp; (d) Council engaging consultant to assist with grant application. Consultant is working on documentation and grant application.</p> <p>(e) Council met with Kurrajong Waratah. Negotiations progressing well, waiting on CDS information before can finalise agreement.</p>  |
| 246/17   | DEES | <p><b>Renewable Energy Project Lockhart</b></p> <p>Council:</p> <p>a) Supports the project in principal; and</p> <p>b) Enters into 'Memorandum of Understanding' with Better Energy Technology to further investigate the proposal; and</p> <p>c) Assist with grant funding applications with ARENA as well as Federal &amp; NSW Government agencies applicable to the project; and</p> <p>d) Undertakes community consultation in a form and time that is applicable; and</p> <p>e) Further report be brought to Council as new information becomes available.</p>   | <p>Public information sessions held on 21/11/2017 as scheduled.</p> <p>In principle agreement currently being drafted between Council and Better Energy Technology regarding lease of Council land for project infrastructure.</p> <p>A further update has been provided in relation to this project in this agenda (refer agenda item 4).</p> <p>BET working on AER application, EE approval and technical details to allow robust costing and funding applications. See further report to April Council meeting.</p> |
| <b>Ordinary Council Meeting held 18 September 2017</b> |      |   |  |
| 209/17   | TEDO | <p><b>Minutes of the Tourism/Economic Development Steering Committee Meeting – Internet Coverage</b></p> <p>Subject to SWWC proposal for provision of reliable fast speed internet to Lockhart Shire being relevant to the assessment criteria for "Connecting Country Communities: grants program, Council to submit grant application under that program.</p>   | Funding may not open.  |
| <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>   | Consideration to be given as an office for the solar project if successful prior to advertising availability.  |
| <b>Ordinary Council Meeting held 19 June 2017</b>      |      |   |  |
| 129/17   | TEDO | <p><b>Minutes of the Tourism/Economic Development Steering Committee Meeting – Wall of Fame</b></p> <p>Walk of Fame project to be undertaken.</p>   | Further nomination received. Panels received and due for installation in chronological order of passing.   |

| <b>Ordinary Council Meeting held 15 May 2017</b>   |      |   |  |
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| 115/17   | GM   | <p><b>Councillor Professional Development</b><br/>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> |      |   |  |
| 73/17  | GM   | <p><b>Acknowledgement of Saggors Family Contribution</b><br/>Council to install a new seat, with an appropriately worded plaque, on the corner of Green &amp; Matthews St's, in recognition of the contribution that the Saggors Family has made to the community.</p>  | <p>Contact has been made with Mr Gordon Saggors, both verbally and in writing.</p> <p>Mr Saggors supports and appreciates Council's initiative. The following wording for the plaque has been agreed with Mr Saggors:</p> <p><i>"In recognition of the significant contribution made by the Saggors family to the Lockhart District in providing 70 years of continuous dental services to its residents."</i></p> <p>Seat and plaque ordered. Waiting on seat still as special order to match existing style in the main street.</p> <p>Delivery expected shortly with installation to occur shortly thereafter.</p> <p>Seat and plaque has been installed.<br/>Complete.</p> |
| 72/17  | DEES | <p><b>Caravan Parks</b></p> <ul style="list-style-type: none"> <li>a) Information noted pending a furthermore detailed report</li> <li>b) Council has determined as a matter of policy that caravan parks be short term (holiday park) stays; and</li> <li>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.</li> </ul> | <p>More detailed report to be presented at a future Council meeting.</p> <p>Items (b) &amp; (c) are complete. Staff currently compiling information to put together further report.</p>  |
| <b>Ordinary Council Meeting held 20 March 2017</b> |      |   |  |
| 33/17  | TEDO | <p><b>Minutes of the Tourism/Economic Steering Committee Meeting – Shire Signs</b><br/>Designs for the Shire signs to be investigated.</p>  | <p>Dependent on budget.<br/>Nil progress</p>   |

| <b>Ordinary Council Meeting held 6 February 2017</b>                                       |             |  |  |
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| 5/17   | GM          | <p><b>Coffee Shop Proposal</b><br/>Council to invite Mandy Strong, Liz Lane and Susan Gooden to meet with Mayor and GM to discuss the proposal of a coffee shop in the former Billabong Motors building adjacent to the Green Gunyah Museum.</p>   | <p>Meeting held on 1 March 2017. Discussions continuing with Council's Manager Environmental Services regarding regulatory requirements. Subject to building upgrade which is dependent on outcome of grant application.</p> |
| <b>Ordinary Council Meeting held 21 November 2016</b>                                      |             |  |  |
| 315/16   | GM/<br>TEDO | <p><b>Australian Kelpie Hall of Fame</b><br/>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<br/>b) The item be brought back to Council for further discussion in the 2017/18 FY.</p> | <p>Lockhart &amp; District Historical Society working on refurbishment of Billabong Motors Building. No further action at this stage.</p>  |
| <b>Ordinary Council Meeting held 19 September 2016</b>                                     |             |  |  |
| 241/16   | TEDO        | <p><b>Minutes of Tourism/Economic Development Steering Committee - Town Visitor Information Boards</b><br/>New town visitor information boards to be designed and installed in The Rock and Lockhart.</p>  | <p>In progress. Lockhart Branch of Rotary due to make frame for Lockhart signage</p>   |
| <b>Ordinary Council Meeting held 16 May 2016</b>   |             |  |  |
| 109/16   | DCCS        | <p><b>Old Lockhart Railway Station Building</b><br/>Council to:<br/>a) Seek to find a suitable use/tenant for the building<br/>b) Begin negotiations with JHR to hand building back, if suitable use/tenant not found within next 6 months.</p>  | <p>Ongoing. No potential tenants have enquired. Promoting venue as a regional meeting site. Very little activity to date.</p>  |
| <b>Ordinary Council Meeting held 14 October 2014</b>                                       |             |  |  |
| 294/14   | DCCS        | <p><b>Report of Section 355 Committees - Finances</b><br/>Council to endeavour to meet with all 355 Committees &amp; Pleasant Hills Community Hotel to work with them to understand their costs and future projects</p>  | <p>Revised policy adopted by Council. Procedure Manual has been developed and finalised. Meetings being scheduled to occur in April with Section 355 Committees to present revised Policy and Procedure Manual.</p>          |
| <b>Ordinary Council Meeting held 19 March 2018 – Councillor Questions &amp; Statements</b> |             |  |  |
| Councillor's Questions   | DEES        | <p><b>Cr Sharp – School Bus Signs, Figtree Ln</b> – on behalf of a resident, enquired as to a request for school bus signs on Figtree Ln.</p>  | <p>DEES is aware of request and there has been some correspondence between parties. Council to meet with resident to find a resolution.</p>  |
|  | DEES        | <p><b>Cr Douglas – Rural Address and Postal Deliveries</b> – Enquired regarding rural addressing issues.</p>   | <p>DEES advised Council creates the address in accordance with NSW rural addressing guidelines and Australia Post determines postal services and post codes. No further action for Council. Complete.</p>                    |
|  | DEES        | <p><b>Cr Rockliff – Speed Limit in Green St, Lockhart CBD Area</b> – Enquired if speed limit on Green St, Lockhart CBD area could be reduced to 40km/hr for the safety of older pedestrians and people using scooters/gophers.</p>   | <p>DEES advised this would be unlikely, however he will make some enquiries.</p>   |

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| DEES | <b>Cr Marston – Dust on Chaplins Ln, The Rock –</b><br>Advised that residents of Chaplins Ln had written to Council advising of excess dust.  | DEES advised he had received the letter and noted that Chaplins Ln is a gravel road and any treatment of the issue may cause a precedent across the Shire. DEES advised he will inspect Chaplins Ln to see if any work can be done. DEES inspected Chaplins Lane and advises it is in good condition and found little dust at low speeds. Has written back to resident. No further action as this stage.<br>Complete. |
| DEES | <b>Cr Day - Fargunyah Ln, Lockhart –</b> Advised there is loose gravel on Fargunyah Ln, Lockhart.   | DEES advise he had recently inspected the Lane and considered it satisfactory. DEES advised he will re-inspect. DEES inspected and found the road to be in reasonable to good condition. No further action for Council.<br>Complete.  |
| GM   | <b>Cr Day - Lockhart Paving Project –</b> Enquired if Council has a list of potential families wishing to be part of the Lockhart Paving Project if it is ever extended to the front of the Museum? | GM advised he will investigate and advise. DEES has met with Museum committee to discuss paving project. Museum committee to write to Council with a proposal, which will include addressing names of families.<br>Complete.  |
| DEES | <b>Cr Day – Jim Nolan –</b> Enquired if Jim Nolan could potentially be recognised by Lockhart Shire in the future naming of a Shire road or laneway?  | DEES advised this is noted, however nomination would be subject to public consultation at the time of the road naming. Noted and no further action for Council at this stage.<br>Complete.  |
| DEES | <b>Cr Day – Shade Trees in Green St, Lockhart CBD Area –</b> Advised he has been approached about having shade trees in the Green St, Lockhart CBD Area   | DEES advised the suggestion is not practical given Lockhart's unique heritage and verandah situation, however he will consider the request in any future upgrade/beautification works. Noted. No further action for Council at this stage.<br>Complete.   |

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| Councillor's Questions   | DEES | <b>Cr Day – North Side of Green St, Lockhart CBD –</b><br>Stated that the North Side of Green St CBD is in need of painting.  | DEES advised comments are noted, however any action is largely up to the property owners.<br>Noted. No further action for Council at this stage.<br>Complete.   |
|  | DEES | <b>Cr Verdon – Paint on Pavers in Green St, Lockhart –</b><br>Enquired as to status of removing the paint from the pavers in Green St, Lockhart?  | DEES advised he was expecting paint remover to be delivered to Council shortly with Council staff attempting to remove the spray marks later this week with any costs incurred proposed to be passed on to those responsible.<br>Paint has been removed.<br>Complete. |
|  | DEES | <b>Cr Verdon – Spelling of “Oak” St, The Rock –</b><br>Enquired as to the spelling of “Oak” St, The Rock?   | DEES advised he believes it is “Oak” and not “Oaks”, however he will investigate and advise.<br>Spelling of the street is actually “Oaks” Street, this is the gazetted name in Nov 2000. The Council map is incorrect.<br>Complete.                                   |
|  | DEES | <b>Cr Verdon – Rail Crossing at Yerong St, The Rock –</b><br>Enquired if Council had had discussions with RMS regarding the upgrade of the rail crossing at Yerong St, The Rock due to an increased volume of traffic using the crossing? | DEES advised he spoke with RMS a few years ago and RMS advised they had no plans for this area. DEES agreed to take this matter up with our Local Member.   |
|  | DEES | <b>Cr Verdon – Subdivision of Kings Own Hotel Land –</b><br>Enquired if the subdivision of Kings Own Hotel land is permissible?   | DEES advised it is permissible, however there would be restrictions/conditions that would need to be applied.<br>No further action for Council at this stage.<br>Complete.  |
| <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.<br>DEES has inspected the site and is currently having the vegetation assessed by Environmental Officer.<br>Trees to be trimmed have been identified and works will occur as resourcing permits.           |
|  | DEES | <b>Cr Rockliff - Caravan Parking Signage</b> – Advised he has received complaints from caravaners requesting more caravan parking signage be placed around Lockhart township.   | DEES advised he will investigate and take appropriate action as resourcing permits.   |

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|   | DEES        | <b>Cr Rockliff – Tables and Chairs for Green St CBD Area, Lockhart</b> – Enquired if any further action had occurred regarding this request?  | DEES advised that no further action had occurred and research into options will occur when time and resourcing permits.<br>Staff to include options at time of street beautification works.<br>Complete.  |
|   | 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. Further quotes being sort.   |
|   | DEES        | <b>Cr Schirmer – Request for 15 Minute Parking Space Near Bendigo Bank, Lockhart</b> – Enquired if one “15 Minute Parking” space could be installed near the Bendigo Bank in Lockhart?  | DEES advised he will investigate and take appropriate action.<br>DEES has engaged Road Safety Officer to investigate.   |
|   | DEES        | <b>Cr Schirmer – Weeds in the Lagoon at Hodgson Park</b> – Enquired if the weeds in the lagoon at Hodgson Park could be removed?  | DEES advised he will investigate and take appropriate action.<br>DEES has requested Environmental Officer to investigate.   |
| <b>Ordinary Council Meeting held 18 December 2017 – Councillor Questions &amp; Statements</b> |             |   |   |
| Councillor's Questions  | GM/<br>DEES | <b>Cr Verdon – Cardboard Recycling in The Rock</b> – Enquired as to what is happening with cardboard recycling in The Rock, as another resident has indicated he might be able to continue with the service.  | DEES advised that no community group had approached Council and felt the back of the supermarket was not the best location for this service.<br>GM advised he will make approach to the Men's Shed to see if they are interested in providing the service similar to the Lions Club in Lockhart.<br>Gm approached The Rock Men's Shed, and although luke warm interest they will investigate further and talk to Lockhart Lions Club. |
|   | 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.  |
|   | DEES        | <b>Cr Sharp – Advised of 'Speed hump' (tree root), West of Spurrells Lane, Pleasant Hills Rd.</b>   | DEES advised he is aware of the lifted pavement and will re-inspect and take appropriate action.<br>Staff have investigated and arranging remedial works.   |
| <b>Ordinary Council Meeting held 20 November 2017 – Councillor Questions &amp; Statements</b> |             |   |   |
| Councillor's Questions  | GM          | <b>Cr Marston – Potential Purchase of Land for Development</b> – Following completion of Carson Rd Development, The Rock, enquired if Council could look into the purchase of more land for development (using borrowings) – Shire-wide, but maybe concentrating on The Rock and lifestyle blocks in Yerong Creek, requesting this be put on the agenda for further discussion. | Discussions have been held with Council's agent and the availability of suitable developable land coming on to the market is being monitored.   |

| Ordinary Council Meeting held 16 October 2017 – Councillor Questions & Statements   |             |  |  |
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| 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.  |
| Ordinary Council Meeting held 18 September 2017 – Councillor Questions & Statements |             |  |  |
| Councillor's Questions  | DEES        | <b>Cr Marston – Drainage Wash Outs, Emily St to Semmlers Ln, The Rock</b> – Cr Marston advised of complaints received.   | DEES advised he will investigate and take appropriate action.<br>Nil progress to-date.   |
| 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. | The next Councillor visit will be at Osborne Football Club training on a Thurs night, followed by a Friday fish & chips night at Yerong Creek.                     |
| Ordinary Council Meeting held 19 June 2017 – Councillor Questions & Statements      |             |  |  |
| Councillor's Questions  | DEES        | <b>Cr Sharp – Culvert Cleaning</b> – Enquired if there is a schedule for culvert cleaning throughout the Shire?  | DEES advised he is aware of the issue and action is taken when resourcing permits.<br>Staff currently preparing a drainage maintenance schedule.                   |
| Ordinary Council Meeting held 15 May 2017 – Councillor Questions & Statements       |             |  |  |
| Councillor's Questions  | DEES        | <b>Free Camping Site at The Rock</b> – Advised The Rock free camping site currently has a long-term occupier and enquired as to whether signage could be installed to advise that the site is short-term only?                             | DEES advised he will install appropriate signage following the current review of all caravan park/camping sites in the Shire.                                      |
| Ordinary Council Meeting held 18 April 2017 – Councillor Questions & Statements     |             |  |  |
| Councillor's 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.<br>Staff have spoken with family, a copy to be forwarded to Council in due course. |

| Ordinary Council Meeting Held 16 November 2015 – Councillor Questions & Statements |      |   |  |
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| Councillors' Questions   | DEES | <b>Cr Morgan – Funding Application for Brookdale Hill Blackspot</b><br>Enquired if Council has received any news on this funding application? | <p>DEES advised that no news has been received to date.</p> <p>Application has been unsuccessful at Federal level, currently being assessed at State level.</p> <p>Council currently undertaking design works for the intersections.</p> <p>Design work complete. Currently investigating services relocations required.</p> <p>Project surveyed and working with Telstra regarding relocation of service. Order given to Telstra.</p> <p>Telstra cables have been relocated. Works to commence shortly on site.</p> <p>Council still waiting on funding under RRRP for 2017/18 to be confirmed from RMS.</p> <p>Funding has been confirmed and now process requires projects to be approved before works can commence.</p> <p>Works approved by RMS. Works due to commence mid-February 2018.</p> <p>Works have commenced and progressing well.</p> |



**16 April 2018 Council Meeting - Correspondence Sent to Councillors**

| Date to Councillors    | From                  | Subject                          | File Ref |
|------------------------|-----------------------|----------------------------------|----------|
| 19/03/18<br>(e-mailed) | Cr Linda Scott, LGNSW | LGNSW Weekly – 16 March 2018     | S20-007  |
| 19/03/18<br>(e-mailed) | Cr Linda Scott, LGNSW | President of LGNSW Weekly Update | S20-007  |
| 19/03/18<br>(e-mailed) | ALGA News Editor      | ALGA News 16 March 2018          | A75-005  |
| 26/03/18<br>(e-mailed) | Cr Linda Scott, LGNSW | LGNSW Weekly – 23 March 2018     | S20-007  |
| 26/03/18<br>(e-mailed) | Cr Linda Scott, LGNSW | President of LGNSW Weekly Update | S20-007  |
| 26/03/18<br>(e-mailed) | ALGA News Editor      | ALGA News 23 March 2018          | A75-005  |
| 04/04/18<br>(e-mailed) | Cr Linda Scott, LGNSW | LGNSW Weekly – 29 March 2018     | S20-007  |
| 04/04/18<br>(e-mailed) | Cr Linda Scott, LGNSW | President of LGNSW Weekly Update | S20-007  |
| 04/04/18<br>(e-mailed) | ALGA News Editor      | ALGA News 29 March 2018          | A75-005  |
| 10/04/18<br>(e-mailed) | Cr Linda Scott, LGNSW | LGNSW Weekly – 6 April 2018      | S20-007  |
| 09/04/18<br>(e-mailed) | ALGA News Editor      | ALGA News 6 April 2018           | A75-005  |

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

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| <b>Notes:</b> |
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## Staff Reports

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

#### **1. ROUND 2 – STRONGER COUNTRY COMMUNITIES FUND**

**(GM/G10-005)**

##### Executive Summary

Applications are currently being invited under Round 2 of the Stronger Country Communities Fund (SCCF) Program and authority is being sought from Council to submit grant applications for projects within Lockhart Shire.

##### Report

Council has been successful in securing grant funding totalling \$1,528,000 under the SCCF towards the refurbishment of the Lockhart and The Rock swimming pools.

As advised at the last Council meeting applications are now being invited under Round 2 of the Program with a closing date of 9 May 2018. The amount allocated to the Lockhart Local Government Area under the Program is \$764,000. Other relevant information regarding the SCCF is summarised below:

- A co-contribution is not required;
- Multiple applications exceeding Council's allocation are encouraged;
- The minimum grant is \$50,000;
- At least 50% of Council's allocation has to be used for the construction of new or the refurbishment/upgrade of existing sporting infrastructure, e.g. sports clubhouses, change rooms and grandstands, skate parks, sports field fencing, drainage and irrigation, etc. The balance can be used for:
  - Construction of new or the refurbishment/upgrade of existing community infrastructure, e.g. community halls, playgrounds and parks, toilet blocks, libraries;
  - Capital works related to street beautification and public place-making, e.g. street furniture, planting boxes, paving, town and tourism signage, murals, memorials, statues.
- Council is required to rank the projects submitted in order of priority;
- The outcome of applications is to be announced in August 2018;
- Successful projects have to be commenced within 12 months and completed within 2 years.

A Workshop is proposed to be held at 3.00pm on Monday, 16 April 2018 prior to the Ordinary Council meeting to discuss the draft 2018/19 Budget and potential projects for submission under the SCCF.

##### Integrated Planning and Reporting Reference

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

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

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

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

##### Legislative Policy and Planning Implications

Nil.

##### Budget and Financial Aspects

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

##### Attachments

Nil.

**Recommendation:** That Council determine the projects to be submitted under Round 2 of the Stronger Country Communities Fund Program, in priority order, following the Workshop to be held earlier in the day.

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| <b>Notes:</b> |
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## 2. POLICY 2.50 EVENT MANAGEMENT POLICY

(GM/C70-025)

### Executive Summary

A draft *Policy 2.50 Event Management Policy* is tabled for Council's consideration incorporating feedback received at the last Council meeting held on 19 March 2018.

### Report

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

Even though organised events have been held in the Shire every year, until now no formal policy has been in place. Whilst this has not been an issue in the past, recent experience has identified the need for a formal policy to be developed.

A draft policy has been developed and was presented at the last Council meeting held on 19 March 2018. The purpose of this Policy is to provide a framework for the way in which Council will assess and determine applications for organised events proposed to take place partly or wholly on public land including roads, footpaths, public reserves and other Council owned or controlled venues.

The draft policy has now been amended to incorporate feedback received at the last Council meeting. The feedback included:

- a) Removing any ambiguity implying that, where two events were proposed to be held in the same area at the same time, both events might not be approved;
- b) The section requiring that stalls etc. should not be erected so as to impede or obstruct the general public from traversing the footpath be enhanced by stipulating minimum distances;
- c) Saving specific dates for known, well established events held annually in the Shire.

A marked up copy of draft *Policy 2.50 Event Management Policy* highlighting the changes that have been made to the original version tabled at the last meeting is attached.

### Integrated Planning and Reporting Reference

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

### Legislative Policy and Planning Implications

Nil.

### Budget and Financial Aspects

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

Attachments

1. Draft *Policy 2.50 Event Management Policy*.

**Recommendation:** That the draft *Policy 2.50 Event Management Policy* be placed on public exhibition for a period of not less than 28 days.

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| <b>Notes:</b> |
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**Attachment 1. – Draft Policy 2.50 Event Management Policy**

## 2.50 Event Management Policy

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POLICY TITLE: EVENT MANAGEMENT POLICY

FILE REF: M05-015

EXPIRY DATE: ~~MARCH~~APRIL 2021

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### OBJECTIVE

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

### GENERAL PRINCIPLES

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

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

### POLICY STATEMENT

#### Event Management Plan

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

The EMP must include: -

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

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

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

#### Event scheduling

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

~~As a general rule events being organised by different event organisers in the same area at the same time will not be approved unless the event organisers provide written confirmation that they have no objection and are co-ordinating the complementary events in a co-operative and integrated manner.~~

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

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

~~Lockhart Show~~

~~Lockhart Vintage Fest and Truck Show~~

~~Spirit of the Land Festival Lockhart~~

~~The Rock B n S Ball~~

~~The Rock Triathlon~~

~~The Rock Show~~

#### Council Contributions and In-kind support

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

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

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

**3. REQUEST TO REFUND/WAIVE FEES PAYABLE TO COUNCIL**

**(MES/F10-005)**

Executive Summary

A request to refund or waive fees payable to Council has been received for Council's consideration.

Report

Council has received a request from Lockhart & District Historical Society seeking a refund of Development Application fees to the value of \$225.00, paid in respect of the Development Application lodged and approved for a change of use of the former Billabong Motors Building to Museum exhibition space.

Policy 2.36 – Refund of fees to Community Organisations - allows certain organisations to apply for refund of development related fees, at the discretion of the General Manager. The types of organisations identified in the Policy include service clubs, Section 355 Committees and community-based pre-school kindergartens.

The application was assessed by Council's Manager Environmental Services and approved with conditions under delegation from the General Manager. The Lockhart and District Historical Society is a section 355 Committee – a volunteer based, not-for-profit community organisation - and accordingly, it is recommended that Council agree to the request.

Integrated Planning and Reporting Reference

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

Legislative Policy & Planning Implications

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

Budget & Financial Aspects

If Council agrees to the requests the Development Application fees payable will be met from Council's Section 356 Contributions Budget. An amount of \$52,100 has been allocated in the 2017/18 Budget for this purpose.

Attachments

1. Letter from the Lockhart and District Historical Society dated 10 February 2018.

**Recommendation:** That:

- a) Council agree to refund the Development Application fees paid by Lockhart and District Historical Society; and
- b) The cost of the financial assistance outlined above be met from Council's 2017/18 Section 356 Contributions Budget.

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| <b>Notes:</b> |
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**Attachment 1. – Letter from the Lockhart and District Historical Society dated 10 February 2018.**

***Lockhart & District Historical Society***

*The Greens Gonyah Museum and The Doris Golder Gallery*

Cnr. Green & Urana Street, Lockhart. NSW  
P.O. Box 42 Lockhart, 2656

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

**Mr Alan Grundrill**  
Lockhart Shire Council  
Green Street  
Lockhart NSW 2656

Dear Alan,

**DA application for Billabong building**

On behalf of the Lockhart & District Historical Society I would like to apply for the change of use of land/building for the Billabong building. I enclose the Development Application and appropriate forms, quotes and plans.

I enclose our payment of the application fee and request that this amount be considered for a refund to the Society as has happened in the past.

This development will occur in stages, depending upon receipt of Grant funds. Initial funding of approx. \$25,000 has been received and this will be used to meet requirements for access, fire and lighting along with access to the backyard of the museum and general clean-up of floor etc.

Further grants have been and are being applied for with the hope that funds can then be available for the pits redevelopment, construction of the exhibition spaces, media room, painting etc. Further funding will also result in the installation of solar power, tinting of front window and cooling.

The Society has also agreed in principle to the development of a coffee n cake eatery to be situated in the front area. This development is only in the planning stage by interested parties and will depend on finance and availability of employees. A further DA will cover this aspect of the development when and if it goes ahead.

Please contact me if there are any further requirements or problems.

Yours faithfully,



Heather Trevaskis  
President  
10<sup>th</sup> February, 2018



4. REQUEST FOR FINANCIAL ASSISTANCE

(GM/D30-005)

Executive Summary

A request for financial assistance has been received from the Lockhart RSL Sub-Branch and is tabled for Council's consideration.

Report

The Lockhart RSL Sub-Branch has written to Council regarding the repair and refurbishment of the Lockhart and District War Memorial. A copy of the letter received from the Lockhart RSL Sub-Branch is attached.

The Sub-Branch is currently in the process of applying for a grant under the Community War Memorials Fund for the project which includes repairing the gold gilding on the memorial panels, cleaning the Cenotaph and replacing the uneven concrete around the Cenotaph.

Having regard to the total cost of the work and the maximum grant available under the Community War Memorials Fund, and in order to meet the Fund's criteria and grant guidelines, in-kind assistance is being sought from Council with the lifting and removal of the uneven concrete that surrounds the Cenotaph. Following an inspection of the area, the Director Engineering and Environmental Services has estimated the value of the in-kind assistance being sought at \$5,000.

Integrated Planning and Reporting Reference

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

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

A3 – Provide opportunities for older residents to come together.

Legislative Policy & Planning Implications

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

Budget & Financial Aspects

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

As at 10 April 2018 an amount of \$25,299 has been expended from this allocation and a further \$5,000 has been committed to The Rock Men's Shed pursuant to a Council resolution passed at the last Council meeting. This means that there are sufficient funds to enable Council to grant the request from the Lockhart RSL Sub-Branch.

Attachments

1. Letter from the Lockhart RSL Sub-Branch dated 10 April 2018.

**Recommendation:** That Council provide in-kind assistance to the Lockhart RSL Sub-Branch towards the lifting and removal of the concrete surrounding the Cenotaph with the value of the assistance to be funded from the 2017/18 budget allocation for Section 356 contributions.

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| <b>Notes:</b> |
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**Attachment 1. – Letter from the Lockhart RSL Sub-Branch dated 10 April 2018**



Lockhart RSL Sub Branch  
PO Box 102  
Lockhart NSW 2656

10 April 2018

Mr Peter Veneris  
General Manager  
Lockhart Shire Council  
PO Box 21  
Lockhart NSW 2656.

REF: Request in-kind assistance to lift and remove concrete from around the Hebden Street Cenotaph.

Dear Mr Veneris,

We are writing to ask for your support to repair the Lockhart & District War Memorial.

We are currently in the process of applying for a grant for refurbishment from The Community War Memorials Fund. The refurbishment includes cleaning the cenotaph, repairing the gold gilding on the memorial panels, cleaning embellishments and replacing the uneven concrete around the cenotaph with stone pavers.

The concrete blocks surrounding the monument are a hazard to the public, unsafe and in a dangerous condition and uneven. They have become separated through moisture retention, ground movement, cracked and missing mortar. The proposed work will go a long way to addressing safety issues as well as visual aesthetics amenity of the area, especially for ANZAC Day and Remembrance Day commemorations. The memorial has not had any professional work carried out for many years.

To get our current quotes within the grant's financial guidelines we are requesting from Lockhart Shire Council a commitment of in-kind assistance with the lifting and removal of the concrete that surrounds the cenotaph.

Please feel free to contact me with any questions you would like to address or additional information.

Yours Sincerely,

A handwritten signature in black ink, appearing to read 'S. Goodwin'.

Stephen Goodwin,  
President - Lockhart RSL Sub Branch

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

### **5. LOCKHART RENEWABLE ENERGY PROJECT**

**(GM/E20-005)**

#### Executive Summary

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

#### Report

Council at its meeting held on 5 March 2018 endorsed an Information Brochure regarding the Lockhart Renewable Energy Project for distribution to Lockhart premises as the next phase of community consultation. At this stage the Brochure has not been distributed. Council staff are liaising with Better Energy Technology (BET), the project proponent, regarding timing of the distribution. If practical the Brochure will be distributed to coincide with any public exhibition of the proposal by the Australian Energy Regulator (AER), whose approval is required if the project is to proceed, so that residents can be encouraged to provide any feedback to AER as well as Council.

In the meantime, BET continues to pursue funding opportunities and liaise with AER seeking to address any issues that require clarification before its application can be progressed by AER.

With respect to funding, whilst BET is continuing to pursue opportunities through the Australian Renewable Energy Agency (ARENA) and the Clean Energy Finance Corporation (CEFC), another grant funding program has recently been announced by the Australian Government which is relevant to the project and under which an application is proposed to be lodged by BET.

The Regional Growth Fund (RGF) aims to fund “...*transformational projects that unlock opportunity and potential in regional communities to deliver long term jobs and drive economic growth*”. The minimum funding available under RGF is \$10 million with a requirement for matching funding. Notably, for profit organisations are eligible to apply for projects that are located in, or significantly benefit regional Australia.

With respect to the regulatory approval required from AER, in addition to the need for further community consultation, clarification is being sought by AER regarding ownership of the project assets at the end of the demonstration project in the event that it is approved. This issue was the subject of some discussion at the last Council meeting. During that discussion the General Manager advised that it would be inappropriate to commit a future Council or the community to acquiring any equity in the project without any knowledge of the costs and understanding of the risks that may exist at the time.

It is considered that the most appropriate position for Council to adopt is to seek an option, or ‘first right of refusal’, regarding any opportunity to acquire the assets and what is hoped to be an ongoing income stream for the community. This way Council can place itself at the front of the queue, and in a position to assess the risks and rewards before making an informed decision, without obligation. Subject to Council’s endorsement it is proposed to advise BET and AER of Council’s preferred approach.

#### Integrated Planning and Reporting Reference

B1 - Provide strong strategic direction for economic development.

C1 - Where practical improve the energy efficiency of Council buildings.

C1 - Develop and implement a strategy that works towards Lockhart Shire being carbon neutral.

C1 - Investigate installation of new energy efficient street lighting.

C1 - Investigate programs and initiatives that promote renewable energy options for households and industry.

#### Legislative Policy and Planning Implications

In order to proceed the Lockhart Renewable Energy Project will require regulatory approval from the Australian Energy Regulator, planning approval from Council and Government support.

Budget and Financial Aspects

The proposal is dependent on the proponent securing finance including government funding for the project. Council will be in a position to provide in-kind contributions including, facilitating community consultation, engineering and logistical support.

Attachments

Nil.

**Recommendation:** That Council advise Better Energy Technology and the Australian Energy Regulator of Council's preparedness to negotiate an 'option' or 'first right of refusal' in relation to the project assets of any approved renewable energy demonstration project.

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

### **6. BIOSECURITY AND ENVIRONMENTAL REPORT**

(DEES/N10-025)

#### Executive Summary

Monthly report on priority weeds and environmental matters.

#### Report

#### **Weeds**

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

The majority of inspections were carried out on rural properties, which were selected due to a change of ownership.

The weeds most commonly found were Horehound (*Marrubium vulgare*), Bathurst Burr (*Xanthium spinosum*), St. John's Wort (*Hypericum perforatum*), and Prickly Pear (*Opuntia* sp.).

Other weeds found in lower frequency were St. Barnaby's Thistle (*Centaurea solstitialis*), Lippia (*Phyla canescens*), Privet (*Ligustrum* sp.), Devil's Rope (*Cylindropuntia* sp.), Silverleaf Nightshade (*Solanum elaeagnifolium*), and Bridal Creeper (*Asparagus asparagoides*).

| No. 1 <sup>st</sup><br>Inspections | No. Re-<br>inspections<br>required | No.2 <sup>nd</sup><br>Inspections | No.<br>Biosecurity<br>Undertakings<br>Accepted | No.<br>Biosecurity<br>Directions<br>Issued | No. 3 <sup>rd</sup><br>Inspections |
|------------------------------------|------------------------------------|-----------------------------------|--|--|------------------------------------|
| 5                                  | 2                                  | 3                                 | 0  | 0  | 3                                  |

Inspections of Council managed gravel pits and Local Lands Services Travelling Stock Reserves has also occurred across the shire.

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

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

#### ***drumMUSTER***

Two successful collection events occurred in the Shire. St Joseph's Catholic School managed the collection event held on 13 March 2018 at Lockhart, inspecting 1257 drums, resulting in a fundraising total of \$345.67. The Rock collection event, held on 15 March 2018, was managed by The Rock Men's Shed. These volunteers inspected 2004 drums, raising \$501 for The Rock Men's Shed. The next collection will occur in September 2018.

#### **Pests**

##### ***Autumn Fox Baiting***

Autumn fox baiting occurred in March at Galore Hill Scenic Reserve and Kincaids Reserve, in conjunction with Riverina Local Land Services and surrounding property owners.

#### **Environmental Matters**

##### ***Best Management Practice of Roadside Reserve Corridors Project***

On 23 March, Lockhart Council's Environmental Officer attended the Roadside Vegetation Management Plan progress meeting in Wagga Wagga. Other attendees included Wagga Wagga City Council staff including the Environmental Management Team Leader, the Biodiversity Assessment Officer, the Environmental Coordinator, the Lead Engineer – Civil and Building Assets, and the Supervisor Rural Operations.

During the meeting, Carl Tippler, Director of CTEnvironmental, displayed the database which contains the information collected during the rapid assessment of the roadside vegetation in December 2017. Shortfalls of the rapid assessment method is the exclusion of vegetation that is less than 500 meters long and the exclusion of vegetation on unconstructed roads. As such, this vegetation is classified as low conservation value through this system, whereas this vegetation is definitely of high conservation value, containing endangered ecological communities and providing corridors for the local native fauna.

In its current state, 424 kilometres of the Shire is considered to be of high conservation value, 128 kilometres is considered to be of medium conservation value, and 863 kilometres is considered to be of low conservation value. From this database, reports can be created to provide assistance in the development of proposed works plans. CTEnvironmental will be supplying both councils with a map displaying current assessment values in the near future.

Integrated Planning and Reporting Reference

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

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

C3 – Flora and fauna are protected across the Shire.

Legislative Policy and Planning Implications

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

Budget and Financial Aspects

Will be conducted within Council's allocated budget.

Attachments

Nil.

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

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| <b>Notes:</b> |
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## **STRATEGIC DIRECTION D: Infrastructure for the Long Term Needs of the Community**

### **7. ENGINEERING REPORT**

**(DEES/T10-005)**

#### Executive Summary

Monthly report on engineering matters.

#### Background Information

- (a) *Works Report:* Two grader crews are on construction projects being shoulder widening on Osborne Yerong Creek Road and Brookdale Hill project, with both projects due to be completed in coming weeks. The third crew is undertaking maintenance grading as well as sealed roads shoulder grading.

Once construction projects are completed the crews will return to maintenance grading in accordance with updated programme.

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

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

Council has also been successful in Round 3 of Fixing Country Roads program to repair and upgrade 9 bridge structures throughout the Shire. This will allow opening up Shire road network to HML, as well as Livestock Loading and Grain Harvest Management Schemes. Works are still not anticipated to commence until mid second quarter 2018 as the funding agreement hasn't been fully executed as yet, and delays can be expected during these works. Further information of program of works will be provided in future council reports.

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

#### Legislative Policy and Planning Implications

Nil.

#### Integrated Planning and Reporting Reference

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

#### Budget and Financial Aspects

Will be conducted within Council's allocated budget.

#### Attachment

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

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

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| <b>Notes:</b> |
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**8. MAJOR PROJECTS UPDATE**

**(DEES/T10-005)**

Executive Summary

Update on Council's current major projects.

Report

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

a) *Swimming Pools Upgrade:* Council has received grant funding under the NSW Government's Regional Growth Fund – Stronger Country Communities, with Council at its March 2018 meeting resolving to undertake the full upgrade works. Lockhart pool works are due to commence early April 2018 and be completed for the 2018/19 swimming season. Both Lockhart and The Rock amenities works are due to commence mid to late April 2018 and also due for completion prior to the 2018/19 swimming season. The Rock pool works is planned to be undertaken in 2019 between swimming seasons.

b) *The Rock Sewer Extension:* Construction work has been progressing well with works due to be completed in mid-late April 2018. The system is now live and in use, with properties along Carson Road connected. There have been 53 confirmed properties agreeing to connect to the scheme.

c) *Demolition of Voluntary Purchase Properties:* Negotiations for purchase of a third property in Lockhart has been completed and grant funding sourced. Contracts are currently being prepared.

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

d) *Flood Mitigation Construction-Lockhart:* Scott Newbery Earthmoving P/L has commenced construction work on the Lockhart Government Dam Levee with works progressing well. It is anticipated works will be completed by mid-late April 2018. Council has submitted grant application for Stage 2 flood mitigation works in Lockhart, being the drainage system east of Industrial Park.

e) *Flood Mitigation Construction-The Rock:* The Rock Strevens Street drainage works funding from OEH has been received. Council has resolved to award tender for construction works once approval and additional funding is received from OEH, which is expected to be in the next few weeks, with works not scheduled to commence on site till mid-2018.

Integrated Planning and Reporting Reference

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

Legislative Policy & Planning Implications

Nil.



Budget & Financial Aspects

- (i) Pools – total refurbishment costs estimated to be \$4.5M for both pools.
- (ii) The Rock Sewer Extension – budget for stage 1 construction is \$1.25M.
- (iii) VP Demolition – Round 3 – purchase & demolition costs for both properties is anticipated to be \$420,000, with OEH to provide grant funding of approximately \$360,000.
- (iv) Flood Mitigation Construction – funding now received for Lockhart Government dams is \$407,000 from OEH. Funding received for Streven Street is \$652,941. Construction budget for both projects is \$1.482M, with \$800,000 planned for 2017/18.

Attachment

Nil.

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

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| <b>Notes:</b> |
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**9. PARKS AND GARDENS REPORT**

**(DEES/P10-005)**

Executive Summary

Monthly report on parks and gardens.

Report

**Wal Alexander Park**

\$15,000 was allocated in this year's budget to refurbish the playground equipment at Wal Alexander Park. It was proposed that the old tubular unit be removed and replaced with swings and the combination unit be brought up to current standards. The company that carried out the past refurbishment of Lockhart Recreation Playground has indicated refurbishing the Wal Alexander unit will not be possible due to the primary poles of the structure being round instead of square like most current equipment. Quotes have been received to supply and install a new combination unit of a similar size and a basket swing within the \$15,000 budget. A purchase order has been prepared and the successful contractor has been notified.

**Pools**

Activities such as movie nights, pool inflatable, water aerobics, swimming club and lessons have all helped achieve good numbers through the gates this season. Final attendance figures were similar to previous seasons; around 7,000 for Lockhart and 8,000 for The Rock.

**Round-A-Bout Street Lamp**

A possible match for the glass in the lamp has been found; a glazier will be contacted to cut and fit the panel.

**Trees**

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

**Mowing and Slashing**

A very dry start to autumn has seen all growth slow dramatically. Milbrulong has recently received a tidy up and Pleasant Hills will be scheduled shortly. Fortnightly mowing and edging is being conducted for most irrigated areas.

**Weed Control**

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

**Parks and Gardens**

The Shire's roses are in full autumn bloom, dead heading is being conducted regularly to keep them at their best.

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

Irrigation systems are still in full use due to extended dry period, regular checks are being carried out.

**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.

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| <b>Notes:</b> |
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**10. GROWING LOCAL ECONOMIES FUND**

**(DEES/G10-005)**

Executive Summary

Council propose to submit a grant application under the NSW Government's Regional Growth Fund stream, Growing Local Economies Fund to upgrade a section of Urana Lockhart Road (MR59).

Report

Council propose to submit a grant application under the NSW Government's Regional Growth Fund stream, Growing Local Economies Fund to upgrade section of Urana Lockhart Road (MR59).

Council last year upgraded the causeways over Brookong Creek on the Urana Lockhart Road, and will also be undertaking shortly the strengthening of bridge over the creek to HML standard. This leaves approximately 22.5km of the road not full width with fog lines, in poor condition and not suitable for high productivity vehicles.

The Growing Local Economies Fund provides funding for infrastructure projects that deliver economic growth and productivity in regional NSW which draw on the strengths of the area. The upgrading of this section of road to allow HML high productivity vehicles to move freight more efficiently on this regional road would be a significant economic benefit to the region.

The project would involve widening the road to full width as well as rehabilitation of the failed pavement sections. This would complete the “missing link” of our regional road network. If Council was to undertake the project under current budget allocations it would take in excess of 10 years to complete.

Integrated Planning and Reporting Reference

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

Legislative Policy and Planning Implications

- Roads Act 1993.

Budget and Financial Aspects

- Total cost to upgrade/repair MR59 is \$4,645,280,
- Proposed Council contribution would be \$700,000, which is 15% of the project.

Attachments

Nil.

**Recommendation:** That Council applies for grant funding under the Growing Local Economies Fund of up to \$4,000,000 to upgrade MR59.

|               |
|---------------|
| <b>Notes:</b> |
|               |
|               |
|               |

**11. LOCKHART SHIRE COUNCIL ROAD SAFETY ACTION PLAN 2018-21 (DEES/R40-120)**

Executive Summary

Draft Lockhart Shire Council Road Safety Action Plan 2018-21.

Report

The Lockhart Shire Council Road Safety Action Plan 2018-21 has been developed in line with the NSW Road Safety Strategy 2012-2021, the Safe System Model approach to road safety, which will continue to be used to address key road safety issues identified within the Local Government Area.

The Road Safety Action Plan details preventative road safety projects to be enacted throughout Lockhart Shire from July 2018 to June 2021.

As partners in the NSW Government’s Local Government Road Safety Program Lockhart Shire Council will continue to employ a Road Safety Officer to assist in developing, planning, implementing and evaluating local road safety projects.

The plan builds on the *National Road Safety Strategy 2011 – 2020* and the *NSW Road Safety Strategy 2012 – 2021* at a local level.

These two strategies aim to do the following:

- ✓ Reduce the national annual number of fatalities and serious injuries by at least **30 percent** by 2020
- ✓ To improve NSW road safety by identifying and upgrading black spots (Safer Roads Program)
- ✓ Promoting safety features in vehicles
- ✓ Enforcing speed limits
- ✓ Educate and encourage road users to take less risks on NSW roads.

The Local Government Road Safety Action Program (LGRSAP) aim is to promote, deliver and implement preventative road safety projects to reduce road trauma within LGA's road network using the Safe System model.

The Safe System model is a holistic approach which comprises of the following:

- Safer People
- Safer Vehicles
- Safer Roads
- Safer Speeds.

Although, fortunately, Lockhart Shire experiences very few serious road incidents, road safety is an important message for all users as well as Council in planning and maintaining its road network.

Integrated Planning and Reporting Reference

D1 – Our assets and infrastructure are well planned and managed to meet needs of the community now and into the future: Improve the safety of people on our roads.

Legislative Policy and Planning Implications

- Roads Act 1993.

Budget and Financial Aspects

Projects are typically undertaken in accordance with annual allocations and budget.

Attachments

1. Draft Lockhart Shire Council Road Safety Action Plan 2018-21.

**Recommendation:** That Council endorses the draft Lockhart Shire Council Road Safety Action Plan 2018-21.

|               |
|---------------|
| <b>Notes:</b> |
|               |
|               |
|               |

**Attachment 1. – Lockhart Shire Council Road Safety Action Plan 2018-21**



# Lockhart Shire Council

2018 – 2021 Road Safety Action Plan

## DOCUMENT CONTROL

Document Title                      Lockhart Shire Council Road Safety Action Plan 2018-2021

|            | NAME          | TITLE  | SIGNATURE | DATE        |
|------------|---------------|--|-----------|-------------|
| Author     | Kim Schultz   | Road Safety Officer                              |           | 17 May 2010 |
| Reviewer   | David Webb    | Director of Engineering & Environmental Services |           |             |
| Authoriser | Peter Veneris | General Manager                                  |           |             |

|                 |  |
|-----------------|--|
| Issue Date:     |  |
| Effective Date: |  |
| Review Due:     |  |

## Version History

| Previous version | Significant changes from previous version   | Author      | Date          |
|------------------|---|-------------|---------------|
| Original         |   | Kim Schultz |               |
| Rev A            | Formatting and minor proof-reading changes. | Sarah Jones | 15 March 2018 |
|                  |   |             |               |
|                  |   |             |               |

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## Annexures

LGA Deliverable Projects

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## **Introduction**

This Road Safety Action Plan details preventative road safety projects to be enacted throughout Lockhart Shire from July 2018 to June 2021.

As partners in the NSW Government's Local Government Road Safety Program Lockhart Shire Council will continue to employ a Road Safety Officer to assist in developing, planning, implementing and evaluating local road safety projects.

In line with the NSW Road Safety Strategy 2012-2021 the Safe System Model approach to road safety will continue to be used to address key road safety issues identified within the LGA.

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### **Executive summary**

This document builds on the *National Road Safety Strategy 2011 – 2020* and the *NSW Road Safety Strategy 2012 – 2021* at a local level.

Key issues within these two strategies aims to do the following:

- ✓ Reduce the national annual number of fatalities and serious injuries by at least **30 percent** by 2020
- ✓ To improve NSW road safety by identifying and upgrading black spots (Safer Roads Program)
- ✓ Promoting safety features in vehicles
- ✓ Enforcing speed limits
- ✓ Educate and encourage road users to take less risks on NSW roads

The vision of the NSW Road Safety Strategy 2012 – 2021 is:

#### ***“Working Towards Vision Zero”***

*“Our vision is a road system with zero deaths and serious injuries. We’re investing in road safety infrastructure to make our roads and roadside more forgiving if the worst happens – but everyone needs to play a part. The choices we all make behind the wheel need to be smarter and safer to move Towards Zero”.*

Research compiled in this action plan includes data from:

1. TfNSW crash data 2012 to 2016
2. 2016 Census results from the Australian Bureau of Statistics
3. Lockhart Shire Community Strategy

### **Safe System Model**

The Local Government Road Safety Action Program (LGRSAP) aim is to promote, deliver and implement preventative road safety projects to reduce road trauma within LGA's road network using the Safe System model.

The Safe System model is a holistic approach which comprises of the following:

- Safer People
- Safer Vehicles
- Safer Roads
- Safer Speeds

Local road safety projects planned for Lockhart Shire are detailed below and demonstrate which Safe System is involved.

| <b>Project Name</b>                          | <b>Objective</b>  | <b>Safe System</b>                            |
|--|---|---|
| 65 Plus                                      | Workshops designed to maintain independence & increase driver awareness/safety for aged drivers. Discussion about selecting safer vehicles.   | Safer People<br>Safer Vehicles<br>Safer Speed |
| Helping Learner Drivers Become Safer Drivers | Workshops aimed at parents/supervisors of learner drivers to assist in effective & safe driving techniques. Discussion about selecting safer vehicles.  | Safer People<br>Safer Vehicles<br>Safer Speed |
| Keeping it safe at local events              | Providing courtesy breath testing at local events where alcohol is served, such as the Lockhart Picnic Races where people may be tempted to drive after a few drinks.   | Safer People                                  |
| Slow down and share the road                 | Aimed at alerting drivers to their speed driving through towns & school zones. Targeting drivers driving at inappropriate speeds on unsealed and country roads.<br>Heavy vehicle drivers and operators.   | Safer Speed<br>Safer People                   |
| Take a break and stay awake                  | Aimed at educating local drivers to the risks associated with driving tired especially during harvest and sowing. Interstate drivers are encouraged to take breaks during Christmas/Easter periods.   | Safer People                                  |
| Federal Black Spot Program                   | The Australian Government's Black Spot Program targets road locations where crashes are occurring by funding measures such as traffic signals and roundabouts at dangerous locations to reduce the risk of crashes occurring.   | Safer Roads                                   |
| Active Transport Grant                       | The NSW Government is committed to working with councils to make walking and cycling a more convenient, safer and enjoyable transport option that benefits everyone.<br><br>By better targeting investment to improve walking and cycling in areas where most short trips occur, the NSW Government aims to support more accessible, liveable and productive town, cities and centres by: <ul style="list-style-type: none"> <li>• Reducing congestion</li> <li>• Freeing up capacity on the public transport system for those customers that need to travel further</li> <li>• Encouraging walking and cycling to be the mode of choice for short local trips</li> </ul> | Safer People                                  |

| <b>Project Name</b>           | <b>Objective</b>  | <b>Safe System</b>                            |
|-------------------------------|---|---|
| CPTIGS                        | The Country Passenger Transport Infrastructure Grants Scheme provides subsidies to support the construction or upgrade of bus stop infrastructure generally owned and maintained by local councils across country NSW.  | Safer People                                  |
| Speed Limit Reviews           | The Safe System approach is adopted by RMS as the model to develop and implement road safety programs. Safer speeds and speed limits are an essential component of the Safe System approach. The setting of speed limits is based on this approach so that avoiding death and serious injuries becomes a priority.  | Safer Speed                                   |
| Road Safety Audits            | A road safety audit assesses a road's safety performance and crash potential at various stages of a road/project's life cycle. A road safety audit is defined by Austroads as "... a formal examination of a future road or traffic project or an existing road, in which an independent, qualified team reports on the project's crash potential and safety performance..." Road safety audits take the principles of the Safe Systems approach and apply them proactively. The outcome of a road safety audit is a Road Safety Audit Report that identifies any road safety deficiencies. | Safer Roads                                   |
| Council's Safe Driving Policy | Ensuring all workers operating or travelling in any road vehicle, while at work or on their way to or from work, are suitably fit and capable, and demonstrate low-risk driving behaviours.<br><br>Including the purchase of 5-star ANCAP rated vehicles where appropriate.   | Safer Vehicles<br>Safer People                |
| Community Road User Awareness | To increase road user awareness and encourage safer thinking through the following initiatives: <ul style="list-style-type: none"> <li>• Motorcycle Awareness Month</li> <li>• Yellow Ribbon National Road Safety Week</li> <li>• Walk Safely to School Day</li> <li>• Fatality Free Friday</li> <li>• Double Demerits Operations</li> <li>• Road Rules Awareness Week</li> <li>• Child Car Seat releases</li> <li>• Community Road Safety Grants</li> <li>• Bike Week</li> <li>• Walk to Work Day</li> <li>• Bus Safety Week</li> </ul>  | Safer People<br>Safer Speed<br>Safer Vehicles |
| Route Safety Reviews          | Route safety reviews are an effective way to evaluate long stretches of major roads and develop cost-effective upgrades to target the safety issues identified. The reviews include fatality and injury analysis, as well as community consultation to develop road safety improvements and behavioural strategies.   | Safer Roads<br>Safer People                   |

## LGA Key Road Safety Issues

Analysed crash data from 2012 to 2016 and 2016 Census results documented in this plan illustrate the following concerns throughout the Local Government Area.

The results have been divided into the following two (2) categories to capture and measure local road safety project results and allow for an annual review of planned projects going forward.

- 1) **Local residents** – Traffic user crash data postcodes 2640 to 2660
- 2) **Interstate and Overseas drivers**

Local resident crash data detailed in this document and discussions with community stakeholder's highlights that the key road safety issues listed below require continued attention:

- ✓ **Speed** – Travelling above the speed limit or failing to drive at an appropriate speed for the conditions, such as weather and environment.
- ✓ **Fatigue** – Driving distances to access shopping, health etc. and driving home after long hot days working in agriculture.
- ✓ **Alcohol** – Difficulty accessing alternative transport at social events and/or the distance to the local pub.
- ✓ **Distraction/Inattention** – Mobile phone use and in-vehicle devices is highlighting a potential trend in run off road crashes occurring.
- ✓ **Vulnerable road users** – Ageing population, pedestrians, school children, pushbike riders and motorcycle riders.

## Local Stakeholders

### NSW Police

Local Area Command Wagga Wagga provides valuable information on road safety issues such as crashes, infringements and operations occurring throughout the LGA.

Identified issues are discussed and addressed at regular annual Council Local Traffic Committee meetings, Roads and Maritime Services Road User Network and Local Steering Committee meetings and provide information to the Road Safety Officer when requested.

### Lockhart Shire Council (LSC)

Lockhart Shire Council's specific road safety initiatives and role for the Road Safety Officer includes the following:

- Promotion of community safety initiatives as part of its Safe and Accessible Communities Strategic objective
- Continued implementation of its Pedestrian and Mobility Plan as part of its objective to maintain the community's ability to move around the Shire
- Development and implementation of a Road Strategic Plan that contributes to making travel throughout the Shire easier and safer
- Continuing to address road trauma by participating in road safety education
- Planning of the road network as part of its strategic objective to improve the safety of people on Shire roads

### Schools

Schools within the LGA actively employ the services of the Road Safety Officer to do the following:

- Promote safer speeds through school zones to the community
- Promote the use of road safety education to teachers, such as Safety Town
- Provide resources to promote road safety within and around the school
- Provide access for schools to receive assessments of school crossings and bus stops

School newsletters are used to also provide community awareness to address identified road safety issues.

### Community and Service Groups

Community groups liaise regularly with the Road Safety Officer to develop, implement and promote identified road safety issues such as the following:

- Delivering the safe pedestrian module of the NSW Government falls prevention program "Stepping On" for community members with limited physical abilities
- Promote key road safety issues at local events such as the Lockhart Picnic Races, Henty Machinery Field Days, Hume League Finals and BnS Balls
- Delivering presentations for Service Clubs (Lions, Rotary), Day Care Centres, Aged Care facilities and Agriculture
- Meeting annually with bus operators to identify and address their road safety concerns
- Assisting Road Safety Auditors conduct road safety audits on regional and local roads

### Roads and Maritime Services (RMS)

Roads and Maritime Services supplements Council's contribution for the employment of a Road Safety Officer and provide resources, information and advice to perform all duties required of the position.

## Demographics

### Population

Lockhart Shire population 2.7% increase since 2011

| 2011  | 2012  | 2013  | 2014  | 2015  | 2016  |
|-------|-------|-------|-------|-------|-------|
| 3,098 | 3,088 | 3,100 | 3,125 | 3,130 | 3,182 |

|                   |   |
|-------------------|---|
| <b>Median Age</b> | 45.9 * Increase of 3.9 years over 10 years. |
|-------------------|---|

| Age Percentages   | 0-24 years | 25-64 years | 65 years and over |
|---|------------|-------------|-------------------|
| <b>Lockhart Shire</b>   | 29.9%      | 47.3%       | 22.8%             |
| From 2006 to 2016 there has been a 5.9% increase in people aged 65 years and over and a decline of 4% in people aged 25 to 64 years. <small>Census data</small> |            |             |                   |

| Road Network | State | Regional | Local sealed | Local unsealed |
|--------------|-------|----------|--------------|----------------|
| <b>Km</b>    | 29km  | 122km    | 410km        | 800km          |

| Topography            | Area                 | North                  | East                   | South                  | West                   |
|-----------------------|----------------------|------------------------|------------------------|------------------------|------------------------|
| <b>Lockhart Shire</b> | 2,895km <sup>2</sup> | Open plain<br>Pastoral | Undulating<br>Pastoral | Undulating<br>Pastoral | Open plain<br>Pastoral |

### Registered Vehicles 2016

| LGA                 | Passenger        | Camper Vans       | Light Commercial  | Light Rigid      | Heavy Rigid      | Articulated       | Buses             | Motorcycles      |
|---------------------|------------------|-------------------|-------------------|------------------|------------------|-------------------|-------------------|------------------|
| <b>LSC</b>          | 1606             | 16                | 941               | 21               | 171              | 94                | 32                | 136              |
| <b>% since 2011</b> | 2.3%<br>Increase | 45.4%<br>Increase | 19.1%<br>Increase | 4.5%<br>Decrease | 0.5%<br>Decrease | 14.6%<br>Increase | 39.1%<br>Increase | 0.7%<br>Increase |

#### Summary:

Lockhart Shire demonstrates an increase in camper van, light commercial, articulated trucks and bus registrations and a slight decrease in light rigid registrations.

## Crash Data Analysis

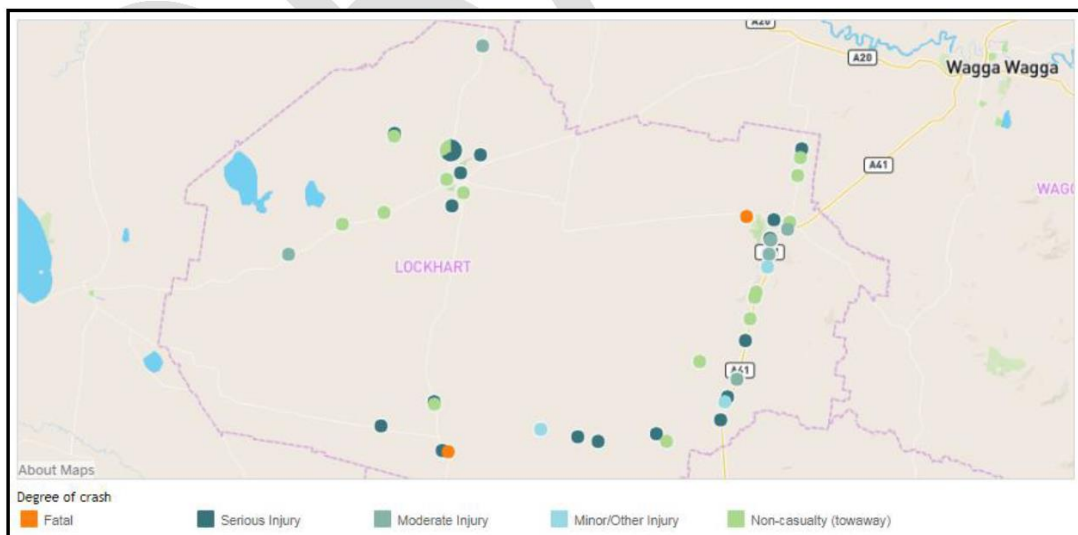
LGA Crash data summary 2012 to 2016

Crashes

|                       |             | 2012      | 2013      | 2014     | 2015     | 2016     | Total     |
|-----------------------|-------------|-----------|-----------|----------|----------|----------|-----------|
| Fatal                 |             | 0         | 1         | 0        | 0        | 1        | 2         |
| Injury                | Serious     | 7         | 4         | 3        | 4        | 1        | 19        |
|                       | Moderate    | 3         | 2         | 0        | 1        | 0        | 6         |
|                       | Minor/Other | 1         | 1         | 0        | 0        | 1        | 3         |
|                       |             | 11        | 7         | 3        | 5        | 2        | 28        |
| Non-casualty tow-away |             | 5         | 2         | 5        | 2        | 1        | 15        |
| <b>Total</b>          |             | <b>16</b> | <b>10</b> | <b>8</b> | <b>7</b> | <b>4</b> | <b>45</b> |

Casualties

|              |             | 2012      | 2013      | 2014     | 2015     | 2016     | Total     |
|--------------|-------------|-----------|-----------|----------|----------|----------|-----------|
| Killed       |             | 0         | 1         | 0        | 0        | 1        | 2         |
| Injured      | Serious     | 8         | 4         | 4        | 4        | 1        | 21        |
|              | Moderate    | 4         | 4         | 0        | 3        | 1        | 12        |
|              | Minor/Other | 2         | 3         | 0        | 0        | 1        | 6         |
|              |             | 14        | 11        | 4        | 7        | 3        | 39        |
| <b>Total</b> |             | <b>14</b> | <b>12</b> | <b>4</b> | <b>7</b> | <b>4</b> | <b>41</b> |



### Crash Type – Road User Movement Codes - RUM

Refer to appendix for RUM codes

2012

| RUM Code  | 10 | 20 | 30 | 70 | 71 | 73 | 74 | 81 | 85 | 87 |
|-----------|----|----|----|----|----|----|----|----|----|----|
| # Crashes | 2  | 2  | 1  | 4  | 1  | 2  | 1  | 1  | 1  | 1  |

2013

| RUM Code  | 10 | 20 | 71 | 72 | 73 | 81 | 83 | 84 | 85 |
|-----------|----|----|----|----|----|----|----|----|----|
| # Crashes | 1  | 2  | 1  | 1  | 1  | 1  | 1  | 1  | 1  |

2014

| RUM Code  | 10 | 70 | 71 | 85 | 88 |
|-----------|----|----|----|----|----|
| # Crashes | 1  | 1  | 4  | 1  | 1  |

2015

| RUM Code  | 20 | 67 | 71 | 73 | 81 |
|-----------|----|----|----|----|----|
| # Crashes | 1  | 1  | 2  | 2  | 2  |

2016

| RUM Code  | 49 | 71 | 73 |
|-----------|----|----|----|
| # Crashes | 1  | 2  | 1  |

**Summary:**

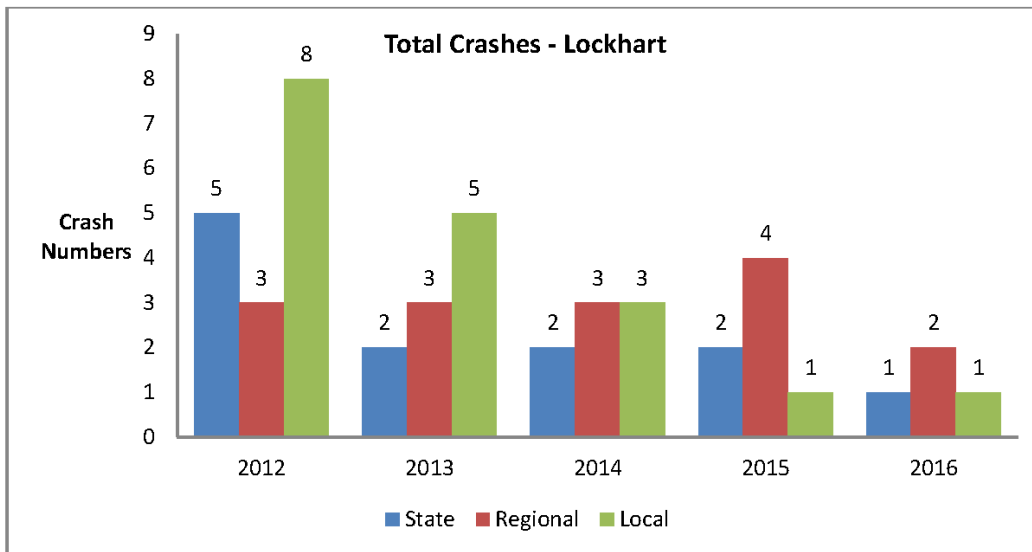
Run off carriageway crashes account for the majority of crashes occurring. Road user movement (RUM) codes include numbers from 70 through to 89.

Table 1 – Annual percentage Run-off road crashes

| Annual Percentage of Run-off Road Crashes |        |      |       |      |      |
|---|--------|------|-------|------|------|
| LGA                                       | 2012   | 2013 | 2014  | 2015 | 2016 |
| Lockhart                                  | 68.75% | 70%  | 87.5% | 75%  | 75%  |



Crashes Road Network and Local Drivers



**Summary:**

During the five-year period on average:

- 26.6% of crashes occurred on State roads
- 33.3% of crashes occurred on Regional roads
- 40% of crashes occurred on Local roads

**Table 2.4** below illustrates the five-year average percentages of total crashes that involved local drivers within the Lockhart road network.

Table 2.4 – Crashes Road Network and Local Drivers

| 2012-2016 Percentage of Local Driver Crashes |          |             |
|--|----------|-------------|
| State – Olympic Hwy                          | Regional | Local Roads |
| 16.6%  | 60%      | 88.8%       |

**Table 2.5** below provides details on the number of fatal crashes occurring in Lockhart Shire. Speed was a contributing factor in both crashes.

Table 2.5 – Fatal Crashes on Road Network

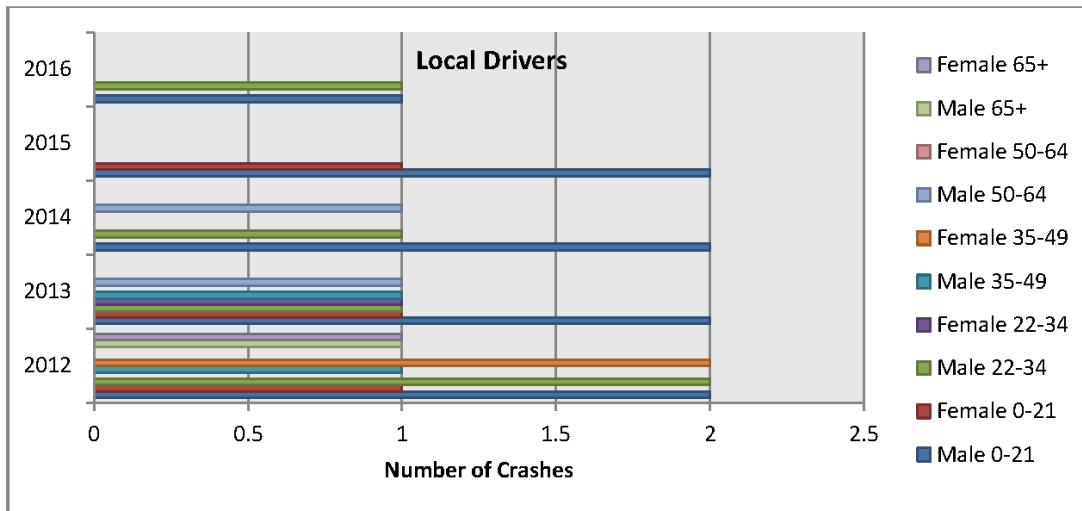
| Fatal Crashes on Road Network |       |   |   |
|-------------------------------|-------|---|---|
|                               | State | Regional                                | Local Road                                |
| Fatal – 2013                  |       | 1<br>Car – MR370 – Male 43 – Albury NSW |   |
| Fatal - 2016                  |       |   | 1<br>Car – Vincents Rd – Male – Wagga NSW |

Table 2.6 – Average percentage of serious injury crashes – Local Drivers – Road Network

| 2012-2016 Serious Crashes involving Local Drivers |                        |               |
|---|------------------------|---------------|
| Road Network                                      | Serious Injury Crashes | Local Drivers |
| State   | 4                      | 25%           |
| Regional  | 5                      | 60%           |
| Local   | 10                     | 100%          |

Local Drivers - Traffic Controller Crashes - Age and gender 2012 -2016

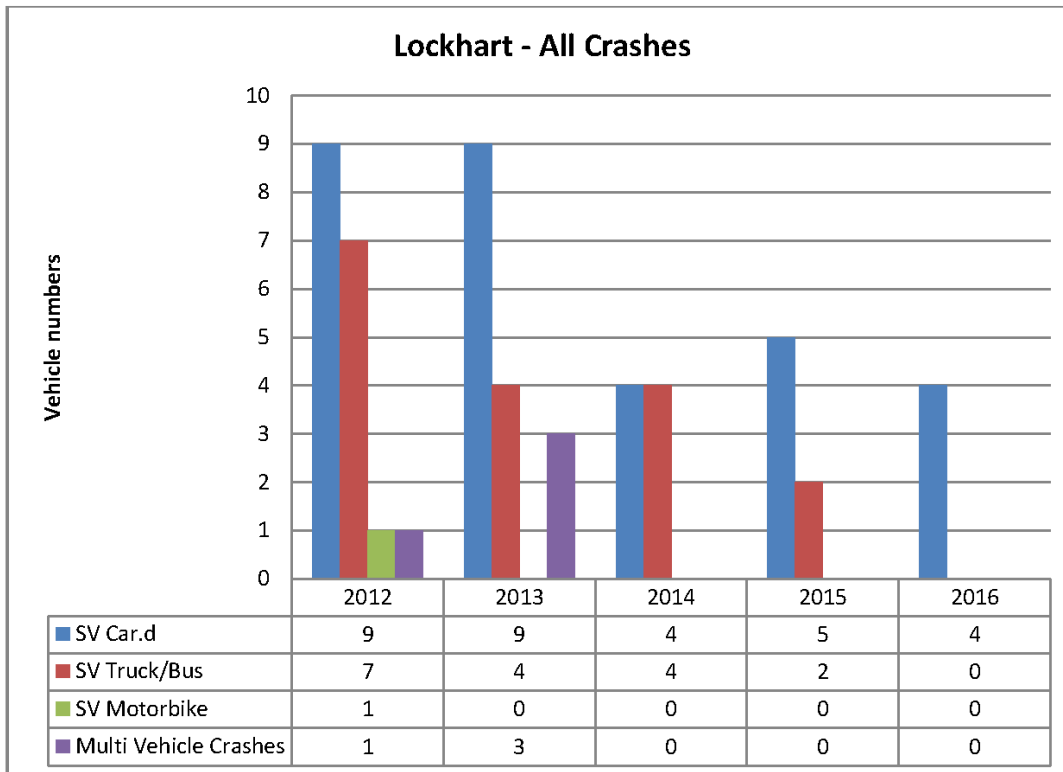
Lockhart



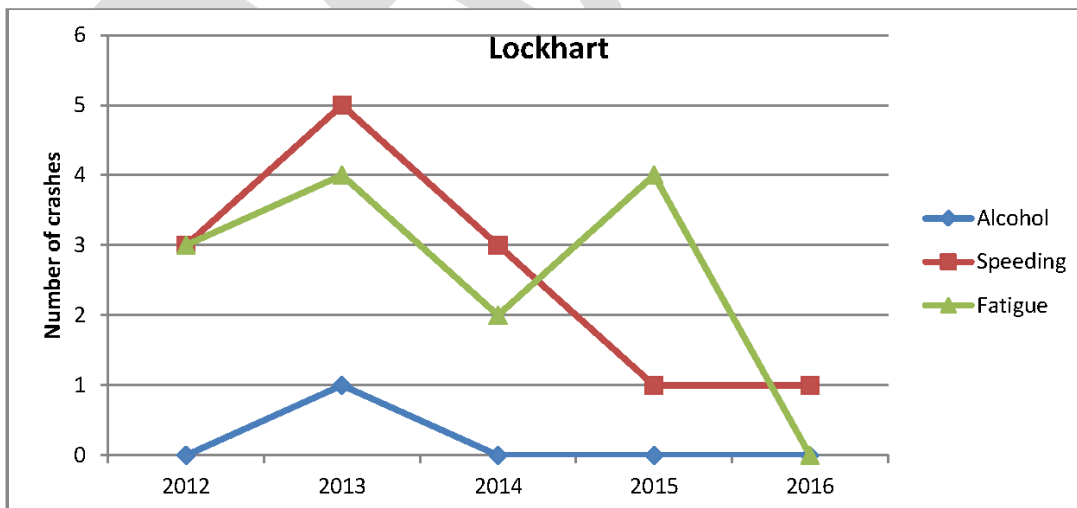
**Summary:**

Local male drivers aged 0-21 are identified as the most at risk for being involved in crashes.

Vehicle Type 2012 to 2016



Contributing Factors 2012 to 2016



### **Addressing LGA Key Road Safety Issues**

The key road safety issues detailed in this section provides content on the strategies used to address Council, State and National road safety objectives to reduce road trauma.

The strategies have been separated into local drivers and interstate/overseas drivers due to the challenges of trying to influence interstate/overseas drivers to apply low risk driving behaviour while passing through the LGA.

Although Lockhart LGA has a very small amount of crashes involving fatalities and serious injuries the ultimate objective is to aim for towards zero at a local level, influencing the State and National objective.

DRAFT

| Local Residents – Road Safety Issue  |   | Objectives  |
|--|---|---|
| <b>SPEED</b><br>Travelling above the PSL<br>Men aged 17 to 60<br>Failing to consider the environment |   | 1) Reduce the injury severity of crashes<br>2) Motivate & encourage drivers to obey PSL<br>3) Motivate and encourage drivers to select a safer speed to suit the conditions |
| Obj #  | Strategies  | Stakeholders  |
|  | RSO to conduct the following:   |   |
| 1  | Promote the use of Road Safety Audits and/or Reviews when designing and upgrading local roads to establish road safety deficiencies and/or speed limit reductions | Community & Services<br>Council   |
| 1  | Investigate and submit identified Blackspot area/s for funding to improve road user safety  | RMS<br>Council  |
| 1, 2, 3  | Encourage the purchase of safer vehicles and the consequences of speed when delivering workshops and via community road user awareness methods                    | Council<br>Community & Services<br>RMS  |
| 2  | Install traffic counters and/or temporary cameras to establish driver behaviour and provide reports/data to NSW Police  | Council<br>NSW Police   |
| 1, 2, 3  | Deliver 3 year STOP IT OR COP IT - RMS speed projects   | RMS<br>Council<br>Community & Service<br>NSW Police   |
| 1, 2, 3  | Provide resources on speed and safer cars when attending local events and delivering presentations  | RMS<br>Community & Services   |
| 1  | Conduct regular Road Safety Reviews to determine potential crash probability and/or severity at locations to identify road safety deficiencies                    | Council<br>RMS  |
| 2  | Promote State/Regional speed campaigns such as double demerits, locals are dying on local roads etc. through FB posts and local newsletters                       | Council<br>RMS<br>NSW Police<br>Community & Services  |
| Interstate/Overseas Drivers  |   |   |
| 1, 2, 3  | Provide resources at key holiday times to local business such as cafés, bakeries and service stations to the risks interstate drivers face                        | RMS<br>Community & Services   |
| 1, 2, 3  | Install VMS in identified areas to alert road users to PSL during key holiday times   | Council<br>RMS<br>NSW Police  |
| 1, 2, 3  | Promote State/Regional speed campaigns such as double demerits on VMS and/or banners etc.   | Council<br>RMS  |
| 1  | Investigate and submit identified Blackspot area/s for funding to improve road user safety on Regional roads  | RMS<br>Council  |

| Local Residents – Road Safety Issue  |  | Objectives  |
|--|--|---|
| <b>FATIGUE</b><br>Distance to shopping, health & social<br>Driving long distances for work, holidays etc.<br>Agriculture and shift workers |  | 1) Motivate & encourage drivers to take a break<br>2) Provide awareness to drivers on the consequences of driving tired<br>3) Reduce the injury severity of fatigue related crashes |
| Obj #  | Strategies<br>RSO to conduct the following:  | Stakeholders  |
| 3  | Encourage the purchase of safer vehicles with fatigue monitoring technology through local media, presentations and providing safer vehicles resources at local events                          | Council<br>RMS<br>Community & Services  |
| 1, 2   | Provide driver fatigue management resources and education for at risk drivers in agriculture, drivers travelling longer than 20 minutes home after work and shift workers                      | RMS<br>Community & Services<br>Council  |
| 1, 2   | Discuss driver fatigue management when delivering presentations and workshops  | Community & Services<br>Council<br>RMS  |
| 1  | Promote State/Regional driver reviver/fatigue campaigns through FB posts at key holiday times  | RMS<br>Council  |
| 1  | Investigate and submit identified Blackspot area/s for funding to improve road user safety   | RMS<br>Council  |
| 3  | Promote the use of Road Safety Audits and/or Reviews when designing and upgrading local roads to establish road safety deficiencies and consider installation of barriers and/or audible lines | Community & Services<br>Council<br>RMS  |
| 1, 2, 3  | Deliver 3 year Don't trust your tired self – RMS Fatigue projects  | RMS<br>Council<br>Community & Service   |
| Interstate/Overseas Drivers  |  |   |
| 1  | Promote State/Regional driver reviver/fatigue campaigns through FB posts at key holiday times  | RMS<br>Council  |
| 1  | Investigate and submit identified Blackspot area/s for funding to improve road user safety   | RMS<br>Council  |
| 1  | Install VMS in prominent area to alert drivers   | RMS<br>Council  |

| Local Residents – Road Safety Issue  |   | Objectives  |
|--|---|---|
| <p style="text-align: center;"><b>ALCOHOL</b></p> <p style="text-align: center;">Choosing to drive after a few<br/>Limited access to alternative transport at social functions</p> |   | 1) Motivate & encourage drivers to not drink then drive<br>2) Zero crashes related to alcohol |
| Obj #  | Strategies  | Stakeholders  |
|  | RSO to conduct the following:   |   |
| 1, 2   | Provide courtesy alcohol breath testing at local events such as the Lockhart Picnic Races, BnS Balls and Hume League finals | RMS<br>Community & Services<br>NSW Police   |
| 1, 2   | Discuss the effects of alcohol and driving at presentations and workshops   | RMS<br>Council<br>Community & Services  |
| 1, 2   | Promote alternative arrangements if drinking through local media prior to State/Regional blitz and local events             | RMS<br>Council<br>Community & Services  |
| 1, 2   | Promote State/Regional campaigns at key times on FB   | RMS<br>Council<br>NSW Police  |
| 1, 2   | Deliver 3 year STOP IT OR COP IT – RMS projects   | RMS<br>Council<br>Community & Services<br>NSW Police  |
| Interstate/Overseas Drivers  |   |   |
| 1, 2   | Promote State/Regional campaigns on FB  | RMS<br>Council<br>NSW Police  |

| Local Residents – Road Safety Issue   |  | Objectives   |
|---|--|--|
| <p style="text-align: center;"><b>DISTRACTION/INATTENTION</b></p> <p style="text-align: center;">Increased ownership and usage of mobile devices<br/>All road users aged 12 – 59 years<br/>Possible cause of un-reported single vehicle crashes</p> |  | <p>1) Reduce the injury severity of crashes</p> <p>2) Increase road user awareness of the dangers/consequences of driving distracted</p> |
| Obj #   | Strategies   | Stakeholders   |
|   | RSO to conduct the following:  |  |
| 1   | Encourage the purchase of safer vehicles via presentations, newsletter articles and Council's Road Safety website page | Council<br>Community & Services<br>RMS   |
| 1   | Investigate and submit identified Blackspot area/s for funding to improve road user safety                             | RMS<br>Council   |
| 2   | Promote mobile phone laws during "Road Rules Awareness Week" through FB post/quiz and links to CRS website             | Council<br>Community & Services<br>RMS   |
| 2   | Discuss on the dangers of mobile phone/devices while driving via young driver workshops, Council staff presentations   | Council<br>Community & Services  |
| 1   | Promote State/Regional double demerits operation during key times  | RMS<br>Council   |
| Interstate/Overseas Drivers   |  |  |
| 1   | Promote State/Regional double demerits operation during key times  | RMS<br>Council   |
| 1   | Install VMS on State/Regional roads alerting drivers to stop mobile use  | RMS<br>Council   |



| Local Residents – Road Safety Issue   |  | Objectives  |
|---|--|---|
| <p style="text-align: center;"><b>VULNERABLE ROAD USERS</b></p> <p style="text-align: center;">Pedestrians – Pushbike riders – Motorcycle riders<br/>Children – Commuters – Aged - Recreation</p> |  | <p>1) Create safer walking/cycling paths and/or environment to access to CBD's and recreation facilities</p> <p>2) Create safer environments for school children</p> <p>3) Reduce the injury severity of crashes</p> <p>4) Increase road user road safety awareness</p> |
| Obj #   | Strategies<br>RSO to conduct the following:  | Stakeholders  |
| 1, 2  | Investigate local area traffic management in identified areas such as school zones and CBD's to reduce the conflict between vehicles and pedestrians   | Council<br>Community & Services<br>RMS<br>Schools   |
| 1   | Investigate and submit Government grants to improve/construct shared/cycle paths and bus shelters  | RMS<br>Council  |
| 2   | Investigate parking areas to assist with the ease and safety of community members with limited physical abilities to access services   | Council<br>Community & Services<br>RMS  |
| 3   | Investigate school bus stop requests to improve safety   | Council<br>Community & Services<br>RMS  |
| 1, 2, 3   | <p>Promote and provide access to State/Regional initiatives aimed at vulnerable road users through newsletters, FB and Council's Road Safety website page</p> <ul style="list-style-type: none"> <li>- Bus Week</li> <li>- Walk to Work Day</li> <li>- Road Rules Awareness Week</li> <li>- Walk Safely to School Day</li> <li>- Motorcycle Awareness Month</li> <li>- Fatality Free Friday</li> </ul> | Council<br>Community & Services<br>RMS<br>Schools   |
| 1, 2, 3   | Provide access to information/resources for schools and community groups to promote and deliver identified road safety issues, such as child restraint fitting days, child car seat updates, community grants, etc.  | Council<br>Community & Services<br>RMS  |
| 1   | Encourage the purchase of safer vehicles via presentations, newsletter articles and Council's Road Safety website page   | Council<br>Community & Services<br>RMS  |
| 2, 3  | Investigate and submit identified Blackspot area/s to improve road user safety   | RMS<br>Council  |
| 3, 4  | Deliver 65+ and HLDBSD workshops, Stepping On safe pedestrian module and other relevant community awareness projects/campaigns   | Council<br>Community & Services<br>RMS  |

**12. REMOTE AND ISOLATED WORK POLICY**

**(GM/W15-005)**

Executive Summary

To assist in the delivery of workplace measures for supervision of staff working in isolation, a policy is proposed for Council's consideration.

Report

The Lockhart Shire Council's Local Government Area (LGA) spans over 3,000 square kilometres, with workers often required to work substantial distances away from village areas and in known black spot areas.

An isolated worker is a Lockhart Shire Council worker who is required to work alone and unsupervised, in areas where physical contact with other personnel and/or access to emergency services is limited or restricted.

The risk of injury or harm to workers working in isolation may be increased because of difficulties in accessing work or emergency services when they are required. Emergency situations may arise because of the sudden onset of a medical condition, accidental work-related injury, mechanical breakdown, and exposure to the elements, adverse weather conditions or an attack by an animal, insect, reptile or poisonous creature.

The accompanying policy on Working in Isolation outlines the risk management approach to working in isolation, designated responsibilities and the controls that have been implemented to minimise the associated risks.

Council's Work Health and Safety Committee have been involved with implementing strategies to facilitate the supervision of isolated workers, with the assistance of the Director Engineering and Environmental Services.

The Policy, if endorsed, will be included in Council's Policy register, for access and viewing by council indoor and outdoor staff. Being for internal staff (operational) use, there is no requirement for the policy to be publicly exhibited.

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 and Planning Implications

Nil.

Budget and Financial Aspects

Nil.

Attachments

1. Draft *Remote and Isolated Work Policy*.

**Recommendation:** That the draft *Policy Remote and Isolated Work Policy* as presented, be adopted.

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| <b>Notes:</b> |
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**Attachment 1. – Draft Remote and Isolated Work Policy**

**Remote and Isolated Work Policy**

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POLICY TITLE: REMOTE & ISOLATED WORK POLICY  
FILE REFERENCE: W15-005  
EXPIRY DATE: APRIL 2021

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PURPOSE

Lockhart Shire Council, as part of its commitment to Work Health and Safety, recognises its obligation to ensure, so far as is reasonably practicable, the safety and wellbeing of employees who undertake remote or isolated work.

In accordance with this commitment the Council will provide and maintain an adequate and reliable system for regular communication for people who work alone in the following situations:

- In an area that is remote from others or isolated from the assistance of others because of time, location or the nature of the work; or
- In a situation that involves the operation or maintenance of plant, or the handling of a hazardous substance; or
- In an area /activity that is dangerous for the employee to perform alone.

The following emergency procedures developed for remote and or isolated work shall form part of the Council emergency response plan and be subject to testing, monitoring and review as described below.

POLICY STATEMENT

If a staff is working alone in a workplace that has a telephone, communication via the telephone is adequate, provided the worker is able to reach the telephone in an emergency. In situations where a telephone is not available, a method of communication that will allow a worker to call for help in the event of an emergency will be made available. In this instance electronic personal duress devices are provided to staff, in both a on-person form and fixed to the designated vehicle.

Personal duress devices

Personal duress devices are provided to specific staff who are recognised as 'lone workers'. Staff are to be trained in the use of a personal duress device prior to them being issued. When activated, a duress device will send a mobile SMS message and email to nominated supervising staff for response.

The SMS message acknowledges that a personal duress device has been activated, and identifies the vehicle to which it belongs.

The email message acknowledges that a personal duress device has been activated, while also identifying the location from which the signal was sent, the vehicle type, and a map of where the event occurred.

Use of personal duress devices

The following procedure is to be observed by supervising staff in the event that a personal duress device is activated.

1. Upon receiving notification of a distress signal, any supervising staff member shall make an immediate attempt to contact the lone worker by phone, or radio (if available).
2. If contact with the lone worker has not been made within 10 minutes, the supervising staff shall ensure that emergency services are contacted and briefed. Any instructions issued by emergency services shall be followed.

3. Following contact with emergency services, the supervising staff member shall communicate with remaining supervising staff of the outcome of the event, and arrange for a Council representative to attend the site of the incident if required or deemed necessary.

#### Procedure testing

To ensure all personal duress devices are working correctly, the following testing procedure is to take place:

1. All vehicles fitted with personal duress devices are allocated from the Lockhart Works Depot. On the first working day of every working week, at 7.00am, each device shall be tested to ensure they are working correctly, by pressing the fixed button as well as a second test from the on-person unit. Supervisors are to acknowledge receipt of test calls
2. In the event from a non-response from a personal duress device, it shall be immediately declared unfit for use and reported to supervisor of the employee testing the duress unit.
3. Personal duress devices are powered by single cell batteries. On the first working day after daylight saving ends each year, batteries are to be replaced with new batteries by the Plant Supervisor and recorded on the plant maintenance record for that vehicle.

#### Responsibilities

Council's General Manager is accountable for:

- Facilitating Council meeting its legislative duties for remote and isolated work;
- Approving any reasonably practicable budgetary expenditure necessary for remote and isolated work as required.

Managers and supervisors are accountable for:

- Checking that all reasonably foreseeable hazards associated with remote and isolated work are identified, assessed and controlled when elimination is not practicable, in consultation with employees;
- Implementing controls, in consultation with employees or other stakeholders, and evaluating and reviewing them for effectiveness;
- testing personal duress devices as required by this Policy.

Employees are responsible for:

- Keeping next of kin or emergency contact details up-to-date with the Council;
- Attending training when required;
- Following any instructions given for their own or others' safety;
- Maintaining contact with their Functional Manager, or Supervisor in accordance with the agreed contact strategy when undertaking remote or isolated work;
- Reporting hazardous situations or safety problems when undertaking any remote and / or isolated work, immediately to their Manager or Supervisor.

*Adopted by Council xx xx 2018  
Refer Minute xx/18*

**13. 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 March 2018 to 31 March 2018.

| <b>DA No</b> | <b>Development</b>        | <b>Applicant/Owner</b>                 | <b>Site of Development</b> |
|--------------|---------------------------|--|----------------------------|
| 52/18        | Solar panel installation  | PPA Direct                             | 146 Green Street, Lockhart |
| 49/18        | Change of use of building | Lockhart & District Historical Society | 39 Urana Street, Lockhart  |

Integrated Planning & Reporting Reference

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

Legislative Policy and Planning Implications

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

Budget and Financial Aspects

Nil.

Attachment

Nil.

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

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| <b>Notes:</b> |
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## **STRATEGIC DIRECTION E: Strong Leadership and Governance**

### **14. INVESTMENT AND BANK BALANCES REPORT – MARCH 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.

| <b>Investments:</b>                   | <b>Interest Rate<br/>per Annum</b> | <b>Amount<br/>Invested</b> | <b>% of Total</b>          |
|---------------------------------------|------------------------------------|----------------------------|----------------------------|
| Bankwest                              | 2.35                               | 500,000.00                 | 9.09                       |
| BENDIGO                               | 2.25                               | 250,000.00                 | 4.55                       |
| BENDIGO                               | 2.20                               | 250,000.00                 | 4.55                       |
| BENDIGO                               | 2.20                               | 500,000.00                 | 9.09                       |
| BENDIGO                               | 2.25                               | 250,000.00                 | 4.55                       |
| Curve Securitys/AMP                   | 2.30                               | 250,000.00                 | 4.55                       |
| IMB Limited                           | 2.45                               | 500,000.00                 | 9.09                       |
| IMB Limited                           | 2.45                               | 300,000.00                 | 5.45                       |
| IMB Limited                           | 2.50                               | 250,000.00                 | 4.55                       |
| NAB                                   | 2.45                               | 500,000.00                 | 9.09                       |
| Rim AMP                               | 2.40                               | 250,000.00                 | 4.55                       |
| RIM AMP                               | 2.30                               | 300,000.00                 | 5.45                       |
| RIM AMP                               | 2.30                               | 400,000.00                 | 7.27                       |
| RIM-amp                               | 2.60                               | 500,000.00                 | 9.09                       |
| T Corp                                | at call                            | 500,000.00                 | 9.09                       |
|                                       |                                    | <b><u>5,500,000.00</u></b> |                            |
|                                       |                                    |                            | 100.00                     |
| <br>                                  |                                    |                            |                            |
| <b>Bank Statement Balance as at:</b>  | 31 March 2018                      | Bendigo                    | 535,128.20                 |
|                                       |                                    | Macquarie                  | 4,191.75                   |
|                                       |                                    | Prichard Trust             | 31,591.28                  |
|                                       |                                    |                            | <u>570,911.23</u>          |
|                                       | Plus: Outstanding Deposits         |                            | 6,836.81                   |
|                                       |                                    |                            | <u>577,748.04</u>          |
|                                       | Less: Outstanding Cheques          |                            | 96,098.80                  |
|                                       |                                    |                            | <b><u>481,649.24</u></b>   |
| <br>                                  |                                    |                            |                            |
| <b>General Ledger Balances as at:</b> | 31 March 2018                      |                            |                            |
|                                       | <u>FUND</u>                        |                            | <u>AMOUNT</u>              |
|                                       | General (PTD)                      | 1490-3000-0000             | -152,671.12                |
|                                       | Combined Sewerage                  | 8490-3000-0000             | 602,729.08                 |
|                                       | Trust Fund                         | 9991-3000-0000             | 31,591.28                  |
|                                       |                                    |                            | <u>481,649.24</u>          |
|                                       |                                    | <b>481,649.24</b>          | <b><u>481,649.24</u></b>   |
|                                       | <b>TOTAL FUNDS HELD ARE:</b>       | <b>5,981,649.24</b>        | <b><u>5,981,649.24</u></b> |

Integrated Planning and Reporting Reference

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

Legislative Policy and Planning Implications

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

Budget and Financial Aspects

Council's 2017/18 Operational Budget has forecast a total of \$134,000 income from interest on investments, being split between General Fund of \$110,000 and Sewer Fund of \$24,000. For the period July 2017 to March 2018, the average end of month balance of funds invested has been \$6.39 million and the average return on invested funds has been 2.39%. On these year to date figures, Council's budgeted income on investments will be achieved.

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 March 2018 Investment and Bank Balances Report be received and noted.
- b) the Responsible Accounting Officer Statement be noted, and the report be adopted.

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| <b>Notes:</b> |
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**15. INTERNAL AUDIT**

**(GM/A65-011)**

Executive Summary

Lockhart Shire Council does not currently have an Internal Audit function. An Internal Audit function is considered a critical component of a broader governance framework. Council's External Auditor, the NSW Audit Office, has recommended that Council implement an Internal Audit function. The establishment of an Internal Audit, Risk and Improvement Committee will become mandatory for all councils as a result of amendments to the Local Government Act 1993. Council has an opportunity to collaborate with Coolamon, Junee and Temora Shire Councils for the provision of internal audit services.

Report

External audit is concerned with the accuracy of the Council's end of year financial statements and seeks to ensure that the statements have been prepared in accordance with the Local Government Code of Accounting Practice and Financial Reporting and relevant accounting standards so as to present a true and fair view of the Council's financial position.

Internal Audit on the other hand is focused on Council's internal procedures and practices and provides an independent check that appropriate mechanisms and controls are in place to ensure compliance, detect incidents of non-compliance, mitigate against the risk of fraud and other risk management activities, as well as make recommendations that assist the Council in continually improving its performance.

An Internal Audit function generally involves an independent person, the Internal Auditor, undertaking reviews of different parts of Council's operations (e.g. purchasing, payroll, investments, etc.) in accordance with an agreed Internal Audit Plan, to check that the appropriate controls and safeguards are in place and making recommendations for improvement where necessary. The Internal Auditor reports to an Audit Committee specifically established for this purpose.

Recent amendments to the Local Government Act have inserted a new Section 428A in the Act which states that “A council must appoint an Audit, Risk and Improvement Committee”. Section 428A further states that the Committee must keep under review the following aspects of the council's operations:

- a) compliance,
- b) risk management,
- c) fraud control,
- d) financial management,
- e) governance,
- f) implementation of the strategic plan, delivery program and strategies,
- g) service reviews,
- h) collection of performance measurement data by the council.

The Committee is also to provide information to the Council for the purpose of improving the council's performance of its functions.

Whilst strictly speaking Council has until six months after the next ordinary election to comply with the new Section 428A outlined above, the absence of an Internal Audit function at Lockhart Shire Council has been noted by the NSW Audit Office during the course of its audit of the 2016/17 Financial Statements and the Auditor-General has recommended that Council implement an Internal Audit function.

It is a standard practice for auditors to issue a “Management Letter” following completion of an audit to raise matters that the auditor believes should be addressed, or to highlight improvements that can be made in relation to internal processes and procedures. The Management Letter usually raises issues that are not considered significant enough to include in the final Audit Report but are nevertheless considered important enough to draw to management's attention in the form of a letter to the General Manager. In the Management Letter issued following the completion of the final phase of the audit of the 2016/17 Financial Statements in November 2017, the NSW Audit office noted as follows;

**“Observation**

*Based on discussions with management, we note that Council does not currently have an internal audit function. We understand that Council is looking to collaborate with some neighbouring Councils to potentially share an internal audit function, but this has yet to commence. An operating internal audit function is important for good governance.*

**Implications**

*If there is no internal audit function, there is a risk that operational and financial issues, inefficiencies and non-compliance may go undetected.*

**Recommendation**

*We recommend that Council consider implementing an internal audit function and ensure there are appropriate resources dedicated to the function.”*

In preparing for the forthcoming audit of the 2017/18 Financial Statements enquiries have been made of Council by the NSW Audit Office as to its progress in implementing the recommendations contained in the Management Letter and in particular the implementation of an internal audit function.

In addition to the observations and recommendations of the NSW Audit Office, a diagnostic review of Council's governance arrangements, a free service provided to member councils by Statewide Mutual, Council's insurers, recommended the, “...Development of an Internal Audit Program and the establishment of an Audit and Risk Committee”. The Review concluded that, “...These will both assist the Council with ensuring that the Integrity Management/Governance and Enterprises Risk Management Programs have been implemented in a sustainable and robust manner throughout the organisation.”



As previously reported Council has an opportunity to collaborate with Coolamon, Junee and Temora Shire Councils for the provision of internal audit services. In accordance with a Council resolution passed in May last year Council participated in a grant application lodged by Temora Shire Council under the Office of Local Government's Innovation Fund for a proposal to establish an online internal audit portal which will not only encourage collaboration between the Councils but will also facilitate a more efficient approach to establishing the relevant documentation and reporting systems. The application was successful.

Bearing in mind the recommendations of the NSW Audit Office, the conclusions of a review of Council's governance arrangements through Statewide Mutual, and the opportunity to collaborate with neighbouring Councils, it is recommended that Council implement an Internal Audit function from next financial year. This will also ensure compliance with the Local Government Act once the establishment of an Audit, Risk and Improvement Committee becomes a legislative requirement.

OLG's existing guidelines for the establishment of Audit and Risk Committees suggest that ideally the audit committee should consist of at least three members and preferably no more than five members comprised of independent external members, who should be in the majority, and councillors other than the Mayor. Staff should not be members of the audit committee. The internal auditor and Chief Financial Officer should be invited to attend all meetings. To preserve the independence of the Audit Committee the General Manager should not be a voting member of the Audit Committee. However, in accordance with section 376(2) of the Local Government Act the General Manager is entitled to attend meetings of the Audit Committee.

The OLG Guidelines outline the following suggested Audit Committee structure for smaller councils:

- 1 councillor (excluding the Mayor),
- 2 independents – at least one with financial expertise.

It is not uncommon for councils to invite expressions of interest for the appointment of independent members, external to the organisation, and to pay the appointed members an appropriate fee for attendances at meetings. However, the existing internal audit alliance between Coolamon, Junee and Temora Councils has an arrangement whereby the General Manager and Chief Financial Officer of each council are the external and independent members of one of the other council's Audit Committee. This arrangement satisfies the requirement for the majority of committee members to be external to, and independent of, the organisation whilst minimising costs.

By joining the Internal Audit Alliance comprising Coolamon, Junee and Temora Councils, Lockhart Shire Council will be in a position to participate in this arrangement and also share the costs of a contracted internal auditor. In this regard it is proposed that in 2018/19 the external and independent members of Lockhart Shire's Audit and Risk Committee be the General Manager and Chief Financial Officer of Coolamon Shire Council whilst Lockhart Shire Council's General Manager and Chief Financial Officer will sit on the Junee Shire Council's Audit Committee.

#### Integrated Planning and Reporting Reference

- E1 - Advocate and prepare for the long-term sustainability of our Shire.
- E1 - Continue to enhance sound financial management policies and practices.
- 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 & Planning Implications

The establishment of an Audit, Risk and Improvement Committee will become mandatory for all councils upon commencement of Section 428A of the Local Government Act. Notwithstanding this, Council's external auditor has recommended that Council implement an internal audit function and that appropriate resources are allocated to the function.

Budget & Financial Aspects

The implementation of an Internal Audit function from next financial year, including the establishment of an Audit, Risk and Improvement Committee, will require an appropriate allocation to be made in the 2018/19 Operational Plan Budget which is estimated to be \$15,000.

Attachments

Nil.

**Recommendation:** That Council:

- 1) Participate in an Internal Audit Committee Alliance with the Coolamon, Junee and Temora Shire Councils;
- 2) Establish an Audit, Risk and Improvement Committee comprising:
  - a) One Lockhart Shire Councillor to be determined by Council (who is not the Mayor); and
  - b) The General Manager and Chief Financial Officer of either the Coolamon, Junee or Temora Shire Councils.

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| <b>Notes:</b> |
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**16. PREMISES IN SAFE AND HEALTHY CONDITION**

**(M/ES/B25-030)**

Executive Summary

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

Report

In September 2017 Council adopted a Local Orders Policy for Premises or Land not in a Safe or Healthy Condition. Since this time, Council staff have been in contact with several property owners, requiring improvements to the state of their land.

Late in 2017, Council received a petition from concerned residents about a property in Ferrier Street in Lockhart. The petition raised concerns about the condition of the existing dwelling and general overgrown nature of the land, and lack of action by the owner to rectify the issues. At the Council meeting held on 5 February 2018 Council were informed of a Notice of Order for demolition of the existing Ferrier Street dwelling, and the ancillary structures.

In response to issue of the Order, Council has received correspondence, confirming that dealings are in place to see the property sold to another individual. The proposed new owner intends to undertake an immediate clean-up of the site, and later, demolition of part or whole of the building (based on advice from an independent pest inspection report). With the Notice of Order now expired, Council is negotiating with the property owner to fulfil their legal requirements and avoid prosecution. In the event that the dealings fail to proceed, the order remains in place and demolition will still be required.

The current owner has already commenced a clean out of the dwelling, and some tidy up works around the yard have taken place under Order by Council.

Demolition of a building is development that requires consent from Council. An application for consent, signed by the owner, is required and if necessary, Council may condition any such consent to expediate demolition works, to ensure ongoing environmental health concerns are minimised.

Integrated Planning and Reporting Reference

E3 – Council responds collectively and responsibly to community needs.

Legislative Policy & Planning Implications

Nil.

Budget & Financial Aspects

Nil.

Attachments

Nil.

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

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| <b>Notes:</b> |
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**17. POLICY 3.21 RISK MANAGEMENT POLICY**

**(GM/C70-025)**

Executive Summary

A revised *Policy 3.21 Risk Management* is presented for Council's consideration.

Report

At its meeting held on 6 February 2017 Council endorsed a process for the review of existing policies and development of new policies. As part of the ongoing process of reviewing Council's policies, *Policy 3.21 Risk Management* has been reviewed and the revised Policy is tabled for Council's consideration.

The revised Policy outlines the rationale and principles of risk management, the strategic context for risk management, how responsibility for risk management is shared in the organisation, the conduct of risk assessments as well as internal reporting and review mechanisms.

A copy of the revised Policy is attached. It will be noted from the revised Policy that it is proposed to integrate Council's risk management activities with the internal audit function. For this reason, a review of the Risk Management Policy had been deferred pending the implementation of an internal audit function and the establishment of an Audit and Risk Committee by Council which is the subject of a separate report to Council (refer Agenda item 15).

The need for an updated Risk Management Policy has been noted by the NSW Audit Office in its audit of the 2016/17 Financial Statements.

It is a standard practice for auditors to issue a "Management Letter" following completion of an audit to raise matters that the auditor believes should be addressed, or to highlight improvements that can be made in relation to internal processes and procedures. The Management Letter usually raises issues that are not considered significant enough to include in the final Audit Report but are nevertheless considered important enough to draw to management's attention in the form of a letter to the General Manager. In the Management Letter issued following the completion of the final phase of the audit of the 2016/17 Financial Statement in November 2017, the NSW Audit office noted as follows:

***"Observation***

*Council does not have a current Risk Management Policy approved by Council. The most recent version approved by Council is from 2011.*

*Council does not maintain a formal enterprise risk register that identifies and documents all key risks for Council. A draft version is underway, but is not yet complete.*

**Implications**

*In the absence of an updated risk management policy and enterprise risk register, the key risks of Council may not be promptly identified and treated before a risk event or loss occurs.*

*This could result in significant financial loss and/or impact Council's ability to achieve its objectives.*

**Recommendation**

*We recommend that Council:*

- Review and approve the risk management policy,*
- Develop and maintain an enterprise risk register to capture all the key risks impacting Council. Once developed, Council should ensure that risks are regularly assessed and updated.”*

A Risk Register and individual Risk Treatment Plans have been developed and are currently being reviewed by management.

Integrated Planning and Reporting Reference

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

Legislative Policy & Planning Implications

Risk management is a critical component of an organisations overall governance framework. The establishment of an Audit and Risk Committee will become mandatory for all councils as a result of amendments to the Local Government Act 1993.

Budget & Financial Aspects

Whilst adoption of the revised Risk Management Policy will not directly impact on Council's budget, the introduction of an internal audit function and the establishment of an Audit and Risk Committee next financial year will have a direct cost estimated to be \$15,000 per annum and this will need to be incorporated into the 2018/19 Operational Plan Budget.

Attachments

1. Policy 3.21 Risk Management.

**Recommendation:** That the revised *Policy 3.21 Risk Management*, as presented, be adopted.

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| <b>Notes:</b> |
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## **Attachment 1. – Policy 3.21 Risk Management**

### **3.21 Risk Management Policy**

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POLICY TITLE: RISK MANAGEMENT POLICY

FILE REF: I10-075

REVIEW DATE: MARCH 2020

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#### **1. Introduction**

This Policy has been formulated having regard to “AS/NZ ISO 31000:2009 Risk management - Principles and guidelines”. The International Standard acknowledges that, whilst it provides generic guidelines, it is not intended to promote uniformity of risk management across organisations and that the design and implementation of risk management frameworks need to take into account, and be tailored to, the varying objectives, functions and operations of specific organisations.

#### **2. Definitions**

- “Risk” – the effect of uncertainty on objectives.
- “Risk management” – the co-ordinated activities to direct and control an organisation with regard to risk.
- “Event” – the occurrence or change of a particular set of circumstances.
- “Likelihood” – the chance of something happening.
- “Consequence” – the outcome of an event.

#### **3. Risk Management Rationale and Policy Principles**

The Council recognises that while some risks encourage innovation and better performance, uncontrolled risks can lead to adverse exposure or loss, thus preventing the Council from effectively and efficiently meeting its goals. Effective risk management is based on the principle that risk management; -

- Creates and protects value.
- Is an integral part of organisational processes and decision making.
- Addresses uncertainty in a systematic, structured and timely way.
- Is based on the best available information.
- Is tailored to the needs of the organisation.
- Takes human and cultural factors into account.
- Is transparent and inclusive.
- Is responsive to change
- It facilitates continual improvement of the organisation.

#### **4. Responsibility**

The risk management framework to be effective needs to ensure that there is accountability and authority for implementing and maintaining the risk management process. The allocation of roles and responsibilities for the risk management process in the organisation are outlined below.

- Council – endorse the risk management policy, allocate appropriate resources for risk management, review risk assessments prepared by management and determine risk appetite.
- Audit Committee – oversee risk management program and the internal reporting process in particular. Consider internal audit reviews and recommendations.
- General Manager and the Management Executive (Manex) – implement and maintain the risk management framework endorsed by the Council.

- Management and staff – prepare risk assessments as well as the development and implementation of risk mitigation activities.
- Internal Auditor – independent review of risk management framework, individual risk assessments and effectiveness of mitigation measures

## 5. Organisational Context

### Existing Strategic Plans and Corporate Objectives

Council's Integrated Planning and Reporting (IP&R) framework comprises its 10 year Community Strategic Plan, four year Delivery Program, Annual Operational Plan as well as its Resourcing Strategy which includes its Long Term Financial Plan, Workforce Management Plan and Asset Management Plans.

Key actions contained in Council's 2017-2021 Delivery Program and relevant to its risk management framework include: -

- *"Continue to enhance sound financial management policies and practices".*
- *"Continue the development of asset management strategy and plans.*
- *Meet all governance and regulatory requirements in the conduct of Council operations.*
- *Minimise Council's exposure to risk and promote a strong risk management culture within Council.*
- *Ensure appropriate IT systems are in place to support service delivery and accountability requirements.*
- *Maintain and develop a Records Management System that meets the needs of the organisation, the community and legislative requirements.*
- *Attract and retain a quality workforce".*

### Existing Policies and Procedures

Australian Standard AS 8000-2003 on Good Governance Principles states that *"The governance requirements created by the entity's operations need to be identified, managed and where necessary policies and procedures established"*.

Council maintains a register of adopted policies and procedures to facilitate an effective governance and control environment. A Policy Review Timetable has also been established in order to ensure that policies remain and subject to ongoing review.

The Policy Review Timetable is premised on all being reviewed not later than every three years. However individual policies will be reviewed and amended in advance of the scheduled review date when circumstances warrant. This may be prompted by factors such as a change in legislation, a change in the Council's operating environment, a change in government policy or as a result of a need identified by the Council, management and staff or internal and external audit activities.

## 6. Risk Assessments

Risk is often characterised by reference to potential events and consequences and expressed in terms of a combination of the consequence of an event and the associated likelihood of occurrence.

AS/NZ ISO 31000:2009 does not prescribe criteria for measuring the likelihood and consequences of particular events. Instead the ISO states that the organisation, having regard to its values, objectives and resources, should determine the criteria for measuring the consequences that can occur, how likelihood will be defined and the timeframes of the likelihood and consequence.

For the purposes of the Council's risk management framework this criteria and the resultant risk analysis matrix is outlined in Schedule 1.

## 7. Internal Reporting, Monitoring and Review

Internal reporting and oversight of the risk management process will include the following key elements depending on the nature of the risk; -

- Reporting and certification to Council and Audit Committee (management);
- Internal audit assurance and conduct of internal audit reviews (Internal Auditor);
- External audit assurance and conduct of performance audits (NSW Auditor-General).

## **8. Organisation Wide Review of Risk**

It is important that periodically an organisation wide review of risk is undertaken to provide assurance that all key risks have been identified. Such a review will assist in identifying emerging risks particular if there are changes to the Council's operating environment.

An organisation wide review should be undertaken at least every three years or whenever Council embarks on the delivery of a new service not previously provided or there is a significant change to the Council's role or operating environment.

*Adopted by Council on XX XXXXX 2018  
Refer minute No. xxx/2018*

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

*Adopted by Council – 21 August 2006  
Refer Minute No. 268/06*

## Schedule 1

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### Measures of Consequence

| Consequence   | Example Detail Description  |
|---------------|---|
| Insignificant | No injuries, low financial loss, no effect outside the organisation.  |
| Minor         | First aid treatment, medium financial loss, little effect or knowledge outside the organisation.  |
| Moderate      | Medical treatment required, high financial loss, of note at a government/ministerial level, damaging to public image.   |
| Major         | Extensive injuries, major financial loss, ministerial/ government involvement to resolve, loss of ministerial confidence in the organisation, serious damage to public image. |
| Catastrophic  | Death, huge financial loss, major intervention by minister/government, grave damage to public image.  |

### Measures of Likelihood

| Likelihood     | Example Detail Description                  |
|----------------|---|
| Rare           | May occur only in exceptional circumstances |
| Unlikely       | Could occur at some time                    |
| Possible       | Might occur at some time                    |
| Likely         | Will probably occur in most circumstances   |
| Almost certain | Is expected to occur in most circumstances  |



## Risk Analysis Matrix

| Likelihood        | Consequences     |                  |                  |                  |                  |
|-------------------|------------------|------------------|------------------|------------------|------------------|
|                   | 1. Insignificant | 2. Minor         | 3. Moderate      | 4. Major         | 5. Catastrophic  |
| 1. Rare           | 1 - Low Risk     | 2 - Low Risk     | 3 - Low Risk     | 4 - Low Risk     | 5 - Medium Risk  |
| 2. Unlikely       | 2 - Low Risk     | 4 - Low Risk     | 6 - Low Risk     | 8 - Medium Risk  | 10 - Medium Risk |
| 3. Possible       | 3 - Low Risk     | 6 - Low Risk     | 9 - Medium Risk  | 12 - Medium Risk | 15 - High Risk   |
| 4. Likely         | 4 - Low Risk     | 8 - Medium Risk  | 12 - Medium Risk | 16 - High Risk   | 20 - High Risk   |
| 5. Almost Certain | 5 - Low Risk     | 10 - Medium Risk | 15 - High Risk   | 20 - High Risk   | 25 - High Risk   |

**18. COMPUTER, INTERNET, EMAIL AND SOCIAL MEDIA POLICY**

**(GM/C70-025)**

Executive Summary

A new policy regarding the use of Council's computer system, internet, email and social media has been developed and is tabled for Council's consideration.

Report

A new policy has been developed regarding the use of Council's computer system, internet, email and social media. Development of the Policy has not been prompted by any current or specific issues or concerns. However, it is uncommon in this day and age for an organisation not to have such a policy and it is considered good governance practice to establish some policy parameters around the use of Council's IT systems.

A copy of the proposed Policy is attached. The Policy specifically deals with:

1. Computer software purchase and usage;
2. Internet usage;
3. Email communications;
4. Use of social media;
5. Use of non-Council owned mobile devices on Council's network; and
6. Recording and monitoring of activity on Council's computer system.

Council's staff have been consulted in the development of the Policy.

Integrated Planning and Reporting Reference

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

E1 – Ensure appropriate IT systems are in place to support service delivery and accountability requirements.

Legislative Policy & Planning Implications

The Draft Policy seeks to ensure compliance with laws relating to copyright, use of carriage services as well as Council's ethical standards.

Budget & Financial Aspects

Nil.

Attachments

1. Draft Policy 3.26 Computer, Internet, Email and Social Media Policy.

**Recommendation:** That the draft Policy 3.26 Computer, Internet, Email and Social Media Policy, as presented, be adopted.

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| <b>Notes:</b> |
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**Attachment 1. – Draft Policy 3.26 Computer, Internet, Email and Social Media Policy**

**3.26 Computer, Internet, Email and Social Media Policy**

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POLICY TITLE: Computer, Internet and Email Policy

FILE REF: O10-005, O10-010 & O10-015

EXPIRY DATE: April 2021

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OBJECTIVE

The purpose of this Policy is to ensure that Councillors and staff use the Council's e-mail and internet communications systems effectively and responsibly.

GENERAL PRINCIPLES

- 1) Lockhart Shire Council recognise the opportunities which the Internet opens up for work purposes. Council wants its Councillors and staff to use the Internet so that they are connected to other people and vital sources of information in Australia and around the world.
- 2) Use of e-mail and the Internet by Councillors and staff is therefore permitted and encouraged where such use is suitable for Council business purposes and supports the goals and objectives of the Council.
- 3) At the same time, how staff members use on-line facilities is important to the success of the Council's business dealings and its reputation.
- 4) All network, e-mail and Internet accounts maintained on Council computing systems are the sole property of the Council.
- 5) Users in possession of Council electronic equipment must at all times handle the equipment in a responsible manner and ensure that the equipment is kept secure
- 6) Users must use their own username/login code and/or password when accessing the Computer Network
- 7) Users should protect their username/login code and password information at all times and not divulge such information to any other Person, unless it is necessary to do so for legitimate business reasons.
- 8) Users should ensure that when not in use or unattended, the Computer device is locked.
- 9) Occasional personal and social use of e-mail and the Internet is acceptable, but use of Council facilities to conduct business other than official Council business is prohibited.
- 10) The Council has the right to record all Councillor and staff member internet usage carried out on Council equipment and to monitor the e-mail account or internet browsing of any user for legitimate business reasons, including compliance with these guidelines, compliance with any applicable laws, and where there is reasonable suspicion of activities that may violate these procedures.

POLICY STATEMENT

**Computer Software Purchase and Usage**

- 1) Under no circumstances are software products not owned by or not legally in possession of the Council to be installed on Council equipment.
- 2) Software obtained in confidence or under licence must only be used by staff members or authorised agents of the Council in accordance with relevant licence agreements.
- 3) Proposals for purchase of software for official Council purposes should always be directed to the Director of Corporate and Community Services.

### **Internet Usage**

- 1) The Internet is to be used in a manner that is consistent with Council's standards of business conduct and as part of the normal execution of a Councillors' or staff members' responsibilities.
- 2) The internet should be used for business-related activity but a small amount of personal use is acceptable, similar to permitted usage of the Council's telephones.
- 3) Use of the Internet in the following manner is strictly prohibited:
  - a) Visiting web sites containing objectionable or criminal material such as pornography.
  - b) Internet-enabled activities, such as gambling, excessive gaming, conducting a business or conducting illegal activities.
  - c) The uploading or downloading of commercial software, games, music videos or other intellectual property in violation of copyright.

### **Email Communications**

- 1) "E-mail" is a tool for business communications, which users have a responsibility to use in an efficient, effective, ethical and lawful manner.
- 2) Users of the e-mail system should follow the following guidelines and conventions:
  - a) Always represent yourself as yourself – never someone else.
  - b) Don't publish or send material that is embarrassing or has the potential to embarrass the Council or bring it into disrepute.
  - c) Don't download onto your computer any files or information that might compromise the integrity of the computer system – beware of viruses.
  - d) Material that may be considered inappropriate or disrespectful to others should not be accessed or stored.
- 3) Use of the e-mail system in the following manner is strictly prohibited:
  - a) Creation and exchange of offensive, harassing, obscene, pornographic or threatening messages.
  - b) Exchange of proprietary information, commercial-in-confidence information, trade secrets, or any other privileged, confidential or sensitive information outside the Council.
  - c) Creation, storage or exchange of information in violation of copyright laws.
  - d) Reading or sending messages from another user's account, except under proper delegation arrangements.
  - e) Altering or copying a message or attachment belonging to another user without the permission of the originator.
  - f) Any usage for non-Council related commercial purposes.
  - g) Any usage for inappropriate political purposes.

### **Use of Social Media**

- 1) Council acknowledges that social media can be an effective means of communication and community engagement if used responsibly.
- 2) Social media tools include:
  - a) Social networking sites such as Facebook and Instagram;
  - b) Video and photo sharing websites like Flickr and YouTube;
  - c) Micro-blogging sites like Twitter;
  - d) Forums and discussion boards such as Whirlpool, Yahoo! Groups or Google groups;
  - e) Online encyclopedias such as Wikipedia.

- 3) The Policy does NOT apply to personal use when no reference or inference is made to Council, Councillors, related issues or its staff.
- 4) Council recognises that Councillors and staff may wish to use social media in their personal lives. The Policy does not intend to discourage nor unduly limit personal expression or online activities. However, users should recognise the potential for damage to be caused (either directly or indirectly) to the Council in certain circumstances via personal use of social media when the user can be identified as a Council representative.
- 5) Only employees authorised by the Director Corporate and Community Services to do so may upload or post information on social media on Council's behalf, including on the community-owned Lockhart Shire Facebook page. In this regard authorised employees should:
  - a) Only comment on topics within their own area of responsibility and only if they have delegated authority to do so.
  - b) Ensure any Council related content that is published is factually accurate and compliant with Council policies and management directives (e.g. on confidentiality, privacy and copyright).
  - c) Not reveal confidential or commercially sensitive information about Council and only disclose publicly available information.
- 6) An employee's access to and use of the above tools outside the course of employment is a private matter for the employee and councillor, however issues may arise where Council is mentioned on-line or where it is possible to link employees and councillors with their employment at Council. In such cases, the following rules apply:
  - a) Do not mix the professional and personal issues in ways that are likely to compromise the interests and reputation of Council;
  - b) Do not imply Council endorsement of your personal views;
  - c) Councillors and staff should be aware of the laws covering libel, defamation, privacy and the protection of intellectual property;
  - d) Councillors and staff should familiarise themselves with Council's Code of Conduct. Councillors and staff who are identified as an employee of Council, and post comments or pictures on social media that negatively impact on Council's reputation may be in breach of the Code of Conduct.
  - e) Users are personally responsible for the content published in a personal capacity on any form of social media platform.

#### **Use of Non-Council Owned Mobile Devices**

- 1) Council recognises that mobile devices are becoming a common and cost effective tool for information management and communication including Councillors and staff having the option of connecting their own mobile devices to Council equipment and networks.
- 2) Councillors and staff may be permitted to connect non-Council owned mobile devices to Lockhart Shire's systems and networks for the express purpose of receiving email, contact and calendar updates.
- 3) Permission to connect non-Council owned mobile devices to Council's systems and networks can only be completed with the authorisation of the Director Corporate and Community Services.
- 4) The use of a non-Council owned mobile device connected to Council's network, is subject to the following conditions:
  - a) The owner/user of the device will notify the Director Corporate and Community Services immediately upon loss, theft or suspected loss/theft of the device;
  - b) The user of the device agrees to protect Council information residing on the device;
  - c) No Council data other than mail (including attachments stored within the mail system), contacts and calendar items may be stored on non-Council owned devices unless expressly authorised in writing by the Director Corporate and Community Services;
  - d) Non-Council owned devices will not be supported by Council's IT personnel with the exception of connectivity to Council services;

- e) Council will accept no liability for functionality, serviceability or performance associated with the device and any responsibility with regard to warranty will reside solely between the owner/user of the device and the supplier/manufacture;
- f) Council accepts no responsibility or liability for the loss of Council related or personally related data residing on the device;

**Recording and Monitoring of Activity on Council's Computer System**

- 1) On a continuous and ongoing basis Council will carry out computer surveillance of any User at such times of Council's choosing and without further notice to any User.
- 2) Computer surveillance occurs in relation to:
  - a) Storage volumes;
  - b) Internet sites – every web site visited is recorded including the time of access, volume downloaded and the duration of access;
  - c) Suspected malicious code or viruses;
  - d) Emails – the content of all emails received, sent and stored on the Computer Network. (this also includes emails deleted from the Inbox);
  - e) Computer hard drives – Council may access any hard drive on the Computer Network;
  - f) Text messages - Council may access any text messages stored on a User's hand held device and the User must provide Council with the device for the purpose of allowing such access; and
  - g) Mobile telephone records – Council may access the records of a User's hand held device that has been provided by Council.
  - h) Council retains logs, backups and archives of computing activities, which it may audit. Such records are the property of Council, are subject to State and Federal laws and may be used as evidence in legal proceedings, or in workplace investigations into alleged misconduct.
- 3) Council may retain, use and/or disclose the computer records where the retention, use or disclosure is:
  - a) For a purpose related to the employment of any employee; or
  - b) Related to Council's business activities; or
  - c) To a law enforcement agency in connection with an offence;
  - d) In connection with legal proceedings.
  - e) Related to maintenance of the computer network in terms of storage volumes, disk capacity and the time;
  - f) In compliance with the State Records Act and Council's records management obligations.

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

## Questions and Statements

Nil.

## Closed Session Agenda

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

**19. VOLUNTARY PURCHASE SCHEME - LOCKHART (GM/F20-031)**

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

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