



# **BUSINESS PAPER**

**of the  
Ordinary Meeting  
Held  
17 June 2019**

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

# The Prayer

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

## The Council's Guiding Principles

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

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

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

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

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

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

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

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12 June 2019

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

Dear Councillors

I wish to advise that the Ordinary Monthly Meeting of Lockhart Shire Council will be held at the Council Chambers, Green Street, Lockhart on **Monday, 17 June 2019** commencing at **5.00pm**.

The Order of Business will be as shown overleaf.

Yours faithfully

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

Peter Veneris  
**GENERAL MANAGER**

## Order of Business

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This item is classified CONFIDENTIAL under section 10A(2)(d)(i) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to the following:  
Information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

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

## **Mayoral Minute**

Nil.

## **Mayoral Report**

To be presented at the meeting.

## **Urgent Matters**

Nil.

## **Notice of Motion**

Nil.

## Committee Reports

### 1. TOURISM/ECONOMIC DEVELOPMENT OFFICER REPORT

(TEDO/T26-005)

#### MINUTES OF THE TOURISM/ECONOMIC DEVELOPMENT STEERING COMMITTEE (TEDSC) MEETING OF LOCKHART SHIRE COUNCIL HELD AT LOCKHART COUNCIL OFFICES ON TUESDAY, 4 JUNE 2019 COMMENCING AT 6.40PM.

##### PRESENT

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

##### APOLOGIES

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

##### LEAVE OF ABSENCE

Nil.

##### PERCURINARY INTEREST

Sandra Johnstone – Love Lockhart Shire Photo Competition.

##### CONFIRMATION OF MINUTES

The minutes of the Meeting held on Tuesday, 7 May 2019, as printed and circulated, be taken as read and confirmed on the Motion of Myra Jenkyn, seconded Sandra Johnson.

#### 1. Lockhart Shire Business Excellence Awards

The TEDO has received very positive feedback regarding the 2019 Lockhart Shire Business Excellence Awards which were held at The Rock Memorial Bowling Club on Wednesday, 29 May. Hosted by The Rock Progress Association with Mayor Rodger Schirmer as Master of Ceremonies, more than 110 guests attended the evening.

Neil Druce of Junee Chocolate and Licorice Factory was an engaging guest speaker and Carmel Meznaric, Director of Engagement and Business Development at Service NSW, provided information about the different aspects of assistance available to new and existing local businesses. Carmel also officially launched the new Lockhart Shire Business Directory.

The Winners of the Lockhart Shire Business Excellence Awards are as follows:

##### Young Entrepreneur - Sponsored by The Rock Progress Association

- Gold - Simone Jones of Simone Jones Physiotherapy in Lockhart
- Silver - Timothy Driscoll of The Rock Butchery
- Bronze - Peter McRorie, Young Bloods Contracting, Yerong Creek
- Highly Commended - Celeste Cunningham, C&M Cunningham, Lockhart
- Encouragement Award - Jypsie Cronan, Glen Lea Images, Lockhart.

##### Employee of the Year - Sponsored by Lockhart Progress Association

- Gold – Adam Reinhard, Lockhart Pharmacy, Lockhart
- Silver – Sarah Smyth, Lockhart & District Community Bank, Lockhart
- Bronze – Paige Tinnock, Rockmart Foodworks, The Rock
- Highly Commended – Clare Reeves, Syviers Coffee House, The Rock
- Encouragement Award – Megan McKenzie, Lockhart Ex-Servicemen's Club, Lockhart.

##### Excellence in Small Business - Sponsored by Lockhart Shire Council

- Gold – Michelle Bailey, Custom Icing, The Rock
- Silver – Nick Stone, The Church Retreat, Yerong Creek
- Bronze – Judy Hall, Punch with Judy, The Rock
- Highly Commended – Mandy Strong, Sunshine Irish Nursery, Lockhart
- Encouragement Award – Leonie Golder, Intuition of Lockhart.

**Lockhart Shire Business Excellence of the Year Awards:**

- Michelle Bailey, Custom Icing, The Rock.

Also recognised for their achievements were:

**Most Popular Business** – Hair on The Rock.

**Outstanding Commitment to Tourism** - Greens Gunyah Museum.

The TEDSC discussed possible changes to next year's Awards to encourage the increased participation by businesses and the TEDO will report back to the Committee with another potential category in the coming months.

The Rock Progress Association have advised they are keen to host the Business Awards as an annual flagship event. Given the venue size, central location and the Association's volunteer base at The Rock, the TEDO would be supportive of this, noting an aim to continue to run the October Business Forum in Lockhart as an annual event (held in Lockhart in 2017 and 2018) and with potential to establish an annual agricultural forum in Yerong Creek. This would create a network of business events across the Shire.

As a first step the TEDO will discuss the 2020 Awards with other long term sponsors of the Business Awards and will report back to the TEDSC at the July meeting. The TEDO advised the Committee it is essential to have the support of community groups to assist in hosting these events due to the amount of work involved.

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

<b>Notes:</b>

**2. Public Art Projects**

*Yerong Creek Water Tower Mural:*

Yerong Creek Progress Association has applied for funding through the My Community Grant. Should they be successful the process will follow the same process as for the Lockhart Water Tower as follows:

- Community engagement;
- Design concept;
- Artist Expressions of Interest and Selection;
- Design approval by Riverina Water and Lockhart Shire Council;
- Development Application and Community feedback
- Commence project.

*Milbrulong Water Tower Mural:*

Following discussions with the TEDO, the Milbrulong community are very excited about the potential for a mural on the western face of the water tower, particularly as they are in the process of installing, immediately to the south of the RFS shed, a heritage information bay and small park with off road parking.

The Milbrulong Hall Committee conducted a community wide meeting in March 2019, with approximately 20 attendees. The meeting voted unanimously in support of a Rosella themed mural as they felt it reflects the town's identity and recognised the benefit of tying into the Lockhart water tower. Wiradjuri elders have reconfirmed to the TEDO that Milbrulong is the word for 'rosella' so it is a fitting theme.



Riverina Water has confirmed approval for the use of the Milbrulong Water Tower based on the Rosella concept, subject to the same terms and conditions attached to the approval for the successful Lockhart Water Tower project including design approval and project management by Lockhart Shire Council. While Riverina Water has expended its sponsorship budget for 2018/19, it has a new sponsorship opportunity opening in August 2019 for which the Milbrulong Water Tower project will be eligible to apply.

Given the connection of the proposed Rosella concept to the Lockhart Water Tower mural painted by artists Scott Nagy and Janne Birkner, and the competitive process that resulted in the artists' appointment to the Lockhart project, Riverina Water Council and the TEDSC are supportive of the engagement of Scott Nagy and Janne Birkner to undertake the Milbrulong project. The TEDO advised that this would be subject to their quotation being within budget.

Should Lockhart Shire Council approve the engagement of Scott and Janne, the artists can begin work on the design concept which will assist the TEDO in securing funding and will enable lodgement of the development application, which includes community comment.

**Recommendation:** That, the artists Scott Nagy and Janne Birkner be appointed to undertake the Milbrulong Water Tower project subject to their quotation being within budget.

<b>Notes:</b>

**3. Project Updates**

The TEDO provided an update on ongoing projects as follows:

Lockhart Shire Brochure	Working on potential design ideas and opportunities
Business Gap Analysis	The TEDO will undertake a gap analysis of Lockhart Shire businesses in July.
Love Lockhart Photo Competition	The competition has opened and is being promoted to encourage entry. Closing date is 30 June.
Lockhart & District Historical Society	Welcomed 1,000 visitors during April and May. Was presented with an 'Outstanding Commitment to Tourism' Award at the Business Awards evening. Two large grants due for acquittal as works completed.
The Rock Museum	Museum signage and painting undertaken. The Committee is working on the layout of exhibits in the upper floor of the museum.
Partnership Advertising	Marketing campaigns with Destination Riverina Murray, Thrive Riverina and Wagga Wagga City Council are continuing, as is ongoing monthly advertising promotions. The new Riverina Tourism website has gone live. Potential for cross promotions with Greater Hume, Murrumbidgee and Federation Council are being investigated. The new Newell Highway brochure is in the process of being printed.
TEDO	The TEDO is attending the 2019 Ministers Awards for Women in Local Government in Sydney on 6 June.

The next TEDSC meeting will be held at **Lockhart Shire Council Administration Building on Tuesday, 2 July 2019 at the earlier winter time of 6:00pm.**

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

<b>Notes:</b>

## Delegates' Reports

### 1. NSW COUNTRY MAYORS ASSOCIATION – 31 MAY 2019 AT SYDNEY

I together with the General Manager attended a quarterly meeting of the NSW Country Mayors Association in Sydney on 31 May 2019.

Guest speakers at the meeting included:

The Hon Shelley Hancock MP - Minister for Local Government

The Minister is anxious to have improved relations with Joint Organisations and the Minister met with the Chairs of the Joint Organisations the previous day to discuss issues. Seed funding of \$300,000 provided to Joint Organisations will soon come to an end and the Office of Local Government is looking at ways Joint Organisations can be self-funded.

Gordon Hinds, Managing Director - Better Energy Technology

Gordon provided an outline of the Lockhart Renewable Energy Project and in particular emphasised the importance of electricity substations to rural and regional towns as an access point to the electricity grid. He drew attention to the increasing number of commercial developers, including foreign interests, taking up the existing capacity of rural and regional substations for projects that provide no community benefit.

It was RESOLVED that the Country Mayors' Association make representations to the NSW Energy Minister and the Federal Energy Ministers seeking their support for the prioritisation of electricity grid connections at substations that are relevant to rural and regional towns, with priority to be given to applications that have an ongoing community benefit beyond construction of new energy developments that connect to those substations.

The Hon Brad Hazzard MP - Minister for Health and Medical Research

The Minister emphasized to Government's commitment to the regions by noting that one third of the State budget is allocated to health and 25% of health infrastructure is allocated to the regions. As part of its regional commitment the Regional Ambulance Update program has been allocated \$122million and many hospitals are being upgraded. The Government is also trying to get medical students to do their training in the regions as this has proven to have higher success in keeping graduates in rural areas.

Andrew Roberts, CEO - Field Solutions Group

Field Solutions Vision is to be Australia's Leading Rural, Remote and Regional Telecommunications Provider through carrier services, retail services provision and Cloud services. They provide improved connectivity in rural areas by installing transmitters and repeater stations on existing infrastructure such as water towers, silos, council buildings, etc. The National Party pledged \$100 million in the lead up to the recent federal election to assist Field Solutions roll out a digital connectivity program in rural areas however to date the funds have not been made available.

It was RESOLVED that the Country Mayors Association write to the Deputy Premier advising that it supports Rural Regional Internet Connectivity through Field Solutions and requests urgent attention to this matter.

Cr Bruce Miller, Chairman - Local Government Super

The Chairman provided an outline of LG Super with a particular emphasis on the defined benefits scheme. He also drew attention to the regulatory framework in which it is required to operate and the increased regulations being introduced.

Other resolutions passed at the meeting included:

Royalties for Regions

RESOLVED That Country Mayors calls upon the NSW Government to implement a “Royalties for Regions” program based upon a set percentage of royalties being returned to Local Government Areas from where they originate and/or that are directly affected.

That LGA representatives from the identified affected areas be invited to participate in the redesign of the new “Royalties for Regions program”

Increased Fire Management Activities

RESOLVED That the Country Mayors Association write to the appropriate Federal and State Ministers requesting that NSW National Parks and Wildlife Service, NSW Forestry Corporation and NSW Local Land Services, as a duty of care undertake an increased level of park and forest fire management activities, including increased hazard reduction burns and increased numbers of dams and water infrastructure points for firefighting purposes into the future.

RFS Contribution Increase 2019/20

RESOLVED That the Country Mayors Association:

1. Support the LGNSW campaign strongly and the State Government be requested to defer any RFS contribution increases for at least 12 months to allow for consultation and any future increases be shown on a separate line on the rate notice and not be included in the rate pegging formula; and
2. Write to the Premier requesting that the Department of Premier and Cabinet and the Independent Pricing and Regulatory Tribunal be directed to investigate the current Emergency Services arrangements in NSW including the efficiencies and effectiveness to be gained by such an investigation.

Waste Levy Taskforce

1. That NSW Country Mayors urge the Minister for Local Government to take action by:
  - a) Establishing a Waste Levy Task Force consisting of EPA, Mayors and LGNSW to begin immediate action to address the waste concerns of LGAs;
  - b) Returning the full amount of the Waste Levy to LGA's until there is an acceptable outcome agreed to by all parties.
2. That NSW Country Mayor's Association take their own action by:
  - a) Establishing a working group of Country Mayors to:
  - b) Identifying the total amount of waste levies collected by the NSW Government from regional Councils;
  - c) Identifying the amount spent by the NSW government on waste reduction strategies in regional areas;
  - d) Identifying strategies for regional councils to withhold payment of the waste levy which might be implemented if the NSW Government does not agree to form the task force:
  - e) Bringing a report back to the next meeting of the Country Mayors outlining options available to Country Mayors to get action on the Waste Levy, including consideration of the withholding of payment of the levy.

**2. RIVERINA JOINT ORGANISATION (RIVJO) – 6 JUNE 2019 AT WAGGA WAGGA**

I together with the General Manager attended a meeting of RIVJO in Wagga on 6 June 2019.

Key outcomes from the meeting included the following:

- JOs from across the State are continuing their representations to the NSW Government seeking ongoing operational funding for JOs beyond the existing one-off seed funding;
- The Statement of Regional Priorities was adopted. This Statement had been tabled at and endorsed by Lockhart Shire Council at a previous council meeting.
- A revised Code of Conduct, JO engagement and Communication Plan, Revenue policy and Charter were adopted.
- It was noted that Crow Howarth have been contracted by the NSW Audit office as auditors for the JO.
- In terms of advocacy the JO resolved to make representations to relevant Ministers regarding:
  - The dramatic increase in the Emergency Services levy;
  - The use of Benefit Cost ratios and their impact on grant funding for infrastructure projects in rural and regional areas;
  - Legislative impacts on the operation of small quarries operated by councils;
  - The mandatory webcasting of council meetings.

**3. RIVERINA EASTERN REGIONAL ORGANISATION OF COUNCILS (REROC) – 6 JUNE 2019 AT WAGGA WAGGA**

I together with the General Manager attended a meeting of REROC in Wagga on 6 June 2019.

Key outcomes from the meeting included the following:

- Wagga Wagga City Council (WWCC) has officially resigned from REROC. WWCC has reiterated that it intends to join RIVJO;
- REROC will explore the feasibility of a shared position to provide crown lands and native title support to member councils in view of the additional responsibilities imposed on councils with respect to native title assessments;
- Two tenders are being released in the coming weeks for metal waste collections and the bulk purchase of liquid alum.
- The NSW Government has advised that a decision on funding of the Southern Lights project has been deferred until 2020.
- A timeline was agreed to for the independent review of the RIVJO/ REROC operations, i.e.
  - Appointment of independent consultant by Christmas 2019;
  - Draft report to both Boards by mid-March 2020; and
  - Final report to both Boards by end of March 2020.

Cr Rodger Schirmer  
Mayor

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

<b>Notes:</b>

## Status Report/Précis of Correspondence Issued

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

Res. No:	Officer to Action	Info	Action Taken
<b>Ordinary Council Meeting held 20 May 2019</b>			
103/19	DEES	<p><b>Minutes of the TEDSC Meeting – Lockhart Business Centre Masterplan</b> That, the 400 historic images etched onto Lockhart Heritage Pavers remain located under the verandahs in Green Street; and, that any visible and physical access to retailers be taken into consideration prior to implementing changes to the Lockhart business centre to ensure businesses are not adversely affected.</p>	<p>The final Masterplan is to be presented to Council at the June 2019 meeting. The plan acknowledges the importance of the pavers. Complete.</p>
110/19	TEDO	<p><b>Minutes of the TEDSC Meeting – Country Change</b> That, Lockhart Shire Council continue to participate in the Country Change program.</p>	<p>Country Change advised of participation. Complete.</p>
114/19	GM	<p><b>Emergency Services Levy 2019/20</b> That Council:</p> <ol style="list-style-type: none"> <li>a) Make representation to Local Government NSW and the Member for Wagga Wagga, Dr Joe McGirr MP, expressing concern at the increase in the Emergency Services Levy imposed on councils and the timing of the advice;</li> <li>b) Support Local Government NSW's position for the NSW Government to cover the additional costs arising from the workers compensation entitlements for the first year and work with local government to redesign the funding mechanism for the scheme to ensure fairness in the future.</li> </ol>	<p>Written representations have been made <b>to</b> the Member for Wagga Wagga, Dr Joe McGirr MP and to LGNSW.</p> <p>Relevant information has also been forwarded to REROC who are making representations at a regional level.</p> <p>Complete.</p>
115/19	GM	<p><b>Pleasant Hills and Surrounding Communities Support BBQ and Concert</b> Council grant the request for the provision of a skip bin for the "<i>Pleasant Hills and Surrounding Communities Support BBQ and Concert</i>" to be held on Friday, 24 May 2019 at the Pleasant Hills Hall.</p>	<p>A skip was provided for the event. Complete.</p>
116/19	GM	<p><b>Stronger Country Communities Fund Grants</b> That Council:</p> <ol style="list-style-type: none"> <li>a) Accept a transfer of grant funds received by The Rock Progress Association for The Rock Regional Observatory Project;</li> <li>b) Advise the Yerong Creek Recreation Ground Management Committee that it agrees to its request for Council funds totalling \$50,000 being re-allocated to the projects listed in this report: and</li> <li>c) Re-allocates the \$50,000 for The Rock half basketball court to the establishment of The Rock Recreation Ground second oval.</li> </ol>	<ol style="list-style-type: none"> <li>a) The Rock Progress Association and the funding body have been advised of Council's decision and the balance of the grant funds have been transferred to Council.</li> <li>b) The Yerong Creek Recreation Ground Management Committee has been advised of Council's decision.</li> </ol> <p>Complete</p>
117/19	DEES	<p><b>Grain Harvest Management Scheme 2019/20</b> That Council:</p> <ol style="list-style-type: none"> <li>a) Gazettes consent to participate in the Grain Harvest Management Scheme, from 1 November to 31 January, each year; and</li> <li>b) Gazettes consent to participate in the Livestock Loading Scheme.</li> </ol>	<p>Relevant forms have been completed and sent to the NHVR. Websites being updated accordingly by NHVR and RMS. Complete.</p>

119/19	DEES	<b>Environmental Matters</b> Policy 2.55 Roadside Vegetation Management be adopted by Council.	Policy Register updated.  Complete.
125/19	GM	<b>Draft Policy 2.56 for Mobile Food Vans</b> Policy 2.56 for Mobile Food Vans be adopted by Council.	Policy Register updated.  Complete.
128/19	DCCS	<b>Draft Delivery Program 2017-21 and Operational Plan 2019-20 and Budget</b> a) Council adopt for the purpose of public comment the Draft Delivery Program 2017-2021 and the Draft Operational Plan 2019-2020 and Budget Estimates. b) Following the 28-day public exhibition period, Council further consider the Draft documents at its 17 June 2019 meeting, in conjunction with any public comments or submissions received, for the purpose of adoption prior to 30 June 2019.	The draft documents have been placed on public exhibition by uploading onto Council's website and making hard copies available at Council's office and post offices in the Shire.  The public exhibition of the documents was publicised in the Daily Advertiser newspaper and in Council's May 2019 Community Newsletter.  Complete
129/19	GM	<b>Code of Meeting Practice</b> That the Lockhart Shire Code of Meeting Practice, as presented, be adopted.	The Code of Meeting Practice has been uploaded onto Council's website and distributed to all councillors.  Complete.
131/19	GM	<b>Review of Credit Card Policy</b> That Policy 3.18 Credit Card and Fuel Card Use Policy, as presented, be adopted.	Policy Register updated. All staff with Council issued credit cards and/or fuel cards have signed a document acknowledging the terms and conditions of use.  Complete.
132/19	GM	<b>Community Satisfaction Survey</b> That Council make the 2019 Community Satisfaction Results available on Council's website.	The results of the Community Satisfaction Survey have been uploaded on the Council's website.  A summary of the results was also included in the May 2019 Community Newsletter.  Complete.
135/19	DEES	<b>Tender – Box Culverts and Pipes Supply</b> Council: a) Awards the tender to supply reinforced concrete drainage products for the Heavy Vehicle Safety & Productivity Program project to Holcim (Australia) Pty Ltd for \$302,407.45 (including GST); and b) Authorises the General Manager to sign the Purchase Order.	Purchase Order signed and placed with supplier. Complete.
136/19	DEES	<b>Tender – Flood Mitigation Construction Works Stage 2 - Lockhart</b> That Council apply for the maximum increase in grant funding of 30% from the Office of Environment and Heritage and, if successful, the balance of the project be funded from Reserves and a further report be brought to Council.	Funding variation application submitted. See further report to Council at June 2019 meeting.  Complete.

137/19	DEES	<p><b>Tender Major Plant - Pugmill</b> That Council:</p> <p>a) Award the tender for the purchase of new IMS Track Mounted Pugmill to Crusher &amp; Screen Sales Pty Ltd for \$323,400 (including GST); and</p> <p>b) Authorise the General Manager to execute Purchase order.</p>	<p>Purchase Order signed and placed with supplier. Pugmill due for delivery early June 2019. Complete</p>
138/19	DEES	<p><b>Lockhart Pool Contractor</b> That Council:</p> <p>a) Awards Mrs Tammy Lenon the Lockhart Swimming Pool contract for next five (5) seasons from 2019/20 to 2023/24 season (inclusive); and</p> <p>b) The General Manager and Director Engineering &amp; Environmental Services be authorised to execute the Contract.</p>	<p>Letter advising award of Contract sent to Mrs Lenon. Contracts to be prepared and executed in due course. Complete.</p>
139/19	DEES	<p><b>Lockhart Caravan Park Management Contract</b> That Council:</p> <p>a) Engages Ms Tamara Bush as manager of Lockhart Caravan Park from 1 July 2019 to 30 June 2020 with option of two (2) 12-month extensions on mutual agreement, and</p> <p>b) Authorises the General Manager and Director Engineering &amp; Environmental Services to execute the Contract.</p> <p>c) Council writes letter to John and Namoi Fox to express its gratitude and thank them for their contribution the Lockhart Caravan Park.</p>	<p>Letter advising award of Contract sent to Ms Bush. Contracts to be prepared and executed in due course. Handover of caravan occurs on 1 July 2019. Letter of appreciation written to John and Naomi Fox. Complete</p>
<b>Ordinary Council Meeting held 15 April 2019</b>			
98/19	DEES	<p><b>Closed Council – My Community Grant Project – Public Toilets Green Street, Lockhart</b> Council endorse a grant application under the My Community Project grant for the establishment of public toilets and community facilities in Green Street, Lockhart</p>	<p>Grant application has been submitted. Council in discussions with property owner.</p>
89/19	DCCS	<p><b>Disused Buildings – French Park Tennis Courts</b></p> <p>a) Council approve the two buildings be disposed and advertise them in Council’s Newsletter, and</p> <p>b) Advise Mr Bahr that Council is required to undertake a transparent and competitive focus and that he is invited to submit an expression of interest at the appropriate time.</p>	<p>Advertised in April Newsletter, with expression of interest (EOI) closing 31 May 2019. EOI’s being collated and assessed.</p>
87/19	GM	<p><b>Crown Land Management</b></p> <p>a) Council endorse the actions outlined in the attached list of crown reserves and authorise the General Manager to make the necessary applications</p> <p>b) Ratify the appointment of the Director Engineering and Environmental Services as the Council’s Authorised Officer and Native Title Manager for the purposes of the Crown Land Management Act 2016.</p>	<p>Crown land categorisation and grouping for the reserves for the purposes of preparing Plans of Management currently being finalised to facilitate the necessary applications being lodged with the Crown Lands Office. Regional approach to preparation of plans of management being discussed at a REROC level.</p>
81/19	DCCS	<p><b>NSW Rural Doctors Network Scholarship Program</b> Council provide funding of \$3,000 to participate in the NSW Rural Doctors Network 2019 Bush Bursary/CWA (NSW) Scholarship program to be funded from Section 356 contributions.</p>	<p>Application to participate has been submitted to NSW Rural Doctors Network.  Completed</p>



77/19	DCCS	<p><b>Lockhart Medical Centre Community Services Building</b> Council support the change of use to the Lockhart Medical Centre/Community Services, on the corner of Matthews and Hebden Streets in principle and provide a letter of land owner consent to a Development Application being lodged.</p>	<p>GM &amp; DCCS met with Valmar's Coordinator - Fleet, Asset and Corporate to progress the matter with Valmar agreeing to provide plans prior to Council's providing land owners consent to lodge a DA. Valmar are in the process of putting plans with proposed works together to present to Council for approval.</p>
<b>Ordinary Council Meeting held 18 March 2019</b>			
66/19	DEES	<p><b>Proposed Restructure – Engineering and Environmental Services</b> Proposed restructure to include:</p> <ul style="list-style-type: none"> <li>a) Regrading the vacant Grader and Roller Operator positions to a Plant Operator and a Labourer respectively;</li> <li>b) The addition of the position of Light Vehicle Mechanic in the organisation structure;</li> <li>c) The addition of the position of Compliance Officer (permanent part time 25.5 hours per week) in the organisation structure; and</li> <li>d) Extending the position of Fixed Term Project Officer with current incumbent to continue in the role on a works as required basis until 31 December 2020.</li> </ul>	<ul style="list-style-type: none"> <li>a) New positions have been filled.</li> <li>b) To be advertised in the near future.</li> <li>c) To be advertised in the near future.</li> <li>d) To be extended at time of current term completion in October 2019.</li> </ul>
49/19	DEES	<p><b>Masterplan for The Rock Avenue of Honour</b> Council to:</p> <ul style="list-style-type: none"> <li>a) Endorse the formation of a Focus Group to discuss options for the masterplan; and</li> <li>b) Consider any formal master planning and upgrade works at the upcoming budget workshop.</li> </ul>	<p>Focus group formed and first meeting to occur shortly.</p> <p>First meeting has occurred, which was very productive. Some basic plans and notes to be drawn up for endorsement of the group before coming back to Council.</p>
48/19	GM	<p><b>A.R. Bluett Memorial Award</b> Council submit a nomination for the 2019 A.R. Bluett Memorial Award.</p>	<p>Bluett Award online entries open from 1 June to 31 July 2019. Council's entry is currently being prepared.</p>
<b>Ordinary Council Meeting held 4 February 2019</b>			
25/19	DCCS	<p><b>Information Technology Systems Infrastructure</b></p> <ul style="list-style-type: none"> <li>a) Council approve the purchase of the additional information technology infrastructure up to value \$25,000; and</li> <li>b) Additional information technology infrastructure to be funded from December 2018 Quarterly Budget Review.</li> </ul>	<p>Contact has been made with selected suppliers. Tender specifications being finalised to initiate negotiations will select suppliers to continue.</p> <p>Ongoing</p>

18/19	GM	<p><b>2019-20 Operational Plan and Budget</b></p> <p>a) Council endorse the timeline outlined in the report for the preparation of the 2019/20 Draft Budget and Operational Plan including the conduct of Councillor Workshops on 18 March and 15 April 2019, and</p> <p>b) The Bus Tour of the Shire be deleted from the timeline.</p>	<p>Budget workshops have been held.</p> <p>Draft 2019/20 budget being tabled at the May Council meeting for endorsing to go on public exhibition.</p> <p>The draft documents are being presented to the June Council meeting for adoption.</p> <p>Complete</p>
12/19	DEES	<p><b>Integrated Water Cycle Management Strategy – Sewerage Services</b></p> <p>Council apply for funding under the Safe and Secure Water Program to undertake IWCM Strategy renewal.</p>	<p>DEES in discussions with DPI about grant funding for IWCM.</p> <p>Council staff working with DPI regarding the funding, which has confirmed Council is eligible for funding.</p>
<b>Ordinary Council Meeting held 17 December 2018</b>			
344/18	GM/ DCCS	<p><b>Closed Agenda – Request from Osborne Recreation Ground Management Committee</b></p> <p>a) Enter into a lease agreement with Jason Webster, as adjoining land owner to the Osborne Recreation Ground to lease land as per map for \$1.00 per annum for 3 years, and</p> <p>b) The General Manager and Director Corporate and Community Services be authorised to sign the lease on behalf of Council.</p>	<p>Lease is being drafted. The matter of a 3-year lease was following up and solicitor advised a caveat stipulating Council's interest with regards to leased land can be put in place. Work is progressing and updates will be reported to Council.</p> <p>In the hands of Friedlieb Fox McLeod to draw up agreements &amp; have adjoining land owner sign.</p>
<b>Ordinary Council Meeting held 19 November 2018</b>			
294/18	DCCS	<p><b>Minutes of the TEDSC Meeting – Magnolia Lodge</b></p> <p>Council investigate the funding of additional independent living/aged care accommodation in the Shire, including at Magnolia Lodge.</p>	<p>Discussed at a meeting with Valmar, continuing investigations.</p>
<b>Ordinary Council Meeting held 15 October 2018</b>			
270/18	GM	<p><b>Woodhaven Aged Care Facility – Land Ownership</b></p> <p>a) The land described as Lot 1 DP230301, Lot 2 DP230301, Lot 10 DP1067716 and Lot 1 DP726186 be transferred to Lockhart and District Aged Care Association Inc. trading as Woodhaven Aged Care for \$1.00, and</p> <p>b) Authority be granted for the Transfers and other relevant documentation to be executed under the Council's seal.</p>	<p>Woodhaven Aged Care advised of council's decision and requested to arrange for necessary legal documentation to be prepared and forwarded to Council for execution.</p> <p>Documents have now been received, executed under Council's seal and returned to Woodhaven's solicitor on 7 June 2019.</p>
261/18	TEDO	<p><b>Minutes of the TEDSC Meeting – Water Tower Lighting</b></p> <p>Consideration be given to funding to light the Lockhart Water Tower Mural and that Council investigate possible lighting options.</p>	<p>In progress.</p>

260/18	TEDO	<p><b>Minutes of the TEDSC Meeting – Water Tower Long Term Maintenance</b> An agreed amount be held in reserve to enable future maintenance of the Lockhart Water Tower as and when needed.</p>	MoU with RWCC being discussed.
<b>Ordinary Council Meeting held 17 September 2018</b>			
252/18	DCCS	<p><b>Closed Agenda – Information Technology Systems – Quotations</b></p> <p>a) Council approve the purchase of the Electronic Document and Records Management System (EDRMS) HPE Content Manager with initial purchase, setup and training costs to be funded from Council's Systems &amp; IT Improvements Reserve;</p> <p>b) Council approve the purchase of Asset Management system AssetFinda with initial purchase, setup and training costs to be funded from Council's Systems &amp; IT Improvements Reserve;</p> <p>c) Initial and ongoing cost of iPad Minis are to be incorporated and funded from Council's Operating Plan Budget at Quarterly Budget Review; and</p> <p>d) Year 2 and ongoing annual license fees cost are to be incorporated and funded from Council's Operating Plan Budget.</p>	<p>Purchase Order for AssetFinda raised, software licence received and being reviewed.</p> <p>IT Server is at end of life, quotes being sort. Server requires upgrade or replacing to enable AssetFinda to be installed. Refer to item in this agenda on upgrade to server.</p> <p>Purchase order raised for HPE Content Manager, Project manager from Civica has been assigned.</p>
<b>Ordinary Council Meeting held 19 March 2018</b>			
68/18	GM	<p><b>Closed Agenda – Green Street West Lockhart – Price Review</b></p> <p>a) Council adopt the following asking process for lots remaining unsold in the residential subdivision at Green Street West, Lockhart:</p> <p>a. \$25,000 Lots 1, 6, 7, 9, 10, 23, 24, 25, 27, 28, 29, 30, 31, and 32</p> <p>b. \$27,500 Lots 12, 16, 17 and 18</p> <p>c. \$44,000 Lots 11 and 34</p> <p>b) That in relation to Lots 6-7, 9-10, 23-25 and 28-31, the price of two adjoining lots sold in a single transaction, i.e. one contract of sale, be reduced to \$22,000 each or a total contract price of \$44,000.</p> <p>c) That Lot 8 Rockliff Court in the Green Street West Residential Estate be taken off the Market whilst cost estimates are prepared for converting the allotment into a local park.</p> <p>d) That the GM be authorised to negotiate with project home builders for establishment of a display home at Green Street West with any incentives to be offered to be subject to approval by Council.</p>	<p>Council's agent has been informed of the revised selling prices adopted by Council.</p> <p>Council's agent is contacting all builders on its data base regarding incentives that might encourage the construction of a spec/display home.</p> <p>A cost estimate for converting an allotment into a park is currently being prepared.</p>
51/18	GM	<p><b>Lockhart Renewable Energy Project</b></p> <p>a) Project update provided by Better Energy Technology Pty Ltd noted,</p> <p>b) Lockhart Renewable Energy Project Information Brochure endorsed for distribution to Lockhart premises.</p>	<p>Phase 1 funding for the project has been announced by the Australian Government. Formal documentation including a funding agreement is awaited.</p>
<b>Ordinary Council Meeting held 21 August 2017</b>			
181/17	TEDO	<p><b>Minutes of the Tourism/Economic Development Steering Committee Meeting – Lockhart Railway Station</b> Additional time to be given to source an alternative use/tenant for the Lockhart Railway Station building.</p>	<p>Consideration to be given as an office for the solar project if successful prior to advertising availability.</p>

Ordinary Council Meeting held 18 April 2017			
72/17	DEES	<p><b>Caravan Parks</b></p> <p>a) Information noted pending a furthermore detailed report</p> <p>b) Council has determined as a matter of policy that caravan parks be short term (holiday park) stays; and</p> <p>c) Expressions of Interest (EOI) be invited for Management of the Lockhart Caravan Park for 1 July 2017 to 30 June 2018 with option of 2 x 12-month extensions on mutual agreement.</p>	<p>More detailed report to be presented at a future Council meeting.</p> <p>Items (b) &amp; (c) are complete. Staff currently compiling information to put together further report to come to Council shortly.</p>
Ordinary Council Meeting held 19 September 2016			
241/16	TEDO	<p><b>Minutes of Tourism/Economic Development Steering Committee - Town Visitor Information Boards</b></p> <p>New town visitor information boards to be designed and installed in The Rock and Lockhart.</p>	<p>Signs installed. Complete</p>
Ordinary Council Meeting held 16 May 2016			
109/16	DCCS	<p><b>Old Lockhart Railway Station Building</b></p> <p>Council to:</p> <p>a) Seek to find a suitable use/tenant for the building</p> <p>b) Begin negotiations with JHR to hand building back, if suitable use/tenant not found within next 6 months.</p>	<p>Ongoing. No potential tenants have enquired. Promoting venue as a regional meeting site. Very little activity to date. Lockhart Central School has used for 2018 HSC exams. No enquiries for a permanent tenant.</p> <p>Correspondence forwarded to JHR to ascertain whether it would enforce the lease and require the lease to be paid out in full if Council was to terminate the Agreement.</p>
Ordinary Council Meeting held 20 May 2019 – Councillor Questions & Statements			
Councillor's Questions	DEES	<p><b>Cr Driscoll – Tree Replacement program at The Rock Recreation Ground</b> - Enquired regarding the tree replacement program at The Rock Recreation Ground to replace the ageing/dying pepper trees.</p>	<p>DEES advised a replacement program was a work in progress. Generally, tree replacement has been undertaken by s355 Committees. Staff will work with the Rec Ground Committee to help facilitate this process. Complete.</p>
	DEES	<p><b>Cr Rockliff and Cr Douglas - Bus Shelter Outside Lockhart Post Office</b> – Advised that the bus shelter outside the Lockhart Post Office does not provide adequate protection from all weather conditions and enquired what can be done to improve the shelter's performance?</p>	<p>DEES advised he will investigate and take appropriate action. DEES has investigated and is looking at options that might be feasible. This is a "standard" compliant bus shelter that meets guidelines for the funding received.</p>

Councillor's Questions	DEES	<b>Cr Douglas - Carns Lane</b> – Requested that the drainage along Carns Lane be investigated and improved as the water does not seem to be getting away.	DEES advised he will investigate and take appropriate action.
	CR Verdon	<b>General Manager's Performance Review</b> – Enquired as to how often the General Manager's performance review is undertaken?	Cr Verdon advised that a performance review is undertaken annually and that a report of the most recent review was tabled at a Council meeting.  Complete.
	DEES	<b>Cr Sharp - Table Drain in Front of Pleasant Hills Fire Shed</b> – Advised that the table drain in front of the Pleasant Hills Fire Shed is washed out and making it difficult for trucks to exit and enter the shed.	DEES advised he will investigate and take appropriate action.
	DCCS	<b>Cr Sharp - Pleasant Hills Hall Public Toilet</b> – Enquired if the Director Corporate and Community Services has determined if the Pleasant Hills Hall public toilets were on the public toilet register?	DCCS advised that he was still investigating the matter, but in the meantime had paid for the cistern repairs and toilet paper supply.
	DEES	<b>Cr Verdon - Drain at Western End of Wilson Street and also Corner of Bretton and Urana Streets, The Rock</b> – Requested if these drains could be cleared?	DEES advised he will investigate and take appropriate action.
	DEES	<b>Cr Verdon - The Rock Mangoplah Road</b> – Stated that the yet to be widened section of The Rock Mangoplah Road is very rough.	DEES advised that he is aware of the issue and as the widening works occur along the road this will be addressed. No further action for Council at this stage. Complete.
<b>Ordinary Council Meeting held 15 April 2019 – Councillor Questions &amp; Statements</b>			
Councillor's Questions	DCCS	<b>Cr Verdon - Public Toilets at The Rock Recreation Ground</b> – Advised that The Rock Recreation Ground toilets often do not have sufficient toilet paper supply left at the end of the week to cater for campers and/or home football games.	DCCS advised he will investigate and take appropriate action.
	DEES	<b>Cr Day – Brookong Reserve Signs on Urana Road, Lockhart</b> – Enquired if these signs could be replaced?	DEES advised he will investigate and take appropriate action. Staff are investigating what can be done regarding the signage as this is not a Council reserve.
	GM	<b>Cr Driscoll – Lockhart Shire Council Block of Land, Scott Street, The Rock</b> – Enquired of Council was planning to sell the block of land in Scott St, The Rock?	GM advised that an expression of interest has been received in relation to another parcel of land not currently listed for sale that will be the subject of a report to a future meeting of Council which can also include consideration of the block of land in Scott St, The Rock.

Councillor's Questions	DEES	<b>Cr Driscoll – The Rock Town Entrance Sign –</b> Advised that The Rock town entrance sign re-instated south of The Rock on the Olympic Hwy is a lot further south than its original position and enquired if it could be relocated back closer to The Rock?	DEES advised he will investigate and take appropriate action. DEES has discussed with GHSC and they are looking at if sign can be moved closer to the town.
	DEES	<b>Cr Schirmer – Galore Street, Lockhart –</b> Advised that some treated pine posts are missing across Galore St, Lockhart at the western end.	DEES advised he will investigate and take appropriate action. DEES confirmed two posts to be re-installed when resourcing permits.
<b>Ordinary Council Meeting held 18 March 2019 – Councillor Questions &amp; Statements</b>			
	DEES	<b>Cr Marston – Pavers Lifting in The Rock –</b> Advised that the pavers have lifted in The Rock near the café and the next building to the east.	DEES advised he will investigate and take appropriate action. Work in progress at this stage.
<b>Ordinary Council Meeting held 4 February 2019 – Councillor Questions &amp; Statements</b>			
Councillor's Questions	DCCS	<b>Cr Rockliff – Lighting around Magnolia Lodge, Lockhart –</b> Enquired if extra lighting could be provided around Magnolia Lodge residences?	DCCS advised he will investigate and advise. Existing lights being fixed, then consult with electrician on improvements. Report will be provided to May meeting.
	DEES	<b>Cr Verdon – Mixner St, The Rock –</b> Requested if the soil at the end of Mixner St could be battered back to allow residents to mow the verge?	DEES advised he will investigate and take appropriate action. This work will occur when external works to the pool is undertaken later this year. No further action for Council at this stage. Complete.
<b>Ordinary Council Meeting held 19 November 2018 – Councillor Questions &amp; Statements</b>			
Councillor's Questions	DCCS	<b>Cr Driscoll – Cleaning of Toilets at The Rock Recreation Ground –</b> Advised that there seems to be a problem with cleaning of the toilets at The Rock Recreation Ground.	DCCS advised he was aware of the issue and would be attending a meeting this week to resolve the issue. Have met with Rec Ground representatives, issue addressed in short term, still investigating long term options. Extra clean per week has been in place since Dec-2018 and working well.
	DEES	<b>Cr Verdon – Council Contribution – The Rock Recreation Ground –</b> Advised The Rock Recreation Ground receives an annual contribution funding of \$12,500 from Council and with electricity currently costing \$12,000 p.a., was wondering if Council could do and audit or assist in any way?	DEES advised there may be some upcoming opportunities for grant funding for solar and battery storage for Council buildings and he will investigate further and advise. DEES has been in contact with OEH about opportunities. Council to provide information to OEH. DEES still in discussions with OEH. This will be a work in progress.

Ordinary Council Meeting held 21 May 2018 – Councillor Questions & Statements			
	DEES	<b>Cr Rockliff – Water going into Back Yards between Green &amp; Hebden Sts, Lockhart</b> – Advised he has been approached by 2 residents regarding water going into back yards between Green and Hebden Sts, Lockhart.	DEES advised he is aware of the issue and will investigate when time and resourcing permits.
Ordinary Council Meeting held 20 November 2017 – Councillor Questions & Statements			
Councillor's Questions	GM	<b>Cr Marston – Potential Purchase of Land for Development</b> – Following completion of Carson Rd Development, The Rock, enquired if Council could look into the purchase of more land for development (using borrowings) – Shire-wide, but maybe concentrating on The Rock and lifestyle blocks in Yerong Creek, requesting this be put on the agenda for further discussion.	Discussions have been held with Council's agent and the availability of suitable developable land coming on to the market is being monitored. Land development at The Rock has also been submitted to the Riverina JO for inclusion in the Statement of Regional Priorities being developed by the JO.
Ordinary Council Meeting held 17 July 2017 – Councillor Questions & Statements			
	COUNCIL LORS	<b>Cr Schirmer – Councillor Relaxed Visits throughout Shire</b> – Thanked Councillors who attended recent Friday night at the Pleasant Hills Pub and advised the visit was well received by the locals with positive feedback being given.	Councillors attended the Friday fish & chips night at Yerong Creek on 6 July 2018.

**17 June 2019 Council Meeting - Correspondence Sent to Councillors**

Date to Councillors	From	Subject	File Ref
20/05/19	Cr Linda Scott, LGNSW	LGNSW Weekly – 17 May 2019	S20-007
20/05/19	ALGA News Editor	ALGA News 17 May 2019	A75-005
27/05/19	Cr Linda Scott, LGNSW	LGNSW Weekly – 24 May 2019	S20-007
27/05/19	ALGA News Editor	ALGA News 24 May 2019	A75-005
29/05/19	Peter Veneris, LSC	Invitation to attend REROC "No Time To Waste" conference	R30-005
03/06/19	Cr Linda Scott, LGNSW	LGNSW Weekly – 31 May 2019	S20-007
03/06/19	ALGA News Editor	ALGA News 31 May 2019	A75-005
05/06/19	Tim Hurst, NSW Office of Local Government	Consultation on Revised IPC Guideline 1 Returns of Interest	D14-005
07/06/19	ALGA News Editor	ALGA News 7 June 2019	A75-005
10/06/19	Jenny Green, LGNSW	Councillor training and professional development opportunities available over coming months	S20-020

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

<b>Notes:</b>

## Staff Reports

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

Nil.



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

### **1. MASTERPLAN FOR LOCKHART BUSINESS CENTRE**

**(DEES/R40-045)**

#### Executive Summary

The purpose of this report is to provide an update in relation to the Lockhart Business Centre masterplan and continue to keep Council informed of its progress.

#### Report

Further to the report to Council at its April 2019 meeting, Council has prepared the Lockhart Business Centre Master Plan to upgrade the Lockhart business centre. The master plan is considering a range of initiatives including heritage issues, all-abilities access to shop fronts, pedestrian access, parking, landscaping, street furniture, drainage, etc. to make improvements to the street function and amenity. A full survey of the project area has been undertaken to ascertain levels of all shops and street fronts which will assist the architect to detail what levels are required to improve access into the shops.

Following the community engagement sessions held in May 2019, the feedback has been used to develop the final master plan, with main concerns still around terracing, handrails and full width access along the footpath areas. Staff are ensuring that the key themes of importance that emerged through the consultation such as maintaining the heritage, pavers, accessibility and parking are addressed in the final master plan.

Staff have been liaising and gaining advice from its Council Heritage Advisor, with the advisor commenting that he is very supportive of the overall final master plan.

The final masterplan is to be presented to Councillors at the Council meeting.

The final master plan is to be publicly exhibited with community sessions planned for 19 June 2019, with drop in public viewings in the afternoon and evening.

It is intended that this will complete the Masterplan project, enabling a document ready to be used to seek funding for the project.

#### Integrated Planning and Reporting Reference

B1 - Our Shire is attractive and welcoming to businesses, industry, resident and visitors.

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

#### Legislative Policy and Planning Implications

Any upgrade works must comply with Heritage requirements as well as Disability Inclusion Act 2016.

#### Budget and Financial Aspects

- Budget allowance for the master planning project is \$40,000
- Estimates for the Lockhart business centre full upgrade are \$7.2M, which is unfunded at this point in time. The final master plan includes more detailed cost estimates, including undergrounding electricity, drainage and civil works.
- The upgrade of Lockhart's business centre could be funded by a combination of low-cost loans, regional road funding, as well as combination of other State and Federal grants.

#### Attachments

1. Draft Masterplan Community Engagement Report May 2019.
2. The final Lockhart Business Centre Master Plan (presented separately at Council meeting).

**Recommendation:** That Council:

- a) Notes the information provided in the report; and
- b) Endorses the final Lockhart Business Centre Masterplan.

<b>Notes:</b>

**Attachment 1. – Draft Masterplan Community Engagement Report May 2019**



**Lockhart Shire Council  
DRAFT Business Centre Master Plan  
Engagement Report**

May 2019



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1. Engagement process

## What was the Draft phase?

The Draft phase (Phase 3) brought together the community feedback gathered during the Preliminary Concept phase (Phase 2) to show how Lockhart's business centre could be developed in the future. The plans refined the big ideas presented in Phase 2 and provided more conceptual detail for discussion.

## The engagement process

The Lockhart community were involved in the discussion about the Draft.

Engagement activities took place between 1 and 17 May 2019. The Draft Master Plan was shared with the community through the community newsletter, on Council's website, and via direct email on Wednesday 1 May. On 7 May a 2-hour Focus Group meeting, and two 1.5 hours community sessions were held at the Council offices. Feedback submissions were open until 17 May and respondents could make a submission via email, hard copy and online.

The consultant team engaged with approximately 40 people face-to-face through the Focus Group meeting and the two community sessions. Additionally, 11 submissions were received from the community. It is unclear how many people viewed the Draft Master Plan while it was on exhibition.





## 2. Considerations for Final Master Plan

# High level findings and opportunities

## Findings

The community generally supported the project and the draft master plan drawings. There main areas of concern shared by respondents were the terracing in Green Street Retail, the number and location of parking spaces, and the number of locations of pedestrian access ways in Green Street Retail.

There was broad discomfort regarding the inclusion of terracing within Green Street Retail. Issues included the visual clutter and impediments along the footpaths, ramping, maintenance and cleanliness of glass barriers, width of accessways outside retailers, ability to relay heritage pavers in terraced areas, and the location of fixed furniture. The community wish for an outcome that:

- Retains Lockhart's wide, open street, and broad footpaths.
- Allows easy access along the footpaths, particularly for people with limited mobility.
- Showcases the heritage elements of the streetscape, particularly the heritage pavers and verandahs.
- Permits the current merchandising activities of retailers and hospitality providers to continue.
- Has limited impediments (fixed furniture, terracing, and landscaping) along the footpaths.

Despite the Draft Master Plan demonstrating a gain of car spaces within the business centre, there was a broad perception among the community that there would be fewer parking spaces. Suggestions for improvement included identifying more RV parking and reviewing the location of accessible car spaces.

The Draft Master Plan showed five pedestrian accessways within Green Street Retail. Most respondents felt that three accessways was ample, and that accessways at the street ends were more appropriate.

## High level opportunity

- Remove terracing from the south and north of Green Street Retail.
- Improve the accessibility of parking spaces (width, number and location) for RVs, people with a disability, cars, motorcycles, and bikes.
- Improve pedestrian accessibility through Green Street Retail.
- Protect and future proof the heritage elements of the streetscape (restore clock, verandah pillars)



2. Considerations for Final Master Plan

## Summarised feedback

Table 1. Summarised feedback from the focus group, community session, and submissions

Issue	Feedback
<b>Green Street (West)</b>	
Parking for RV's, caravans and buses.	Residents felt there needs to be more parking for larger vehicles including RV's, caravans and buses. People suggested this need could be accommodated in the proposed parallel parking bays located at Green St on the North side near the entrance to the caravan park. People also suggested that this parking could be accommodated on the North East side of Urana St.
Location and style of pedestrian crossing.	The crossing across Urana St heading north to the Common could cause confusion for pedestrians and vehicles. In addition to this people suggested removing the crossing which is located across the pedestrian island on Green St near the roundabout in the Green St West area.
Further or different use for potential future event and community space	It was suggested that the area could also be used as an attraction space.
General feedback	People felt that the addition of trees and greenery was great.
<b>Cowin Gardens</b>	
New design	Positive feedback was received regarding the design of Cowin Gardens including that it was lovely, and people liked the pergola.
Historic horse water trough	Retain water trough in final drawings.
<b>Green Street Retail</b>	
The location and number of pedestrian crossings in the retail precinct.	Feedback indicated that there were different views in relation to the proposed crossing points in the retail area for residents. Some members of the community felt that there were too many crossings and that the proposed locations should be changed. People suggested that pedestrian crossings should be located at either end of the Green St Retail space near the roundabouts with an additional crossing in the middle.
The style, design and amount of ramp/terraced areas.	People were keen to provide feedback regarding the inclusion of ramps in the draft master plan. The Lockhart community value their wide and open verandah footpaths and the heritage value of their pavers. Businesses also value the space to merchandise, display items and create al fresco opportunities.



Table 1. Summarised feedback from the focus group, community session, and submissions

Issue	Feedback
The maintenance and cleaning of streetscape	Suggestions included using one ramp area instead of two. Moving the ramp closer to the road so the walkway would be clear and not cluttered.
	Rails and barriers were also discussed during the consultation with people indicating that they did not prefer the glass option and felt that rails and cables would be better. Some considered a mix of glass and timber to be the preferred option. People noted that the two lots of railings looked crowded.
	Another suggestion received during the consultation period was that the proposed seating area with market umbrella at the east end of the retail area could be replaced with a pergola.
	In relation to the choice of tree feedback was provided that Crepe Myrtle trees should be a consideration as the north side of the street is very shaded in winter and evergreen trees are not suitable. The trees have flowers, changing leaves and are attractive.
	Questions were raised regarding the choice of glass barriers. People queried who would be responsible for the cleaning of the glass barrier, how often they would be cleaned and if the barriers would interrupt airflow. People asked if Council was responsible for this then would their current resourcing need to be reviewed?
	The wear and tear on street furniture installed during the project was also discussed. People felt that some furniture was exposed to the elements which could damage it and would need to be relocated.
Seating area outside the Commercial Hotel	Fairy lights should be straight and not draped to reduce the likelihood of damage and protect from children swinging on them and birds' droppings.
	Participants in the feedback process suggested more beautification was needed and were also keen to ensure trees are maintained.
Seating area outside the Commercial Hotel	If seating is provided out the front of the Commercial Hotel it gives the perception that drinking outside is allowed. The Hotel does not propose to serve food outside. Consideration needs to be given to how the design impacts emergency assembly areas.
Flooding and stormwater drainage	Further feedback included the suggestion that alfresco dining be placed at the Eastern end near the restaurant end including a grate for airflow.
	The main crossing to remain where it is while ensuring that improved drainage near it was fixed. General comments regarding flooding and stormwater were also received.
Proposed public toilet	The inclusion of a toilet block in the retail area was welcomed. Alternative sites included area marked as 'fenced boundary area' in master plan.
Parking and roadway	It was noted in the retail area that parking is very important, particularly in the front of the IGA where people are carrying groceries and using trolleys.
	Enhancement ideas included making provision for motorcycle parking and maintaining current wheel stops to prevent accidents.
Accessibility	Consider the ageing population in relation to the design of the terraces to ensure they are accommodating of all pedestrian movement types. Review design to ensure that the width of the footpath is wide enough for Gophers and Accessibility Scooters and they can pass or park. Consider turning circle for Gophers and Scooters.
<b>Green Street Civic</b>	
Relocation of public toilets located at CWA Park	Participants in the consultation queried whether it was necessary to move the toilets located at CWA park? Some felt that if the toilet block was moved it could be too far for older tourists to walk. Others suggested that toilet block could be relocated to Wal Alexander Park.
Wal Alexander Park	The community values this popular park which is utilised by people with young children because it is fenced. The entrance of the park was discussed with ideas floated to make it decorative but functional. One idea proposed was to place the fence behind the sculpture corner.





Table 1. Summarised feedback from the focus group, community session, and submissions

Issue	Feedback
Trees and greenery design.	The choice of tree species was discussed with some preferring other species to the one exhibited. Further questions asked were regarding whether tree leavers would block gutters and cause issues.
General comments	Generally, the design for the area was received well with comments including that it 'looks amazing so impressed' and 'love this whole section much needed'.



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

### **2. BIOSECURITY AND ENVIRONMENTAL REPORT**

(DEES/N10-025)

#### Executive Summary

Monthly report on priority weeds and environmental matters.

#### Report

##### **Weeds**

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

Priority has been given to the control of Spiny Burrgrass (*Cenchrus spinifex*), Feathertop Rhodes Grass (*Chloris virgata*), and Horehound (*Marrubium vulgare*) on roadside reserves.

##### **Pests**

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

Snail baiting application occurred on Fairview Lane on 20 May. Herbicide was also applied to all vegetation within the laneway on 20 May to eliminate any food source for the snails.

##### **Environmental Matters**

###### ***Climate Ready Revegetation Workshop***

Council's Environmental Officer attended the Climate Ready Revegetation Workshop in Wagga Wagga on 23 May. The workshop was delivered by staff from Adapt NSW (NSW Office of Environment and Heritage) and Macquarie University, and funded by NSW Office of Environment and Heritage.

During this hands-on workshop, participants were assisted through the implementation of the '*Climate-ready revegetation: A guide for natural resource managers*' and the online tools that are available to predict the influences that the forecasted climatic variations will have on the sustainability of the local plant species and populations, and assist in the appropriate selection of species to plant in revegetation projects to ensure their survival, particularly in selecting the desired provenance of seed selection.

#### Integrated Planning and Reporting Reference

C2 – Flora and fauna are protected across the Shire.

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

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

#### Legislative Policy and Planning Implications

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

#### Budget and Financial Aspects

Will be conducted within Council's allocated budget.

#### Attachments

Nil.

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

<b>Notes:</b>

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

### **3. ENGINEERING REPORT**

(DEES/T10-005)

#### Executive Summary

Monthly report on engineering matters.

#### Background Information

- a) *Works Report:* Two grader crews are continuing with gravel re-sheets and maintenance grading in accordance with updated programme. Council has activated its third grader to assist with maintenance grading over the wetter winter months as required.

Updated 12-month programme will be presented at the meeting. A new 12-month programme will be presented at the July 2019 meeting.

Council has completed works on behalf of Greater Hume Shire Council with the heavy patching on the Culcairn Walbundrie Road.

Concrete crew is continuing with the HML bridges project. The Urangeline Creek culverts on Western Road are nearing completion. The triple culvert system on Henty Pleasant Hills Road will be the last set of culverts to be undertaken, with the culverts been delivered to site.

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

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

Council's project under the Drought Relief Heavy Vehicles Access program for the trimming of trees and vegetation to allow 4.6m high access across the Shire is progressing well with one crew working its way through roads on the east side of the Shire and another crew recently engaged to assist. It is expected the works will be completed in July 2019.

- b) *Flood Mitigation:* Refer to Major Projects update.
- c) *Road Safety Officer:* The Road Safety Officer is continuing with the safety audit of all roads within the Shire. The audit will form the basis of Council's Strategic Road Safety Plan and will be used for grant applications in the future.
- d) *Traffic Committee:* The Traffic Committee has endorsed the report to extend the 50 km/hr zone on the west side of Lockhart to incorporate Flood Detour Road in the urban zone. This has been undertaken as part of the design process to upgrade and seal the road. Council is now waiting on RMS speed zone unit sign off on the extended speed zone, which is expected to be received shortly.
- e) *Lockhart Local Emergency Management Committee:* The next Lockhart Shire LEMC meeting is scheduled for 14 June 2019.
- f) *Fleet:* Nil to report.

Legislative Policy and Planning Implications

Nil.

Integrated Planning and Reporting Reference

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

Budget and Financial Aspects

Will be conducted within Council's allocated budget.

Attachment

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

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

<b>Notes:</b>

**4. MAJOR PROJECTS UPDATE – JUNE 2019**

**(DEES/T10-005)**

Executive Summary

Update on Council's current major projects.

Report

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

- Swimming Pools Upgrade:* The Rock pool upgrade works is progressing well with the tiling well advanced and pool shed construction commenced. Council staff have ordered materials for the playground and BBQ's. It is anticipated that the works will be completed by mid-October 2019, with opening date set for Saturday 26 October 2019.
- Demolition of Voluntary Purchase Properties:* Council has been successful with its grant application to continue the Voluntary Purchase of properties in Lockhart for the next three years, commencing 1 July 2019.
- Flood Mitigation Construction-Lockhart:* Council has been successful with the grant application for Stage 2 flood mitigation works in Lockhart, being the drainage system east of the Industrial Park. Council staff have called for tenders which closed 29 April 2019. As reported at the May 2019 meeting, all the tenders were well over budget. Council staff have submitted a funding variation request with OEH and are awaiting an outcome.
- Flood Mitigation Construction-The Rock:* A grant application has been submitted for Stage 2 flood mitigation works at The Rock, being the drainage works along Nicholas, Yerong and Urana Streets. It is not anticipated to hear any outcome on this application till late 2019.
- Playground – The Rock Recreation Ground:* Council has been successful in gaining \$75,000 from the NSW Government's 'Everyone Can Play' grant, with Council also contributing \$75,000 to the project. Staff have met with the Focus Group recently to discuss the finer detail of location and design of the playspace. This is currently being drafted for final agreement before the ordering of the equipment. The location is set to be near the netball courts at the current entrance to the Recreation Ground, with a new entrance to be constructed to the east as part of the swimming pool upgrade works along Wilson Street.

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

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

Integrated Planning and Reporting Reference

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

Legislative Policy & Planning Implications

Nil.

Budget & Financial Aspects

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

Attachments

Nil.

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

<b>Notes:</b>

**5. PARKS AND GARDENS REPORT**

**(DEES/P10-005)**

Executive Summary

Monthly report on parks and gardens.

Report

**Youth Flats**

The nature strip out the front of Council's Youth Flats has always been a bit of a wasteland. The irrigation and turf ended at the property line which left a wide section of exposed soil and patchy greenery/weeds. Options were explored to improve the aesthetics; a quote was sought to extend the irrigation system and compare it to the cost of putting down granite. Granite came in as the cheaper option as it would require less long-term maintenance and was also considered to be a more environmentally friendly choice in terms of water usage. The top 100mm of soil was removed, boxed out with steel edging and granite laid and compacted. The street tree was also boxed out with recycled railway sleepers and mulched.

### **Inclusive Playground**

\$75,000 has been granted to Council from the NSW Government Everyone Can Play initiative to partially fund a new playground for The Rock. Council's financial commitment to this project will be included in the 2019/20 budget. Council representatives met with community groups and interested parties recently to discuss location, equipment and creative ideas. Further plans will be drawn up and quotes sought.

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

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

### **Trees**

Pruning of street trees has begun and will continue throughout winter. Cooler temperatures, some rain and deciduous trees entering dormancy has allowed the watering schedule to be dramatically reduced.

### **Mowing and Slashing**

The autumn slashing schedule has begun with Milbrulong streets and recreation ground and Yerong Creek highway. Fortnightly mowing and edging is still being conducted for most irrigated areas; the frequency will be reduced as growth slows.

### **Weed Control**

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

### **Parks and Gardens**

The warm weather has seen the Shire's roses continue to bloom well into autumn and have continued to require regular deadheading. Winter pruning will be scheduled for July and August. Irrigation systems have been reduced or shut off. Routine garden maintenance is being conducted including regular weeding, spraying, pruning and mulching.

### **General Maintenance**

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

### Integrated Planning and Reporting Reference

D1 – Infrastructure that facilitates an active community.

### Legislative Policy and Planning Implications

Nil.

### Budget and Financial Aspects

Will be conducted within Council's allocated budget.

### Attachments

Nil.

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

<b>Notes:</b>

**6. 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 May to 31 May 2019.

<b>DA No</b>	<b>Development</b>	<b>Applicant/Owner</b>	<b>Site of Development</b>
67/19	New dwelling	S Hounsell	191 Gerhardt Hoffmanns Lane, Milbrulong
68/19	New dwelling	JG King Homes	9 Park Street, The Rock
69/19	New dwelling	Andrew Osborne	6 Carson Road, The Rock

Integrated Planning & Reporting Reference

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

Legislative Policy and Planning Implications

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

Budget and Financial Aspects

Nil.

Attachments

Nil.

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

<b>Notes:</b>

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

### 7. INVESTMENT AND BANK BALANCES REPORT – 31 MAY 2019

(DCCS/F10-010)

#### Executive Summary

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

#### Report

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

#### Cash at Bank

##### **Opening Combined Cashbook Balance**

802,533.52

Add: Total Receipts

Rates		440,820.20
Debtors		61,895.70
Grants	RMS - RRRP	43,500.00
	4th Qtr Financial Assistance Grant	450,996.00
	Roads to Recovery	140,802.00
	Heritage Strategic Project	47,000.00
	Heritage Advisors Grant	4,835.00
	Local Heritage Grant	3,750.00
Redeemed Investment		2,600,000.00
BAS ATO		23,183.00
Investment Interest		29,463.56
Other Receipts		35,751.52
		3,881,996.98

Less: Total Payments

New Investments 1490-3015-0001 3,398,196.27

##### **Closing Combined Cashbook Balance**

1,000,000.00  
**1,286,334.23**

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

Bendigo Bank		811,427.27
Macquarie Bank		393,560.59
Bendigo Bank-Prichard Trust		31,646.63
		1,236,634.49

Add: Outstanding Deposits

50,134.77

Less: Outstanding Cheques

1,286,769.26  
435.03

##### **Closing Combined Cashbook Balance**

**1,286,334.23**

Investments:	Interest Rate per Annum	Amount Invested	% of Total
AMP/Curve Securitys	2.65	250,000.00	4.13
AMP/RIM	2.65	500,000.00	8.26
AMP/RIM	2.35	300,000.00	4.96
Bankwest	2.65	500,000.00	8.26
Bankwest	2.30	400,000.00	6.61
Bankwest	at call	500,000.00	8.26
BENDIGO	2.25	250,000.00	4.13
BENDIGO	2.20	100,000.00	1.65
BENDIGO	2.20	250,000.00	4.13
BENDIGO	2.20	500,000.00	8.26
NAB	2.55	500,000.00	8.26
NAB	2.50	500,000.00	8.26
NAB/Tcorp	2.49	500,000.00	8.26
T Corp	at call	1,000,000.00	16.53
		<b>6,050,000.00</b>	100.00

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

#### FUND

General (PTD)	1490-3000-0000	1,107,993.20
Combined Sewerage	8490-3000-0000	146,694.40
Trust Fund	9991-3000-0000	31,646.63
		<b>1,286,334.23</b>

**TOTAL FUNDS HELD ARE:**

**7,336,334.23**



Integrated Planning and Reporting Reference

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

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

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

Legislative Policy and Planning Implications

Local Government Act 1993 Section 625 Investments.

Local Government (General) Regulation Clause 212.

Budget and Financial Aspects

Council's 2018/19 Operational Budget has forecast a total of \$100,000 income from interest on investments, being split between General Fund of \$85,000 and Sewer Fund of \$15,000. For the months July 2018 to May 2019 the average end of month balance of funds invested has been \$8.03 million and the average return on invested funds has been 2.59%. On these year to date figures, Council's budgeted income on investments will be achieved for General Fund and Sewer Fund.

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

Responsible Accounting Officer Statement

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

**Recommendation:** That:

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

<b>Notes:</b>

**8. DRAFT DELIVERY PROGRAM 2017-21, OPERATIONAL PLAN 2019-20, BUDGET ESTIMATES AND FEES & CHARGES 2019-20 (DCCS/I13-005)**

Executive Summary

The Draft Delivery Program 2017-2021, Operational Plan 2019-2020 and Budget Estimates 2020-2023, including Fees & Charges 2019-2020 are tabled for Council's consideration and adoption.

Report

General Fund Report

The Draft Delivery Program 2017-2021, Operational Plan 2019-2020 and Budget Estimates 2020-2023 along with Draft Fees and Charges 2019-2020 have been placed on exhibition for 28 days in accordance with the Local Government Act 1993. Submissions relating to the Delivery Program, Operational Plan, Budget Estimates and Fees and Charges were able to be received up to 4pm on Monday 17 June 2019. At the time of preparing this report, no submissions had been received. Any submissions received post this report being prepared will be tabled at the June 2019 Council Meeting.

The following table provides a summary of General Fund expenditure for 2019-2020:

Total Operating Expenditure (excl. Depreciation)	6,198,342
Total Depreciation	3,083,000
Total Capital Expenditure + Loan Repayments	9,468,088
Total Expenditure	18,749,430

The Draft Budget for General Fund provides for a budget deficit of **\$17,783.00**.

#### **Amendments to Draft Budget as exhibited**

##### **Councillor & Mayoral Fees**

The fees payable to the Mayor and Councillors from 1 July 2019 as determined by council at its meeting held on 20 May 2019 have also been incorporated into the draft budget for adoption.

##### **Caravan Park**

The Caretakers Fee for the Lockhart Caravan Park Manager has been amended following the recent call of expressions of interest for a new Lockhart Caravan Park Manager, and a new Manager being appointed to commence on 1 July 2019.

##### **Regional Road MR59 Funding**

Since the Draft Budget 2019-20 was presented at the May 2019 meeting, it has been announced that Lockhart Council has been successful in securing Restart NSW Growing Local Economies grant funding to undertake shoulder widening on Regional Road MR59, Lockhart to Urana Road. Work is to be undertaken over the next two financial years.

##### **The Rock Recreation Ground PlayGround**

Also, since the Draft Budget 2019-20 was presented at the May 2019 meeting, it has been announced that Lockhart Council has been successful in securing a further \$25,000 of Federal Government funds from the Community Development Grants programme for The Rock Recreation Ground PlayGround project. This will take the total project value to \$175,000.

#### **Commentary**

The Office of Local Government released a circular on 24 April 2019 advising the Maximum Interest on Overdue Rates and Charges. In accordance with section 566(3) of the Act, it has been determined that the maximum rate of interest payable on overdue rates and charges for the 2019-2020 rating year will be 7.5%.

#### **Sewer Fund Report**

The following table provides a summary of Sewer Fund expenditure for 2019-2020.

Total Operating Expenditure (excl. Depreciation)	392,700
Total Depreciation	175,000
Total Capital Expenditure + Loan Repayments	207,000
Total Expenditure	774,700

The Draft Budget for Sewer Fund provides for a surplus of \$4,216.00

#### **Integrated Planning and Reporting Reference**

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

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

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

#### **Legislative Policy and Planning Implications**

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

Budget and Financial Aspects

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

Attachments

1. Draft Delivery Program 2017-2021 and Operational Plan 2019-2020, including Budget Estimates and Council's Fees and Charges for 2019-2020 (attached as a separate document).

**Recommendation:** That:

1. Council note and consider any public submissions made in respect to the Draft Delivery Program 2017-2021 and Operational Plan Budget 2019-2020 and Budget Estimates 2020-2023;
2. The Draft Delivery Program 2017-2021 incorporating Budget Estimates 2020-2023 for income and expenditure for Council's General Fund and Sewer Fund and the Draft Revenue Policy, as attached, be adopted;
3. Pursuant to the provisions of the Local Government (Financial Management) Regulation 1993, expenditure required to finance works, services and activities of the Council for the financial year 2019-2020 as detailed in Part 1 Budget Estimates section of the Council's Operational Plan Budget 2019-2020 and Delivery Program Budget 2020-2023 be approved and voted accordingly;
4. Council, pursuant to section 535 of the Local Government Act 1993, hereby **makes** the following **Ordinary Rates** for the rating period 1 July 2019 to 30 June 2020;
  - i. An *ad valorem* rate of 0.285676 cents in the dollar (zero point two eight five six seven six), on all rateable land in Lockhart Shire, categorised as FARMLAND in accordance with Section 515 of the Local Government Act 1993, and named "**Farmland**".
  - ii. An ordinary rate on all rateable land in Lockhart Shire, categorised as RESIDENTIAL in accordance with Section 516 of the Local Government Act 1993, excluding land that is subject to either Residential – Lockhart, Residential – The Rock, Residential – Yerong Creek or Residential – Rural, and named "**Residential**", comprising,
    - a) A base amount of \$40.00 (forty dollars) estimated to realise 31% (thirty one percent) of the total yield of this rate, and
    - b) An *ad valorem* rate of 2.027088 cents in the dollar (two point zero two seven zero eight eight).
  - iii. An ordinary rate on all rateable land in Lockhart Shire, sub-categorised as RESIDENTIAL - LOCKHART in accordance with Section 516 of the Local Government Act 1993, and named "**Residential – Lockhart**", comprising,
    - a) A base amount of \$75.00 (seventy five dollars) estimated to realise 21% (twenty one percent) of the total yield of this rate, and
    - b) An *ad valorem* rate of 1.129594 cents in the dollar (one point one two nine five nine four).
  - iv. An ordinary rate on all rateable land in Lockhart Shire, sub-categorised as RESIDENTIAL - THE ROCK in accordance with Section 516 of the Local Government Act 1993, and named "**Residential - The Rock**", comprising,
    - a) A base amount of \$75.00 (seventy five dollars) estimated to realise 20% (twenty percent) of the total yield of this rate, and
    - b) An *ad valorem* rate of 0.540908 cents in the dollar (zero point five four zero nine zero eight).

- v. An ordinary rate on all rateable land in Lockhart Shire, sub-categorised as RESIDENTIAL - YERONG CREEK in accordance with Section 516 of the Local Government Act 1993, and named “**Residential - Yerong Creek**”, comprising,
- a) A base amount of \$80.00 (eighty dollars) estimated to realise 37% (thirty seven percent) of the total yield of this rate, and
  - b) An *ad valorem* rate of 0.612661 cents in the dollar (zero point six one two six six one)
- vi. An ordinary rate on all rateable land in Lockhart Shire, sub-categorised as RESIDENTIAL - RURAL in accordance with Section 516 of the Local Government Act 1993, and named “**Residential - Rural**”, comprising,
- a) A base amount of \$50.00 (fifty dollars) estimated to realise 12% (twelve percent) of the total yield of this rate, and
  - b) An *ad valorem* rate of 0.380987 cents in the dollar (zero point three eight zero nine eight seven).
- vii. An ordinary rate on all rateable land in Lockhart Shire, categorised as MINING in accordance with Section 517 of the Local Government Act 1993, and named “**Mining**”, comprising,
- a) A base amount of \$150.00 (one hundred and fifty dollars) estimated to realise 0% (zero percent) of the total yield of this rate, and
  - b) An *ad valorem* rate of 1.8 cents in the dollar (one point eight).
- viii. An ordinary rate on all rateable land in Lockhart Shire, categorised as BUSINESS in accordance with Section 518 of the Local Government Act 1993, excluding land that is subject to either Business – Lockhart, Business – The Rock or Business – Yerong Creek, and named “**Business**”, comprising,
- a) A base amount of \$120.00 (one hundred and twenty dollars) estimated to realise 28% (twenty eight percent) of the total yield of this rate, and
  - b) An *ad valorem* rate of 3.574044 cents in the dollar (three point five seven four zero four four)
- ix. An ordinary rate on all rateable land in Lockhart Shire, sub-categorised as BUSINESS - LOCKHART in accordance with Section 518 of the Local Government Act 1993, and named “**Business – Lockhart**”, comprising,
- a) A base amount of \$150.00 (one hundred and fifty dollars) estimated to realise 30% (thirty percent) of the total yield of this rate, and
  - b) An *ad valorem* rate of 1.381047 cents in the dollar (one point three eight one zero four seven).
- x. An ordinary rate on all rateable land in Lockhart Shire, sub-categorised as BUSINESS - THE ROCK in accordance with Section 518 of the Local Government Act 1993, and named “**Business - The Rock**”, comprising,
- a) A base amount of \$130.00 (one hundred and thirty dollars) estimated to realise 22% (twenty two percent) of the total yield of this rate, and
  - b) An *ad valorem* rate of 0.825359 cents in the dollar (zero point eight two five three five nine).

- xi. An ordinary rate on all rateable land in Lockhart Shire, sub-categorised as BUSINESS - YERONG CREEK in accordance with Section 518 of the Local Government Act 1993, and named "**Business - Yerong Creek**", comprising,
- a) A base amount of \$50.00 (fifty dollars) estimated to realise 13% (thirteen percent) of the total yield of this rate, and
  - b) An *ad valorem* rate of 2.015029 cents in the dollar (two point zero one five zero two nine).
5. Council, pursuant to section 535 of the Local Government Act 1993, hereby **makes** the following charges for the rating period 1 July 2019 to 30 June 2020:

**WASTE MANAGEMENT:**

- i. A Domestic Waste Management annual charge of \$396.00 (three hundred and ninety six dollars) for a once weekly garbage bin collection service and a once fortnightly recycle bin collection service for all rateable residential properties with a dwelling, located within the area for which the service is available, named "**Domestic Waste Management**".
- ii. A Domestic Waste Management vacant charge of \$55.00 (fifty five dollars) for all vacant rateable residential assessments located within the area for which the service is available, named "**Domestic Waste Vacant**".
- iii. An additional Domestic Waste Management annual charge of \$198.00 (one hundred and ninety eight dollars) for an additional once weekly garbage bin collection service for any rateable residential properties with a dwelling who request the additional service, located within the area for which the service is available, named "**Domestic Waste Additional Garbage**".
- iv. An additional Domestic Waste Management annual charge of \$198.00 (one hundred and ninety eight dollars) for an additional once fortnightly recycle bin collection service for any rateable residential properties with a dwelling who request the additional service, located within the area for which the service is available, named "**Domestic Waste Additional Recycle**".
- v. A Waste Management annual charge of \$396.00 (three hundred and ninety six dollars) for a once weekly garbage bin collection service and a once fortnightly recycle bin collection service for all rateable non-residential occupied properties, located within the area for which the service is available, named "**Waste Management Non-residential**".
- vi. A Waste Management vacant charge of \$55.00 (fifty five dollars) for all vacant rateable non-residential assessments located within the area for which the service is available, named "**Waste Management Vacant Non-residential**".
- vii. An additional Waste Management annual charge of \$198.00 (one hundred and ninety eight dollars) for an additional once weekly garbage bin collection service for any rateable occupied non-residential properties who request the additional service, located within the area for which the service is available, named "**Waste Management Additional Garbage**".
- viii. An additional Waste Management annual charge of \$198.00 (one hundred and ninety eight dollars) for an additional once fortnightly recycle bin collection service for any rateable occupied non-residential properties who request the additional service, located within the area for which the service is available, named "**Waste Management Additional Recycle**".

- ix. A Waste Management charge of \$55.00 (fifty five dollars) for all assessments with a dwelling who do not receive a Domestic Waste Management charge, named “**Tip Availability**”.

**SEWERAGE CHARGES:**

- x. A Sewerage Availability annual charge of \$525.00 (five hundred and twenty five dollars) for all rateable residential properties with a dwelling, located within the town of Lockhart for which the service is available, named “**Lockhart Sewerage Residential**”.
- xi. A Sewerage Availability vacant annual charge of \$266.00 (two hundred and sixty six dollars) for all vacant rateable residential properties, located within the town of Lockhart for which the service is available, but is not connected, named “**Lockhart Sewerage Vacant Residential**”.
- xii. A Sewerage Availability annual charge of \$525.00 (five hundred and twenty five dollars) for all rateable residential properties with a dwelling, located within the town of The Rock for which the service is available, named “**The Rock Sewerage Residential**”.
- xiii. A Sewerage Availability vacant annual charge of \$266.00 (two hundred and sixty six dollars) for all vacant rateable residential properties, located within the town of The Rock for which the service is available, but is not connected, named “**The Rock Sewerage Vacant Residential**”.
- xiv. A Sewerage Availability annual charge of \$525.00 (five hundred and twenty five dollars) for all rateable residential properties with a dwelling, located within the town of Yerong Creek for which the service is available, named “**Yerong Creek Sewerage Residential**”.
- xv. A Sewerage Availability vacant annual charge of \$266.00 (two hundred and sixty six dollars) for all vacant rateable residential properties, located within the town of Yerong Creek area for which the service is available, but is not connected, named “**Yerong Creek Sewerage Vacant Residential**”.
- xvi. A Sewerage Availability annual charge of \$266.00 (two hundred and sixty six dollars) for all water meter sizes for all rateable non-residential properties, located within the town of Lockhart for which the service is available, named “**Lockhart Sewerage Non-residential access charge**”.
- xvii. A Sewerage usage annual charge of \$1.37 (one dollar and thirty seven cents) per kilolitre for all rateable non-residential properties, located within the town of Lockhart for which the service is available, named “**Lockhart Sewerage Non-residential usage charge**”.
- xviii. A Sewerage Availability annual charge of \$266.00 (two hundred and sixty six dollars) for all rateable non-residential properties, located within the town of Lockhart for which the service is available, that are vacant and/or do not have a water meter, named “**Lockhart Sewerage Non-Residential Vacant**”.
- xix. The minimum charge applicable to **Lockhart non-residential** metered assessments will be \$525.00 (five hundred and twenty five dollars) for the period 1 July 2019 to 30 June 2020.
- xx. A Sewerage Availability annual charge of \$266.00 (two hundred and sixty six dollars) for all water meter sizes for all rateable non-residential properties, located within the town of The Rock for which the service is available, named “**The Rock Sewerage Non-residential access charge**”.

- xxi. A Sewerage usage annual charge of \$1.37 (one dollar and thirty seven cents) per kilolitre for all rateable non-residential properties, located within the town of The Rock for which the service is available, named the **“The Rock Sewerage Non-residential usage charge”**.
  - xxii. A Sewerage Availability annual charge of \$266.00 (two hundred and sixty six dollars) for all rateable non-residential properties, located within the town of The Rock for which the service is available, that are vacant and/or do not have a water meter, named **“The Rock Sewerage Non-Residential Vacant”**.
  - xxiii. The minimum charge applicable to **The Rock non-residential** metered assessments will be \$525.00 (five hundred and twenty five dollars) for the period 1 July 2019 to 30 June 2020.
  - xxiv. A Sewerage Availability annual charge of \$266.00 (two hundred and sixty six dollars) for all water meter sizes for all rateable non-residential properties, located within the town of Yerong Creek for which the service is available, named **“Yerong Creek Sewerage Non-residential access charge”**.
  - xxv. A Sewerage usage annual charge of \$1.37 (one dollar and thirty seven cents) per kilolitre for all rateable non-residential properties, located within the town of Yerong Creek for which the service is available, named the **“Yerong Creek Sewerage Non-residential usage charge”**.
  - xxvi. A Sewerage Availability annual charge of \$266.00 (two hundred and sixty six dollars) for all rateable non-residential properties, located within the town of Yerong Creek for which the service is available, that are vacant and/or do not have a water meter, named **“Yerong Creek Sewerage Non-Residential Vacant”**.
  - xxvii. The minimum charge applicable to **Yerong Creek non-residential** metered assessments will be \$525.00 (five hundred and twenty five dollars) for the period 1 July 2019 to 30 June 2020.
- 6. the Draft Fees and Charges 2019-20 as displayed on public exhibition be adopted;
  - 7. the interest charge on overdue rates be set at the maximum specified by the Minister for Local Government of 7.5% for the 2019-20 financial year.

<b>Notes:</b>

**9. LOCAL GOVERNMENT ACT AMENDMENTS**

**(GM/D14-010)**

Executive Summary

The Local Government Amendment Bill 2019 has been introduced into the NSW Parliament and a summary of the amendments being made to the Act is provided in this report.

Report

The Local Government Amendment Bill 2019 is scheduled to be debated in Parliament over the coming weeks. According to the Explanatory Note accompanying the introduction of the Bill, the object of this Bill is to amend the Local Government Act 1993 and related legislation as follows:

- a) To increase to \$250,000 the value of a contract at or above which a council is required to invite tenders and to provide for other exceptions from the tendering requirement;
- b) To extend by a further 12 months the period for which the Minister for Local Government may maintain the existing rate path for amalgamated councils;
- c) To extend the cut-off dates for councils to decide to enter into arrangements with the Electoral Commissioner to administer the 2020 ordinary council elections, and to enter into the arrangements, to 1 October 2019 and 1 January 2020, respectively;
- d) To enable the delegation of regulatory functions of councils to other councils, their committees and employees, and to committees of boards of joint organisations;
- e) To enable regulations to be made to exempt councils from requirements relating to public notice of fees or determination of fees according to pricing methodologies where the fees relate to specified commercial activities;
- f) To enable regulations to be made to establish a scheme for mutual recognition by councils of approvals and for appeals from decisions about the approvals.

Information regarding the Bill has been received from the Minister for Local Government, The Hon Shelley Hancock MP, as follows;

*“This week I will introduce the Local Government (Amendment) Bill 2019 to Parliament. Since my appointment as Minister for Local Government, I have been meeting with and listening to Mayors, Councillors and stakeholders to hear first-hand issues facing the sector. I am pleased this Bill takes the first step to address matters councils have identified as key priorities for the local government sector.*

*Firstly, the Bill seeks to give councils more time to have important conversations with their communities regarding the conduct and cost of future local government elections and rates harmonisation in councils established in 2016.*

*As you would be aware, the NSW Government has commissioned the Independent Pricing and Regulatory Tribunal (IPART) to review the cost of local government elections conducted by the NSW Electoral Commission. The findings of this review will be available later this year and will help to inform councils’ decisions on the conduct of the 2020 elections. The amendments proposed in the Bill give councils an additional six months to consider the IPART findings and nominate a preferred election provider.*

*The Bill also seeks to provide more time for those councils merged in 2016 to complete their rates harmonisation process. While many councils have been working closely with their communities to prepare for the end of the Rates Freeze period, I appreciate that the process of rates harmonisation presents particular complexities in some local government areas. The Bill seeks to give councils the choice of delaying rates harmonisation for a further 12 months to allow for further community consultation. Those councils that are ready to proceed with harmonisation from 2020 would still be able to do so under these proposals. Those who choose to wait would implement their new rating arrangements from 2021.*

*The Bill also seeks to remove some of the current limits on local government procurement, and proposes further amendments to cut red tape and reduce the regulatory burden on councils and local communities.*



*Specifically, it proposes to increase the tender threshold for councils to \$250,000 and provides sensible exemptions on disclosing fees to prevent councils from being commercially disadvantaged in procurement negotiations. Councils have been asking for these changes for some time and I am pleased to bring them forward along with further options to utilise pre-qualified professional services, directly procure services from disability employment organisations and engage nationally pre-qualified road and bridge construction firms.*

*Additionally, the Bill proposes further steps towards enabling cost-sharing and service provision between neighbouring councils by allowing for agreed delegation of regulatory functions and mutual recognition of Section 68 approvals, where appropriate. Councils have been asking for these voluntary measures for some time and they will help to provide savings and improved services for local communities. It will be up to each council to decide whether it chooses to use these provisions.”*

Integrated Planning and Reporting Reference

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

E3 - Promote strong and beneficial relationships between local government and service providers, other levels of government and the community.

Legislative Policy and Planning Implications

The Local Government Amendment Bill 2019, once passed, will amend the Local Government Act 1993 as outlined in the Report.

Budget and Financial Aspects

The IPART review into the cost of local government elections conducted by the NSW Electoral Commission may impact on the amount of costs that the NSW Electoral Commission is permitted to recover from local councils in the future.

Attachments

Nil.

**Recommendation:** That the information regarding the Local Government Amendment Bill 2019 be noted.

<b>Notes:</b>

**10. POLICY 3.29 EXCESSIVE LEAVE POLICY**

**(GM/C70-025)**

Executive Summary

A new policy dealing with the accrual of leave entitlements and managing excessive leave has been developed and is presented for Council's consideration.

Report

During the past 12 months the issue of excessive leave has been discussed by Council. The matter has also been identified as a moderate risk by the NSW Audit Office which has recommend that Council:

- Develop an excessive leave policy to define 'excessive leave' and the associated management protocols.
- Monitor and manage excessive annual leave balances on a regular basis and establish individual leave management plans to reduce the leave balances over a reasonable period of time.

Accordingly, a new Policy 3.29 Excessive Leave Policy has been developed and is attached.

Integrated Planning and Reporting Reference

E1 - Continue to enhance sound financial management policies and practices.

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

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

Legislative Policy and Planning Implications

The relevant leave provisions are contained in Clause 21 of the Local Government (State) Award 2017. Amongst other things, Clause 21 provides that:

- For each year of service an employee (other than a casual) is entitled to 4 weeks of paid annual leave;
- Unless otherwise provided, paid annual leave may be taken for a period agreed between the employee and the employer;
- The employer must not unreasonably refuse to agree to a request by the employee to take paid annual leave.;
- The employer may direct an employee to take annual leave by giving at least four weeks prior notification where the employee has accumulated in excess of eight weeks annual leave.;
- The employer may direct an employee to take long service leave accrued on or after 23 June 1988 and not taken within five years of it falling due provided that at least four weeks' notice is given to the employee.

Budget and Financial Aspects

If not properly managed excessive annual leave balances can result in higher future employee liabilities as a result of salary increases.

Attachments

1. Policy 3.29 Excessive Leave Policy.

**Recommendation:** That Policy 3.29 Excessive Leave Policy, as presented, be adopted.

<b>Notes:</b>

**Attachment 1. – Policy 3.29 Excessive Leave Policy**

**3.29 Excessive Leave Policy**

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POLICY TITLE: EXCESSIVE LEAVE POLICY

FILE REF: S30-060

EXPIRY DATE: JUNE 2022

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OBJECTIVE

To establish a framework for managing and monitoring excessive leave for the purposes of ensuring the health and wellbeing of Council's staff and managing the significant financial liability associated with excessive levels of accrued leave.

DEFINITIONS

"Award" means the NSW Local Government (State) Award.

"Excess Annual Leave" for the purposes of this Policy means accrued annual leave in excess of eight weeks.

"Excess Long Service Leave" means the long service leave that an employee has accrued under the Award that is in excess of the long service leave that the employee would have accrued if covered by section 4 of the Long Service Leave Act 1955.

"Excess Time off in Lieu" for the purposes of this Policy means accrued time off in lieu in excess of one week.

POLICY STATEMENT

Lockhart Shire Council is committed to maintaining a supportive and healthy working environment. This includes ensuring the wellbeing of its staff by providing annual and long service leave, as determined by the Local Government (State) Award, so that staff may have breaks from work.

Council endorses a proactive leave management strategy and the use of leave within a reasonable time of it falling due. Accrual of excess leave is discouraged as excess levels of accrued leave can be a significant financial liability.

Managers and individual employees are responsible for managing leave accruals. Managers are required to identify instances of excess leave accruals and where appropriate develop strategies that are designed to ensure leave accrual is within the set limits. These strategies should be designed to suit their workforce keeping in mind competing demands such as staff shortage and increased workloads.

To enable managers and individual employees to fulfill their responsibilities under this Policy, the Payroll Officer will provide managers and supervisors with a monthly report on leave balances for those employees who directly report to them.

AWARD CONDITIONS

The Local Government (State) Award provides that:

- For each year of service an employee (other than a casual) is entitled to 4 weeks of paid annual leave;
- Unless otherwise provided, paid annual leave may be taken for a period agreed between the employee and the employer.
- The employer must not unreasonably refuse to agree to a request by the employee to take paid annual leave.
- The employer may direct an employee to take annual leave by giving at least four weeks prior notification where the employee has accumulated in excess of eight weeks annual leave.
- The employer may direct an employee to take long service leave accrued on or after 23 June 1988 and not taken within five years of it falling due provided that at least four weeks' notice is given to the employee.
- An employee who is entitled to long service leave, may, with the consent of the employer, cash out a particular amount of Excess Long Service Leave.
- The employer may direct an employee to take accrued time in lieu of overtime by the giving of at least two weeks' notice where the employee has accumulated in excess of one weeks' time in lieu of overtime.

#### LEAVE MANAGEMENT RESPONSIBILITIES

The management of excess leave and time off in lieu should occur in consultation with the employee and with the support of management and the Human Resources/ Work Health and Safety Co-ordinator. In this regard:

Employees will:

- 1) Schedule recreational leave as soon as practical after it falls due.
- 2) Plan leave in consultation with their supervisor or manager to optimise the balance between operational and employee needs.
- 3) Work towards the depletion of any accrued excess leave and excess time off in lieu through the development of an excess leave management plan with their supervisor or manager.

Managers will:

- 1) Encourage and support staff in scheduling leave to promote wellbeing, performance and morale.
- 2) Ensure operational needs are met in the planning and authorisation of staff leave, while making certain that work demands are not an insurmountable obstacle to negotiating leave arrangements.
- 3) Proactively manage excess leave liability through developing Excess Leave Management Plans with employees who have accrued excess leave or excess time off in lieu.

#### EMPLOYEE LEAVE MANAGEMENT PLANS

- 1) An Employee Leave Management Plan (ELMP) is an agreement between the employee and employer that designates actions for reducing excess leave accrual in a timely manner (refer attached sample ELMP).
- 2) It is the responsibility of managers and employees to develop an ELMP where the employee has "Excess Annual Leave" and/or "Excess Time off in Lieu".
- 3) An ELMP must take into consideration the additional leave that will fall due during the ELMP timeframe.
- 4) An employee who is entitled to long service leave may, with the consent of the employer, take long service leave:
  - a) on full pay; or
  - b) on half pay; or
  - c) on double pay

When an employee takes long service leave, the leave entitlement will be deducted on the following basis:

- a) a period of leave on full pay - the number of days so taken; or
  - b) a period of leave on half pay - half the number of days so taken; or
  - c) a period of leave on double pay - twice the number of days so taken
- 5) Where an employee has not complied with the agreed ELMP, the manager may direct the employee to take annual leave at a time convenient to Council, taking into account, where possible, the wishes of the staff member. Such a direction must provide a minimum of four (4) weeks' notice to the employee.
  - 6) Where an employee has not complied with the agreed ELMP, the manager may direct the employee to take long service leave at a time convenient to Council, taking into account, where possible, the wishes of the staff member. Such a direction must provide a minimum of four (4) weeks' notice to the employee and can only apply in respect of long service leave accrued on or after 23 June 1988 and not taken within five years of it falling due.
  - 7) Where an employee has not complied with the agreed ELMP, the manager may direct the employee to take time off in lieu at a time convenient to Council, taking into account, where possible, the wishes of the staff member. Such a direction must provide a minimum of two (2) weeks' notice to the employee.

*Adopted by Council 20 June 2019  
Refer minute xxx/19*

**Lockhart Shire Council  
Excess Leave Management Plan**

Name		Employee No.	
Department		Date	

**Current Leave Balances**

Annual Leave (total) \_\_\_\_\_ days  
 Annual Leave (excess) \_\_\_\_\_ days  
 Long Service Leave (total) \_\_\_\_\_ days  
 Long Service Leave (excess) \_\_\_\_\_ days  
 Time off in Lieu (total) \_\_\_\_\_ days  
 Time off in Lieu (excess) \_\_\_\_\_ days

**Agreed Excess Leave Management Plan**

*(Please provide full details of the leave plan (dates, timeframes, strategies etc) which will be employed to bring the accumulated leave entitlements back below the level defined as excess in the Excessive Leave Policy).*

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**Agreed Excess Leave Management Plan Completion Date:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Director Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Please note, failure to implement the leave management plan within the agreed timeframes may result in the employee being directed to take leave at the discretion of the manager until such time as leave balances are below the level defined as excess in the Excessive Leave Policy).

## 11. COMMUNITY ENGAGEMENT STRATEGY

(DEES/P25-030)

### Executive Summary

A draft Community Engagement Strategy and Community Participation Plan has been prepared for council's consideration and to satisfy the requirements of the Local Government Act 1993 and the Environmental Planning and Assessment Act 1979.

### Report

Section 402 (4) of the Local Government Act provides that:

*"The council must establish and implement a strategy (its "community engagement strategy"), based on social justice principles, for engagement with the local community when developing the community strategic plan".*

The Environmental Planning and Assessment Act 1979 also places obligations with respect to community engagement on Council when exercising its planning function. Division 2.6 Section 2.23 of the Act states as follows:

*(1) A planning authority to which this Division applies is required to prepare a community participation plan about how and when it will undertake community participation when exercising relevant planning functions (subject to this section)".*

In order to satisfy and comply with both Acts a single document has been prepared that incorporates both the Community Engagement Strategy, as required by the Local Government Act, and the Community Participation Plan mandated by the Environmental Planning and Assessment Act.

The draft document includes, amongst other things, the objectives of the strategy, principles of good community engagement, identification of stakeholders and the following guides to community engagement and community participation:

- A broad framework for community engagement in Lockhart Shire based on the IAP2 Public Participation Spectrum developed by the International Association of Public Participation and detailed in Schedule A.
- Council's approach to community participation when exercising its planning functions and detailed in Schedule B.
- A summary of the minimum legislative requirements for consultation, public exhibition of documents, etc. and detailed in Schedule C.

The Community Engagement Strategy will form part of the Council's suite of Integrated Planning and Reporting documents once adopted.

A Community participation Plan has to be prepared by 1 December 2019.

### Integrated Planning and Reporting Reference

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

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

E2 - Provide effective community engagement practices with the community.

E2 - Increase opportunities and provide support for people with disabilities to exercise their rights for civic participation.

E2 - Ensure the community is informed by improving access to information.

### Legislative Policy and Planning Implications

Section 8A of the Local Government Act 1993 sets out the guiding principles for councils. Sub-section (3) deals with community participation and states that:

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

More specifically Section 402 (4) of the Local Government Act provides that: -

*"The council must establish and implement a strategy (its "community engagement strategy"), based on social justice principles, for engagement with the local community when developing the community strategic plan".*

The Environmental Planning and Assessment Act 1979 also places obligations with respect to community engagement on Council as a consent authority. Division 2.6 outlines mandatory community participation requirements and states as follows:

Section 2.22

*“(1) Part 1 of Schedule 1 sets out the mandatory requirements for community participation by planning authorities with respect to the exercise of relevant planning functions.*

*(The mandatory requirements include public exhibition for a minimum period, public notification requirements and the giving of reasons for decisions by planning authorities. The regulations under that Schedule may also require community consultation by applicants for consents or other approvals”).*

*(2) Those mandatory requirements for community participation include any other forms of community participation that are set out in a community participation plan under this Division and that are identified in that plan as mandatory requirements.*

Section 2.23

*(1) A planning authority to which this Division applies is required to prepare a community participation plan about how and when it will undertake community participation when exercising relevant planning functions (subject to this section)."*

Budget and Financial Aspects

Nil.

Attachments

1. Draft Community Engagement Strategy.

**Recommendation:** That the draft Community Engagement Strategy be placed on public exhibition for a period of not less than 28 days following which a further report be presented to Council together with any submissions received.

<b>Notes:</b>

**Attachment 1. – Draft Community Engagement Strategy**



**Lockhart Shire Council**

**Community Engagement  
Strategy**

and

**Community Participation  
Plan**

**2019**



## 1. Introduction and background

When we talk about “Community Engagement” in a local government context we are describing the activities that support the interactive relationship between Council and its stakeholders. Our stakeholders include our ratepayers, residents, service providers, business owners, workers and visitors. It refers to all the ways in which we inform, consult, involve, collaborate and empower the community. Community engagement can be defined as: -

*“A process by which the aspirations, concerns, needs and values of citizens and communities are incorporated at all levels and in all sectors in policy development, planning, decision-making, service delivery and assessment, and by which governments and other business and civil society organisations involve citizens, clients, communities and other stakeholders in these processes. (United Nations 2005)”.*

From simple information sharing and the promotion of activities and events to encouraging debate on local issues and planning for the future, good engagement creates a supportive, informative, innovative and participatory environment within which people can safely and confidently share their views and aspirations.

Community engagement is not a substitute for decision making but a part of the democratic process that provides the community with an opportunity to inform the decision making process.

## 2. Why Develop a Strategy

A community engagement strategy will assist councillors and council officers when determining specific engagement activities, planning for these activities and evaluating their effectiveness.

This Strategy sets out what values or principles, as an organisation, we place on community engagement and how those values might translate into practical outcomes. In this regard the Strategy does not prescribe any specific model for engagement in all circumstances because engagement activities will vary according to urgency and priority, resource allocation and objectives and legislative requirements.

The emphasis of this Strategy is not only on detailing our legislative obligations but also upon encouraging a culture of good engagement across the organisation.

## 3. Legislative Context

Section 8A of the Local Government Act 1993 sets out the guiding principles for councils. Sub-section (3) deals with community participation and states that:

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

More specifically Section 402 of the Local Government Act provides that: -

*“(1) Each local government area must have a community strategic plan that has been developed and endorsed by the council. A community strategic plan is a plan that identifies the main priorities and aspirations for the future of the local government area covering a period of at least 10 years from when the plan is endorsed.*

*(4) The council must establish and implement a strategy (its “community engagement strategy”), based on social justice principles, for engagement with the local community when developing the community strategic plan.*

The Local Government Act also contains various clauses that require public notice to be given prior to certain decisions being taken e.g. decisions to adopt documents such as the community strategic plan, delivery program, operational plan, local approvals policies, local orders policies, code of meeting practice etc. Section 705 of the Act states as follows regarding how public notice is to be given:

*(1) If the council or another person is required to give public notice under this Act, the notice must state the place at which, the dates on which, and the times during which the matter publicly notified may be inspected by the public.*

*(2) The notice is to be in the approved form.*

*(3) The notice is to be given in a manner determined by the council with the object of bringing the matter notified to the attention of as many people in its area as possible.*

The Environmental Planning and Assessment Act 1979 also places obligations with respect to community engagement on Council as a consent authority. Division 2.6 outlines mandatory community participation requirements and states as follows: -

Section 2.22

*(1) Part 1 of Schedule 1 sets out the mandatory requirements for community participation by planning authorities with respect to the exercise of relevant planning functions.*

*(The mandatory requirements include public exhibition for a minimum period, public notification requirements and the giving of reasons for decisions by planning authorities. The regulations under that Schedule may also require community consultation by applicants for consents or other approvals).*

*(2) Those mandatory requirements for community participation include any other forms of community participation that are set out in a community participation plan under this Division and that are identified in that plan as mandatory requirements.*

Section 2.23

*(1) A planning authority to which this Division applies is required to prepare a community participation plan about how and when it will undertake community participation when exercising relevant planning functions (subject to this section).*

#### **4. Strategic Planning Context**

This Community Engagement Strategy aligns with and supports the following strategies and actions contained in Council's Community Strategic Plan and Delivery Program:

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

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

*E2 - Provide effective community engagement practices with the community.*

*E2 - Increase opportunities and provide support for people with disabilities to exercise their rights for civic participation.*

*E2 - Ensure the community is informed by improving access to information."*

#### **5. Objectives of the Community Engagement Strategy**

The overall objectives of the Community Engagement Strategy are improved communication between Council, ratepayers and residents; improved representation of the needs of the community; increased involvement of residents and particularly hard to reach people; a

trusting partnership between Council and its stakeholders, and more informed planning and decision making by Council.

More specifically the strategy aims to:

- a) Meet legislative requirements, particularly with respect to the integrated planning and reporting provisions of the Local Government Act 1993 and the mandatory community participation requirements of the Environmental Planning and Assessment Act 1979.
- b) Provide Council with a set of Good Engagement Principles to guide community engagement across the organisation.
- c) Provide all community members and stakeholders an opportunity to have input into Council's decision making in an open and transparent process.
- d) Allow for feedback from a representative cross section of the community.
- e) Ensure that Council receives good quality, timely and relevant feedback.
- f) Promote an increased understanding to Council of the needs of the community.
- g) Provide Council officers with a guide to plan and implement effective community engagement.
- h) Provides access to community knowledge, ideas and expertise and ensure that all information sharing and communication with stakeholders and the community is consistent.
- i) Build strong relationships between Council and the Community.
- j) Builds community confidence in the Council's decision making more broadly and in the planning system specifically.
- k) Create a shared sense of purpose, direction and understanding of the need to manage growth and change, while preserving local character.

## **6. Principles of Good Community Engagement**

The following Principles will help shape the way Council engages with its community. And when applied should help to ensure that the views of the community are acknowledged, respected, and actioned.

- a) Transparency - Council will communicate in an open manner. We will endeavour to always provide accurate, fact based information and be honest in our dealings.
- b) Inclusiveness - Council's engagement process will aim to provide all of the community an opportunity to contribute their views. By having an inclusive engagement process Council seeks to gain perspectives that are representative of the community as a whole.
- c) Active listening - Council will proactively listen to groups and individuals in order to understand their position and concerns. Council will respect the views of community members and take outcome orientated actions as appropriate to the issue.
- d) Access - When engagement opportunities such as public meetings occur, Council will endeavour to provide venues that are accessible, comfortable and in a convenient location. We will aim to provide opportunities for community to meet at times most convenient to them and their circumstance.
- e) Interaction - Councillors and Council officers will be approachable, supportive and easy to contact. Interactions between Council and community members should leave both parties feeling listened to and respected.
- f) Genuine - Council will engage with the community in a genuine and sincere manner. The views of the community will be valued, respected and acknowledged.

- g) Outcomes - Outcomes will be guided by input from the relevant stakeholders. While outcomes may not always please all parties, Council will clearly explain why decisions have been made and acknowledge the input of everyone who took part in the decision making process.
- h) Process - Council will provide the relevant resources to enable good engagement. All community engagement and consultation will take place in a timely and efficient manner. Council will report back on decisions arising from community engagement and ensure every effort has been made to inform stakeholders of its decision.
- i) Response - Council will acknowledge feedback from the community in a timely and efficient manner. Council will always aim to provide information which is factual and accurate.

## **7. Identification of Stakeholders**

For the purpose of community engagement, stakeholders are generally defined as:

- a) Children, young people and adults who live in the Lockhart Shire local government area including resident ratepayers and non-rate paying residents;
- b) Non-resident ratepayers;
- c) Sporting clubs and recreational organisations;
- d) Other community and volunteer based organisations;
- e) Emergency services organisations;
- f) Local businesses;
- g) Council employees;
- h) Individuals who work in Lockhart Shire;
- i) Individuals who visit Lockhart Shire;
- j) Government agencies which have an interest in Lockhart Shire.

## **8. Community Engagement into Practice**

The International Association of Public Participation's ("IAP2") Public Participation Spectrum identifies five recognised levels of an engagement strategy. Those five strategies are "Inform", "Consult", "Involve", "Collaborate" and "Empower". IAP2 is an internationally recognised non-profit organisation that promotes and improves public participation.

IAP2's Public Participation Spectrum is a recognised tool designed to assist with the selection of the level of participation that defines the public's role. It shows that differing level of participation and different methodologies are legitimate depending on the goals, time frames, resources and levels of concern in the decision to be made. It also sets out the promise being made to the public at each participation level.

A broad framework for community engagement in Lockhart Shire has been developed based on the IAP2 Public Participation Spectrum and is detailed in Schedule A.

In order to satisfy the requirements of the Environmental Planning and Assessment Act 1979 and achieve the benefits of community participation in the planning system, Council's approach to community participation for its land use planning functions is detailed in Schedule B.

To assist Council in meeting its obligations and comply with the minimum requirements for consultation, public exhibition of documents and the like, specific legislative requirements with respect to community consultation are detailed in Schedule C.

## 9. Evaluating the Community Engagement Strategy

Council will evaluate and review its Community Engagement Strategy at least once every four years. Council's Customer Satisfaction Survey will provide one mechanism by which the Strategy will be evaluated. In this regard previous Surveys have included the following questions:

- a) *"How satisfied are you with the interactions you have had with Council?  
Responses ranging from 1 – Not at all satisfied to 5 – very satisfied.*
- b) *How satisfied are you with the level of communication Council has with the community? Responses ranging from 1 – Not at all satisfied to 5 – very satisfied.*
- c) *How do you receive information about Council?"*

*Adopted by Council on xx Xxxx 2019*

*Refer Minute No. xxx/2019*

DRAFT



**Schedule A**

The broad framework for community engagement in Lockhart Shire set out in the table below has been developed based on the IAP2 Public Participation Spectrum. The framework should be used as a guide bearing in mind that the applications shown below are examples only. It is recognised that other applications requiring a level of community engagement and not specifically referred to in the table will emerge from time to time.

Where the application relates to an environmental planning matter e.g. development application, rezoning proposal or review of an environmental planning instrument, specific attention should be given to the Community Participation Plan and engagement strategies outlined in Schedule B.

STRATEGY	APPLICATION (Examples)	GOAL	COMMITMENT	METHODOLOGIES
<b>1. INFORM</b>	<ul style="list-style-type: none"> <li>- FAQs</li> <li>- Customer Service enquiries</li> <li>- Rates &amp; charges</li> </ul>	<p>To provide stakeholders with appropriate information on Council, its decision making, services, events, projects and any associated issues.</p> <p>This is the primary form of community engagement and builds knowledge and skills in the community.</p> <p>For a number of people, depending on the nature of the issue, this may be the only form of community engagement they want.</p>	We will keep you informed.	<ul style="list-style-type: none"> <li>- Media releases</li> <li>- Monthly Council newsletters</li> <li>- Online: website, email and social media</li> <li>- Distribution of in-house documents and publications</li> <li>- Notification letters</li> <li>- Public notices</li> <li>- Letter box drops</li> <li>- Internal communication/consultation</li> <li>- Official openings/launch</li> <li>- Paid advertising</li> </ul>
<b>2. CONSULT</b>	<p>Council Policies                      Development Applications                      Planning Proposals</p>	<p>Actively seeks stakeholder's views and input into policy, plans and decisions.</p> <p>Council retains overall decision making responsibility.</p>	<p>We will listen to you, consider your ideas and concerns and keep you informed.</p> <p>Planning decisions should be made in an open and transparent way and the</p>	<ul style="list-style-type: none"> <li>- Media releases</li> <li>- Monthly Council newsletters</li> <li>- Paid advertising</li> <li>- Online: website, email and social media</li> </ul>

			community should be provided with reasons for those decisions, including how community views have been taken into account.	<ul style="list-style-type: none"> <li>- Distribution of in-house documents and publications</li> <li>- Notification letters</li> <li>- Community meetings</li> <li>- Public exhibition</li> <li>- Letter box drops</li> <li>- Internal communication/consultation</li> <li>- Official opening/launch</li> <li>- Pre-application consultation re major development applications</li> </ul>
<b>3. INVOLVE</b>	<ul style="list-style-type: none"> <li>- Delivery Program</li> <li>- Operational Plan</li> </ul>	<p>To work directly with stakeholders to ensure that ideas, concerns and aspirations are understood and considered.</p> <p>Involving a two way exchange of information that encourages discussion and provides an opportunity to influence the outcome.</p> <p>While 'involve' assumes a greater level of participation by stakeholders as they work through issues and alternatives to assist in the decision-making process, Council retains overall decision making responsibility.</p>	<p>We will work with you to ensure that your ideas, concerns and aspirations are considered and provide feedback</p> <p>Planning decisions should be made in an open and transparent way and the community should be provided with reasons for those decisions, including how community views have been taken into account.</p>	<ul style="list-style-type: none"> <li>- Media releases</li> <li>- Monthly Council newsletters</li> <li>- Paid advertising</li> <li>- Online: website, email and social media</li> <li>- Distribution of in-house documents and publications</li> <li>- Notification letters</li> <li>- Community meetings</li> <li>- Surveys and questionnaires</li> <li>- Public exhibition</li> <li>- Letter box drops</li> <li>- Internal communication/consultation</li> <li>- Official opening/launch</li> </ul>
<b>4. COLLABORATE</b>	<ul style="list-style-type: none"> <li>- Community Strategic Plan (CSP)</li> <li>- Major projects e.g. swimming pool</li> </ul>	<p>To work in partnership with stakeholders, incorporating their input and advice, jointly formulating solutions and/or options, and sharing agenda</p>	<p>We will work together in seeking the best outcomes for Lockhart Shire.</p>	<ul style="list-style-type: none"> <li>- Media releases</li> <li>- Monthly Council newsletters</li> <li>- Paid advertising</li> <li>- Online: website, email and social media</li> </ul>

	upgrades/ CBD master planning)	<p>setting and deliberation of issues.</p> <p>Occurs when ownership of an issue is shared between Council and community stakeholders.</p> <p>May be some level of delegated decision making to community stakeholders, but Council retains overall decision making responsibility.</p>		<ul style="list-style-type: none"> <li>- Distribution of in-house documents and publications</li> <li>- Notification letters</li> <li>- Community meetings</li> <li>- Surveys and questionnaires</li> <li>- Focus groups</li> <li>- Steering Committees</li> <li>- Forums and Workshops</li> <li>- Public exhibition</li> <li>- Letter box drops</li> <li>- Internal communication/consultation</li> <li>- Official opening/launch</li> </ul>
<b>5. EMPOWER</b>	<ul style="list-style-type: none"> <li>- Very specific community projects where Council have the ability to delegate decision making authority.</li> <li>- Changes the Council's constitutional arrangements e.g. ward boundaries, method of electing the mayor, number of councillors on the council.</li> </ul>	<p>To place final decision making in the hands of stakeholders.</p> <p>Empowered communities share responsibility for making decisions and accountability for the outcomes of those decisions.</p> <p>Legislative and policy frameworks may give power to communities to make decisions. The community may have the power to make a limited range of decisions.</p>	We will ensure the collective position of the community is an integral part of the decision making process.	<ul style="list-style-type: none"> <li>- By ensuring that transparency, inclusion, access and the other core principles of good community engagement referred to in this Strategy are apparent in all community engagement.</li> <li>- Constitutional referendum</li> </ul>



## Schedule B

Council's Community participation Plan is a requirement of the Environmental Planning and Assessment Act 1979 (Division 2.6 and Schedule 1 of the EP&A Act) and applies to the exercise of planning functions by the Council (and their delegates and nominees).

This Community Participation Plan is designed to make participation in planning clearer for the community. It does this by setting out how and when interested persons can participate in the planning system, Council's functions and different types of proposals.

The Community Participation Plan applies to the following functions: -

**Plan making** - Strategic planning is an essential aspect of our work where we set the strategic direction, vision and context for the planning system in the Lockhart Shire Local Government Area. It involves planning for communities, which integrates social, environmental and economic factors with the area's special attributes and their future realisation within the planning system. Examples of this work include the creation of planning proposals for the local environmental plan subject to a gateway determination, standard instrument orders, development control plans and contribution plans.

**Assessments** - The Council and some Council officers make planning decisions on a range of developments. When making decisions on these developments, consideration is given to whether land use proposals are in accordance with the strategic priorities of the Council, the NSW Government, public interest and applicable policies and guidelines. Proposals that are assessed may include residential developments as well as commercial and industrial developments. In these proposals, the planning phase is just one aspect of the overall lifecycle and at other phases engagement may be undertaken by either the proponent, NSW Government agencies or Council. In some instances, Council will require ongoing engagement as a condition of approval.

Council's approach to community participation is outlined in the table below.

What	When	How
<b>Level 1: Inform</b>		
We notify the community of proposals, provide accurate and relevant information on the context of the proposal and update information as proposals progress through the planning system.	During the early scoping of a proposal we inform you of the intent and seek feedback to shape the project's design. We then update you on the progress of a proposal as it makes its way through the planning system.	Media releases, letter mail outs, website, social media announcements, emails, newsletters, public notices and advertisements, information sessions, technical reports and discussion papers.

<b>Level 2: Consult</b>		
We consult with the community and invite them to provide their views and concerns on a proposal.	Once a proposal is designed, we release a draft on public exhibition to seek your views and concerns. We welcome feedback as a submission in a formal exhibition, or at any other time.	Public exhibition, open days, drop in sessions, walking tours, one-on-one engagement with planners via the phone, email or letter.
<b>Level 3: Engage</b>		
We respond to the community's views by conducting targeted engagement to seek specific input reflecting the scale, nature and likely impact of the proposal.	Through submissions and feedback, we identify your key issues and concerns and conduct targeted engagement activities to find solutions to determine the way forward.	Public meetings and hearings, community reference groups, people's panels, feedback sessions, workshops and engagement with NSW government agencies.
<b>Level 4: Determination</b>		
We notify the community of decisions on proposals and detail how their views were considered in reaching the decision.	In reaching a decision we consider your views and concerns, notify you of the reasons for the decision and how community views were considered.	Updates to websites, publication of submissions reports, public exhibition reports and notice of decisions.

### Public Exhibitions

A key technique Council uses to encourage community participation is formal public exhibitions. During a public exhibition, we make available relevant documents that may include a draft of a policy, plan or proposed development that we are seeking community input on. In conducting an exhibition, we receive submissions in accordance with our development control plan and we adhere to our Privacy Policy and defamation and discrimination laws.

In reaching decisions on proposals that have been exhibited, the Council balance a wide range of factors to ensure that decisions are in the public interest. This includes considering the objects of the Environmental Planning and Assessment Act, the strategic priorities of the Council, the Government, the community's input, the land use priorities identified in strategic plans and applicable policies and guidelines.

It should be noted that submissions may be made available to the applicant and the public – this may include publication on Council's website, in accordance with Schedule 1 Clause 3 of the GIPA Regulations 2009. Including both the grounds of the submission and the identity of the submitter.

Interested persons can be involved in the public exhibition process in the following ways: -

- Make a formal submission on an exhibition by emailing Council or by writing to the General Manager of Lockhart Shire Council.
- Visit Council and staff will help you access public exhibition documents. Council staff will also answer any questions that you have or connect you to an appropriate officer who can help you.

- Connect directly with Council staff working on a proposal, policy, plan or project.

Public exhibition timeframes vary in length. Some timeframes are prescribed in legislation and others are at Councils discretion. Section 2.21(2) of the Environmental Planning and Assessment Act details the types of proposals that must be considered in the CPP and Schedule 1 sets a minimum exhibition timeframe for most of these proposals. Council will always exhibit a proposal for this minimum timeframe and will consider an extended timeframe for exhibition based on the scale and nature of the proposal. The only requirements in this plan that are mandatory are those set out in the table below:

**Plan making – mandatory public exhibition periods**

Plan	Mandatory Timeframe
Draft community participation plan	28 days
Planning proposals for local environmental plans subject to a gateway determination	28 days or as specified by the gateway determination which may find, due to the minor
Draft development control plans	28 days
Draft contribution plans (including growth centres and planned precincts)	28 days

**Development assessment - mandatory public exhibition periods**

Application	Mandatory Timeframe
Application for development consent (other than for designated development or for State significant development)	<p>In accordance with Section C of the Lockhart Shire Development Control Plan 2016, "Notification of Development Applications" (page 64) Council will give notice of an application to affected persons where, in its opinion, the enjoyment of land may be detrimentally affected by or in relation to:-</p> <ul style="list-style-type: none"> <li>- The views to and the view from the land;</li> <li>- Overshadowing;</li> <li>- Privacy;</li> <li>- Noise or odour;</li> <li>- The visual quality of the development in relation to the streetscape;</li> <li>- The scale or bulk of the proposed development;</li> <li>- The siting of the proposed development in relation to site boundaries;</li> </ul>

	<ul style="list-style-type: none"> <li>- The proposed hours of use for the development;</li> <li>- Light spillage or reflection;</li> <li>- Means of access to or provision of parking on the proposed development site;</li> <li>- The amount of traffic likely to be generated by the proposed development;</li> <li>- Drainage; and</li> <li>- The social and economic impacts of the proposal.</li> </ul> <p>Any Development Application required to be notified will be done so for a period of at least 14 days.</p> <p>Notification will not be made of a Development Application if it is:-</p> <ul style="list-style-type: none"> <li>- Exempt Development; or</li> <li>- Complying Development.</li> </ul> <p>Development Applications which do not require notification include:-</p> <ul style="list-style-type: none"> <li>- Strata subdivisions;</li> <li>- Subdivision only involving adjustments to existing property boundaries;</li> <li>- Change of use of buildings, except at Council's discretion; and</li> <li>- Single rural dwelling on large properties.</li> </ul>
Application for development consent for designated development	28 days
Application for development consent for State significant development	28 days
Environmental impact statement obtained under Division 5.1	28 days
Environmental impact statement for State significant infrastructure under Division 5.2	28 days

### Schedule C

The emphasis of this Community Engagement Strategy is not only on detailing Council's legislative obligations but also upon encouraging a culture of good engagement across the organisation as outlined in Schedule A.

Notwithstanding the broader aims of the Strategy, meeting Council's legislative obligations remains one of the objectives of the Strategy, particularly with respect to the integrated planning and reporting provisions of the Local Government Act 1993 and the mandatory community participation requirements of the Environmental Planning and Assessment Act 1979.

Whereas the community participation requirements of the Environmental Planning and Assessment Act 1979 are predominantly addressed in Schedule B of the Strategy, the minimum requirements of the Local Government Act regarding community engagement and consultation, public exhibition of documents and the like, are summarised below.

Action or Decision by Council	Local Govt. Act Reference	Minimum Requirement
Classification or reclassification of public land.	Section 34	Public notice of the proposed council resolution specifying a period of not less than 28 days during which submissions may be made to the council.
Draft plan of management of community land.	Section 38	Public exhibition of the draft plan of management for a period of not less than 28 days and a public notice specifying a period of not less than 42 days after the date on which the draft plan is placed on public exhibition during which submissions may be made to the council.
Granting of leases and licences on community land.	Section 47 and 47A	Public notice of the proposal specifying a period of not less than 28 days during which submissions may be made to the council.
Draft local approvals policy and draft local orders policy	Section 160	Public exhibition of the draft local policy for a period of not less than 28 days and a public notice specifying a period of not less than 42 days after the date on which the draft policy is placed on public exhibition during which submissions may be made to the council.
Adoption or revocation of a local approvals policy or local orders policy	Section 166	Public notice in a manner prescribed by the regulations or, if not prescribed, in a manner determined by the council.
Intention to adopt or amend a policy for the payment of expenses or provision of facilities to councillors.	Section 253	Public exhibition of the draft or amended policy specifying a period of not less than 28 days during which submissions may be made to the council.

Draft code of meeting practice.	Section 361	Public exhibition of the draft code for a period of not less than 28 days and a public notice specifying a period of not less than 42 days after the date on which the draft plan is placed on public exhibition during which submissions may be made to the council.
Draft community strategic plan or amendment of a community strategic plan.	Section 402	Public exhibition of the draft or amended community strategic plan for a period of not less than 28 days during which submissions may be made to the council.
Draft delivery program.	Section 404	Public exhibition of the draft delivery program for a period of not less than 28 days during which submissions may be made to the council.
Draft operational plan	Section 405	Public exhibition of the draft operational plan for a period of not less than 28 days during which submissions may be made to the council.
Presentation of financial reports	Section 418	Public notice of the date fixed by the council for the meeting at which it proposes to present its audited financial reports and auditor's reports to the public specifying that any person may make submissions to the council with respect to the council's audited financial reports or with respect to the auditor's reports within 7 days after the date on which those reports are presented to the public.
Proposal to establish an alcohol-free zone.	Section 644A	Notice published in a manner that the council is satisfied is likely to bring the notice to the attention of members of the public in the area as a whole or in a part of the area that includes the zone concerned.
Establishment of alcohol-free zone.	Section 644B	Notice published in a manner that the council is satisfied is likely to bring the notice to the attention of members of the public in the area as a whole or in a part of the area that includes the zone concerned.
Suspension or cancellation of alcohol-free zone.	Section 645	Notice published in a manner that the council is satisfied is likely to bring the notice to the attention of members of the public in the area as a whole or in a part of the area that includes the zone concerned.



## Glossary

Term	Definition
Community engagement	A process by which the aspirations, concerns, needs and values of citizens and communities are incorporated at all levels and in all sectors in policy development, planning, decision-making, service delivery and assessment; and by which governments and other business and civil society organisations involve citizens, clients, communities and other stakeholders in these processes.
Community engagement strategy	A strategy to assist Council in determining specific engagement activities, planning for these activities and evaluating their effectiveness.
Community participation plan	A plan to make participation in planning clearer for the community by setting out how and when interested persons can participate in the planning system, Council's functions and different types of planning proposals (published pursuant to Division 2.6 of the EP&A Act).
Community strategic plan (CSP)	A plan that identifies the main priorities and aspirations for the future of the Lockhart Shire covering a period of at least 10 years from when the plan is endorsed.
Constitutional referendum	A constitutional referendum is a poll initiated by a council in order to seek approval to: - (a) divide its area into wards or abolish all wards in its area, (b) change the basis on which the mayor attains office (that is, by election by the councillors or by election by the electors), (c) increase or decrease the number of councillors in accordance with the limits under section 224, (d) change the method of ordinary election of councillors for an area divided into wards.
Contribution plans	A plan developed by councils for the purpose of gaining financial contributions from new development towards the cost of new and upgraded public amenities and/or services required to accommodate the new development
Delivery program	A program detailing the principal activities to be undertaken by the Council over a four year term to implement the strategies established by the community strategic plan.
Designated development	Designated Development refers to developments that are high-impact developments (e.g. likely to generate pollution) or are located in or near an environmentally sensitive area (e.g. a coastal wetland)

Development application	An application for consent under Part 4 of the EP&A Act to carry out development but does not include an application for a complying development certificate.
Development control plans	A plan that provides detailed planning and design guidelines to support the planning controls in a LEP
Gateway determination	A gateway determination is issued following an assessment of the strategic merit of a proposal to amend or create an LEP and allows for the proposal to proceed to public exhibition
Local environmental plan (LEP)	An environmental planning instrument developed by a local planning authority, generally a council. An LEP sets the planning framework for a Local Government Area
Operational plan	A plan detailing the activities to be engaged in by Council during a particular year as part of a delivery program covering that year.
State Environmental Planning Policy (SEPP)	An environmental planning instrument developed by the Department, that relates to planning matters that are state significant or are applicable across the state
State significant development (SSD)	Some types of development are deemed to have State significance due to the size, economic value or potential impacts that a development may have. Examples of possible SSD include: new educational establishments, hospitals and energy generating facilities
State significant infrastructure (SSI)	SSI includes major transport and services development that have a wider significance and impact than on just the local area. Examples of possible SSI include: rail infrastructure, road infrastructure and water storage and treatment plants



## 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.

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

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

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