



# **BUSINESS PAPER**

**of the  
Ordinary Meeting  
Held  
18 March 2019**

**COUNCILLORS PLEASE NOTE:  
BUDGET WORKSHOP WILL COMMENCE AT 4.00PM**

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

## The Prayer

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

## The Council's Guiding Principles

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

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

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

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

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

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

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

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13 March 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, 18 March 2019** commencing at **5.00pm**.

The Order of Business will be as shown overleaf.

In accordance with a resolution passed on 4 February, 2019 the Council meeting will be preceded by a Budget Workshop commencing at 4.00pm.

Please also note that Mrs Myra Jenkyn and Ms Sandra Johnstone have requested the opportunity to address Council in relation to the Lockhart Business Centre Masterplan. This matter is included in the Business Paper as Item 6.

Yours faithfully



Peter Veneris  
**GENERAL MANAGER**

## Order of Business

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**Consideration of Business in Closed Session**

There are no items listed for consideration by Council in Closed Session on 18 March 2019.

## **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 MEETING OF LOCKHART SHIRE COUNCIL HELD AT LOCKHART COUNCIL CHAMBERS ON TUESDAY, 5 FEBRUARY 2019 COMMENCING AT 6.35PM.**

#### **PRESENT**

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

#### **APOLOGIES**

Councillor Gail Driscoll, Mrs Raeleen Pfeiffer, Mrs Susan Creek.

#### **LEAVE OF ABSENCE**

Nil.

#### **PERCURINARY INTEREST**

Nil.

#### **CONFIRMATION OF MINUTES**

The minutes of the Meeting held Tuesday, 6 November 2018, as printed and circulated, be taken as read and confirmed on the Motion of Myra Jenkyn, seconded John Holstein.

### 1. **Public Art Projects**

The TEDO is working with community groups at Milbrulong, Tootool and Yerong Creek to assist with ideas for large scale public murals at each location for consideration by Riverina Water and Lockhart Shire Council.

The public art projects currently be investigated are:

- Milbrulong – Water Tower;
- Tootool – Telephone Exchange and Tootool Silos;
- Yerong Creek – Water Tower.

The steps for undertaking the projects are as follows:

1. Design concept;
2. Design agreed by building owner and council in consultation with local community;
3. Determine budget;
4. Secure funding;
5. Project Management;
6. Expressions of interest;
7. Nominate artist;
8. Development Application;
9. Contract;
10. Commence project.

All three community groups are currently at Step 1 – Design Concept. The TEDO will keep the committee updated on progress as the projects further develop.

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

<b>Notes:</b>

## 2. Shire and Town Entrance Signs

A proposal to update the Lockhart Shire and town entrance signs has been under consideration for some time. A previous proposal to upgrade the entrance signs was deferred during the Fit for the Future process due to the uncertainty that process created regarding amalgamations and future local government boundaries.

More recently however the Lockhart Shire Council submitted a number of grant applications under Round 2 of the NSW Government's Stronger Country Communities Fund including an application for Shire and town entrance signs. The Council has now been advised of the outcome of the applications it resolved to submit. Grant funding totalling \$760,950 has been approved for six sporting, recreational and community infrastructure projects across the Shire including an amount of \$100,000 for the entrance signs.

Community consultation will be an important part of the entrance signs project. Bearing in mind that the Tourism and Economic Development Steering Committee has played a role in previous proposals and includes both councillor and community representatives from across the Shire, Council proposed that the Committee be tasked to consider a range of design options that could form the basis of wider community consultation.

To guide the Committee in this task the following information was provided:

- Approximately \$90,000 has been budgeted for the supply and installation of the signs with the balance of the grant required for other aspects of the projects such as development application and road permit fees, preparation of safety, environmental and traffic management plans, artwork and traffic control.
- The budget prepared for the purposes of the grant application was based on six Shire entrance signs and 17 town entrance signs, i.e. Lockhart (4), The Rock (4), Yerong Creek (3), Milbrulong (3) and Pleasant Hills (3);
- Install costs are estimated at \$16,500; therefore, a budget of \$3,200 per sign is allocated for manufacture and supply;
- In terms of timeframes the conditions of the grant require 50% of the funding to be expended by 30 June 2020 and the whole project completed by 31 October 2020;
- As the signs will reflect the Shire's 'brand' consideration should be given to adopting a common theme for all signs in terms of style, shape, colour and the type of information to be included on the signs;
- Whilst the majority of signs will be situated on local roads for which the Council is the road authority, some entrance signs will be situated on the Olympic Highway for which NSW Roads and Maritime Services (RMS) is the relevant authority;
- RMS requirements will therefore have to be taken into account. In this regard the RMS has advised that any structure in the clear zone would need to be frangible (able to be knocked over so as not to be a traffic hazard) as per the example below.



Frangible



Not Frangible

The Committee, which consists of members from across the Shire, felt that it would be appropriate for them to undertake this. Should Council support the recommendation the TEDSC would aim to revert to the next meeting with some design options.

**Recommendation:** That the TEDSC be tasked to consider a range of design options that could form the basis of wider community consultation.

<b>Notes:</b>

**3. Lockhart Shire Business Awards**

Unfortunately, Lockhart Rotary Club and Lockhart Progress Association advised they were not in a position to host the 2019 Lockhart Shire Business Awards. They were however interested in potentially assisting with the Small Business Forum in October.

Taking this into consideration, the TEDSC agreed the TEDO should approach The Rock Progress Association to ascertain if they were in a position to assist with hosting the Business Awards at the end of May this year.

Following the 2018 Awards, discussions with business operators indicated businesses would prefer to self-nominate and the laborious nature of the questionnaire needed to be investigated. The current questionnaire template is that set down by the NSW Business Chamber however it is an extensive and time-consuming process for businesses to undertake.

The TEDO has been in touch with Riverina Business Enterprise Centre (BEC), who advised they had been talking to other regions about the same issues regarding the categories and questionnaires, noting the current Lockhart Shire format was established to align with the NSW Business Chamber Awards. Discussions with neighbouring Award organisers indicate some are moving away from the state template due to the limited number of businesses in their area and in an effort to streamline the self-nomination process. Also discussed was the need for site visits by the judges and feedback to applicants.

The BEC offered assistance in reviewing and reducing the questions so the process is not so onerous for businesses and the TEDO will forward the relevant information for feedback. The TEDO will update the Committee at the next meeting regarding a decision by The Rock Progress and feedback from BEC.

The TEDSC also discussed the Business Leader category due to the number of nominations received in 2018 and feedback from businesses. While the Small Business category was strongly supported by businesses, the Business Leader category struggled with nominations. The Committee felt the Small Business category received a much higher number of nominations as it was relevant to more businesses. The TEDSC agreed the Business Leader category should be dropped from the 2019 Awards program, leaving three remaining categories as follows:

- Young Entrepreneur
- Employee of the Year
- Small Business of the Year.

**Recommendation:** That, the Business Leader category be dropped from the 2019 Lockhart Shire Business Excellence Awards program.

<b>Notes:</b>

**4. Love Lockhart Shire Photo Competition**

With the annual Love Lockhart Shire Photo Competition due to run from 01 April to 30 June, the TEDSC discussed retaining the Youth Category but merging the ‘People’ and ‘Places’ categories into one Open Category, noting that in 2018 the ‘Places’ category received 5 times more entries than the ‘People’ category. The prize money for the Youth Category would remain at \$100 for First Prize and \$50 for Second Prize, while prize money for the Open Category would be restructured as follows:

First Prize:	\$500
Second Prize:	\$200
2 x Highly Commended:	\$100.

The TEDSC believed this restructure would be more enticing to both professional and budding photographers, encouraging greater participation from both within Lockhart Shire and further afield.

**Recommendation:** That, the ‘People’ and ‘Places’ categories in the Love Lockhart Shire Photo Competition be merged into one Open Category with prize money being allocated to winning photographers as follows:

First Prize:	\$500
Second Prize:	\$200
2 x Highly Commended:	\$100.

<b>Notes:</b>

**5. Project Updates**

Lockhart Shire Business Directory	56 businesses have signed up to date. Further businesses are being encouraged to participate in the free directory. The design of the website is nearing completion, with just images to be finetuned.
Business Gap Analysis	The TEDO will look to undertake a gap analysis of Lockhart Shire businesses over the coming months
Lockhart Industrial Land	Council is repairing a full report for council regarding land sales at Lockhart Industrial Park
Magnolia Lodge	Council are investigating the funding of additional independent living and aged care accommodation in Lockhart Shire
Lockhart VIC	Visitor numbers were low during the extremely hot weather. TEDO is working on this year’s VIC audit which will be conducted in February
Lockhart Museum	Greens Gonyah Museum were awarded Highly Commended in the 2018 NSW Museum and Galleries Awards in the sustainability section, an incredible achievement. Work in the Billabong Motors is progressing, with grant projects nearing completion.
Lockhart Main Street Upgrade	Focus group meeting has been held and DEES will be providing a report to council
Lockhart Verandah Project	\$100,000 heritage grant announced for the repair and make good of verandahs. Works are in progress with a workshop on brick and mortar repair to be held at the Graincorp building.
The Rock Museum	Drop down interpretative panels are being installed. Vintage Hat & High Tea event in November very successful.
The Rock Balloon Flights	The TEDO is liaising with Picture this Ballooning who are taking expressions of interest.

Partnership Advertising	Marketing campaigns with Destination Riverina Murray / Thrive Riverina and Wagga Wagga City Council are due to go live in February, as will the new Riverina tourism website. Potential for cross promotions with Greater Hume and Federation Council are being investigated. Newell brochure due for reprint shortly.
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The next TEDSC meeting will be held at **Pleasant Hills on Tuesday, 5 March 2019 at 6:30pm.**

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

<b>Notes:</b>

## 2. TOURISM/ECONOMIC DEVELOPMENT OFFICER REPORT

(TEDO/T26-005)

### MINUTES OF THE TOURISM/ECONOMIC DEVELOPMENT STEERING COMMITTEE MEETING OF LOCKHART SHIRE COUNCIL HELD AT YERONG CREEK ON TUESDAY, 5 MARCH 2019 COMMENCING AT 6.35PM.

#### PRESENT

Mrs Myra Jenkyn, Councillor Derek Douglas, Mr John Holstein, Mr Greg Smith Tourism/Economic Development Officer (Jennifer Connor).

#### APOLOGIES

Councillor Gail Driscoll, Mrs Raeleen Pfeiffer, Ms Sandra Johnstone, Mrs Susan Creek.

#### LEAVE OF ABSENCE

Susan Creek

#### PERCURINARY INTEREST

John Holstein – Love Lockhart Shire Photo Competition

#### CONFIRMATION OF MINUTES

The minutes of the Meeting held Tuesday, 5 February 2019, as printed and circulated, be taken as read and confirmed on the Motion of John Holstein, seconded Myra Jenkyn.

#### 1. Public Art Projects

The TEDO has met with residents and attended community meetings at Milbrulong, Tootool and Yerong Creek to discuss proposed large-scale murals at each location.

Members of the Milbrulong Recreation Ground Committee met with the TEDO to discuss the potential for a mural on the western face of the water tower. This was of great interest to the Milbrulong Committee as they are in the process of installing a heritage information bay immediately to the south of the RFS shed and believe there is also opportunity to establish off road parking and a visitor seating area/small park.

The concept proposed for the Milbrulong Water Tower reflects the towns identity whilst tying into the Lockhart water tower. The concept is to feature a rosella as the centrepiece of the mural, potentially framed by gum leaves glistening with raindrops. Milbrulong is the Wiradjuri word for rosella, while gum leaves recognise the local landscape and raindrops signify the importance of water to our environment.

Due to the significant connection of the Lockhart and Milbrulong designs, the TEDO raised the possibility of engaging the artists Scott Nagy and Janne Birkner to undertake this project, subject to costs.

In addition to the mural project, there is potential to create a short “Rosella Walk” inclusive of nesting boxes and interpretative panels directly behind the Water Tower on crown land managed by Riverina Water. Approved nesting boxes could be made by The Rock Men’s Shed under the direction of Eastern Riverina Landcare through grant funding, with the area maintained by Lockhart Shire Council and the community.

This small precinct in Milbrulong has the potential to be a worthy addition to Lockhart Shire’s tourism offerings, benefiting the towns of both Lockhart and The Rock through passing traffic while increasing overnight stays in the Milbrulong Recreation Ground and providing a basis for farm home stays and B&B businesses.

The TEDO has contacted Riverina Water to ascertain their support for the proposed project with a follow up community meeting planned for 11 March in Milbrulong.

Tootool are exploring opportunities for mural artwork also. GrainCorp have advised they are happy to engage with the Tootool community to explore using the Tootool silos for silo art. They have quite strict conditions but these are all possible. The Tootool community are also interested in painting the Telstra exchange box located to the west of the village. The TEDO has met with the community on two occasions and will be meeting with them on Monday morning to further discuss design ideas.

The TEDO attended a number of meetings in Yerong Creek to discuss a potential water tower mural, the last meeting being a community meeting attended by a number of residents also interested in forming a town progress association. There was unanimous support for the water tower project and the TEDO will work with the community on a design concept and funding.

All projects are subject to concept design approval by the relevant land owners and by Council. The TEDO will keep the committee updated on progress as the projects further develop.

**Recommendation:** That Council support in principal the public art projects at Milbrulong, Yerong Creek and Tootool.

<b>Notes:</b>

**2. Shire and Town Entrance Signs**

At the February TEDSC meeting, the committee recommended they be tasked to consider a range of design options for the Shire and Town Entrance Signs that could form the basis of wider community consultation. As the Minutes for this meeting are yet to be approved by Council due to the earlier Council meeting in February, this is still to be resolved.

The TEDSC discussed the signs in some depth and agreed the purpose of the signs was a ‘welcome mat’ to the Shire and to the towns within. They felt the signs should be attractive, have a heritage theme, be relevant to the community and be unified in style to ensure a consistent look. The size of signs may differ dependent on their location, e.g. town signs on the Olympic Highway.

The TEDSC felt the town sign should feature:

- a town description/tagline;
- image relevant to the town;
- the town name prominently displayed;
- panel featuring ‘Welcome’;
- further panels listing two most significant attractions.



Residents in each town would have the opportunity to take ownership of their entry signs by deciding the most suitable town description, image and important attractions in their respective towns.

Similarly, the community would have the opportunity to decide on the image and tagline on the Shire entry signs. The tagline “True Country Spirit” came from TEDSC/Council when producing the current Shire brochures in 2011 however it is still very relevant to the Shire. The committee also raised the inclusion of “Wiradjuri Country”.

The TEDO did some mock ups of signs based on the style discussed by the committee of an elegant curved top with a surrounding border noting the town description, images and attractions would all be dependent on community input.

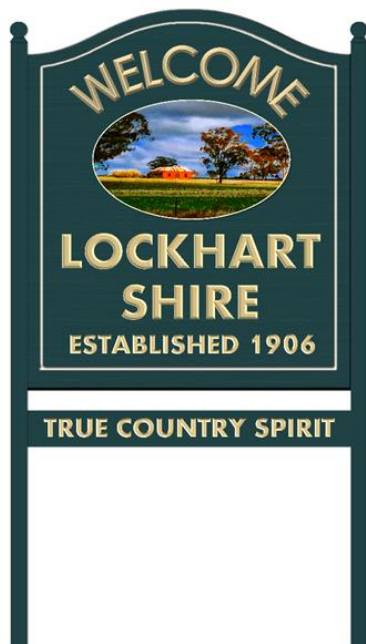
The TEDO could not achieve the gold embossed lettering as featured on the below Gilgai sign, however this would look very prominent on a heritage green background. It would be important to have a colour that will not be lost in our changing landscape. A professional sign maker would ensure correct colours, font sizes and images.



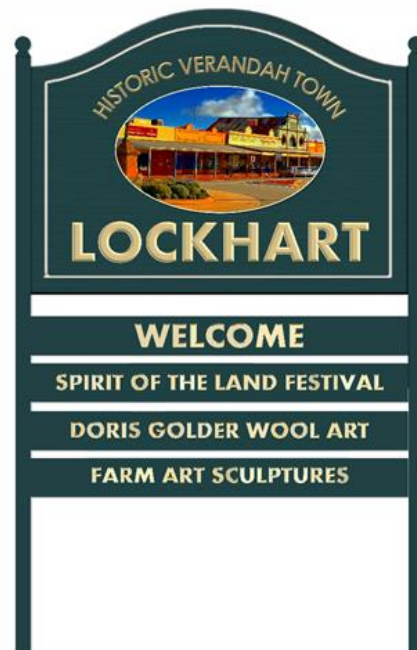
*Gold Embossed Lettering*



*Heritage Green*



*Lockhart Shire Sign*



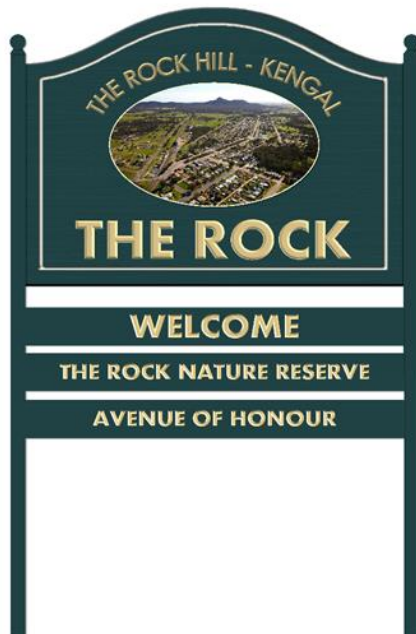
*Lockhart Town Sign*



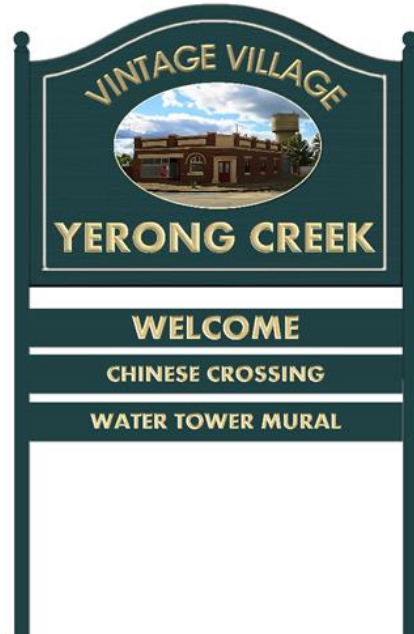
*Milbrulong Town Sign*



*Pleasant Hills Town Sign*



*The Rock Town Sign*



*Yerong Creek Town Sign*

There were so many different design concepts which could be considered, however the committee felt that having a consistent, welcoming brand that acknowledges our Shire's heritage through use of Federation colours and which recognises the individuality of each town through community input would ensure an end product we could be proud of.

**Recommendation:** For discussion by Council.

<b>Notes:</b>

**3. Lockhart Shire Business Awards**

Following advice that Rotary and Lockhart Progress Association were unable to host the 2019 Lockhart Shire Business Awards, The Rock Progress Association have confirmed they are in a position to assist. The TEDO is liaising with the Executives to ensure another successful event and is seeking a suitable speaker for the Awards.

The TEDO has also discussed the question process with relevant stakeholders and is working on a streamlined questionnaire that can easily be completed online.

Proposed 2019 Dates:

<b>Entries Open</b>	<b>25 March 2019</b>
<b>Entries Close</b>	15 April 2019
<b>Finalists Announced/Finalist Packs distributed</b>	16 April 2019
<b>Questionnaires Returned</b>	1 May 2019
<b>Judging</b>	5-19 May 2019
<b>Presentation Evening</b>	29 May 2019

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

<b>Notes:</b>

**4. Lockhart Streetscape**

Members of the TEDSC raised the new street plan for Lockhart town centre, with a number being contacted by community members concerned about the loss of heritage appeal and a danger of losing visitors through road narrowing. The danger to cars reversing into a narrowed road already obstructed by large vehicles was also raised. There was robust discussion about the plan noting while some improvements were positive it was felt that other aspects of the plan ventured to far away from the heritage aspect of the main street. It was felt that once the streetscape was gone it would be lost forever and it was important to get it right, ensuring that Lockhart retained its identity as the 'Verandah Town'. It was also identified at the meeting that the area between Smiths Motor Garage and Bendigo Bank should be a focus of any improvement to Lockhart, with the area in Urana Street between Billabong Motors and Bush & Campbells also in need of improvements.

The TEDO advised the committee that all residents had an opportunity to share their views with Council by advising feedback in writing and urged committee members to pass this on as now was the time to provide this to Council.

**Recommendation:** That careful consideration be given to proposed improvements to the Lockhart town centre streetscape to ensure the heritage aspect of the town is retained and that areas adjacent the town centre are a primary focus of improvements.

<b>Notes:</b>

**5. Project Updates**

Lockhart Shire Business Directory	The TEDO is aiming to officially launch the Directory at the 2019 Business Awards.
Business Gap Analysis	The TEDO will look to undertake a gap analysis of Lockhart Shire businesses over the coming months
Lockhart Industrial Land	Council is repairing a full report for council regarding land sales at Lockhart Industrial Park
Magnolia Lodge	Council are investigating the funding of additional independent living and aged care accommodation in Lockhart Shire
Lockhart VIC	Visitor numbers were low during the extremely hot weather. The official VIC audit was undertaken by representatives of Destination NSW in February and following discussions with them the TEDO is continuing to work towards Level 2 accreditation.
Lockhart Museum	Work in the Billabong Motors is progressing, with grant projects nearing completion. Opening days for the Tim Fischer area and the museum are being planned.
Lockhart Verandah Project	Works are in progress with a workshop on brick and mortar repair to be held at the Graincorp building.
The Rock Museum	Drop down interpretative panels are being installed and the Museum has won a grant for installation of a sign on the front of the building. The committee is also working on the layout of heritage themes for the upper floor of the museum.
The Rock Balloon Flights	The TEDO is liaising with Picture this Ballooning who are taking expressions of interest.
Partnership Advertising	Marketing campaigns with Destination Riverina Murray / Thrive Riverina and Wagga Wagga City Council went live in February, and the new Riverina tourism website is due to go live in the next month. Potential for cross promotions with Greater Hume and Federation Council are being investigated. Newell brochure due for reprint shortly.

The next TEDSC meeting will be held at **The Rock on Tuesday, 2 April 2019 at 6:30pm.**

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

<b>Notes:</b>

**3. LOCKHART SHIRE COUNCIL AUDIT, RISK AND IMPROVEMENT COMMITTEE (GM/A65-011)**

**MINUTES OF THE MEETING OF THE LOCKHART SHIRE COUNCIL AUDIT, RISK AND IMPROVEMENT COMMITTEE HELD AT THE LOCKHART SHIRE COUNCIL OFFICES ON THURSDAY, 6 MARCH 2019 AT 9.50AM**

**1. Present**

Tony Donohue (Independent Chairperson)  
Courtney Armstrong (Independent Member)  
Andrew Rockliff (Lockhart Shire Councillor)

**2. In Attendance**

Peter Veneris (General Manager)  
Craig Fletcher (Director Corporate and Community Services)  
Ian Roberts (Internal Auditor)

**3. Apologies**

Nil.

**4. Confirmation of Minutes**

The minutes of the meeting held on 8 November 2018, as printed and circulated, were confirmed as a true and correct record of the proceedings of that meeting.

**5. Business Arising**

Nil.

**6. Internal Audit Reports**

The Internal Auditor, Ian Roberts, tabled his Report on Contract Management at Lockhart Shire Council.

Mr Roberts reported that he had reviewed a random sample of contracts and was provided access to the relevant files.

He noted that the personnel involved were very experienced and had a “good handle” on managing contracts. Mr Roberts also emphasised the importance of ensuring all relevant documents are placed on the respective file noting that this was one of his four recommendations arising from the review.

Mr Roberts also drew attention to the NSW Audit Office Better Practice Guidelines on contract management which formed the basis of the remaining recommendations.

The General Manager advised that management’s responses to the internal audit recommendations were included in the Status Report tabled at the meeting and that he supported the recommendations.

With respect to recommendation 3) of the Internal Auditor’s Report, which proposes that a contract management plan be prepared for all contracts, the General Manager suggested a risk-based approach where by a management plan is prepared for contracts assessed as being high risk.

In relation to recommendation 4) which proposes that the Council consider independent monitoring of contracts through the Audit, Risk and Improvement Committee, the General Manager advised that a Committee Charter should be prepared for adoption by Council that establishes the Committee’s scope and parameters. He also noted that the Committee’s scope will have to become much broader once amendments to the Local Government Act come into force.

It was resolved that the Internal Audit Report on Contract Management at Lockhart Shire Council and management’s responses thereto be noted.

**7. Internal Audit Recommendations – Status Report**

The Internal Audit Recommendations Status Report was noted.

**8. Notice of Reportable Incidents**

Nil.

**9. General Business**

The Committee was provided with an update in relation to the Internal Audit Alliance. It was noted that Bland and Cootamundra-Gundagai Councils have joined the Alliance which now comprises six councils.

It was also noted that from the next Committee meeting scheduled for July 2019:

- Lockhart Shire Council's General Manager and Director Corporate Services will be the independent members of Temora Shire Council's Internal Audit Committee; and
- Junee Shire Council's General Manager and Director Corporate and Community Services will be independent members of Lockhart Shire Council's Audit, Risk and Improvement Committee.

**10. Date of Next Meeting**

The next meeting will be held on a date to be confirmed in July 2019.

There being no further business the meeting closed at 10.22 am.

Tony Donohue  
Chairperson

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

<b>Notes:</b>

## Delegates' Reports

### 1. RIVERINA JO AND REROC – 7 FEBRUARY 2019 AT WAGGA WAGGA

I, together with the General Manager, attended meetings of the Riverina Joint Organisation (RivJO) and REROC on 7 February 2019.

Matters of interest arising from the RivJO meeting include the following:

- The one-off JO establishment funding of \$300,000 has been received from the NSW Government;
- A Revenue Policy Statement and Budget has been adopted.
- Other JOs are now expressing similar concerns to RivJO regarding the ongoing financial viability of JOs. Written representations for on-going funding assistance have been made to relevant Ministers by the Chairs of the Canberra Region and the Illawarra Shoalhaven JOs;
- RivJO has been verbally advised that the NSW Government may offer to fund the JO to undertake certain administrative tasks currently performed by the Department of Premier and Cabinet. RivJO is expecting to receive correspondence that may provide more detail regarding this proposal;
- A recruitment process has now commenced for the appointment of a permanent Executive Officer;
- Workshops have been convened to facilitate the development of a Statement of Regional Priorities.
- Correspondence is still awaited from Wagga Wagga City Council regarding its intentions for membership of RivJO.

Matters of interest arising from the REROC meeting include the following:

- Funding has been secured to employ a skilled contaminated land professional for a fixed term to assist member councils to develop a contaminated land management policy framework, provide training and generally assist in dealing with contaminated land management issues;
- Representations continue to be made to the NSW Government for funding of the Southern Lights Project;
- Representations are being made regarding the non-payment of Section 94A developer contributions for State Significant Development;
- Snowy Valleys Council has given notice that it wishes to resign its membership from REROC but has requested to be able to continue to participate in selected REROC activities. (Snowy Valleys Council has been permitted to join the Canberra Region JO despite not being part of that planning region.)

Cr Rodger Schirmer  
Mayor

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

<b>Notes:</b>

**2. NSW COUNTRY MAYORS ASSOCIATION MEETING – 7-8 MARCH 2019**

I, together with the General Manager, attended a meeting of the NSW Country Mayors Association in Sydney on 7/8 March 2019.

Matters of interest arising from the meeting include the following:

- The opportunity was taken to meet with the proponent of the Lockhart Renewable Energy Project, Mr Gordon Hinds of Better Energy Technology (BET), and to introduce him to the President of LGNSW and the Chairperson of the Country Mayors Association.
- I spoke at the meeting in relation to the Lockhart Renewable Energy Project and sought the assistance of the Association in urging State and Federal Governments to support renewable energy projects that benefit local communities. As the matter was not formally listed on the agenda for discussion a motion to that effect has been deferred for consideration at the next meeting of the Association.
- I also participated in a teleconference between Mr Hinds and ARENA regarding BET's funding application.
- A question and answer session involving leaders of the various political parties was also held in view of the pending NSW State election. Political leaders in attendance included:
  - John Barilaro – Deputy Premier and Leader of the National Party;
  - Mark Latham – One Nation;
  - Paul Green – Christian Democratic Party
  - David Shoebridge – Greens
  - David Leyonhjelm – Liberal Democratic Party
  - William Bourke – Sustainable Australia Party
  - Robert Borsak – Shooters, Fishers and Farmers Party.

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 4 February 2019</b>			
25/19	DCCS	<b>Information Technology Systems Infrastructure</b> a) Council approve the purchase of the additional information technology infrastructure up to value \$25,000; and b) Additional information technology infrastructure to be funded from December 2018 Quarterly Budget Review.	Contact has been made with selected suppliers. Tender specifications being finalised to initiate negotiations with selected suppliers to continue.
24/19	GM	<b>Community Satisfaction Survey</b> Council undertake a Community Satisfaction Survey on a similar basis to the 2014 and 2016 surveys.	The Survey is scheduled to be distributed during the first week of April.
22/19	GM	<b>Policy 1.4 Code of Conduct</b> Council adopt: a) The Model Code of Conduct and the Procedures for the Administration of the Model Code of Conduct prescribed by the Local Government (General) Regulation on 14 December 2018; and b) The amended Policy 1.4 Code of Conduct, as presented.	The Policy Register has been updated and the new Code of Conduct has been brought to the attention of all staff.  Complete.
21/19	GM	<b>Constitutional Referendum</b> Council resolved to amend its Council Improvement Action Plan by deleting the proposal to reduce the number of councillors from the Plan.	The proposal to reduce the number of councillors has been deleted from the Council Improvement Action Plan. Complete.
20/19	GM	<b>Administration of the September 2020 Council Election</b> a) Pursuant to Section 296 (2) and (3) of the Local Government Act 1993 (NSW) (“the Act”) that an election arrangement be entered into by contract for the Electoral Commissioner to administer all elections of the Council. b) Pursuant to Section 296 (2) and (3) of the Act, as applied and modified by section 18, that a council poll arrangement be entered into by contract for the Electoral Commissioner to administer all council polls of the Council. c) Pursuant to Section 296 (2) and (3) of the Act, as applied and modified by section 18, that a constitutional referendum arrangement be entered into by contract for the Electoral Commissioner to administer all constitutional referenda of the Council.	The Office of Local Government and the NSW Electoral Commission have been advised of council’s decision.  Complete.
18/19	GM	<b>2019-20 Operational Plan and Budget</b> a) Council endorse the timeline outlined in the report for the preparation of the 2019/20 Draft Budget and Operational Plan including the conduct of Councillor Workshops on 18 March and 15 April 2019, and b) The Bus Tour of the Shire be deleted from the timeline.	In progress.  A workshop has been convened for 4.00pm on Monday 18 March 2019.

15/19	MES	<p><b>Draft Policy 2.54 for Mobile Food Vans</b></p> <p>a) Place draft Policy 2.54 for Mobile Food Vans be placed on public exhibition for minimum of 28 days with a submission closing date of 42 days after advertisement; and</p> <p>b) Report to Council following expiry of the exhibition period for further consideration</p>	Draft policy currently on public exhibition
14/19	MES	<p><b>Variation to DCP – 17 Milne Rd, The Rock, DA 52/19</b></p> <p>Council grant consent for a variation to the Lockhart DCP, thereby permitting an increased building height, for a proposed new shed at 17 Milne Rd, The Rock.</p>	DA has been approved. Complete.
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>	DEES in discussions with DPI about grant funding for IWCM.
11/19	DEES	<p><b>Parks and Gardens Report</b></p> <p>Council acknowledge the letter received from The Rock RSL Sub Branch dated 31 Jan 2019 and a further report be brought to Council.</p>	DEES has advised the RSL subbranch that Council will meet with them to discuss future plans for the main street. See report to March Council meeting.
8/19	DEES	<p><b>Environmental Matters</b></p> <p>a) Endorse the Lockhart Roadside Vegetation Management Plan;</p> <p>b) Place draft Policy 2.55 Roadside Vegetation Management Policy on public exhibition for minimum of 28 days; and</p> <p>c) Report to Council following expiry of the policy exhibition period for further consideration.</p>	Documents have been placed on public exhibition.
6/19	DEES	<p><b>Masterplan for Lockhart Business Centre</b></p> <p>a) Endorse the draft first set of plans for community consultation; and</p> <p>b) Staff investigate potential options for applications to the NSW Government Low Cost Loans Initiative and a further report be brought back to Council at the March 2019 meeting.</p>	<p>a) Community consultation occurred mid February 2019. Plans to be revised based on feedback received.</p> <p>b) Report being prepared for March Council meeting.</p>
5/19	GM	<p>Carson Road, The Rock Residential Subdivision Council authorise:</p> <p>a) Transfer documents relating to Lots 6 to 13 in Stage 2 of the residential subdivision at Carson Road, The Rock, that are sold at the asking price adopted by Council, to be executed under Council's seal.</p> <p>b) The Section 88B instrument relating to Lots 6 to 13 in Stage 2 of the residential subdivision at Carson Road, The Rock to be executed under Council's seal.</p> <p>c) The supply of the on-site sewerage management system units at no cost to the initial purchasers of Lots 6 to 13 in Stage 2 of the residential subdivision at Carson Road, The Rock.</p> <p>d) The commitment to meet the cost of the onsite sewerage management system units for the remaining vacant lots in Stage 1 at no cost is to expire on 31 December 2021. The supply of the onsite sewerage management system units at no cost to the initial purchaser(s) of lots 6 to 13 in Stage 2 is not transferrable and that a special condition to this effect be included in the Contracts of Sale.</p>	<p>The survey plan and section 88B instrument have been executed by council and lodged with the Land Titles Office.</p> <p>Council's solicitor and real estate agent have been advised in writing of Council's policy regarding the supply of the on-site sewerage management system units for Stage 1 and Stage 2 lots.</p> <p>Complete.</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>	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.
340/18	GM	<p><b>Policy 2.31 Procurement</b></p> <p>Revised policy 2.31 Procurement Policy to be placed on public exhibition for a period of 28 days and any submissions received be tabled for Council's consideration prior to adoption of the Policy.</p>	The draft policy has been publicly exhibited and is being tabled at the March 2019 council meeting for adoption. Complete.
339/18	GM	<p><b>Model Code of Meeting Practice for NSW Councils</b></p> <p>a) Release of the Model Code of Meeting Practice be noted pending further information to be made available by the Office of Local Government regarding transitional arrangements that will apply to the Codes adoption by councils,</p> <p>b) Options for the webcasting of council meetings and associated costs be investigated and reported back to Council at a future meeting.</p>	A draft Lockhart Shire Council Code of Meeting Practice, based on the new prescribed Model Code, is being tabled at the March 2019 Council meeting for consideration.
332/18	DEES	<p><b>Draft Policy 2.53 Mobile Garbage Bin Issue and Replacement</b></p> <p>a) Draft Policy 2.53 Mobile Garbage Bin Issue &amp; Replacement be placed on public exhibition for minimum of 28 days, and</p> <p>b) Further report be brought to Council in due course.</p>	Draft policy is currently on public exhibition. See report to March 2019 meeting. Complete.
330/18	GM	<p><b>Policy 1.19 Local Preference Purchasing Policy</b></p> <p>Policy to be placed on exhibition for a period of 28 days and any submissions received be tabled for Council's consideration prior to adoption of the Policy.</p>	The draft policy has been publicly exhibited and is being tabled at the March 2019 council meeting for adoption. Complete.
329/18	DEES	<p><b>Policy 2.28 Asbestos Management</b></p> <p>a) Policy 2.28 Asbestos Management be placed on public exhibition for a minimum of 28 days, and</p> <p>b) Further report be brought to Council in due course.</p>	Draft policy is currently on public exhibition. See report to March 2019 meeting. Complete.
<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>	Discussed at a meeting with Valmar, continuing investigations.
293/18	GM	<p><b>Minutes of the TEDSC Meeting – Lockhart Industrial Land</b></p> <p>This matter to be brought before a full meeting of Council for consideration at a future date.</p>	A report will be prepared for consideration at the April 2019 Council meeting.

<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>	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.
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>	In progress.
260/18	TEDO	<p><b>Minutes of the TEDSC Meeting – Water Tower Long Term Maintenance</b></p> <p>An agreed amount be held in reserve to enable future maintenance of the Lockhart Water Tower as and when needed.</p>	To be addressed in conjunction with the preparation of the 2019/20 Budget.
<b>Ordinary Council Meeting held 17 September 2018</b>			
252/18	DCCS	<p><b>Closed Agenda – Information Technology Systems – Quotations</b></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>
237/18	GM	<p><b>Request for Financial Assistance – The Rock Show Society Inc.</b></p> <p>a) An amount of \$500 be provided to The Rock Show Society Inc. as a one-off donation; and</p> <p>b) Any financial assistance agreed to be Council be paid to The Rock Show Society Inc. after the governance arrangements referred to in this report have been clarified.</p>	<p>Correspondence has been forwarded to The Rock Show Society Inc. advising of Council's decision to provide a one-off donation subject to clarifying governance arrangements.</p> <p>Meeting of recently established section 355 committee to be held on 6/2/19.</p>

126/18	DEES	<p><b>Recycling Update</b></p> <p>b) Council authorises DEES to negotiate CDS refund sharing agreement with Kurrajong Recycling and bring a further report to Council, and</p> <p>c) Submit a grant application under NSW EPA funding for material recovery facilities when open, for use of recycled glass in road base construction.</p>	<p>b) DEES still in negotiations with Kurrajong Recyclers. See report to Council November 2018. Complete.</p> <p>c) Grant funding due to open in October 2018. Webinar in early July on the funding program. DEES has attended webinar and grant funding is currently open. Council has been successful with grant application.</p> <p>a) has been completed. Complete.</p>
117/18	TEDO	<p><b>Minutes of the TEDSC Meeting – Magnolia Lodge Land</b></p> <p>TEDSC investigate the existing documentation on the Magnolia Lodge to ascertain previous project plans.</p>	<p>Complete. Council to investigate the funding of additional independent living/aged care accommodation in the Shire</p>
<b>Ordinary Council Meeting held 19 March 2018</b>			
68/18	GM	<p><b>Closed Agenda – Green Street West Lockhart – Price Review</b></p> <p>a) Council adopt the following asking process for lots remaining unsold in the residential subdivision at Green Street West, Lockhart:</p> <p style="margin-left: 20px;">a. \$25,000 Lots 1, 6, 7, 9, 10, 23, 24, 25, 27, 28, 29, 30, 31, and 32</p> <p style="margin-left: 20px;">b. \$27,500 Lots 12, 16, 17 and 18</p> <p style="margin-left: 20px;">c. \$44,000 Lots 11 and 34</p> <p>b) That in relation to Lots 6-7, 9-10, 23-25 and 28-31, the price of two adjoining lots sold in a single transaction, i.e. one contract of sale, be reduced to \$22,000 each or a total contract price of \$44,000.</p> <p>c) That Lot 8 Rockliff Court in the Green Street West Residential Estate be taken off the Market whilst cost estimates are prepared for converting the allotment into a local park.</p> <p>d) That the GM be authorised to negotiate with project home builders for establishment of a display home at Green Street West with any incentives to be offered to be subject to approval by Council.</p>	<p>Council's agent has been informed of the revised selling prices adopted by Council.</p> <p>Council's agent is contacting all builders on its data base regarding incentives that might encourage the construction of a spec/display home.</p> <p>A cost estimate for converting an allotment into a park is currently being prepared.</p>
51/18	GM	<p><b>Lockhart Renewable Energy Project</b></p> <p>a) Project update provided by Better Energy Technology Pty Ltd noted,</p> <p>b) Lockhart Renewable Energy Project Information Brochure endorsed for distribution to Lockhart premises.</p>	<p>A revised application for funding of Phase 1 of the project (regulatory &amp; planning approvals) has been resubmitted by BET with the Australian Renewable Energy Agency (ARENA) after the initial application was declined and the outcome is awaited.</p>
<b>Ordinary Council Meeting held 5 February 2018</b>			
21/18	GM	<p><b>Joint Organisations of Council</b></p> <p>Council will support the continuation of REROC for a period no longer that 12 months from the proclamation of the Joint Organisation.</p>	<p>A report regarding continuing membership of REROC is being tabled at the March 2019 Council meeting.</p>

Ordinary Council Meeting held 18 December 2017			
316/17	GM	<p><b>The Rock to Boree Creek Rail Line</b> Council to continue to make applications when further rounds of funding are released.</p>	<p>This project has been included in the Regional Economic Development Strategy Action Plan developed for the functional economic region comprising Coolamon, Junee, Lockhart and Wagga local government areas.</p> <p>The project has also been submitted to the Riverina JO for inclusion in the Statement of Regional Priorities being developed by the JO.</p>
Ordinary Council Meeting held 16 October 2017			
266/17	DEES	<p><b>Closed Agenda – Tender – Waste Contract</b></p> <ul style="list-style-type: none"> <li>a) Contract for 'Domestic Garbage, Recyclables &amp; Organics Collection &amp; Transport Service' to be awarded to Cleanaway, adjusted for two bin collection service for an interim 6-month period as required; Contract to be 7 years – 2 April 2018 to 2 April 2025, renewable annually thereafter by mutual consent for up to three by one-year agreements; and</li> <li>b) General Manager and Director of Engineering &amp; Environmental Services authorised to sign Contract and Purchase Orders; and</li> <li>c) Council to make application for grant funding to supply FOGO bins and kitchen caddy's; and</li> <li>d) Undertake resident education program on 3-bin system and FOGO collection; and</li> <li>e) Staff authorised to enter into negotiations with Kurrajong Waratah to continue with Recyclables processing on behalf of Lockhart Shire Council.</li> </ul>	<p>(a) &amp; (b) Letter issued to Cleanaway. Contracts prepared. Cleanaway has commenced new contract with new truck, still operating on two bin system. Two bin system to continue till 1 April 2019 at this stage.</p> <p>(c) &amp; (d) Council engaging consultant to assist with grant application. Consultant is working on documentation and grant application. Grant application submitted. Grant funding successful for FOGO implementation.</p> <p>(e) Council met with Kurrajong Waratah. Negotiations progressing well, waiting on CDS information before can finalise agreement. Staff had further discussions with Kurrajong recently. See report to Council meeting November 2018. CDS sharing agreement reached. Complete.</p> <p>Grants for FOGO implementation now open and currently preparing application. Consultant still working on composting licence requirements. Grant submitted. Awaiting outcome of FOGO processing grant. Council recently notified unsuccessful with FOGO processing grant application. Staff assessing options moving forward. See report to March Council meeting.</p>

<b>Ordinary Council Meeting held 21 August 2017</b>			
181/17	TEDO	<b>Minutes of the Tourism/Economic Development Steering Committee Meeting – Lockhart Railway Station</b> Addition time to be given to source an alternative use/tenant for the Lockhart Railway Station building.	Consideration to be given as an office for the solar project if successful prior to advertising availability.
<b>Ordinary Council Meeting held 15 May 2017</b>			
115/17	GM	<b>Councillor Professional Development</b> Councillors to nominate any professional development they would like to undertake to assist in the development of a Professional Development Program for Councillors for 2017/18.	Training and Development opportunities distributed to Councillors as they arise.  The Councillor Professional Development Guidelines have now been prescribed and a report will be tabled at the April Council meeting.
<b>Ordinary Council Meeting held 18 April 2017</b>			
72/17	DEES	<b>Caravan Parks</b> a) Information noted pending a furthermore detailed report b) Council has determined as a matter of policy that caravan parks be short term (holiday park) stays; and c) Expressions of Interest (EOI) be invited for Management of the Lockhart Caravan Park for 1 July 2017 to 30 June 2018 with option of 2 x 12-month extensions on mutual agreement.	More detailed report to be presented at a future Council meeting.  Items (b) & (c) are complete. Staff currently compiling information to put together further report.
<b>Ordinary Council Meeting held 19 September 2016</b>			
241/16	TEDO	<b>Minutes of Tourism/Economic Development Steering Committee - Town Visitor Information Boards</b> New town visitor information boards to be designed and installed in The Rock and Lockhart.	Signs received.
<b>Ordinary Council Meeting held 16 May 2016</b>			
109/16	DCCS	<b>Old Lockhart Railway Station Building</b> Council to: a) Seek to find a suitable use/tenant for the building b) Begin negotiations with JHR to hand building back, if suitable use/tenant not found within next 6 months.	Ongoing. No potential tenants have enquired. Promoting venue as a regional meeting site. Very little activity to date. Lockhart Central School has used for 2018 HSC exams. No enquiries for a permanent tenant.
<b>Ordinary Council Meeting held 4 February 2019 – Councillor Questions &amp; Statements</b>			
	GM	<b>Cr Walker – Business Paper Attachments –</b> Requested if large attachments for the Business Paper could be provided earlier to allow more time for reading.	GM advised that this should be possible and will do so as appropriate. Complete.
	DEES	<b>Cr Walker – The Gap Fire Trail at The Rock Hill –</b> Enquired as to whether funding could be applied for to grade/maintain The Gap Fire Trail at The Rock Hill?	DEES advised Council has previously applied for funding for this fire trail with RFS and was unsuccessful. DEES will investigate further options and advise. DEES has placed this matter on agenda at the next BFMC meeting.

	DEES	<b>Cr Sharp – Trimming of Trees in Font of Lockhart Hospital</b> – Enquired about the trimming of trees in front of the Lockhart hospital and now shade for cars has gone.	DEES advised he will investigate and advise. These were trimmed as part of the annual pruning program and to ensure adequate footpath clearance was achieved. Complete.
	DEES	<b>Cr Douglas – Fruit Fly Baiting</b> – would Council management consider conducting a fruit fly baiting program in the townships of Lockhart and The Rock over spring/early summer periods annually?	This matter was reported to Council in 2012, at which time it was clarified that the NSW Government Department with responsibility for this issue, i.e. NSW Department of Primary Industries, no longer undertakes field work to control fruit fly and that responsibility for control rests with the property owner. At that time Council did disseminate information and Council could undertake an education program again as the trees with fruit will all be on private property. Council will place education material in newsletter.
	DEES	<b>Cr Douglas – Henty-Pleasant Hills Road</b> – Is there a possibility of widening the sealed Henty-Pleasant Hills Road from Pleasant Hills to Figtree Corner in the future?	DEES advised this is on Council's forward works program for the medium term. Nil further action at this stage. Complete.
	MAYOR	<b>Cr Douglas – Councillor Polo Shirts</b> – Was under the impression that when it was decided by Council that polo shirts purchased for all councillors were to be worn at social occasions. If this is the case, as a matter of clarification, what is the appropriate dress code for official Council events?	The Mayor to advise/suggest what is appropriate for Councillors to wear at functions.  Complete
	DEES	<b>Cr Rockliff – Trees Encroaching Footpath</b> – Advised that trees are encroaching the footpath along the side entrance to the Ex-Servicemen's Club, Lockhart.	DEES advised he will investigate and take appropriate action. Trees have been trimmed accordingly. Complete.
	DCCS	<b>Cr Rockliff – Lighting around Magnolia Lodge, Lockhart</b> – Enquired if extra lighting could be provided around Magnolia Lodge residences?	DCCS advised he will investigate and advise. Existing lights being fixed, then consult with electrician on improvements.



	DEES	<b>Cr Rockliff – Heritage Grant and Works on the Dentist’s Building, Green St, Lockhart</b> – Enquired regarding the Heritage Grant and works on the Dentist’s Building, as the building is in poor condition.	DEES advised that some of the grant funding, along with Council’s contribution is being used to repair the building. This is consistent with other property owners along the main street to ensure the grant funding is shared. Consultation has occurred with owners previously, with further consultation to occur again shortly. No further action for Council. Complete.
	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.
	DEES	<b>Cr Verdon – Peppercorn Trees Replacement at The Rock Recreation Ground</b> – Requested if a Peppercorn Tree replacement could be instigated at The Rock Recreation Ground?	DEES advised he will investigate and advise. Tree replacement at Rec Ground to be considered as part of the annual tree program. Council staff are aware of the request. Complete.
	DEES	<b>Cr Schirmer – Lawn Cemetery, Lockhart</b> – Advised that there are shrubs growing over the plaques at the lawn cemetery in Lockhart.	DEES advised he will investigate and take appropriate action. Shrubs have been trimmed accordingly. Complete.
	GM	<b>Riverina Water County Council (RWCC)</b> – Advised that RWCC is proposing to arrange a tour of its major assets for constituent councils in late March and further information will be provided as it becomes available.	RWCC has advised that the proposed date for the tour is 26 March 2019. RSVP’s due by 20/3/19.
<b>Ordinary Council Meeting held 17 December 2018 – Councillor Questions &amp; Statements</b>			
	DEES	<b>Cr Douglas – Request for Education Program for Cyclists</b> – Enquired if the Road Safety Officer (RSO) could run an education program for cyclists in the Shire, especially regarding the wearing of hi-vis gear particularly in the early morning.	DEES advised he will speak to the RSO about running a program. DEES spoke with RSO. An education program will be run in February 2019 in newsletter and on Facebook. Complete.
	DCCS	<b>Cr Driscoll – Upgrade of Councillor iPads</b> – Enquired about the upgrade of Council issued iPads for Councillors.	DCCS advised he will be attending to this as a priority in the new year. Should be available at next Council Meeting. Completed.

<b>Ordinary Council Meeting held 19 November 2018 – Councillor Questions &amp; Statements</b>			
	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.
<b>Ordinary Council Meeting held 17 September 2018 – Councillor Questions &amp; Statements</b>			
Councillor's Questions	GM/Mayor	<b>Cr Verdon – Wagga Wagga City Council's (WWCC) Position regarding Riverina Joint Organisation (RIVJO)</b> – Enquired as to an update regarding WWCC's position regarding joining the RIVJO.	The Mayor advised that the WWCC had indicated in writing that it was prepared to join the RIVJO subject to certain conditions and that the conditions were acceptable to the RIVJO member councils insofar as they were able to be accommodated within the provisions of the Local Government Act. Discussions are continuing between WWCC and JO member councils.
<b>Ordinary Council Meeting held 21 May 2018 – Councillor Questions &amp; Statements</b>			
Councillor's Questions	DEES	<b>Cr Rockliff – Water going into Back Yards between Green &amp; Hebden Sts, Lockhart</b> – Advised he has been approached by 2 residents regarding water going into back yards between Green and Hebden Sts, Lockhart.	DEES advised he is aware of the issue and will investigate when time and resourcing permits.
	DEES	<b>Cr Driscoll – Missing Town Entrance Sign</b> – Advised that The Rock entrance sign on the Olympic Highway on the Yerong Creek side is missing.	DEES advised he will investigate and advise, and also noted that town entrance signs were part of the recent SCCF grant application. DEES has had discussions with GHSC about reinstalling the sign, which is located at The Rock depot. Expect this will be undertaken in the near future. Council has chased up GHSC again and sign has been dropped off at GHSC Culcairn depot. GHSC has advised that it will be re-installed shortly. Sign has been re-installed. Complete.

<b>Ordinary Council Meeting held 5 February 2018 – Councillor Questions &amp; Statements</b>			
Councillor's Questions	DEES	<b>Cr Sharp – Issue with Murray Pines Encroaching Henty-Pleasant Hills Rd</b> – advised had received a letter from a resident re. these trees on Henty-Pleasant Hills Rd, just east of Figtree Lane.	DEES advised will investigate and take appropriate action. DEES has inspected the site and is currently having the vegetation assessed by Environmental Officer. Trees to be trimmed have been identified and works will occur as resourcing permits.
<b>Ordinary Council Meeting held 18 December 2017 – Councillor Questions &amp; Statements</b>			
Councillor's Questions	GM	<b>Cr Marston – Council Elections</b> – Enquired if Council, for the 2020 Council Elections would consider advertising its own election (not through AEC) to save money.	A separate report has been included in this agenda regarding this matter. Complete.
<b>Ordinary Council Meeting held 20 November 2017 – Councillor Questions &amp; Statements</b>			
Councillor's Questions	GM	<b>Cr Marston – Potential Purchase of Land for Development</b> – Following completion of Carson Rd Development, The Rock, enquired if Council could look into the purchase of more land for development (using borrowings) – Shire-wide, but maybe concentrating on The Rock and lifestyle blocks in Yerong Creek, requesting this be put on the agenda for further discussion.	Discussions have been held with Council's agent and the availability of suitable developable land coming on to the market is being monitored. Land development at The Rock has also been submitted to the Riverina JO for inclusion in the Statement of Regional Priorities being developed by the JO.
<b>Ordinary Council Meeting held 17 July 2017 – Councillor Questions &amp; Statements</b>			
Councillor's Questions	MAYOR	<b>Cr Driscoll – Fit For the Future Process</b> – Enquired as to where Council was up to regarding the FFTF process and ensuring we comply with our Action Plan.	The Mayor advised we are working on external contracting and other options regarding expanding the Shire's scale and capacity.
Councillor's Questions	COUNCILLORS	<b>Cr Schirmer – Councillor Relaxed Visits throughout Shire</b> – Thanked Councillors who attended recent Friday night at the Pleasant Hills Pub and advised the visit was well received by the locals with positive feedback being given.	Councillors attended the Friday fish & chips night at Yerong Creek on 6 July 2018.

**18 March 2019 Council Meeting - Correspondence Sent to Councillors**

Date to Councillors	From	Subject	File Ref
05/02/19	Cr Linda Scott, LGNSW	LGNSW Weekly – 1 February 2019	S20-007
11/02/19	ALGA News Editor	ALGA News 8 February 2019	A75-005
11/02/19	Cr Linda Scott, LGNSW	LGNSW Weekly – 8 February 2019	S20-007
15/02/19	Cr Linda Scott, LGNSW	LGNSW Weekly – 15 February 2019	S20-007
18/02/19	ALGA News Editor	ALGA News 15 February 2019	A75-005
22/02/19	ALGA News Editor	ALGA News 22 February 2019	A75-005
22/02/19	Cr Linda Scott, LGNSW	LGNSW Weekly – 22 February 2019	S20-007
04/03/19	Cr Linda Scott, LGNSW	LGNSW Weekly – 1 March 2019	S20-007
11/03/19	ALGA News Editor	ALGA News 8 March 2019	A75-005
11/03/19	Cr Linda Scott, LGNSW	LGNSW Weekly – 8 March 2019	S20-007

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

<b>Notes:</b>

## Staff Reports

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

#### **1. ADOPTION OF COUNCIL POLICIES FOLLOWING PUBLIC EXHIBITION (GM/C70-025)**

##### Executive Summary

*Policy 1.19 Local Preference Purchasing Policy, Policy 2.28 Asbestos Management, Policy 2.31 Procurement Policy and Policy 2.53 Mobile Garbage Bin Issue and Replacement* are tabled for adoption by Council having been publicly exhibited for a period of not less than 28 days.

##### Report

Revised *Policies 1.19 Local Preference Purchasing Policy, 2.28 Asbestos Management and 2.31 Procurement Policy*, as well as a new *Policy 2.53 Mobile Garbage Bin Issue and Replacement* were tabled for Council's consideration at its meeting held on 17 December 2018.

At that meeting Council resolved that the policies be placed on public exhibition for a period of not less than 28 days during which time comments and submissions in relation to the policies would be accepted and considered by Council prior to formal adoption.

In accordance with Council's resolution the policies were placed on public exhibition from 21 December 2018 to 22 February 2019. Copies of the documents were made available on Council's website as well as Council's office and Post Offices within the Shire.

No submissions were received following the public exhibition. The policies are now presented for adoption by Council. Copies of the policies are attached.

##### Integrated Planning and Reporting Reference

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

B1 - Support the growth of the business and industry sector.

C1 - Our environmental practices are sustainable.

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

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

##### Legislative Policy and Planning Implications

An objective of the Procurement Policy is to ensure compliance with the Local Government Act and the Local Government (General) Regulation with respect to tendering, managing conflicts of interest and other probity related provisions. Section 8A (b) of the Act states that "*Councils should carry out functions in a way that provides the best possible value for residents and ratepayers*".

With respect to asbestos management Council has obligations under the Work Health Safety Act 2011 and the Local Government Act 1993.

Council's Kerbside collection is conducted in accordance with the Local Government Act 1993 as well as the Protection of the Environment Operations Act 1997.

##### Budget and Financial Aspects

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

##### Attachments

1. *Policy 1.19 Local Preference Purchasing Policy.*
2. *Policy 2.28 Asbestos Management.*
3. *Policy 2.31 Procurement Policy.*
4. *Policy 2.53 Mobile Garbage Bin Issue and Replacement.*

**Recommendation:** That *Policy 1.19 Local Preference Purchasing Policy, Policy 2.28 Asbestos Management, Policy 2.31 Procurement Policy and Policy 2.53 Mobile Garbage Bin Issue and Replacement*, as presented, be adopted.

<b>Notes:</b>

**Attachment 1. – Policy 1.19 Local Preference Purchasing Policy**

**1.19 Local Preference Purchasing Policy**

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POLICY TITLE: LOCAL PREFERENCE PURCHASING POLICY

FILE REF: C75-025

REVIEW DATE: DECEMBER 2021

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OBJECTIVES

To ensure that Council achieves the best 'overall value-for-money' in its procurement of goods and services, while (where possible) giving preference to local suppliers, and non-local suppliers using local content to support the Shire's economic development.

POLICY STATEMENT

The Council's Local Preference Purchasing Policy recognises that 'overall value-for-money' is about broader economic benefits to the Shire and not just the lowest price. The Council acknowledges that economic benefits flow to all local businesses where Council maximises opportunities for local suppliers to compete for Council's business on the basis of value-for-money.

The Council's Local Preference Purchasing Policy aims to use Council's procurement actions to encourage and support local suppliers and support economic activity within the Shire where it is efficient to do so, while achieving the Council's overall 'value-for-money' objectives. This approach seeks to maximise overall community benefit for the Shire.

DEFINITIONS

In this Policy (unless the context indicates otherwise):

- 1) **"Local content"** means goods or services procured from a local supplier or employees living permanently in the Lockhart Shire.
- 2) **"Local supplier"** means a business, contractor or industry:
  - a) either permanently based in, or employing permanent staff operating from, permanent premises situated within the Shire boundaries for not less than six months prior to the date of the Procurement request; and
  - b) registered or licensed in New South Wales.
- 3) **"Net cost"** means, in relation to a quotation, tender or expression of interest, the total amount quoted or offered by a supplier for the supply of goods or services, including any freight or delivery charges and excluding GST and any discounts or rebates offered by the supplier.
- 4) **"Procurement request"** means a request for quotations or a public tender process pursuant to section 55 of the Local Government Act 1993.

POLICY STATEMENT

To assist local industry and local economic development, the Council will:

- 1) Encourage a 'buy local' culture within the Council;
- 2) Encourage local suppliers to participate in Council business by advertising in local newspapers and other means considered appropriate;
- 3) Ensure that procurement policies and procedures do not disadvantage local suppliers;
- 4) Ensure transparency in Council procurement practices;
- 5) Encourage use of local suppliers by contractors, whenever goods or services have to be sourced from outside the Shire;
- 6) Consider the non-price value-for-money considerations set out in this Policy; and
- 7) Apply a price preference discount in favour of local suppliers, as set out in this Policy.

#### NON-PRICE VALUE-FOR-MONEY CONSIDERATIONS

Council acknowledges that in assessing 'overall value-for-money', the following non-price considerations should be taken into account (where relevant) in relation to a Procurement Request:

- 1) Availability and access to after-sales service and maintenance;
- 2) Quality, type and availability of goods or services;
- 3) Advantages in dealing with a local supplier, including administrative and operational efficiency;
- 4) The proportion of local content to be supplied;
- 5) Whole-of-life costs of the purchase or contract;
- 6) Compliance with specifications, guidelines and requirements;
- 7) The suppliers knowledge, experience and ability to fulfil the requirements of the contract or purchase;
- 8) The suppliers commitment to supporting local businesses and the local economy through sub-contracting and other supplier arrangements;
- 9) The health and safety of Council employees particularly when purchasing machinery and equipment or other goods or services to be used by staff in the course of their employment.
- 10) Net benefits to the Shire, including economic benefits; and
- 11) All other factors relevant to consideration of the particular tender.

Notwithstanding the Council's Local Preference Purchasing Policy, an assessment of responses to a procurement request must consider all of the above factors, in conjunction with price and locality considerations.

#### PRICE PREFERENCE DISCOUNTS

- 1) For the purposes of comparing the price tendered by local and non-local suppliers, the price preference discount set out below will be applied and given to:
  - a) Local suppliers submitting responses to a Procurement Request which are assessed in relation to this policy; and
  - b) Non-local suppliers submitting responses to a Procurement Request, which include use of local content and which are assessed in relation to this policy.
- 2) For local suppliers submitting responses to a Procurement Request, Council will assess their response as if their total net cost bid was reduced by 5%. Discounts will be limited to a maximum of \$15,000 (i.e. 5% or \$15,000 whichever is the lesser).
- 3) For non-local suppliers submitting responses to a Procurement Request, if at least 25% of the net cost of their response includes or is attributable to local content, Council will assess such response as if the total net cost attributable to local content were reduced by 5%. Discounts will be limited to a maximum of \$15,000 (i.e. 5% or \$15,000 whichever is the lesser).
- 4) To be eligible for either discount, suppliers must specifically detail and explain in their response to a procurement request the particular facts upon which they rely to establish their eligibility for the discount and must provide any evidence of such eligibility as reasonably required by the Council.
- 5) All Procurement Request documents issued by Council must clearly state whether and how a price preference for local suppliers will be applied so that all tenderers are aware of Local Preference Purchasing Policy prior to submitting a response to a Procurement Request.
- 6) As price is only one factor for consideration in the evaluation of a response to a procurement request, the application of the discount does not guarantee that the supplier receiving the discount will be successful.
- 7) If the Local Preference Purchasing Policy is applied in a procurement process, the cost to the community of applying the policy, and a brief statement of the rationale behind the policy, should be recorded at the time of the procurement decision.
- 8) All procurement processes resulting in local preferences being applied must be capable of identification and verification through Council's audit or internal control mechanism.



OVERALL LOCAL PREFERENCE

- 1) In the event that:
  - a) The net costs bid by a local supplier and a non-local supplier are equal (after calculating any applicable discounts in accordance with this policy);
  - b) Both suppliers otherwise meet the criteria and requirements of the Procurement Request; and
  - c) Each supplier (and its goods and/or services) is otherwise regarded as being 'equal', taking into account the non-price value-for-money considerations set out above,Preference will be given to the local supplier.
- 2) To avoid doubt, normal processes of assessment of non-price considerations still apply, and this policy does not require that the lowest cost tender is necessarily successful. The purpose of this policy is to give preference to local suppliers (compared to non-local suppliers) where all else is equal.

IMPLEMENTATION

Examples of how the Policy may be implemented are shown below.

Example 1

A tender for the supply of goods and services attracts the following bids:

- a) Bid A of \$9,750 (net cost) is received from a non-local supplier, which is using non-local supplies and services. No price preference discount applies.
- b) Bid B of \$10,000 (net cost) is received from a local supplier within the Shire. A 5% price preference discount applies to the net cost, which is discounted to \$9,500 for comparison purposes.

The local price preference discount is applied as follows:

TENDERS RECEIVED	PREFERENCE	CALCULATION	TOTAL BID (FOR EVALUATION ONLY)
Bid A (non-local supplier) <b>\$9,750</b>	No preference applicable	n/a	<b>\$9,750</b>
Bid B (local supplier) <b>\$10,000</b>	5% price discount is applied	Less 5% of \$10,000 = \$500	<b>\$9,500</b>

Bid B is successful, subject to all other considerations being met. Price paid is \$10,000.

Example 2

A tender for contract attracts the following bids:

- a) Bid A of \$490,000 (net cost) is received from a non-local supplier, which includes local content of \$150,000. Since local content comprises more than 25% of the net cost, a 5% price preference discount applies to the local content component of the bid. The discounted total net cost of the bid is therefore \$482,500 for comparison purposes.
- b) Bid B of \$497,500 (net cost) is received from a local supplier. A 5% price preference discount applies to the total net cost of the bid. The discount is limited to the maximum discount of \$15,000. The total discounted net cost of the bid becomes \$482,500 for comparison purposes.

The local price preference discount is applied as follows:

TENDERS RECEIVED	PREFERENCE	CALCULATION	TOTAL BID (FOR EVALUATION ONLY)
Bid A (non-local supplier) <b>\$490,000</b>	5% price discount is applied to the local content	Less 5% of \$150,000 = \$7,500	<b>\$482,500</b>
Bid B (local supplier) <b>\$497,500</b>	5% price discount is applied	Less 5% of \$497,500 = \$24,875 limited to \$15,000	<b>\$482,500</b>

Because Bid B comes from a local supplier, and on the basis that all other considerations were equal, Bid B is successful even though the discounted prices were equal. Price paid is the original \$497,500, with the application of the policy costing the Council a notional \$7,500 (i.e. Council could have purchased from non-local supplier for \$490,000).

*Amended by Council –  
Refer Minute No.*

*Adopted by Council – 16 September 2013  
Refer Minute No. 281/13*

## **Attachment 2. – Policy 2.28 Asbestos Management**

### 2.28 Asbestos Management

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POLICY TITLE: ASBESTOS MANAGEMENT

FILE REF: I10-075

EXPIRY DATE: July 2021

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#### **OBJECTIVES**

Lockhart Shire Council acknowledges the serious health hazard from exposure to asbestos.

In Australia, asbestos has been phased out of building materials since the 1980s and the supply and installation of asbestos containing goods has been prohibited since 31 December 2003.

However, Council recognises that asbestos legacy materials still exist in many homes, buildings and other assets and infrastructure. Council has no record of naturally occurring asbestos within the Shire.

Council has an important dual role in minimising exposure to asbestos, as far as is reasonably practicable, for both:

- residents and the public within Lockhart Shire
- workers (employees and other persons) in Council workplaces or facilities.

This Asbestos Management Policy forms part of the Risk Management processes employed by Council to achieve two of its Strategic Objectives; A2: Our community services and facilities meeting the needs of our community; and E1: Council is strong, sustainable, and able to stand alone.

#### **DEFINITIONS**

**Asbestos** means the asbestiform varieties of mineral silicates belonging to the serpentine or amphibole groups of rock forming minerals including the following:

- a) Actinolite asbestos
- b) Grunerite (or Amosite) asbestos (brown)
- c) Anthophyllite asbestos
- d) Chrysotile asbestos (white)
- e) Crocidolite asbestos (blue)
- f) Tremolite asbestos
- g) A mixture that contains 1 or more of the minerals referred to in paragraphs (a) to (f).

**Asbestos Containing Material (ACM)** means any material or thing that, as part of its design, contains asbestos.

**Asbestos-contaminated dust or debris (ACD)** means dust or debris that has settled within a workplace and is, or is assumed to be, contaminated with asbestos.

**Friable Asbestos** means material that:

- a) is in a powder form or that can be crumbled, pulverised or reduced to a powder by hand pressure when dry
- b) contains asbestos.

**Non-friable Asbestos** means material containing asbestos that is not friable asbestos, including material containing asbestos fibres reinforced with a bonding compound.

**Naturally Occurring Asbestos (NOA)** means the natural geological occurrence of asbestos minerals found in association with geological deposits including rock, sediment or soil.

#### **SCOPE**

This policy applies to all of the residents, land and property holders and other stakeholders within Lockhart Shire and to all Councillors, Senior Management, staff, volunteers and contractors of Lockhart Shire Council.

The Policy provides information for council workers, the local community and wider public and applies to friable, non-friable (bonded) and naturally occurring asbestos (where applicable) within the Lockhart Shire.

2.28 Asbestos Management

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**Legislative Requirements**

Council's legislative functions for minimising the risks from asbestos apply in various scenarios including:

- as a responsible employer
- contaminated land management
- Council land, building and asset management
- emergency response
- land use planning (including development approvals and demolition)
- management of naturally occurring asbestos
- regulation of activities (non-work sites)
- waste management and regulation.

**POLICY STATEMENT**

This Policy is supported by a specific Asbestos Management Plan, comprising two sub plans, and subordinate documents to manage risks associated with asbestos and asbestos containing material.

In the preparation of the Asbestos Management Plan Council has taken guidance from the following:

- Code of practice on how to manage and control asbestos in the workplace (catalogue no. WC03560) published by SafeWork NSW;
- Code of practice on how to safely remove asbestos (catalogue no. WC03561) published by SafeWork NSW;
- Model Asbestos Policy for NSW Councils published by the Office of Local Government (OLG);
- Asbestos Blueprint – A Guide to the Roles and Responsibilities of Government Agencies in NSW;
- Additional guidance material listed in Appendix B

**PROCEDURE**

***Roles and Responsibilities of Council in the Management of Asbestos***

Educating residents

Council shall assist residents to access appropriate information and advice on:

- The prohibition on the use and re-use of asbestos containing materials
- requirements in relation to development, land management and waste management
- risks of exposure to asbestos
- safe management of asbestos-containing materials
- safe removal and disposal of minor quantities of asbestos-containing materials

***Managing land***

Council is responsible for managing public land. This may include land with naturally occurring asbestos and land contaminated with asbestos.

***Managing waste***

Council is responsible for:

- Issuing clean up notices to address illegal storage or disposal of asbestos waste or after an emergency or incident (under the *Protection of the Environment Operations Act 1997*);
- Issuing prevention or clean up notices where asbestos waste has been handled (including stored, transported or disposed of) in an unsatisfactory manner (under the *Protection of the Environment Operations Act 1997*);
- Issuing penalty infringement notices for improper transport of asbestos (under the *Protection of the Environment Operations Act 1997*); and
- Applying planning controls to proposals to dispose of asbestos waste on-site, seeking advice from the Environment Protection Authority (EPA) on this matter and making notation on planning certificates (section 10.7 certificates) where on-site disposal is permitted.

2.28 Asbestos Management

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**Regulatory responsibilities**

Council has regulatory responsibilities under the following legislation, policies and standards in situations where council is the appropriate regulatory authority or planning authority:

**Asbestos Management Plan**

The Asbestos Management Plan is designed to assist Council in:

- assessing and/or surveying all property under its care and control to ascertain the presence of asbestos/ACM or not;
- maintain an Asbestos Register containing the location (or suspected location) of asbestos/ACM;
- assess potential health risks and implement control mechanisms;
- remove or control asbestos materials that pose an immediate health risk to the public or staff;
- regularly review and monitor identified areas to ensure they are appropriately labelled and in good condition and do not pose an immediate health risk;
- continually work toward an asbestos-free Council;
- consult with and educate staff on the dangers of asbestos/ACM in homes and workplaces, and the correct handling procedures if it is necessary to work with asbestos/ACM;
- educate and, where necessary, assist the residents and ratepayers of Lockhart Shire on the dangers of asbestos/ACM in homes and workplaces.

If naturally occurring asbestos is discovered in Lockhart Shire, Council will, if necessary, develop risk controls and an asbestos management plan in relation to the naturally occurring asbestos and provide guidance materials where necessary.

In the unlikely event that staff or volunteers have been exposed, or suspected of being exposed, the normal Incident Reporting process must be undertaken, and if necessary health surveillance steps are to be instigated, Personnel Files to be suitable endorsed.

**REFERENCES, ASSOCIATED DOCUMENTS AND RELEVANT LEGISLATION**

- Australian Standard AS 2601 – 2001: The demolition of structures
- Contaminated Land Management Act 1997
- Environmental Planning and Assessment Act 1979
- Environmental Planning and Assessment Regulation 2000
- Local Government Act 1993
- Protection of the Environment Operations Act 1997
- Protection of the Environment Operations (General) Regulation 2009
- Protection of the Environment Operations (Waste) Regulation 2005
- State Environmental Planning Policy (Exempt and Complying Development Codes) 2008
- State Environmental Planning Policy No. 55 – Remediation of Land.

**RELEVANT COUNCIL POLICIES & DOCUMENTS**

- Lockhart Shire Council Work Health & Safety Policies
- Lockhart Shire Council Risk Management Policy
- Lockhart Shire Council Asbestos Management Plan
  - Asbestos Management Plan – Community Asbestos Sub-plan
  - Asbestos Management Plan – Council Asbestos Sub-plan

**REVIEW**

This Asbestos Management Policy will be reviewed every three (3) years.

*Adopted by Council – DATE*  
*Refer minute No. NUMBER*

**Attachment 3. – Policy 2.31 Procurement Policy**

## 2.31 Procurement Policy

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POLICY TITLE:       PROCUREMENT POLICY

FILE REF:            T20-005

REVIEW DATE:        DECEMBER 2021

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### OBJECTIVES

The objectives of this Policy are to:

- 1) Obtain the best value for the community through effective, responsible, ethical and transparent procurement methods.
- 2) Ensure compliance with the legislative framework including the Local Government Act 1993 and the Local Government (General) Regulation 2005.
- 3) In accordance with section 8A (b) of the Local Government Act, “... carry out functions in a way that provides the best possible value for residents and ratepayers”.
- 4) Encourage and support local suppliers and support local economic activity within the Lockhart Shire, where it is efficient to do so, while achieving Council’s overall “value-for-money” objectives.

### GENERAL PRINCIPLES

- 1) Council’s “value-for-money” objectives will be pursued having regard to legislative compliance, consideration for the environment, work health and safety and the achievement of Council’s community, social and economic policies.
- 2) Best value for money does not automatically mean the lowest price. Council will balance all relevant factors including initial cost, whole-of-life costs, quality, reliability and timeliness in determining true value for money.
- 3) Part of obtaining best value also includes ensuring all our business relationships are honest, ethical, fair and consistent. In this regard Councillors and Council officers shall:
  - a) Deal fairly, honestly and ethically with all individuals and organisations
  - b) Avoid any conflicts of interest (whether real or perceived).
  - c) Treat all suppliers with impartiality and fairness and ensure they are given equal access to information and opportunities to submit bids
  - d) Fully and clearly document all procurement activities and decisions to provide an effective audit trail and to allow for effective performance review of contracts.
  - e) Purchase, wherever reasonably possible, energy efficient equipment, products containing recycled materials and environmentally friendly products.
  - f) Have regard to the health and safety of Council employees when purchasing machinery and equipment or other goods or services to be used by staff in the course of their employment.
  - g) Not invite tenders unless the Council has a firm intention to proceed to contract.
  - h) Not disclose confidential or proprietary information.
- 4) Goods and services shall only be purchased by staff authorised to place orders within their financial delegation approved by the General Manager or alternatively, with the support of a Council resolution as outlined in Schedule 1.

### COLLABORATIVE ARRANGEMENTS

Council may participate join with other Councils and regional organisations such as REROC and the Riverina Joint Organisation, and participate in other aggregated purchasing arrangements such as the Local Government Procurement Service, in the acquisition or sale of goods and services.

BEST VALUE PROCEDURES

- 1) Procurement procedures include obtaining verbal quotes, obtaining written quotes, selective tendering and open tendering.
- 2) The appropriate procurement procedure, including the number of quotations to be obtained, will depend on the circumstances and the value of the goods or services being acquired. The minimum requirements for adopting the appropriate procurement procedure are set out in Schedule 1.

Quotations

- 1) For all quotations, clear criteria for assessment and specifications must be conveyed equally to each supplier quoting for the materials/service. Such criteria may include price, quality and value for money, delivery time, warranty, supplier ability, local knowledge, environmental and safety issues.
- 2) When assessing quotations received, the criteria used must be the same as those originally stipulated to the suppliers invited to quote.
- 3) Goods or services may be purchased without first obtaining the minimum number of quotations outlined in Schedule 1, in the following circumstances:
  - a) The goods or services are required for an emergency event and the immediate non-supply of the goods or service may pose a health, safety or financial risk to the Council and/ or the community.
  - b) There is only one suitable supplier for the particular good or service.
  - c) An insufficient number of quotations were received after publicly inviting quotations or expressions of interest.

In all such circumstances the reasons for not obtaining the required number of quotations set out in Schedule 1 shall be properly documented. The form attached as Schedule 2 may be used for this purpose.

Public Tender

- 1) Notwithstanding the above, the purchase of goods or services for which the estimated expenditure is \$150,000 or more (inclusive of GST) **MUST** be undertaken by public tender in accordance with the Local Government Act 1993 and Local Government (General) Regulation 2005.
- 2) The \$150,000 tender threshold applies to the total estimated value of the contract, i.e. the amount estimated to be paid or received over the full term of the contract including estimated extras, additions and extensions. Contracts must not be "split" to avoid the \$150,000 threshold.
- 3) Whenever Council is required by section 55 of the Act to invite tenders before entering into a contract, the Council must decide which of the following tendering methods is to be used.
  - a) Open tendering method by which tenders for the proposed contract are invited by public advertisement.
  - b) Selective tendering method by which invitations to tender for a particular proposed contract are made following a public advertisement asking for expressions of interest.
  - c) Selective tendering method by which recognised contractors selected from a list prepared or adopted by the council are invited to tender for proposed contracts of a particular kind.
- 4) The tender documents must include, in addition to the matters identified in the Local Government (General) Regulation 2005, criteria for selection and may include assessment of the tenderer's capability, qualifications, experience, technical compliance with the specification, financial capacity, cost (including whole of life costing where necessary) and environmental, health and safety issues. Consideration should be given, where practical, to the possible benefit to be gained from a tenderer whose geographical location may offer improved communication, response times, after sales service, reduced freight costs and local knowledge of conditions and sites.
- 5) The weighting points to be applied to each criterion should not be stated on the contract documentation nor revealed to tenderers. However, they must be determined by Council assessment staff prior to the opening of tenders. A sample Tender Evaluation form is attached as Schedule 3.

- 6) If a council amends tender documents after they have been issued to persons, it must take all reasonably practicable steps to inform those persons of the amendments.

PROCUREMENT METHODS

- 1) The Council's standard methods for procuring goods and services shall be by one of the following:
  - a) Petty cash and other reimbursement systems.
  - b) Credit or debit card.
  - c) Purchase order
  - d) Contract or other legal agreement
  - e) Other arrangements authorised by the Council or the General Manager on a needs basis or as required in abnormal circumstances such as emergencies.
- 2) The appropriate procurement method will depend on the circumstances and the value of the goods or services being acquired. The minimum requirements for adopting the appropriate procurement method are set out in Schedule 1.
- 3) All of the abovementioned procurement methods must be supported by relevant documentation.

REFERENCE DOCUMENTS

This policy should be read in conjunction with: -

Policy 1.4 Code of Conduct

Policy 1.6 Statement of Business Ethics

Policy 1.19 Local Preference Purchasing Policy

Policy 3.18 Credit Card Use

*Reviewed by Council 17 December 2018  
Refer minute xxx/18*

*Adopted by Council 17 August 2009  
Refer minute 290/09*



**SCHEDULE 1**

<b>Value of Purchase (GST Inclusive)</b>	<b>Procurement Procedure</b>	<b>Procurement Method</b>	<b>Approval &amp; Authorisation</b>
Less than \$3,000	1 verbal quote	Up to \$50 petty cash. Credit or debit card Purchase order	Staff with delegated authority
More than \$3,000 and less than \$15,000	2 verbal quotes	Credit or debit card Purchase order	Staff with delegated authority
More than \$15,000 and less than \$150,000	3 written quotes	Purchase order Acceptance letter Contract document	Staff with delegated authority or Council resolution
\$150,000 and more	Public tender – Open tendering – Selective tendering	Purchase order Acceptance letter Contract document	Council resolution

SCHEDULE 2



**Purchase Order Approval**

(Where a public tender process under Section 55 of the Local Government Act is not required)

Project and Work Details:

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File No.:

Job No.:

Please choose the most suitable option and tick the relevant box

(If Option 1 or 2 is selected, only Page 1 requires printing)

Amounts shown are GST inclusive.

- OPTION 1** Purchases less than \$3,000 and a minimum of (1) quotation (verbal or written) was obtained. (refer **Table 1** below).
- OPTION 2** Purchases between \$3,000 and \$15,000 and a minimum of (2) quotations (verbal or written) were obtained. (refer **Table 1** below).
- OPTION 3** Purchases between \$15,001 and \$149,999 and a minimum of (3) written quotations were obtained as given in Table 1 and further details **Page 2**.
- OPTION 4** Variation to Policy requested – refer Prices in Table 1 and further details **Page 2**.
- OPTION 5** Approved Contract Purchase – refer Prices in Table 1 and further details **Page 2**.

**Table 1 – List of Prices received** (in order of preference)

Name	Amount (incl. GST)

**CERTIFICATION**

I certify that;

- There are sufficient funds in the allocated Job No. to cover the purchase cost, and
- The purchase complies with Council's Procurement and WHS Policies, and the Code of Conduct.

APPROVED	Title	Name	Signature	Date
<b>Purchase Order Number</b>			<b>Amount (incl. GST)</b>	<b>\$</b>



## Purchase Order Approval

(Where a public tender process under Section 55 of the Local Government Act is not required)

### OPTION 3 – Purchases between \$15,001 and \$149,999

The purchase is between \$15,001 and \$149,999, and open quotes were sought in:-

- The local press
- The Sydney press
- Direct Request

and the quotes obtained in order of evaluated preference are given in **Table 1** (previous page);

### OPTION 4 – Variation to Policy

A variation to the Purchasing Policy is now requested for the reasons below:

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### OPTION 5 – Approved Contract Purchase

The purchase is being sourced through;

- A list of contractors approved through a formal expression of interest process
- Purchasing section preferred supplier
- State Govt contract
- A fixed period schedule of rates contract approved by Council
- Authorised by Council Resolution following rejection of all Tenders

Source Information / Contract: \_\_\_\_\_

The preferred Contractor is \_\_\_\_\_ as shown in Table 1, and was chosen on the basis of:

Lowest Price,

**OR**

Other Reasons as follows: (**Note:** if the preferred supplier is not the lowest price then reasons for the choice **must** be documented)

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Lockhart Shire Council  
Ordinary Meeting – 18 March 2019



PRICE/FEE - AMOUNT & RECE

PROJECT/ACTIVITY:	
FILE No:	
PROJECT MANAGER:	
APPLICABLE BUDGET : \$	-
NO. OF SUBMISSIONS : 0	
AVERAGE PRICE :	
PREFERRED TENDERER :	

	<b>PRICE 1</b>
<b>COMPANY NAME</b>	Enter Company Name
<b>Contact Details</b>	Enter Company Contact Name
<b>TENDERED/QUOTED PRICE/FEE IS</b>	\$ -
<b>ADD / SUBTRACT PC ITEMS</b>	
<b>REVISED TENDERED/QUOTED PRICE/FEE IS</b>	\$ -
Local Contractor Claiming "Preference" Discount?	NO
Non-Local Claiming Local Content - Amount Claimed	\$ -
Applicable Local Preference Discount	\$ -
<b>ASSESSABLE TENDER/QUOTE SUM</b>	\$ -
<b>TENDER &amp;/OR PRICE/FEE SUBMITTED ON TIME ?</b>	Yes
<b>TENDER SCHEDULES COMPLETE ?</b>	Yes
<b>WITHIN BUDGET ?</b>	IN BUDGET

CRITERIA	DESCRIPTION	WEIGHT	
<b>1 PRICE/FEE</b>	Price should include all indirect and direct costs	<b>60%</b>	<b>#NUM!</b>
Enter scores for the 'Non-Price Criteria'; Score from POOR (0) to EXCELLENT (10). Adjust % if required.			
<b>NON - PRICE</b>			
<b>2 RELEVANT EXPERIENCE</b>	The Applicant's experience and expertise in this type of work;	<b>15%</b>	
<b>3 METHODOLOGY</b>	Procedures and innovative methods, names of Sub Contractors/sub Consultants, ITP'S etc.. Applicant demonstrated clear understanding of Brief	<b>10%</b>	
<b>4 MANAGEMENT SYSTEMS; WHS &amp; QA, (Min 5% - Max 20%)</b>	The Applicant's management ability to undertake the works with regard to Programming, Work Health Safety, Environmental Management and Quality Systems, Industrial Relations and management of Subcontractors and Suppliers	<b>5%</b>	
<b>5 RESOURCES CAPABILITY</b>	The Applicant's resource capabilities to carry out the works, including Financial, Availability of plant, equipment, materials and subcontractors	<b>5%</b>	
<b>6 PROGRAM AND READINESS</b>	Readiness/ability to begin and deliver project - Is the availability in line with Client expectations and realistic.	<b>5%</b>	
<b>7</b>		<b>0%</b>	
<b>8</b>		<b>0%</b>	
<b>9</b>		<b>0%</b>	
<b>10</b>		<b>0%</b>	
Total % for Non - Price Criteria =		<b>40%</b>	
<b>TOTAL SCORE, (PRICE &amp; NON PRICE CRITERIA) =</b>			<b>#DIV/0!</b>
<b>OVERALL RANKING =</b>			<b>#DIV/0!</b>
<b>TENDER/PRICE VALIDITY :</b>			<b>VALID</b>
<b>COMMENTS;</b>			

**Attachment 4. – Policy 2.53 Mobile Garbage Bin Issue and Replacement**

**2.53 Mobile Garbage Bin Issue & Replacement Policy**

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**POLICY TITLE:** MOBILE GARBAGE BIN ISSUE & REPLACEMENT POLICY

**FILE REF:** W05-020

**EXPIRY DATE:** This Policy is to be reviewed every four years or in the first 12 months of the new term of Council, whichever is the earliest.

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**OBJECTIVE**

To provide uniform guidelines for the issue and replacement of Mobile Garbage Bins (MGBs).

**GENERAL**

- 1) Dwellings and businesses located within Council's designated kerbside collection areas shall be allocated 1 x 240L garbage bin and 1 x 240L recycling bin at fee set out in Council's Fees and Charges.
- 2) Provision of Organics bins for the townships of Lockhart and The Rock, where the mobile garbage bins service is provided, to be initially provided by Council (one (1) per premises).
- 3) The Bins are to remain with the premises. Where either one or both bins are removed, the new owner/s will be responsible for the cost of replacement.
- 4) In the case of lost, stolen or damaged MGBs, the landholder may request a new MGB from Lockhart Shire Council which will be provided as soon as possible with a replacement charge payable by the landholder, as set each year in Council's Fees and Charges.

Any MGB provided by Council that is stolen or damaged beyond repair by unknown persons at no fault of the landholder, including bins worn out due to age, may be replaced free of charge, at the discretion of Council's Director of Engineering & Environmental Services, provided the theft or damage has been reported to Council or the Police and a copy of the Police Report number or signed statutory declaration is submitted to Council, unless proven bin damaged by Council's Contractor.

*Adopted by Council – DATE  
Refer minute No. NUMBER*

**2. ANZAC DAY 2019 COMMEMORATIONS**

**(GM/C45-005)**

Executive Summary

Information has been received from the various RSL Sub-Branched in the Shire regarding arrangements for commemorating ANZAC Day on 25 April 2019. Invitations have also been extended for a member of Council to lay a wreath of commemoration at the respective Cenotaphs.

Report

Arrangements for the commemoration of ANZAC Day will be as follows:

**Lockhart**

9.00am Commemoration service at Lockhart Lawn Cemetery  
10.15am Form up at Commercial Hotel, Green Street  
10.30am March to cenotaph in Hebden Street  
10.45am Wreath laying ceremony  
11.00am Reassemble and march to cnr. Mathews & Green Streets  
11.30am Lunch at Lockhart Ex-Servicemen's Club.

**Pleasant Hills**

9.00am Service and wreath laying at Memorial Hall, Ryan Street  
9.30am Morning tea at Memorial Hall, Ryan Street.

**The Rock**

6.00am Dawn Service at Soldier Memorial, Urana Street, followed by gunfire breakfast at The Rock Memorial Bowling Club  
10.15am Congregate for march in front of The Rock Memorial Bowling Club  
10.30am March to cenotaph in Urana Street  
10.50am (approx.) Anticipated flyover by Temora Aviation Museum (weather permitting)  
12.30pm Luncheon at The Rock Memorial Bowling Club.

**Yerong Creek**

10.45am Form up at Delta Agribusiness, Plunkett Street  
11.00am March to Stanley Galvin Park followed by service  
12.00pm Lunch at Yerong Creek Bowling Club.

Integrated Planning and Reporting Reference

A3.2.1 - Provide support to events held within the community.

E3.3.1 - Strong and beneficial relationships between local government and service providers, other levels of government and the community.

Legislative Policy and Planning Implications

Nil.

Budget and Financial Aspects

Nil.

Attachments

Nil.

**Recommendation:** That Council determine its representatives to participate at the respective ANZAC Day ceremonies and to lay a commemorative wreath on behalf of Council.

<b>Notes:</b>

**3. REQUEST FOR ASSISTANCE – OSBORNE FOOTBALL CLUB**

**(DCCS/C45-005)**

Executive Summary

A request has been received from the Osborne Football Club and is tabled for Council's consideration.

Report

The Osborne Football Club is seeking to have their Crier printed using Council's photocopiers. The Osborne Football Club participate in the Hume Football Netball League and a Crier is produced by each home club containing coach's reports, player lists, advertising, etc. The Crier is in A5 booklet stapled, similar to Council's Newsletter, and is on average 36 pages (9 x A4 pages).

It should be noted that a similar request by the Lockhart Football Netball Club was reported to Council in March 2010. Council then resolved:

- a) to print the Crier for the Lockhart Football and Netball Club free of charge (paper provided);
- b) Council use the back page of the Crier to advertise land for sale or special Council events.

The resolution regarding the Lockhart Football Netball Club required that printing to be black and white (B&W) and the club provided the paper. At the time printing costs were estimated to be \$23 per Crier.

It would be appropriate with the age of the resolution to assist the Lockhart Football and Netball Club and with the current request from the Osborne Football Club, that Council would do the same/similar for each club if assistance is to be provided.

In the Hume Football Netball League each Club has nine home games.

Council's contract for copiers was renewed in August 2018. Council pay a monthly managed services fee each month which includes a specified number of copies in B&W and also colour copies. The managed services fee includes all toners. The included number of copies is based on the average monthly copies of B&W and colour.

For any excess copies, B&W and/or colour, over the threshold included in the managed services fee the cost for B&W is 0.6 cents per copy ex GST and for colour 6 cents per copy ex GST. Since the new copier contract has been in place, January 2019, has been the only month to date where Council's copy count has not exceeded the included threshold of copies as per contract.

Integrated Planning and Reporting Reference

A1 - Provide or partner to provide cultural and sporting participation opportunities.

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

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

Legislative Policy and Planning Implications

Nil.

Budget and Financial Aspects

There is nil cost if printing did not result in total copies exceeding included threshold within the managed services fee.

If printing Crier resulted in exceeding included threshold as per contract, cost per Crier based on 300 copies in A5 booklet format with 36 pages:

All pages B&W	\$32.40
Half B&W, half colour	\$178.20
All pages colour	\$324.00.

Attachments

1. Correspondence from the Osborne Football Club.

**Recommendation:** That:

- a) Council undertake to print the Crier for the Osborne Football Club and the Lockhart Football and Netball Club at print costs as per report, with respective Club's supplying paper; and
- b) Each Club have the flexibility to determine the mix of B&W and colour pages; and
- c) Council use the back page of each Club's Crier to advertise land for sale or other events as determined by Council.

<b>Notes:</b>



**Attachment 1. – Correspondence from the Osborne Football Club**

**Quote for Osborne Football Club**

Printing the 2019 Crier for Osborne Football Club

- ❖ Approximately 300 per home game (9 home games in total)

<b>Date of Home game</b>		<b>LSC Meeting</b>
6 April	Lockhart home game	15 April
27 April	Lockhart home game	
11 May	Lockhart home game	20 May
25 May		
8 June		17 June
22 June		
20 July	Lockhart home game	15 July
3 August	Lockhart home game	19 August
24 August		

- ❖ In 2018, two games had criers with 32 pages (8 x A4 pages) and seven games had criers with 36 pages (9 x A4 pages).
- ❖ Colour cover – both sides
- ❖ Happy to pay for printing, as currently being printed in Wagga for a cost. We would prefer money to stay in Lockhart, i.e. purchase the paper locally and print it locally if possible.

Thanks so much

Liz Lane

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

### **4. A. R. BLUETT MEMORIAL AWARD**

**(GM/B15-005)**

#### Executive Summary

Council has an opportunity to submit an entry in the AR Bluett Memorial Award.

#### Report

The A. R. Bluett Memorial Award is considered the most prestigious award amongst NSW councils and is awarded annually to the council judged to have made the most relative progress. Entry is open to all NSW councils irrespective of size or resources.

There are two categories for the Bluett Awards:

- 1) **City and Regional Councils**  
This includes city, metropolitan and major regional rural councils.
- 2) **Rural Councils**  
This includes all other rural councils and county councils.

The Award Trustees believe the two categories provide fairness and equity for all councils, whilst at the same time preserving the original intent of the Trust Deed to judge councils on 'relative progress'.

There are three honorary Trustees/Judges. At the end of the financial year, the Trust invites councils to submit an entry. Councils are requested to detail their achievements, using statistical information and other evidence of progress. All entries are judged independently and objectively by each Trustee, who then meet to deliberate on their findings and select councils who may be shortlisted for inspection and presentations. The winning councils are announced at the following LGNSW Annual Conference.

The 2019 Awards will open from 1 June to 31 July 2019. Councils that are members of Local Government NSW (LGNSW) are eligible to enter. An entry fee of \$600 is payable to cover the costs incurred in judging and administering the Award.

Whilst the Bluett Award has been awarded annually since 1945, the opportunity for Lockhart Shire Council to submit a nomination is being raised at this time because of the significant progress being made in 2018/19 on many fronts. Bearing in mind the judging criteria focuses on 'relative progress', the 2019 Award provides the best opportunity for Council to submit a strong nomination.

Given that nominations do not open until 1 June, and noting that any nomination will include a record of Council's achievements for the 2018/19 financial year, it is premature to at this stage present information to Council in the form of a draft submission. However, an introductory statement has been prepared that provides a 'narrative' for a nomination that could be prepared and lodged by Council. A copy of this statement is attached in order to assist Council in determining whether it wishes to submit a nomination for the Award.

#### Integrated Planning and Reporting Reference

B.1 - Promote positive images of the Lockhart Shire as a dynamic and innovative community.

#### Legislative Policy and Planning Implications

Nil.

#### Budget and Financial Aspects

An entry fee of \$600 applies.

#### Attachments

1. Draft Introductory Statement.

**Recommendation:** That Council submit a nomination for the 2019 A. R. Bluett Memorial Award.

<b>Notes:</b>

## **Attachment 1. – Draft Introductory Statement**

### **AR Bluett Memorial Award - Introduction**

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2018/19 has been a year of significant achievement for Lockhart Shire in terms of infrastructure provision, tourism and economic development, improvements to community amenity as well as improved governance arrangements. Council's capital expenditure in 2018/19 of \$11.43 million is double the Council's historical average capital expenditure. Projects completed in 2018/19 or currently in progress include: -

- Flood mitigation works at Lockhart and The Rock.
- New swimming pool complexes at Lockhart and The Rock.
- Extension of The Rock Sewer Scheme.
- Development of new tourism attractions including the Lockhart Water Tower mural.
- Residential land development at The Rock.
- Expansion of the Greens Gonyah Museum at Lockhart.
- Upgrade of nine bridges and culverts in the Shire to accommodate Higher Mass Limit vehicles.

These projects are over and above Council's "normal" annual capital works program and is considered significant bearing in mind that Lockhart is one of the smallest Councils in NSW with the eighth lowest revenue from ordinary rates of all NSW councils<sup>1</sup>. The progress made in 2018/19 however had its genesis in the strategic approach adopted by Council in earlier years.

In 2011/12, when Council was engaging with the community in the preparation of its first Community Strategic Plan (CSP) under the new Integrated Planning and Reporting (IP&R) framework introduced into the Local Government Act, the Lockhart Shire, like many small rural shires, was experiencing sustained population decline. Every census conducted between 1966 and 2011 by the Commonwealth Bureau of Census and Statistics, and subsequently the Australian Bureau of Statistics, recorded a reduction in the Shire's population i.e. a decline of 33% over the 45 year period<sup>2</sup>.

Furthermore in 2010 and 2012 the community's resilience was severely tested with the two biggest flood events in the Shire's recorded history experienced in the space of three years<sup>3</sup>. The community's resilience was subsequently tested in a very different way during the Local Government Reform process when Lockhart Shire was earmarked for amalgamation with the neighbouring Shires of Corowa and Urana.

Unsurprisingly therefore the 2013/ 2023 CSP, and subsequent updated CSPs have been centred on five main themes as follows; -

- A. A connected and resilient community.
- B. A dynamic and prosperous economy.
- C. An environment that is respected and protected.
- D. Infrastructure for the long term needs of the community.
- E. Strong leadership and governance.

However in terms of strategic planning the Council did not restrict itself to the mandatory requirements of the IP&R framework. In addition to the CSP, Delivery Plan, Operational Plan and Resourcing Strategy, Council prepared a Tourism and Economic Development Strategy, a Tourism and Lifestyle Marketing Plan and also engaged Crowe Horwath to undertake a feasibility study for the Shire.

More recently the Council co-operated with the NSW Government to prepare a regional economic development strategy for the Eastern Riverina Functional Economic Region comprising the local government areas of Coolamon, Junee, Lockhart and Wagga Wagga.

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<sup>1</sup> NSW Local Government Councils Comparative information 2016/17

<sup>2</sup> Commonwealth Bureau of Census and Statistics Bulletin No. 6 Reference No. 2.88.1 (1966/1971). Australian Bureau of Statistics Catalogue No.'s 2401.0 (1976/1981), 2454.0 (1986), 2730.1 (1991), 2901.0 (1996) and 2001.0 (2001, 2006 and 2011).

<sup>3</sup> Lockhart Floodplain Risk Management Study & Plan and The Rock Floodplain Risk Management Study & Plan.

The investment in infrastructure and other progress made by Lockhart Shire Council in 2018/19, and in recent years, is a direct result of the strategies and actions included in the CSP and other strategies referred to above. The results as described below have been profound.

- Lockhart Shire Council was declared Fit for the Future and the Shire's boundaries remained unchanged. The Council's Fit for the Future status also meant that the Council could access NSW Treasury Corporation loan funding which enabled it to pursue the objectives of its CSP including providing *"infrastructure that meets the long term needs of the community"*<sup>4</sup>.
- The 2016 census signalled a reversal of the trend of population decline with the Shire recording a population increase for the first time in 45 years i.e. a 4.04% increase over the five year period since the 2011 census, an average annual increase of 0.81%<sup>5</sup>.
- Rather than the 2016 Census result being an aberration, subsequent reports released by the ABS indicate that this trend is continuing. According to the ABS, the Estimated Resident Population of Lockhart Shire is 3,245 at 30 June 2017, an annual increase of 2%, one of the highest in regional NSW<sup>6</sup>.
- In terms of economic development and business growth the decline in the number of businesses in the Shire has also been reversed with the number of Australian Business Numbers registered in the Lockhart Shire increasing each year since 2016/17<sup>7</sup>.
- The increased economic activity generated is also reflected in the increase in development applications received by Council. The number of development applications has increased by [insert no.]% over the last 12 months and [insert no.]% over the last five years<sup>8</sup>.
- With respect to tourism, visitors to The Rock Nature Reserve, one of the Shire's major attractions, hit a record 47,000 people in 2018, compared to 20,000 in 2013, a 145% increase in five years<sup>9</sup>.
- Similarly, visitor numbers at the Visitor Information Centre at Lockhart have been steadily increasing each year. A total of 3,600 visitors were recorded in 2018 compared to 2,100 in 2013, a 71% increase over the same five year period.
- With the first stage of flood mitigation works at Lockhart and The Rock completed in 2018/19 and the second stages currently under construction, the Lockhart Shire community is feeling much safer. Its strong community spirit and resilience is reflected in a Bond University study which found that, based on the ratio of volunteers, Lockhart Shire is the 'kindest' place in NSW<sup>10</sup>.
- A Community Satisfaction Survey undertaken by Council in the second half of 2018/19 resulted in an overall satisfaction rating of [insert no.]%.

Council also understood that the extraordinary investment in infrastructure and other progress being made needed to be accompanied by appropriate governance. Significant progress has also been made in this regard with a systematic review of all policies, development of new policies, an independent diagnostic review of Council's governance processes, as well as the introduction of an internal audit function amongst other things.

Lockhart Shire Council is proud of its achievements which demonstrate that with strategic planning even small organisations can make significant progress.

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<sup>4</sup> Independent Pricing and Regulatory Tribunal – Assessment of Council Fit for the Future Proposals – Final Report October 2015.

<sup>5</sup> Australian Bureau of Statistics – 2016 Census QuickStats, Lockhart (A) Code LGA14950 (LGA)

<sup>6</sup> Australian Bureau of Statistics Publication 3218.0 Regional Population Growth – Estimated Resident Population, Local Government Areas, New South Wales.

<sup>7</sup> Australian Business Register

<sup>8</sup> Lockhart Shire Council Development Applications Register

<sup>9</sup> NSW National Parks and Wildlife Service

<sup>10</sup> Bond University Happiness Project - <https://bond.edu.au/happiness-project>.

**5. MASTERPLAN FOR THE ROCK AVENUE OF HONOUR**

**(DEES/R40-106)**

Executive Summary

Council has received a request to consider a masterplan to upgrade The Rock Avenue of Honour including the area adjacent to the Lone Pine.

Report

Council has received a request from The Rock RSL Subbranch to consider a masterplan to upgrade The Rock Avenue of Honour including the area adjacent to the Lone Pine. In addition, The Rock Progress Association has made contact with Council requesting to be involved with any master planning that may be undertaken.

The main request appears to be around the trees and the type of trees to be planted in the Avenue. Any change in trees will require a considered approach due to the lengthy time required to establish trees, shading requirements, maintenance and suitability for the location. The streetscape in general undertook major renovations in 2008.

Staff suggest the best approach would be to form a Focus Group, involving the RSL Subbranch, Progress Association along with other interest groups and staff to discuss the issues and opportunities for the area. This can then form the basis if a consultant needs to be engaged to undertake planning works as well as any budget that may be required. Any masterplan would be subject to a full community consultation process.

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 the 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 the Disability Inclusion Act 2016.
- Roads Act 1993.

Budget and Financial Aspects

There is no budget allowance for the master planning project.

Attachments

Nil.

**Recommendation:** That Council:

- a) Notes the information provided in the report;
- b) Endorses the formation of a Focus Group to discuss options for the masterplan; and
- c) Considers any formal master planning and upgrade works at the upcoming budget workshop.

<b>Notes:</b>

**6. 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 February 2019 meeting, Council has undertaken community consultation of the initial masterplan preliminary concepts to upgrade the Lockhart business centre. The masterplan 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.

The community engagement sessions were held the week of 13-15 February 2019, which consisted of an afternoon and evening drop in sessions, as well as face to face meetings with all shop owners and the Museum committee. An online survey was open 7-28 February 2019. A total of 117 people were engaged with across all sessions, meetings and via the survey. The overall feedback was positive, with main comments around street trees, handrails and access with terracing the footpath areas, along with carparking arrangements. Key themes of importance that emerged were maintaining the heritage, accessibility and parking. Please find attached Preliminary Concepts Community Engagement Report for detailed feedback from the community.

The concept plans will be revised to incorporate the community's feedback to create the draft masterplan, and further public consultation is scheduled to occur in mid-April. A third round of consultation will occur mid-June 2019 to present the final masterplan to the community before being presented to Council for endorsement.

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 terracing is required.

In addition, the NSW Government has launched a new grant program "My Community Project". The program guidelines are attached for information. The grant program is to improve the wellbeing of people and communities in NSW. It can be for things like pathways and access ramps, community gardens and landscaping that revitalise spaces and improve liveability. The grant is open to anyone over the age of 16 years, with applications opening 2 April 2019 and closing 15 May 2019. Part of the assessment process involves community members voting on projects submitted, like the Stronger Country Communities funding program. Staff have identified creating public toilets in the retail precinct of Lockhart as an opportunity for an application under this funding program. The need for public toilets in the main street was a strong message for the community during the recent community engagement.

The Low-Cost Loans initiative (LCLI), providing Councils with low cost loans as well as a 50% reduction in the interest paid on eligible infrastructure loans, to support local infrastructure, such as roads, drainage and open quality space needed to enable increased housing supply (i.e. residential land), which was raised at the February 2019 meeting, will be subject to further discussions at the upcoming budget workshops.

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 the 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 is \$5M, which is unfunded at this point in time. 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 such as My Community Project and Building Better Regions Funds.

Attachments

1. Preliminary Concepts Community Engagement Report – March 2019.
2. NSW Government "My Community Project" 2019 program guidelines.

**Recommendation:** That Council:

- a) Notes the information provided in the report; and
- b) Staff investigate potential options for applications to the NSW Government "My Community Project" and a further report be brought back to Council at the April 2019 meeting.

<b>Notes:</b>



**Attachment 1. – Preliminary Concepts Community Engagement Report – March 2019**

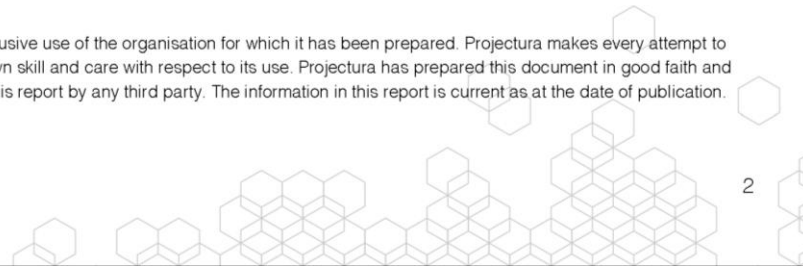


## Document information

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Date:	March 2019



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## EXECUTIVE SUMMARY

### About the project

Council is preparing a Master Plan for the Lockhart Business Centre. FSLA, in association with Projectura, have been engaged by Lockhart Shire Council (LSC) to work with the community to prepare the Master Plan. The Master Plan will be a high level strategic document to guide future funding applications and on-ground works.

The project is being delivered in four stages:

- *Stage One: Issues and Opportunities* identify issues and opportunities.
- *Stage Two: Concepts* prepare preliminary concepts and engage with the community to seek their input on the concepts.
- *Stage Three: Draft Master Plan* prepare the Draft Master Plan and engage with the community to seek their input on the Draft.
- *Stage Four: Final Master Plan* prepare the Final Master Plan and informing the community of the final outcome.

### Engagement activities

This report details the community engagement activities delivered and community feedback received during Stage Two engagement activities in February 2019.

The aim of the engagement was to seek community input and feedback on the Preliminary Drawings (Concepts) for the Lockhart Business Centre Master Plan.

Engagement activities took place between 7 and 28 February 2019 and included face-to-face interviews with residents and business operators in the business centre, an online survey, and two community drop-in sessions; one held in the Lockhart Council Chambers, and another in Green Street outside the IGA.

Projectura engaged with approximately 117 people. This included face-to-face interviews with 27 people living and working in the business centre, 17 respondents to the Online Survey, approximately 70 people who attended the two community sessions, and 3 written submissions.



### Findings

The full issues and opportunities for consideration in the Draft Master Plan can be found in Section 3 of this document. Below are highlights from the community.

The community generally *supported the project* and the preliminary drawings.

Three strong themes emerged during community engagement: *heritage*, *accessibility*, and *parking*.

The Lockhart community is *proud of Lockhart's heritage*, particularly the town's verandahs and heritage pavers. Respondents were adamant that any *upgrade works are sympathetic* to Lockhart's heritage.

Respondents noted that *accessibility is poor* through the Business Centre and responded well to proposed improvements.

Respondents valued the ease of finding a *car space*; however, many found the *angle reverse parking challenging*. Concern surrounded *loss of parking* at Cowin Gardens and Green Street Retail, and the need for *recreation vehicle parking*.

### High level opportunities

Lockhart already attracts visitors with its verandahs, unique art and Spirit of the Land Festival and more recently, with the water tower mural. Further building on these strengths will make Lockhart economically viable into the future, especially as the Lockhart population ages.

During Stage Two: Preliminary Concepts engagement, community members pointed to ways the draft plan could build on existing strengths. This was mainly expressed through requests that any visual aspects are sympathetic and respectful to existing heritage features.

Community members also suggested ways to strengthen Lockhart's centre through making it more liveable. People carefully considered the number of street crossings, for instance, concerned to make Lockhart not only visually pleasing but also practical for the town's aging population and tourists.

Several community members emphasized the importance of strengthening basic infrastructure to encourage tourism. The absence of public toilets in Green Street (Retail) was a major concern. Community members noted that visitors would likely drive into Lockhart, and finding a toilet only at the water tower, would probably not drive back into the retail precinct. Another opportunity was addressing the campervan and caravan parking through the Business Centre. This parking is currently sufficient but not necessarily in the right place, or easy to find.

Amenities like public toilets, parking, and improved signage would lay a strong foundation for Lockhart, ensuring tourists would stay to appreciate features such as the art and verandahs. As one community member noted, the combination of tourist attractions and quality infrastructure could secure Lockhart a good reputation amongst tourists, particularly 'grey nomads'.



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This is page 66 of the Business Paper of the Ordinary Monthly Meeting of the Lockhart Shire Council held in the Council Chambers, Green Street, Lockhart – 18 March 2019.

## 1. Project description

### Background

Lockhart Shire Council strives to develop the shire's community and economy. The township of Lockhart has a unique cultural identity featuring heritage verandahs, unique pavers, and a trail of unique public art driven by their annual major celebration, the *Spirit of the Land Festival*. There is a need to refresh the business centre to reinforces the town's unique historic identity and sense of place, and to further drive the local economy.

Council is preparing a Master Plan for the Lockhart Business Centre. FSLA, in association with Projectura, have been engaged by Lockhart Shire Council (LSC) to work with the community to prepare a Master Plan for Lockhart's Business Centre. The Master Plan will be a high-level strategic document to guide future funding applications and on-ground works.

The project is being delivered in four stages:

- *Stage One: Issues and Opportunities* identify issues and opportunities.
- *Stage Two: Concepts* prepare preliminary concepts and engage with the community to seek their input on the concepts.
- *Stage Three: Draft Master Plan* prepare the Draft Master Plan and engage with the community to seek their input on the Draft.
- *Stage Four: Final Master Plan* prepare the Final Master Plan and informing the community of the final outcome.

### Engagement objectives

The purpose of the community engagement was to seek feedback from stakeholders on the preliminary concept drawings, prior to proceeding with developing the Draft Master Plan.

Lockhart Shire Council engaged with stakeholders to ensure that the final Master Plan met the needs of the community now, and into the future.

This report represents the second part of this project where the consultant team have prepared preliminary concepts to further discussion with the community

### Limitations

Given the nature of the community engagement and variations in the engagement methods, there were some limitations arising from the engagement. Where possible Projectura has used the best of their ability to analyse and collate all submissions and feedback provided during the consultation process.

While we do not believe these potential limitations have had an impact on the findings, they should be considered when interpreting results.



**Methodology**

The community engagement period began on 7 February 2019 and officially concluded on 28 February 2019. A mix of engagement methods were used to engage over 117 people during the Stage Two engagement period.

Table 1. Engagement activities					
METHOD	IAP2 LEVEL	DATE	STYLE	SUMMARY	PARTICIPATION
Council webpage	Inform	Posted 7 February 2019	NA	The webpage shows details of the project, opportunities for community engagement, copies of project documents, and a link to the Online Survey.	-
Online survey.	Involve.	7 – 28 February 2019.	Quantitative measurement Qualitative exploration	The survey was available online through Council's website. 17 respondents completed the survey.	17 responses
Face to face interviews.	Involve.	13 & 14 February 2019.	Qualitative exploration	In-place interviews with traders and residents operating and living in the Business Centre, to provide them an opportunity to contribute issues and opportunities and provide input on the concepts.	27 interviews. <i>5 residents, 19 businesses, 3 community organisations.</i>
Community briefing session.	Involve.	14 February 2019. 6-8 pm. Council Chambers.	Qualitative exploration	Drop-in style session with facilitated activities to elicit considered community input.	30 residents (estimated) 1 Council officer 4 Facilitators
Community briefing session.	Involve.	15 February 2019. 1-5 pm. IGA Green Street.	Qualitative exploration	Drop-in style session with facilitated activities to elicit considered community input.	40 residents (estimated) 1 Council officer 4 Facilitators
Submissions	Involve	7 – 28 February 2019.	Qualitative exploration	People were invited to make submissions via direct email to Council. Submissions were also received in writing at the community sessions. Submissions were open response and varied in content.	3 Hard copy submissions.



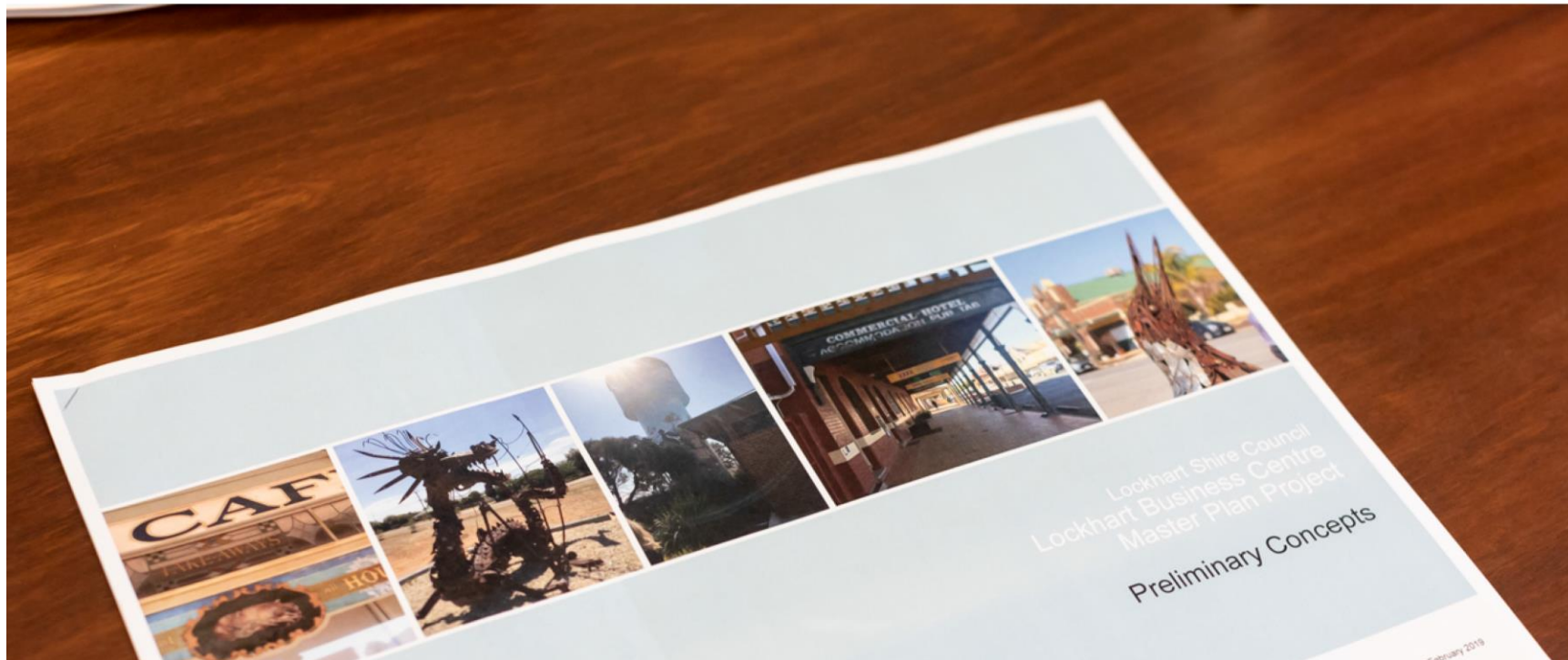


## 2. Community engagement overview

Lockhart Shire Council consulted broadly with the Lockhart community during February 2019 to seek input and direction from the community to inform the Lockhart Business Centre Draft Master Plan.

Face-to-face interviews were held, along with two community sessions, an online survey, and people were invited to make submissions.

This section shows the results from these engagement activities.



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This is page 69 of the Business Paper of the Ordinary Monthly Meeting of the Lockhart Shire Council held in the Council Chambers, Green Street, Lockhart – 18 March 2019.



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This is page 70 of the Business Paper of the Ordinary Monthly Meeting of the Lockhart Shire Council held in the Council Chambers, Green Street, Lockhart – 18 March 2019.

## 2.1. Face to face interviews

Three Projectura consultants engage in-person with traders and residents operating and living in the Business Centre on Wednesday 13 and Thursday 14 February 2019.

Delivered over three days, Projectura provided business operators and residents them an opportunity for direct input and identification of issues and opportunities.

### Participation

27 people participated in individual interviews. This consisted of 19 business operators, 5 residents, and 3 community organisations.

### Questions

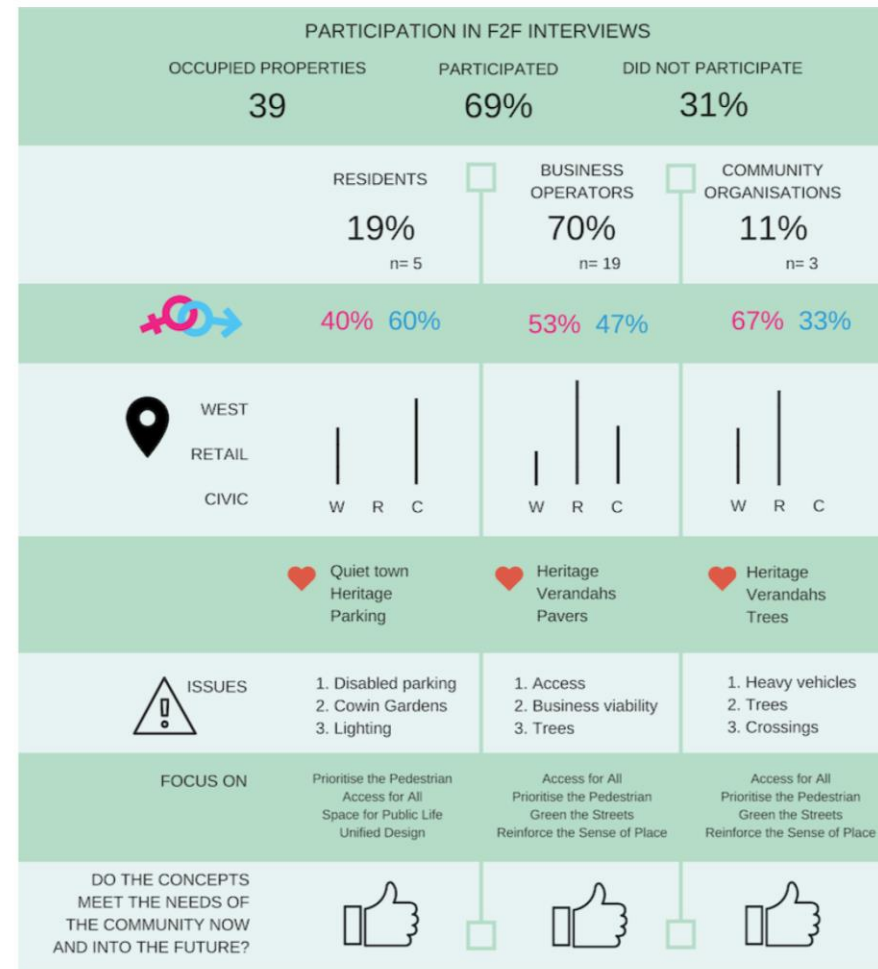
The aim of the face to face engagement was to ensure the stakeholders with the highest interest and involvement had a strong say in the project.

The focus of information we aimed to elicit was:

- Strengths, Issues, Opportunities, Gaps;
- Do you think the concepts meet the needs of the community into the future?
- What needs greater focus (using guiding principles as the measure)?
- Contacts details – for future engagement participation.
- Feedback on Guiding Principles and Elements.
- Matrix to record the interest (guiding principles and elements)

### Findings

Summary finds are located in the infographic to the right.





## 2.2. Community sessions

Lockhart Shire Council hosted two community sessions. The first was held on Thursday 14 February 2019 at the Lockhart Shire Council Chambers, and the second was held on Friday 15 February 2019 outside IGA Supermarket in Green Street.

Projectura facilitated both the community sessions with support from Fiona Slade Landscape Architect and Lockhart Shire Council.

### Participation

Exact participation is not known due to the drop-in nature of both sessions. Projectura estimates that 25 people attended the Council Chambers session, and that 35 people attended the IGA session.

### What we asked

The aim of the community sessions was to explain the project and concepts and seek detailed feedback from participants.

The focus of information we aimed to elicit was:

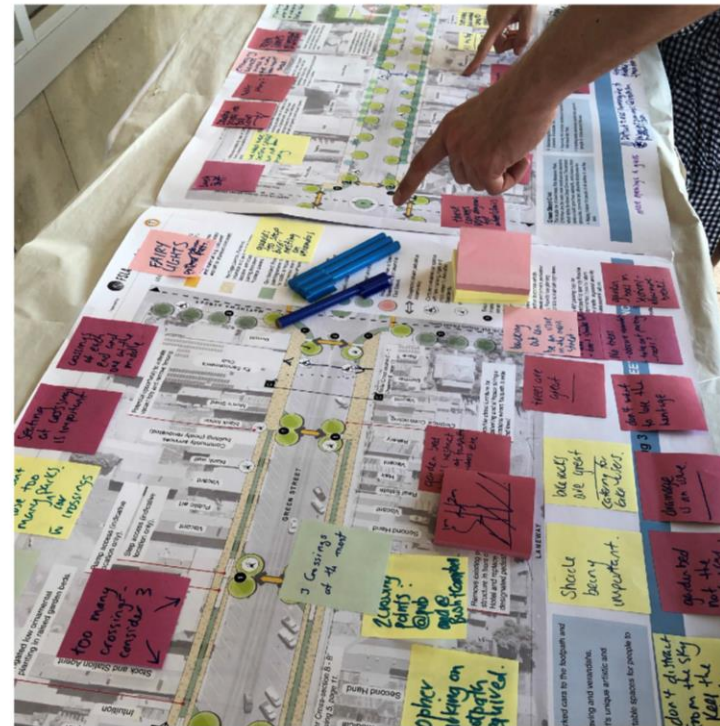
- Strengths, Issues, Opportunities, Gaps;
- Do you think the concepts meet the needs of the community into the future?
- What needs greater focus (using guiding principles as the measure)?
- Contacts details – for future engagement participation.
- Feedback on Guiding Principles and Elements.

### Findings

- Lockhart's **heritage** is highly valued by community, particularly verandahs and heritage pavers. Respondents were generally willing to alter heritage features in order to increase accessibility but want to do so with minimal visual interference. For instance, respondents supported hand rail supports on verandah posts if placed strategically to improve accessibility but opposed handle support rails installed on every verandah post.
- **Accessibility** is a major concern for almost all community members. Community responded well to proposed changes. Levelling Green Street (Retail) footpath to improve accessibility was often enough to garner support for the draft more broadly. Community made many accessibility suggestions not included in Stage Two: Preliminary Concepts; these suggestions are listed in Section 3 of this document.
- **Parking** was another key concern. Most community members are willing to lose a car parks to gain street trees. Concerns expressed included that trees may make it more difficult to reverse out of a car space, and the loss of car parking at Cowin Gardens, though most people were willing to lose parking in exchange for gaining a park. It is important to build on the number of car spaces in the business centre. Accessible car spaces were suggested for areas like outside IGA, medical centre and community health centre.
- The number of proposed access ways (**crossings**) proved contentious, with most community members preferring three or four. Some suggested placing crossings outside major areas of activity including IGA and the Ex-Serviceman's Club.

- Proposed **event space and café** adjoining Green Gonyah Museum received very positive feedback. The only concern voiced was how a new café may negatively affect the only existing café, Latte Da.
- Suggested **trees** were generally well received. Some residents were quick to ask who would be responsible for managing leaf litter (and the effect on verandahs and drainage). Stage Three offers the opportunity to assure community of leaf litter mitigation measures Council will implement. Very few people were concerned about proposed removal of existing peppercorn trees.
- Potential for **flooding** was concerning to many community members given recent experiences. People often assumed the draft plan made no consideration of the potential for flooding. As with concern surrounding fallen leaves, Council may address these concerns during Stage Three.
- Increasing the presence of **sculptures** was suggested, along with improving sculpture signage and wayfinding, in order to increase Lockhart's tourist numbers.
- **Vacant shop fronts** are seen by many locals as detrimental to Green Street. Suggestions for resolving this included continuing to restrict people from occupying shops as residences, encouraging property owners to activate the windows, and initiating a program supporting artists to activate the windows.
- Several community members expressed interest in **new heritage pavers** being made with their names. Green Gonyah Museum is currently investigating production of new pavers. Integrating new paving into the new business centre is an excellent community-building opportunity.

- Respondents suggested that improving **tourism infrastructure** would increase tourism activity, and in turn, economic activity. It was noted that vehicles towing caravans often slow down to view the water tower mural, though don't stop because there isn't enough parking. Absence of public toilets in Green Street (Retail) was also described as limiting tourist engagement with local businesses, as tourists passing through are likely to pass through only stopping at the toilets in Green Street (Civic).



## 2.3. Survey

The survey was open from 7 to 28 February 2019.

The purpose of the survey was to seek high level feedback from the broader Lockhart community, and allow people who regularly visit the Business Centre to have their say.

### Participation

A total of 17 responses were collected. Only 12 respondents had read the Lockhart Business Centre Master Plan Project Preliminary Concepts document and qualified to respond to the survey. 5 respondents were disqualified.

### Questions

The survey questions were:

Q1. Have you read the Lockhart Business Centre Master Plan Project Preliminary Concepts document?

Q2. What is your age?

Q3. What is your gender?

Q4. Where do you live?

Q5. What do you love about Lockhart Business Centre?

Q6. What are your top issues or concerns within Lockhart Business Centre?

Q7. What opportunities should we consider for the Lockhart Business Centre?

Q8. To what degree do you agree with the following statement "The concept of Green Street (West) meets the needs of the community for the future".

Q9. What principle/s require greater focus in the Green Street (West) concepts?

Q10. To what degree do you agree with the following statement? "The concept for Green Street (Retail) meets the needs of the community for the future".

Q11. What principle/s require greater focus in the Green Street (Retail) concepts?

Q12. To what degree do you agree with the following statement? "The concept of Green Street (Civic) meets the needs of the community for the future".

Q13. What principle/s require greater focus in the Green Street (Civic) concepts?

Q14. What gaps have you identified in the Preliminary Concepts (initial ideas)?

### Findings

See following page.





### WHO RESPONDED?

TOTAL RESPONDENTS	QUALIFIED RESPONDENTS
17	12

5 respondents were disqualified from responding as they hadn't read the Preliminary Concept document.



50% 50%  
 n= 12



Lockhart	66.6%
Outside Lockhart	16.7%
Outside the Shire	16.7%

n= 12



0 - 44 years	16.7%
45 - 54 years	8.4%
54 - 64 years	25.0%
65 years & older	50.0%

n= 12

### WE LOVE...

n= 7

Verandahs    Friendliness  
 Heritage      Minimal traffic  
 Parking        Small business  
 Wide footpaths    Vitality

### CONCERNS...

n= 7

Vacancies                      Sloping footpath  
 Verandah condition        Access and inclusion  
 Repaint needed              Difficulty reversing cars  
 No shade  
 Traffic speed

### OPPORTUNITIES...

n= 6

Evergreen trees    More public art  
 New shops        Public toilets in main block  
 Renewable energy    Alfresco dining  
 Upgrade facades    RV friendly town  
 Retain heritage      Rear-in parking  
 Mobility access      Tourism

### COMMUNITY NEEDS



DO THE CONCEPTS MEET THE NEEDS OF THE COMMUNITY NOW, AND INTO THE FUTURE?

#### Green Street (West)

n= 5

20% Strongly agree  
 60% Agree  
 20% Neither agree nor disagree

Focus on access for all, prioritise the pedestrian, unified design, and reinforcing the sense of place.

#### Green Street (Retail)

n= 5

20% Strongly agree  
 60% Agree  
 60% Neither agree nor disagree

Focus on access for all, space for public life, and reinforcing the sense of place.

#### Green Street (Civic)

n= 6

16.67% Strongly agree  
 50.00% Agree  
 16.67% Neither agree nor disagree  
 16.67% Disagree

Focus on access for all, space for public life, and reinforcing the sense of place.

## 2.4. Submissions

There were three (3) submissions received.

Overall the three submissions supported the Draft. The key points made in the submissions were:

- Trees variety suggestions include Robina Pseudocacia (Mop Top), Koelreutura Paniculata (Golder Rain Tree), Liquidambar Styraciflua (American), Ulnus Parvifolia (Chinese Elm), Chinese Pistachio, White Crepe Myrtle.
- Don't support trees and pocket parks in Green Street (Retail). Issues include leaf litter, interference in drainage, and the change of appearance and identity of Lockhart's business centre.
- Don't support plantings and gardens in footpath along Green Street (Retail).
- Reduce the number of crossings and trees in Green Street (Retail).
- Rethink the use of stainless steel in the business centre; furniture needs to be sympathetic to Lockhart's heritage.
- Don't install paving lighting. Continue with the fairy lights.



Lockhart Shire Council | Lockhart Business Centre Master Plan: Stage Two Preliminary Cor



### 3. Considerations for Draft Master Plan

*Table 2. Key findings*

ISSUE	OPPORTUNITY FROM STAGE 2 ENGAGEMENT	CONSIDERED IN DRAFT	FOR FURTHER CONSIDERATION
Green Street (West)			
See 'Cowin Gardens' heading.	-		
Proposed café viability	Proposed café needs to be economically viable without putting other cafes out of business.		•
Footpath outside Rio Building too narrow.	Consider widening footpath.	•	
School bus pickup	Direct school buses to drop-off in the existing bus stop next to the Post Office on Matthews Street.	•	
Kerbing at corner of Urana Street and Green Street (outside Rio Building) is damaged by trucks.	Review turning circle requirements for truck maneuverability outside Rio Building.	•	
Cowin Gardens			
Vehicle access	Ensure vehicle access and on-street parking for residents and retailers on Halliday Street.	•	
	Ensure access for semi-trailer trucks into the laneway between Halliday Street and Matthews Street.	•	
	Widen the laneway entry to avoid damage by trucks to gutters and curbs.	•	
Tidy town awards in Cowin Gardens.	Repurpose / reinstall awards.	•	
Historic horse water trough	Retain water trough in new designs.	•	

Table 2. Key findings			
ISSUE	OPPORTUNITY FROM STAGE 2 ENGAGEMENT	CONSIDERED IN DRAFT	FOR FURTHER CONSIDERATION
Green Street Retail			
There are no public toilets in Green Street Retail. Drives people out of the town centre.	Consider establishing public toilets in Green Street Retail along with sufficient directional signage.	•	
Railing required for proposed terracing along Green Street Retail will cause visual clutter.	Limit the use of terracing in Green Street Retail.	•	
Proposed terracing too narrow.	Consider terracing wide enough for two-way traffic of scooters, wheelchairs, and pedestrians.	•	
Too many pedestrian access-ways (road crossings) detailed in the Concepts.	Reduce the number of pedestrian access-ways in Green Street Retail to three crossings.	•	
	Consider placing pedestrian access-ways outside high-activity businesses including IGA and Ex-Serviceman's Club.	•	
Location of accessible car spaces.	Accessible car spaces should be available at popular areas including the supermarket, medical centre, community health centre, and Ex-Servicemen's Club.	•	
Vacant shop fronts	Limit residential occupation of shop fronts where possible, as per Lockhart Shire Council's Development Control Plan.		•
	In completely vacant fronts, there is potential for artists or the Green Gunyah Museum to activate windows.		•
	Encourage non-retail shop fronts to create more visually stimulating window displays.		•
Too many trees in Green Street Retail precinct	Reduce the number of pocket parks in Green Street Retail.	•	



Table 2. Key findings			
ISSUE	OPPORTUNITY FROM STAGE 2 ENGAGEMENT	CONSIDERED IN DRAFT	FOR FURTHER CONSIDERATION
Number of car spaces in Green Street Retail	Increase the number of car spaces lost in the Business Centre.	•	
Green Street Civic			
Long vehicles are regularly parking outside the water tower and council offices.	Install designated and signed RV parking (and for mobile library and blood bank) outside the CWA park, or on opposite side of road.	•	
Corners at intersection of Green Street and Matthews Street very dangerous for wheelchair users.	Ensure people with limited mobility can move from footpath onto the road safely.	•	
Pharmacy is difficult to access due to uncompliant pram ramps.	Ensure new paving allows access to pharmacy.	•	
Proposed installation of heritage pavers on corner outside post office.	Opportunity for pavers to name all previous postmasters.		•
Accessibility and pedestrian experience			
Pram ramps currently non-existing or not compliant with standards.	Review and fix all pram ramps accordingly.	•	
Garden beds may restrict access.	Ensure garden beds do not limit access for people using wheelchairs, scooters, prams, or others with mobility issues, especially during busy Spirit of the Land Festival.	•	
	Consider putting breaks in garden beds outside essential shops.	•	
Accessibility to essential shops.	Consider prioritizing access improvement (eliminate steps) to all shops and services.	•	
Parking for scooters.	Consider including scooter parking.	•	



Table 2. Key findings

ISSUE	OPPORTUNITY FROM STAGE 2 ENGAGEMENT	CONSIDERED IN DRAFT	FOR FURTHER CONSIDERATION
Insufficient seating on Green Street	Install seating so that people with mobility issues can rest (and socialise) on Green Street. Residents suggested seating at crossings and/or outside IGA, newsagent and Men's Shed. Ensure seating is shaded.	•	
Footpath from Hebden St to Crafts Shop is in very bad condition.	Fix footpath to improve accessibility.	•	
Sloping footpath	Flatten the footpath by reducing the cross fall towards the road.	•	
<b>Identity</b>			
Heritage protection – residents expressed concern redevelopment may compromise Lockhart's heritage.	Ensure design is respectful and complementary to heritage features such as verandahs, verandah posts, and architecture.	•	
Paving preservation concerns.	Assure residents that lifting, cleaning, sealing, and relaying heritage pavers in original position will not cause damage to pavers.	•	
Public art	Provide allocated spaces for community owned farm art to be displayed permanently.	•	
	Consider commissioning more murals.		•
<b>Street trees</b>			
Tree suitability	Ensure that the choice of trees is suitable for Lockhart's soil type, climate, and environment.	•	

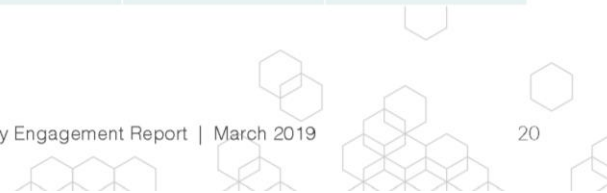


Table 2. Key findings			
ISSUE	OPPORTUNITY FROM STAGE 2 ENGAGEMENT	CONSIDERED IN DRAFT	FOR FURTHER CONSIDERATION
	Ensure trees do not detract from Lockhart's heritage features. Some residents prefer evergreen trees, others prefer deciduous, others native.	•	
Leaf litter.	Install leaf litter collection devices, including verandah gutter guards and drainage baskets.	•	
	Council to continue to be responsible for clearing leaf litter in a timely manner throughout the Business Centre.	•	
Car parking			
Difficulty reversing from steep car spaces.	Ensure reconfigured Green Street parking is easy for all residents to use, particularly when reversing from car spaces.	•	
Wheel stops are unattractive.	Move the kerb out to reduce the need for wheel stops.	•	
Business owners and staff parking on Green Street.	Organise car parking to allow for additional car spaces in side streets.	•	
Limited parking for caravans and campervans.	Ensure plans include adequate parking for caravans and campervans, including provisions for future increase in tourism.	•	
Furniture, lighting, paving			
New features (e.g. bins) may detract from heritage.	Ensure features like bins and seating are sympathetic to Lockhart's heritage features.	•	
New lighting may attract birds perching.	Curved posts may prevent birds from perching.	•	
Fairy lights condition. During most recent fairy lights maintenance, warm yellow bulbs were replaced with harsh	Fairy lighting can be improved by returning bulbs to original warm yellow colour, and by repositioning to accentuate verandah posts.	•	

Table 2. Key findings			
ISSUE	OPPORTUNITY FROM STAGE 2 ENGAGEMENT	CONSIDERED IN DRAFT	FOR FURTHER CONSIDERATION
white bulbs, and lights were repositioned.			
Current seating insufficient for socialising.	Install seating in strategic positions to encouraging social interaction, for example outside IGA, newsagent and Men's Shed.	•	
Bicycle racks.	Install bicycle racks in suitable locations.	•	
Play parks and recreation			
Signage and gateways			
Public art interpretative signage	Upgrade interpretative signage attached to public art for greater aesthetic integration in streetscape, with improved directional signage.	•	
	Install sign at East Street sculpture informing people that there are many sculptures throughout Lockhart, sculptures are central to the town's identity, and are celebrated annually through the Spirit of the Land Festival.	•	
Toilet signage	Improve signage to public toilets in Lockhart, including potential new public toilets.	•	
RV signage	Improve signage to RV parking spaces and amenities.	•	
Improved buildings and street activation			
Paint condition and colour of buildings	Repaint buildings un updated colours (being implemented by Council as part of a separate project).		•





## 4. Conclusion

This engagement sought feedback from Lockhart businesses and residents on Stage Two: Preliminary Concepts prior to proceeding with more detailed designs.

Engagement activities took place during February and included community sessions at Lockhart Shire Council Chambers and outside Lockhart IGA, face-to-face engagement with Green Street businesses and residents, and an online survey open to all Lockhart residents. A total of 117 people participated in these activities.

The engagement activities highlighted the community's perceptions about the strengths of the community, the support for the Preliminary Concepts, and issues and opportunities for the Draft Master Plan.

The findings from Stage 2: Preliminary Concepts community engagement should be communicated back to the community through the next stage of the project; Stage 3: Draft Master Plan.

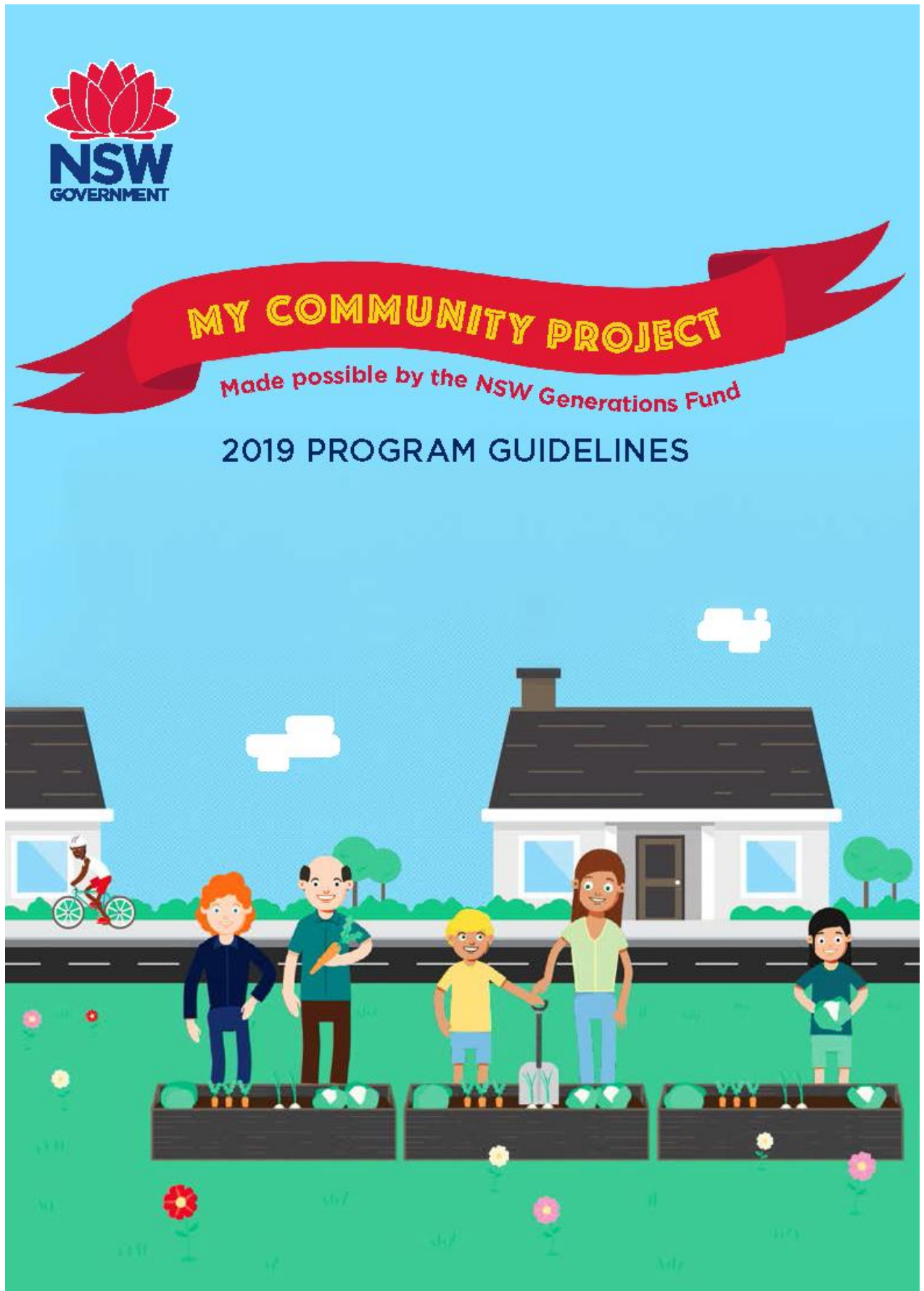


Lockhart Shire Council | Lockhart Business Centre Master Plan: Stage Two Preliminary Concepts





**Attachment 2. – NSW Government “My Community Project” 2019 Program Guidelines**





The Hon. Gladys Berejiklian MP  
Premier of New South Wales

## Message from the Premier

I am excited to introduce the NSW Government's newest community grants program, My Community Project, funded by the NSW Generations Fund.

For the first time, anyone aged 16 years or over is invited to share their ideas to help strengthen their local community. And it will be the communities of NSW that decide, by public vote, the projects in their area that will be funded by My Community Project.

It is often the smaller things that make the biggest difference to NSW communities – things like the pathways and access ramps that enable everyone to move about more easily; the fenced and well-lit sports fields that allow safer and extended outdoor play; and the safe and inclusive playgrounds that help all children play more freely. It is also the community gardens, events and festivals, and landscaping that revitalise spaces and improve liveability.

I encourage you to take this opportunity to look around and think about what could make your community a stronger, safer, healthier or more accessible place to live and spend time. Submit your ideas to My Community Project and have a say in the future of your community.



The Hon. Dominic Perrottet MP  
Treasurer and Minister for Industrial Relations

## Message from the Treasurer

My Community Project has been made possible by the NSW Generations Fund, a new intergenerational fund that helps keep debt sustainable in the long term while also delivering for communities today.

While governments take into account many factors when making investment decisions, I believe it is often grassroots communities that know best where investing will make the most difference. I'm delighted this innovative program will not only empower our communities, but make a real difference to people's everyday lives.

So please take your time to consider the unique needs of where you live and I thank you for investing your time and effort to enhance your community.

We welcome your proposal for My Community Project and I look forward to seeing your great ideas to improve your community.

## Overview

My Community Project is a new initiative by the NSW Government to improve the wellbeing of people and communities in NSW.

By having the ability to propose and vote on local projects, the people of NSW are given the opportunity to determine how to strengthen and improve their communities.

My Community Project has been established using the Community Services and Facilities Fund within the NSW Generations Fund.

The NSW Generations Fund is a new sovereign wealth fund for the State of NSW, created by the *NSW Generations Fund Act 2018*. The NSW Generations Fund helps keep the state's debt at

a sustainable level, while sharing the benefit of its returns with the people of NSW by funding community projects.

The My Community Project funding will be distributed equally across all 93 NSW electorates. Applicants can seek between \$20,000 and \$200,000 (including GST, where applicable) for their project.

### For more information

**Email:** [mycommunityproject@dpc.nsw.gov.au](mailto:mycommunityproject@dpc.nsw.gov.au)

**Phone:** 13 77 88

**Website:** [nsw.gov.au/mycommunityproject](http://nsw.gov.au/mycommunityproject)

## Key dates 2019

### 2 April

Applications open at 9am

### 15 May

Applications close at 2pm

### 15 July

Public vote on eligible projects opens

### 15 August

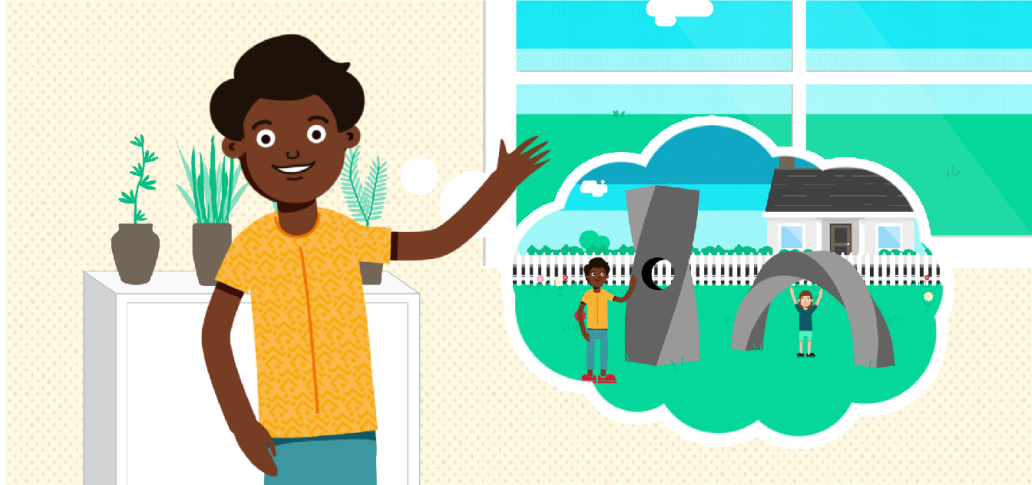
Public vote closes

### From September 2019

Announcement of successful projects



4



## Getting started

### How can the community get involved?

Anyone aged 16 years or over is encouraged to get involved in My Community Project by:

- **proposing a community project** with the support of a sponsor to deliver the project
- **voting for their preferred projects** in their electorate to make their community an even better place to live.

### Who can submit a project proposal?

Anyone can submit a project proposal, providing they:

- request funding between \$20,000 and \$200,000
- are aged 16 years or older as of 15 May 2019
- have a **residential address** in the **NSW state electorate** where the project is to be delivered
- have identified a **sponsor** who agrees to support and manage the delivery of the project if approved.

### What type of projects can be funded?

Projects must align with one or more of the following program categories:

#### Accessible communities

The project will make everyday life more inclusive for all community members. This aims to increase mobility and accessibility in communities.

#### Cultural communities

The project will add to the cultural and artistic life of the community. This aims to increase opportunities for residents to participate in arts and cultural activities.

#### Healthy communities

The project will support the community's physical and mental wellbeing by enabling healthy and active lifestyles.

#### Liveable communities

The project will improve local amenity and the local environment.

### Revitalising communities

The project will foster stronger community bonds, and encourage social engagement and participation in public programs. This category aims to increase satisfaction with community facilities.

### Safe communities

The project will promote a safe and secure community where people can participate and enjoy the benefits of community life.

While projects may fit within multiple categories, applicants only need to select the category that best represents their project idea.

## Eligibility

### What projects are eligible?

To be eligible for funding, a project must:

- ✓ align with at least one of the six program categories
- ✓ request funding between \$20,000 and \$200,000 (including GST, where applicable)
- ✓ be open, accessible and available to the wider community
- ✓ have any other required funding sources confirmed, if additional funding is required to complete the project
- ✓ be within a NSW state electorate
- ✓ be a legal activity
- ✓ be deemed viable (see 'What projects are considered viable?').

Budgets can include up to 15 per cent of the grant amount requested for administration costs to deliver the project, including contingency.

Applications submitted but unsuccessful under other NSW Government grant programs (e.g. Community Building Partnerships) may be re-submitted through the My Community Project application process if the requirements are met.

### What projects are not eligible?

My Community Project funding will not be granted for projects:

- ✗ submitted without the support of an eligible sponsor
- ✗ outside of NSW
- ✗ located on private land, unless there is a clear public benefit
- ✗ that are existing, already commenced or funded
- ✗ that duplicate existing NSW Government services or responsibilities
- ✗ with existing or future funding
- ✗ that are not aligned with NSW Government policies and guidelines
- ✗ that represent a significant risk to the community.

### What projects are considered viable?

A project proposal will be considered viable if it:

- has a realistic budget based on substantiated quotes or assumptions
- is cost effective and represents value for money
- demonstrates how it will be operated and/or maintained upon completion (where applicable)
- can be delivered within the 12-month program deadline
- has demonstrated access to the necessary expertise and support to deliver the project
- does not require ongoing funding from the NSW Government.

### What project costs are included?

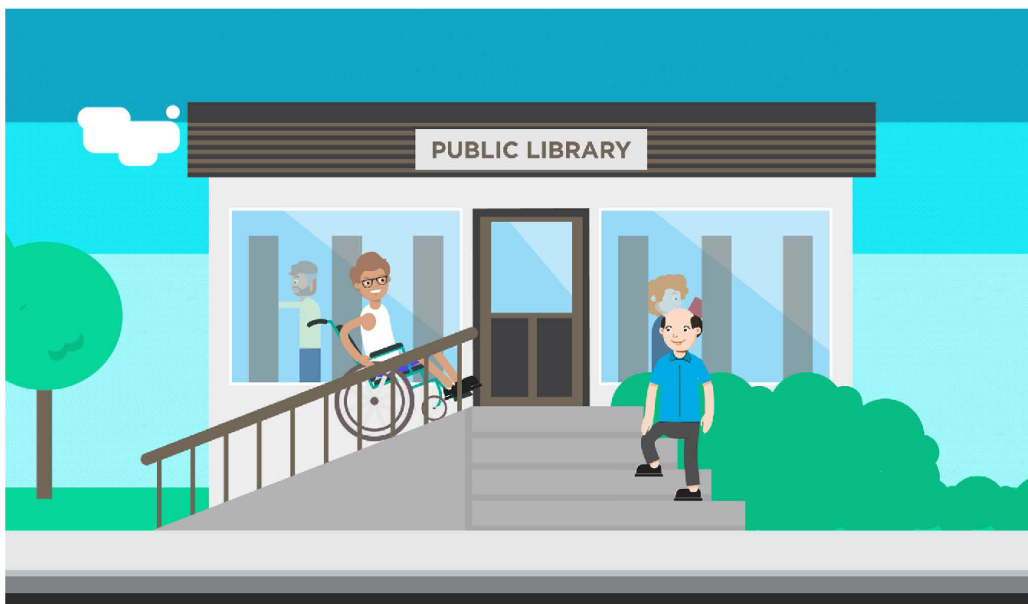
Project costs may include those associated with:

- building local infrastructure
- building a website
- delivering programs or services
- exhibition displays
- hosting an event
- marketing, branding, advertising, or promoting a product
- purchasing and/or fitting out and/or modifying a vehicle
- purchasing equipment
- temporary staff resourcing for the delivery of the project
- undertaking filming or recording
- undertaking studies or investigations.

### What project costs are not included?

Project costs that are not included are:

- any work undertaken by a successful applicant or sponsor prior to the signing of a funding deed for My Community Project
- costs that should be funded as a core responsibility from another source, such as a local government, the NSW Government or the Australian Government
- costs that are covered by insurance claims (e.g. repairs following weather events)
- ongoing staff or operational costs
- costs associated with the preparation of the application, including feasibility studies.





### Do projects require landowner consent?

If a project is going to be delivered in a physical location (e.g. it involves installing an access ramp or hosting an event), an applicant must get the landowner's consent prior to submitting the application.

The landowner must provide the applicant with a letter of support as part of the project application.

Project sponsors may need to assist the applicant with this process.

### What is the role of a project sponsor?

The project sponsor will be responsible for providing financial and project management expertise and will help the applicant develop a feasible plan to successfully deliver the proposed project.

For more information, refer to the Sponsor fact sheet at [nsw.gov.au/mcpresources](http://nsw.gov.au/mcpresources)

### Who can sponsor a project?

All project sponsors must be incorporated, not-for-profit organisations or other organisations that have a public purpose and carry out activities in the NSW state electorate where the project is located.

They must also hold an Australian Business Number (ABN), Australian Company Number (ACN), or be registered under the *Associations Incorporation Act 2009* and have a minimum public liability insurance cover of \$5 million.

Sponsors may include (but are not limited to):

- charitable organisations
- cooperatives
- incorporated associations
- local councils
- Aboriginal Land Councils
- educational institutions such as schools, TAFEs and universities.

A proposed sponsor will be ineligible if they are:

- an individual or group of individuals
- an unincorporated organisation
- a for-profit commercial organisation
- a sponsor of a successful project in the previous round, unless exceptional circumstances apply.

## Application process

### When do applications open?

Applicants will be invited to submit their My Community Project applications from 9am, 2 April 2019 to 2pm, 15 May 2019.

### Where can people submit their application?

Applications are to be submitted online. Information on how to apply will be provided on the at [nsw.gov.au/mycommunityproject](http://nsw.gov.au/mycommunityproject)

For more information, please refer to the **Application fact sheet** at [nsw.gov.au/mcpresources](http://nsw.gov.au/mcpresources)

### What is the application process?

Applying for My Community Project is a two-part process. This gives the community applicant ownership of the project while ensuring the sponsor has clearly agreed to deliver the project as described and will support its delivery if it is voted for by the local community.

#### Part 1: Applicants

Applicants will submit their project proposal online using the SmartyGrants platform, and will be asked to provide an overview of their proposed project including intended benefits to their local community, funds requested, a brief project plan, landowner consent and project sponsor details.

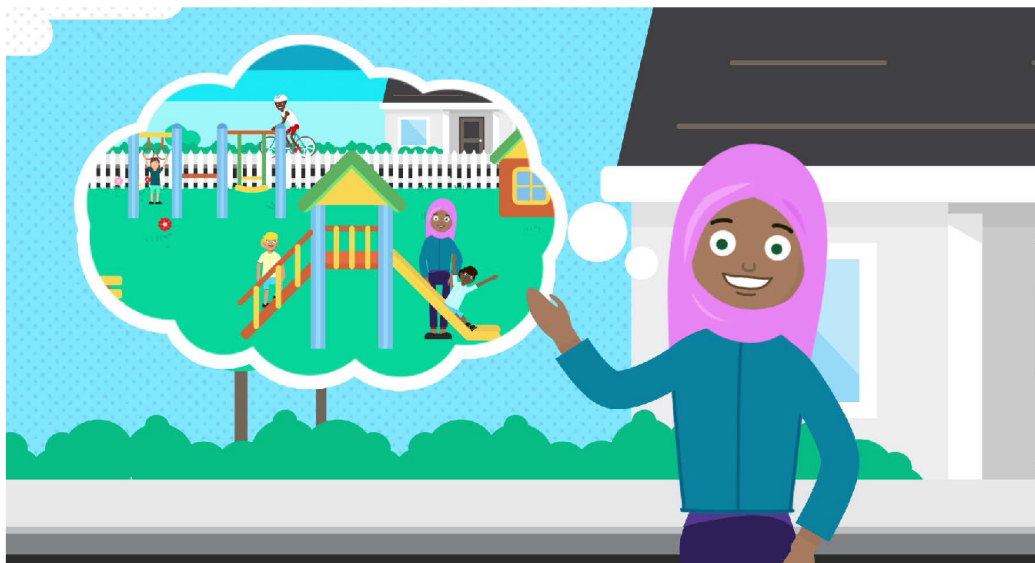
#### Part 2: Sponsors

Once an applicant submits their form, their nominated Sponsor will be required to submit the second part of the application (sponsor endorsement) confirming its support, the applicant's eligibility to apply, quotes or other documents used to cost the project, and evidence of its ability to manage the project delivery.

Both parts of the application form (Applicant and Sponsor) must be submitted by 2pm on 15 May 2019 to be considered for funding under My Community Project.

#### How are projects reviewed for eligibility and viability?

The NSW Government will review all project applications for eligibility and viability in accordance with the conditions set out in these guidelines and governing legislation, which can be viewed at <https://legislation.nsw.gov.au/#/view/act/2018/37>





To review applications, the government may seek expert advice from a variety of government, non-government and private organisations.

Project applicants and their sponsors will be notified of the outcome of the eligibility and viability review.

## Voting

### When can people vote on projects in their community?

Voting will be open from 15 July to 15 August 2019.\* Late votes will not be accepted.

### Who is eligible to vote?

Anyone aged 16 years and over with a valid Medicare card can vote on projects they would like to see funded in their electorate. All voters will be required to be verified through Service NSW.

To vote, people will need to:

have or register for a MyServiceNSW Account with Service NSW, at [service.nsw.gov.au](http://service.nsw.gov.au)

- provide their NSW residential address
- use their Medicare card to verify their identity and age (this will also ensure each person can only vote once).

### Where can people vote?

People can vote online using a:

- desktop computer
- tablet or mobile device
- kiosk at their local Service NSW Service Centre.

Information on how to vote will be provided on the My Community Project website, and assistance will be available in person at any Service NSW Service Centre.

To locate your closest Service NSW Service Centre visit [service.nsw.gov.au/service-centre](http://service.nsw.gov.au/service-centre)

Approved project proposals will be published on the My Community Project voting website once voting opens. Projects will be listed by NSW state electorate and will be displayed in a random order for fairness.

People may only vote once for projects in their NSW state electorate, and cannot change their vote after it is submitted.

### How do people vote for their preferred projects?

Eligible voters will be able to select three to five projects as part of their vote.

They will be required to rank these projects in order of preference. Points will be allocated to projects as follows:

**1st preference** 10 points

**2nd preference** 5 points

**3rd preference** 3 points

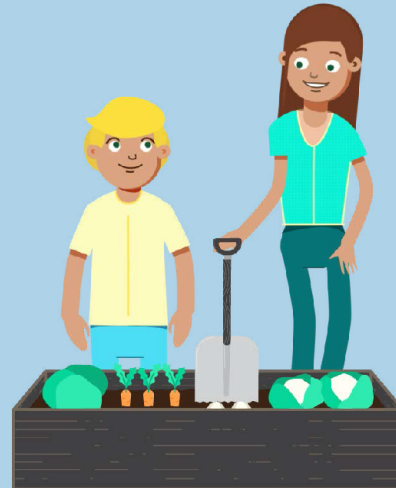
**4th preference** 2 points

**5th preference** 1 point

Projects in each electorate will be ranked in order of total points received.

For more information, see the **Voting fact sheet** at [nsw.gov.au/mcpresources](http://nsw.gov.au/mcpresources)

\* The NSW Government may pilot voting in a small number of electorates earlier than the scheduled voting dates.



## Delivery

### How is funding allocated?

The project with the most points will be funded first, the project with the second-most points will be funded second, and so on until no more projects can be fully funded from the total funding available in that electorate.

In the event of a tie, the project with the lowest cost will be selected. If the tied projects have requested an equal amount of funding, the Premier will determine how funding will be distributed.

If the next-highest ranked project is not able to be fully funded (i.e. the project costs more than the funds remaining for that electorate), it may be funded if the following conditions apply:

- If 90 per cent or more of the next project's funding request is available, the project will be fully funded using funds allocated to the electorate for the next round of My Community Project to make up the difference.
- If 80 to 90 per cent of the next project's funding amount is available, the sponsors will be given the option to use other funding sources to make up the difference to 90 per cent and then above rule will apply.
- If the sponsor cannot find funding to cover the difference, or if there is less than 80 per cent of the next project's requested funds available, the remaining amount for that electorate will be added to the same electorate for the next round of My Community Project.

My Community Project is expected to be run each year. Any unspent funding will be announced with the results.

Where available funds cannot be fully spent, they will be rolled into the available funds for the electorate in the next My Community Project round. The amount rolled over will be announced when the voting results are published.

The total number of points received by each project will be displayed on the voting website once voting closes and the results have been finalised. This information will also include which projects will receive funding and the grant amount. People who have voted or submitted project applications will be notified of the result by email.

### How do funding agreements work?

The NSW Government will enter into funding agreements with the sponsors of the projects selected for funding. Sample funding deeds will be available on the My Community Project website when applications open.

Sponsors must not make financial commitments for funded activities until their funding agreement has been signed.

Sponsors must ensure funds are spent on costs directly related to the project as outlined in the funding agreement. Payments will be made in instalments based on project size, complexity and grant amount.

Sponsors will be required to submit project progress reports to the NSW Government as required by their funding agreement.

Sponsors will need to request approval from the NSW Government for any variation to a funding agreement. Changes or variations may be rejected or accepted subject to the program conditions.

### What acknowledgement or signage is required?

All recipients of NSW Government funding should acknowledge the government. At a minimum, the NSW Government acknowledgement should be in annual reports, media releases, digital and printed materials, web pages and online documents, advertising, plaques and signs for the period in which funding is received.

For further information, refer to the Funding Acknowledgement Guidelines for recipients of NSW Government infrastructure grants, available at [communications.dpc.nsw.gov.au/branding](http://communications.dpc.nsw.gov.au/branding)

### Disqualification

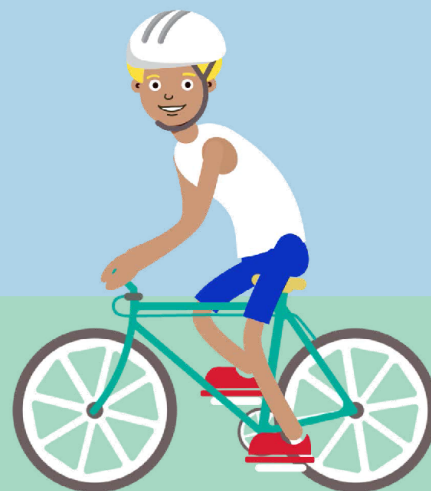
The NSW Government reserves the right to disqualify applicants, sponsors or projects if it is deemed that any person/organisation affiliated with the project has tampered with the integrity of the voting system or otherwise represents a significant risk to the community and or reputational risk to the NSW Government. This includes, but is not limited to, gaming the voting system, offering prizes or other incentives for voters to support a specific project, offering cash for votes, or offering a vote for a vote.

#### For more information

**Email:** [mycommunityproject@dpc.nsw.gov.au](mailto:mycommunityproject@dpc.nsw.gov.au)

**Phone:** 13 77 88

**Website:** [nsw.gov.au/mycommunityproject](http://nsw.gov.au/mycommunityproject)



**Disclaimer**

While every reasonable effort has been made to ensure that the facts contained within this document are correct at time of printing, the State of NSW, its agents and employees, disclaim any and all liability to any person in respect of anything or the consequences of anything done or omitted to be done in reliance upon the whole or any part of this document.

The NSW Government may, at its sole discretion, and at any stage of the application process, do all or any of the following:

- require additional information from an applicant or sponsor
- change the scope of the requirements of these guidelines
- vary, amend (including by replacement) or terminate the application process.

Applicants, voters and project sponsors may be contacted to provide feedback on My Community Project as part of the evaluation of the program.

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Department of Premier and Cabinet  
GPO Box 5341  
Sydney NSW 2001

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## 7. HEAVY VEHICLE ACCESS

(DEES/R40-065)

### Executive Summary

Update on the status of heavy vehicle access across the Shire.

### Report

Further to the report to Council at its meeting held on 17 December 2018, an update on the status of heavy vehicle access across the Shire is provided below.

Council, in May 2017, approved to gazette for 4.6m high vehicles. The gazettal notice and maps have now been updated with all roads are now approved for vehicles up to 4.6m high.

In order to improve access across the Shire, staff are proposing the following gazettals:

- PBS Level 1 & 2A vehicles for GML. The attached NHVR PBS Vehicle Configurations brochure shows the intended PBS Level 1 and 2A configurations (up to 25m/26m) to be included in the gazettal. This would exclude PBS A-Doubles to GML at this time as they are classed as Level 2B and there isn't a PBS level 2B or 3A network in NSW as yet. However, Council is able to pre-approve local roads for PBS Level 2B (up to 30m) and 3A (30m-36.5m) combinations for up to three years. This will allow A-Doubles as well as B-Triples to use the road network. Once all the bridges have been upgraded and hopefully MR59 to Urana, then this would be recommended to be increased to allow HML.
- The NHVR has released the new Agriculture Notice, which has new dimensions to cover the movement of agricultural equipment. The gazetting of access in accordance with this notice will support local farmers with the movement of air-seeders and headers in particular, and reduce the need for permits to be issued. Please refer to attached National Class 1 Agricultural Vehicle and Combination Mass and Dimension Exemption Notice 2019.

A new OSOM Notice is still currently being developed which is hoped to allow gazettal of oversized loads, within specified dimensions and loadings, such as silos being transported by Kotzur. A large proportion of permit applications are for OSOM. This is now anticipated to be released late 2019.

### Integrated Planning and Reporting Reference

B1 – Our Shire is attractive and welcoming to Business, Industry, residents and visitors.

B1 – Strive to assist development of strong farming businesses.

B1 – Improve services and infrastructure that supports our rural businesses.

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

### Legislative Policy and Planning Implications

- Heavy Vehicle National Law (HVNL).
- Local Government Act 1993.
- Roads Act 1993.

### Budget and Financial Aspects

Nil at this stage.

### Attachments

1. National Class 1 Agricultural Vehicle and Combination Mass and Dimension Exemption Notice 2019, including Road Manager information sheet and Consent Form.
2. NHVR – PBS Vehicle Configurations.

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

- a) Notes the information provided, and
- b) Grants consent to include PBS Levels 1 & 2A Vehicles to GML on the current Lockhart Shire B-Double approved network excluding Urana Street, Lockhart (from Green to Treasure Streets);
- c) Grants pre-approval for up to three years to include PBS Levels 2B & 3A Vehicles to GML on the current Lockhart Shire B-Double approved network excluding Urana Street, Lockhart (from Green to Treasure Streets); and
- d) Grants consent to the National Class 1 Agricultural Vehicle and Combination Mass and Dimension Exemption Notice 2019.

<b>Notes:</b>

**Attachment 1. – National Class 1 Agricultural Vehicle and Combination Mass and Dimension Exemption Notice 2019, including Road Manager information sheet and consent form**



## National Class 1 Agricultural Vehicle and Combination Mass and Dimension Exemption Notice 2019

### Purpose

The purpose of this document is to provide information about the National Class 1 Agricultural Vehicle and Combination Mass and Dimension Exemption Notice 2019 (the Notice), and to provide information on the road manager consent process for the Notice.

### What are the current access arrangements?

Currently, different access arrangements exist across Australia for agricultural vehicles and combinations that exceed the mass and dimension requirements of the Heavy Vehicle National Law (HVNL) and the Heavy Vehicle (Mass, Dimension and Loading) National Regulation (MDL Regulation).

The authorisation instruments for each state and territory are listed in Table 1.

It is important to note that the agricultural vehicles and combinations, that exceed the mass and dimension requirements of the HVNL and MDL Regulation, are already operating on your roads under existing legislated exemptions.

**Table 1: Current legal instruments governing the movement of agricultural vehicles and combinations in Australia**

<b>Australian Capital Territory</b>	No authorisation instrument currently exists in the Australian Capital Territory that governs the travel of oversize or overmass agricultural vehicles and combinations.
<b>New South Wales</b>	<p><i>New South Wales Class 1 Agricultural Machine Combination Exemption Notice 2017 (No.1)</i></p> <p><i>New South Wales Class 1 Agricultural Vehicles (Notice) 2015 (No. 1)</i></p> <p><i>New South Wales Class 1 Heavy Vehicle Combine Harvester Combination Exemption Notice 2015 (No. 1)</i></p> <p><i>New South Wales Class 1 Heavy Vehicle Grain Auger Combination Exemption Notice 2015 (No. 1)</i></p>
<b>Queensland</b>	<p><i>Guideline for excess dimension agricultural vehicles and agricultural combinations, Form 14, Version – including Amendment Notice 2019 (No. 1).</i></p> <p><i>Queensland Agricultural Machines and Cane Bins Flotation Tyres Mass Exemption Notice 2017 (No. 1)</i></p> <p><i>Queensland Class 1 Agricultural Vehicle (Coastal Zone 1) Dimension Exemption Notice 2016 (No. 1)</i></p> <p><i>Queensland Class 1 Agricultural Vehicle (Northern Coastal Zone 1) Dimension Exemption Notice 2016</i></p>

(No. 1)

*Queensland Class 1 Comb Trailer Dimension Exemption Notice 2017 (No. 1)*

*Queensland Class 3 Cotton Module Transportation Dimension Exemption Notice 2019 (No.1)*

*Queensland Class 1 Heavy Vehicles (Cotton Harvester) Mass and Dimension Exemption Notice 2017 (No.1)*

*Queensland Class 1 Cotton Harvest Derstriction Notice 2017 (No. 1)*

*Queensland Heavy Vehicle Class 1 Agricultural Vehicle (Bundaberg Region 5.0m wide) Dimension Exemption Notice 2017 (No. 1)*

**South Australia** *Code of practice for oversize or overmass agricultural vehicles*

*South Australia Class 1 Agricultural Vehicle Mass and Dimension Exemption Notice 2019 (No.1)*

*South Australia Class 1 Rubber Tracked Tractor Mass and Dimension Exemption Notice 2019*

**Tasmania** *Tasmania Class 1 Agricultural Vehicle Dimension Exemption Notice 2016 (No.1)*

**Victoria** *Victoria Class 1 Agricultural Vehicle Exemption Notice 2018 (No.3)*

### What is changing?

A single Notice will replace current access arrangements. The Notice introduces a modernised and simplified set of national standards based on research conducted by Austroads and was developed in partnership with industry and state and territory road transport authorities in the Australian Capital Territory; New South Wales; Queensland; South Australia; Tasmania; and Victoria.

### What are the benefits of the Notice?

The Notice will replace existing access arrangements, harmonise mass and dimension limits and operating conditions, and reduce duplication and inconsistencies across state and territory borders.

The Notice introduces vehicle standards and operating conditions to improve road safety. This includes conditions relating to maximum operating speed, setting a maximum mass and dimension limit, vehicle standards that meet the Australian Design Rules, warning signs and lights, and pilot and escort requirements.

The improvement of the regulatory environment governing agricultural vehicle and combination





operation on public roads will improve the productivity of Australia's farming industry, provide increased support for drought-affected communities, and improve road safety and infrastructure protection.

## The Guide and the Map

The Notice works in conjunction with the National Class 1 Agricultural Vehicle and Combination Mass and Dimension Exemption Notice Operator's Guide (the Guide) and the Agricultural Heavy Vehicle Map (the Map).

The Guide and the Map outlines operating conditions that are not prescribed or specified in the Notice.

The Guide and a link to the Map will be sent as part of the consent process.

## Zones

The Notice grants eligible agricultural vehicles and combinations access to Zones.

Zones are indicated in the Map and are an area of operation, and agricultural vehicles and combinations must comply with the dimension allowances for the Zone of travel.

The notice outlines mass limits, and these mass limits apply to all Zones.

Exempted dimension requirement	Zone and Maximum Dimension Limit (metres)				
	1	2	3	4	5
Single vehicle length	12.5	15.0	15.0	15.0	15.0
Articulated vehicle length	19.0	19.0	19.0	19.0	19.0
Combination length	25.0	25.0	25.0	35.0	35.0
Agricultural implement length	12.5	15.0	20.0	25.0	25.0
Height	5.0	5.0	5.0	5.0	5.0
Width	3.0	3.7	5.0	6.5	7.5
Single vehicle rear overhang	5.5	5.5	5.5	5.5	5.5
Auger and conveyor rear overhang	5.5	8.0	9.0	10.0	10.0
Implement Rear Overhang	5.5	5.5	5.5	6.5	6.5

Exempted dimension requirement	Zone and Maximum Dimension Limit (metres)				
	1	2	3	4	5
Harvester rear overhang	5.5	5.5	5.5	6.5	6.5

## Proposed Zones

Figure 1 (see next page), illustrates the proposed Zones in Australia.

These Zones have been determined by the relevant road transport authorities in each relevant state and territory.

## Consent Process

Because this is a new notice, Part 4.7 of the HVNL requires that the NHVR obtains consent from all affected road managers for the operation of eligible agricultural vehicles and combinations under the Notice.

The NHVR will send all road managers a consent form to sign and return.

In this same email, road managers will also find the Guide, the link to the Map and an Information Sheet explaining the consent process.

As access under the Notice is not provided unless consent is received, the NHVR requests local government support to provide a timely and informed response, to improve the productivity and efficiency of Australia's farming industry, and to improve road safety and infrastructure protection.

If the NHVR does not receive consent, or does not receive timely consent, agricultural vehicles and combinations covered by the Notice will no longer be able to lawfully operate on roads they currently use. Consequently, local governments may experience an increase in the volume of heavy vehicle permit applications that require assessment by local government officers on a case-by-case basis.

**The official closing date for providing consent is 28 days from the date road managers receive the consent request, as per the requirements of the HVNL.**

## Contact the NHVR

Please direct any enquiries to [RMconsent@nhvr.gov.au](mailto:RMconsent@nhvr.gov.au) or call the road manager hotline on 1300 880 493.



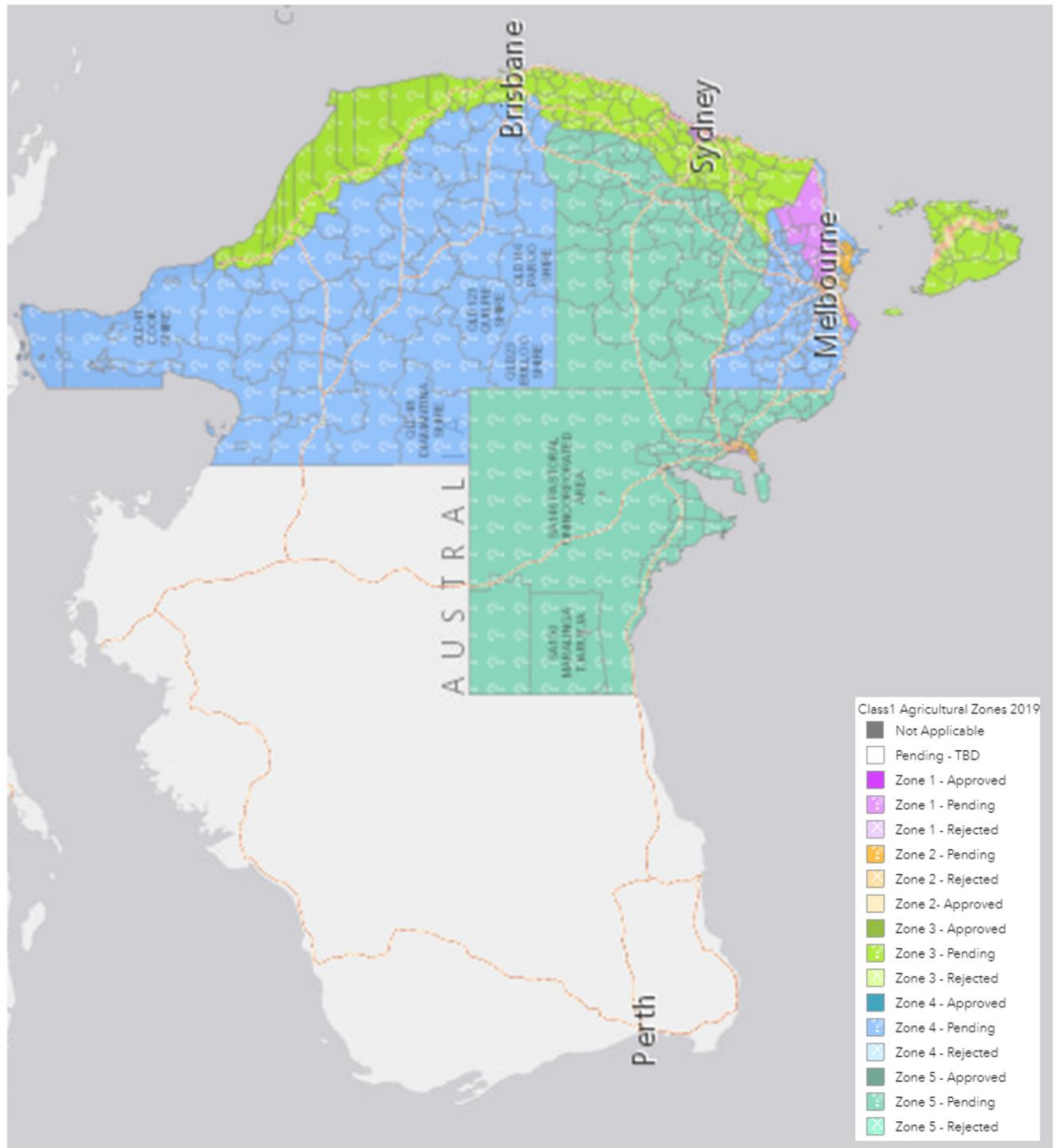


Figure 1: Class 1 Agricultural Zones in Australia, as proposed by State and Territory Road Authorities



Reset Form

## Road Manager Network Consent Form

Heavy Vehicle National Law Section 118(1)(b)

### Network Consent Confirmation

This is a request for road manager consent that will allow access for eligible vehicles operating under the new *National Class 1 Agricultural Vehicle and Combination Mass and Dimension Exemption Notice 2019* (the Notice). The Notice will continue to work with the existing Notices identified in Table 1 of the *National Class 1 Agricultural Vehicle and Combination Mass and Dimension Exemption Notice Operator's Guide* (the Guide). At the earlier of one year from the publication of the Notice, or expiration of the existing Notices, the Notice will replace the existing Notices.

The Notice works in conjunction with the Guide and the [Agricultural Heavy Vehicle Map](#).

### Confirmation of Consent

Consent is given to provide access to eligible agricultural vehicles and combinations that comply with the *National Class 1 Agricultural Vehicle and Combination Mass and Dimension Exemption Notice 2019* to *Agricultural Heavy Vehicle Zones*. *Agricultural Heavy Vehicle Zones* are identified on the [Agricultural Heavy Vehicle Map](#).

- Zones relevant to Road Managers are identified on the [Agricultural Heavy Vehicle Map](#).
- Some Road Managers may only have one Zone within their Road Manager area.
- Some Road Managers may have more than one Zone within their Road Manager area.

### Approved Sugarcane Harvester Roads, Approved Cotton Harvester Roads and Cotton Harvester Do Not Cross Structures (OPTIONAL):

- The Notice allows for sugarcane harvesters and cotton harvesters, which exceed certain mass and/or dimension requirements of the *Heavy Vehicle National Law* and the *Heavy Vehicle (Mass, Dimension and Loading) National Regulation*, to only operate on specified approved networks.
- Road Manager's that would like to consent to including a road as an Approved Sugarcane Harvester Road or an Approved Cotton Harvester Road must complete and submit the relevant forms as part of this Road Manager Consent.
- The forms are located at the back of this Consent Form.
- These additional approved networks are OPTIONAL and are not required to be completed by Road Managers.

### Written Statement of Road Manager Consent

The Road Manager consents to the heavy vehicle access described in this Road Manager Consent Form, and the Road Manager Delegate holds an appropriate delegation to sign for this consent on behalf of the Road Manager.

Name of Road Manager Delegate

Road Manager e.g. Council Name

Signature

Road Manager Delegate Title / Position

If providing an electronic signature please consent to the following:

I accept the electronic signature has the same status as a signed signature.

Date Signed

The National Heavy Vehicle Regulator's privacy practices are regulated by the *Information Privacy Act 2009 (Qld)*. For more information, contact the Office of the Information Commissioner ([www.oic.qld.gov.au](http://www.oic.qld.gov.au)).

Road Manager Network Consent  
1300 890 493

[www.nhvr.gov.au](http://www.nhvr.gov.au)

**Approved Cotton Harvester Roads (OPTIONAL SECTION)**

This section is only required to be completed if a Road Manager would like to include a road under their ownership/management under the list of Approved Cotton Harvester Roads.

Cotton Harvesters, at the mass and dimension limits identified in the Notice, are only allowed to travel on Approved Cotton Harvester Roads.

If there is insufficient space in the Table below, please print out and submit multiple copies.

Road Name	Suburb	Start Point	End Point

**Cotton Harvester Do Not Cross Structures (OPTIONAL SECTION)**

This section is only required to be completed if there is a structure on the optional Approved Cotton Harvester Roads (see above), that has been identified as not being able to accommodate Cotton Harvester masses, as identified in the Notice.

This section does not require completion if you are not consenting to any roads for inclusion as an Approved Cotton Harvester Road.

Road Name	Latitude	Longitude	Structure Number	Structure ID	Structure Name	Bridge over road or Bridge under road - if relevant	Bridge type (e.g. timber, girder) - if relevant	Suburb/location	Comment	Description

**Approved Sugarcane Harvester Roads (OPTIONAL SECTION)**

This section is only required to be completed if a Road Manager would like to include a road under their ownership/management under the list of Approved Sugarcane Harvester Roads.

If a road is identified as an Approved Sugarcane Harvester Road, then sugarcane harvesters, up to a rear overhang of 7.8m, may travel without being accompanied by a pilot vehicle during daytime travel.

If there is insufficient space in the Table below, please print out and submit multiple copies.

Road Name	Suburb	Start Point	End Point



**Attachment 2. – NHVR – PBS Vehicle Configurations**

Common PBS vehicle configurations		Description	PBS level	Maximum length <sup>1</sup> (m)	Maximum permitted mass		
					GML (t)	CML (t)	HML (t)
<b>PBS TRUCK AND DOG TRAILERS</b>							
1		3-axle truck and 3-axle dog trailer	① ②	20.0 20.0	48.5 48.5	- 49.5	- 49.5
2		3-axle truck and 4-axle dog trailer	① ②	20.0 20.0	50.5 56.0	- 57.5	- 57.5
3		3-axle truck and 5-axle dog trailer	②	26.0	59.5	61.5	63.0
4		3-axle truck and 6-axle dog trailer	②	26.0	63.0	65.0	68.5
5		4-axle truck and 3-axle dog trailer	① ②	20.0 20.0	50.0 53.0	- 54.0	- 54.0
6		4-axle truck and 4-axle dog trailer	① ②	20.0 20.0	50.0 60.5	- 62.0	- 62.0
7		4-axle truck and 5-axle dog trailer	②	26.0	64.0	66.0	67.5
8		4-axle truck and 6-axle dog trailer	②	26.0	67.5	69.5	73.0
<b>PBS PRIME MOVER AND SEMITRAILERS</b>							
9		2-axle prime mover and 2-axle semitrailer	①	20.0	32.0	32.5	32.5
10		3-axle prime mover and 2-axle semitrailer	①	20.0	39.5	40.5	40.5
11		3-axle prime mover and 3-axle semitrailer	①	20.0	43.0	44.0	46.0
12		4-axle prime mover and 3-axle semitrailer	①	20.0	47.5	48.5	50.5
13		3-axle prime mover and quad-axle semitrailer	①	20.0	43.0	44.0*	50.5*
14		4-axle prime mover and quad-axle semitrailer	①	20.0	47.5	48.5*	55.0*
15		Prime mover and semitrailer with 2 axle groups (2-1)	①	20.0	48.0	49.0	49.0
16		Prime mover and semitrailer with 2 axle groups (1-3)	①	20.0	49.7	50.7	53.5
<b>Common PBS vehicle configurations</b>							
Common PBS vehicle configurations		Description	PBS level	Maximum length <sup>1</sup> (m)	Maximum permitted mass		
					GML (t)	CML (t)	HML (t)
<b>PBS B-DOUBLES</b>							
17		3-axle prime mover B-double (2-2)	② ③	20.0 26.0 30.0	50.5 56.0 56.0	- 57.5 57.5	- 57.5 57.5
18		3-axle prime mover B-double (3-2)	① ②	20.0 26.0	50.5 59.5	- 61.5	- 63.0
19		3-axle prime mover B-double (3-3)	② 3	26.0 30.0	63.0 63.0	65.0 65.0	68.5 68.5
20		3-axle prime mover B-double (4-3)	② 3	26.0 30.0	63.0 63.0	65.0* 65.0*	73.0* 73.0*
21		3-axle prime mover B-double (4-4)	② 3	26.0 30.0	63.0 63.0	65.0* 65.0*	77.5* 77.5*
<b>PBS A-DOUBLES</b>							
22		3-axle prime mover A-double (2-2-2)	2	30.0	72.5	74.5	74.5
23		3-axle prime mover A-double (3-2-3)	2 3	30.0 36.5	79.5 79.5	81.5 81.5	85.0 85.5
24		3-axle prime mover A-double (3-3-3)	2 3	30.0 36.5	83.0 83.0	85.0 85.0	85.0 91.0
<b>PBS ROAD TRAINS</b>							
25		A-triple (3-3-3-3-3)	4	42.5	126.5	128.5	141.5
26		B-triple (3-3-3)	3	36.5	83.0	85.0	91.0
27		AB-triple (3-3-3-3)	3	36.5	103.0	105.0	110.0
28		BA-triple (3-3-3-3)	3	36.5	103.0	105.0	110.0
29		AB-double (1-2-1)	① ②	20.0 20.0	50.5 59.0	- 59.5	- 59.5
<b>PBS BUS</b>							
30		Bus	①	14.5	20.5	-	-
<b>PBS TRUCK AND PIG TRAILERS</b>							
31		3-axle truck and 2-axle pig trailer	①	20.0	38.0	38.5	38.5
32		4-axle truck and 2-axle pig trailer	①	20.0	42.5	43.0	43.0

<sup>1</sup> Vehicles may exceed the upper length in their level. Road Manager approval and/or an individual route assessment will be required. \*Quad-axle mass limit (QML). The MDL Regulation allows quad-axle groups up to 27 tonnes provided a combination is PBS approved.

## 8. LOCKHART RENEWABLE ENERGY PROJECT

(DEES/E20-005)

### Executive Summary

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

### Report

Since the last report to Council in April 2018, Better Energy Technology (BET), the proponent of the Lockhart Renewable Energy Project, has been busy trying to source funding and resolve regulatory approvals. The project has now grown in value to \$30M and BET has made a number of submissions to ARENA for funding. ARENA is supportive of the project however wishes to see commitment of the other 50% funding before it will commit to the project itself. BET is currently in discussions with potential project partners that can also assist with funding. In addition, one of the stumbling blocks to obtaining funding is the lack of full financial modelling of the project. Council has submitted a grant application under the NSW Government's "Increasing Resilience to Climate Change Grants Program" for \$120,000 to undertake the Financial Modelling component of the project. It is expected that this report will provide independent analysis and ratification of BET's project numbers. The outcome of the grant application is expected in April 2019.

One of the other hurdles the original project proposal encountered was gaining regulatory approval.

The relevant regulatory authorities are: Australian Energy Market Commission (AEMC), Australian Energy Regulator (AER) and the Australian Energy Market Operator (AEMO). BET has been in communication since October 2017 with all parties. Most recently BET met with AEMC in mid-November 2018 and held a teleconference with AER. The design of the Lockhart trial has now been crafted to not be in conflict with the regulations.

BET designed the micro-grid using the Essential Energy Network with careful examination and compliance with the regulations set by AER. With the town of Lockhart consenting to the retail provision of power by BET, so the 'Power of Choice' provisions in the NER don't apply. Further the Power of Choice relate to an Embedded Network, which is not the case at Lockhart.

Lockhart is unique in that the network owner, Essential Energy, remains the network owner and operator. BET has sought to partner with Essential Energy to augment the network to accommodate the 'virtual' network it seeks to create and put in place demand management controls. Essential Energy is supportive of this unique arrangement as a trial.

The initial application for an Individual Retail Exemption for an Embedded Network, AER expressed that the request to be a monopoly retailer provider would be unacceptable. BET accepted AER's position and has amended its application to it. Further BET is not applying for a Retail Exemption as an operator of an Embedded Network. AEMC has put in place new provisions relating to Embedded Networks, but as Lockhart is not an embedded network, these new provisions do not apply. Lockhart is in practise a hybrid network.

There are two key exemptions being sought, which are:

- AER - Individual Retail Exemption (permission to act as a retailer)
- AEMO – Control exemptions as annual generation is under 20 GWh.

The application with AER for the Individual Retail Exemption was lodged in February this year and is under consideration. Indications are that the exemption will be granted, if BET makes the requested changes noted above, which BET has undertaken to do. AEMO also has indicated informally that the control exemptions relating to power generation as Lockhart is under the 20GWh annual production will be granted.

One aspect of the regulations BET is exploring relates to network charges. BET wishes to pay the network fees so the customers in Lockhart will not be charged those fees, which reduces their energy bills accordingly. The rationale is that the customers are using energy that is locally generated and so should not be charged for the long network access.

This project seeks to demonstrate the economic rationale for local network pricing. The customers that contract with the local retailer as proposed for the project will pay a cost reflective network charge for the energy generated and consumed locally.

There is still considerable work around details on community ownership, governance, billing and project management to be finalised. This information is critical to ARENA funding as well as ultimately final Council and community endorsement. BET has also, along with the Mayor and General Manager, met with Energy Ministers from both Federal and State Governments, and also had meetings with both local members to gain support for the project. The local members are very supportive and are currently advocating funding agencies to assist with the project. More recently the matter was raised by the Mayor at a NSW Country Mayors Association meeting in Sydney. A motion urging State and Federal Governments to support sustainable renewable energy projects and allowing local government to develop such projects will be considered at the Associations next meeting in May 2019.

The NSW Government has just released guidelines for a new grant “Regional Community Energy Fund” (RCEF), which closes on 3 May 2019. The grant funding, up to \$3.5M or 50% of construction costs, is for community energy projects that create innovative and/or dispatchable renewable energy that benefits the local community. The Lockhart Renewable Energy project meets the criteria of the guidelines for the Biodigester component of the overall project. The solar and battery storage component is too large as the grant is capped at 5MW system capacity. Staff are working with BET to submit a grant application to fund the Biodigesters.

Integrated Planning and Reporting Reference

- B1 - Our Shire is attractive and welcoming to businesses, industry, residents and visitors.
- C1 - Our environmental practices are sustainable

Legislative Policy and Planning Implications

There are many legislative and planning issues still to be addressed, including approvals from AER and AEMO noted above. Given the size and significance of the project, it may require State planning approval however Regional planning approval will be required at a minimum.

Budget and Financial Aspects

- Total project cost is now in excess of \$30M.
- Council has applied for \$120,000 grant funding to undertake the Financial Modelling of the project.
- RCEF grant applications can be up to \$3.5M.
- Council’s contribution is not likely to be cash, but in kind.

Attachments

1. Latest Better Energy Technology Lockhart Update.
2. How a distributed energy supply works.

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

<b>Notes:</b>



**Attachment 1. – Latest Better Energy Technology Project Summary**

**BET**

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1-3 Avalon Parade  
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[www.betterenergy.tech](http://www.betterenergy.tech)

Better Energy Technology Pty Ltd  
(ACN 147 370)

Lockhart Update. March 13 2019

Better Energy Technology (BET) has been working hard to reach financial close for the project as presented to both the Council and the community in 2017. The budget for the project remains at \$30 million and the initial selection of technology partners has been made. Clearly BET is behind schedule from its publically made statements that the plan would be operation in the first quarter of 2019.

The pathway to achieve support from the various government agencies has been much harder than previously thought. BET has however been strongly supported by Lockhart Council and its core team of executives. They have attended key meeting with agencies – in particularly ARENA, but also have made presentations to a raft of politicians who are in a position of influence – notably the local Member for Wagga, Dr Joe McGirr, and the Federal Ministers and representatives, Michael McCormack and Angus Taylor.

As part of that lobbying we now have the support in principle of the Country Mayors Association and the NSW Farmers Federation. The Land newspaper as many of you would know has been pushing hard as well.

We are hopeful that given the rise of renewable energy interest in the community at large, and the importance of such projects to voters that the current elections both state and Federal, will result in funding materialising.

BET is resubmitting to ARENA for funding with a hearing on April 4<sup>th</sup> in Sydney to its advisory panel.

On the private sourcing of funding BET has been very active. There are ongoing discussions with NAB, and several Australian based funds. International funding options are also being pursued with several overtures to Chinese based funding options, and some companies who wish to establish a foothold in the expanding Australian renewable energy market.

The core design of the project remains unchanged with a large-scale solar farm (10MW) planned in conjunction with a large-scale battery (8MW/18MWh). Augmenting that will be several small-scale methane generators and three small digesters to produce the methane. The methane will be secured with zero leakage. Siemens has been selected to provide the control systems to ensure there is power security to all costumers in Lockhart even in the event of a regional blackout. The process of producing methane also produces fertiliser and water for irrigation.

The primary objective of the town receiving long-term low cost power supply using 100% localised renewable energy remains on target.

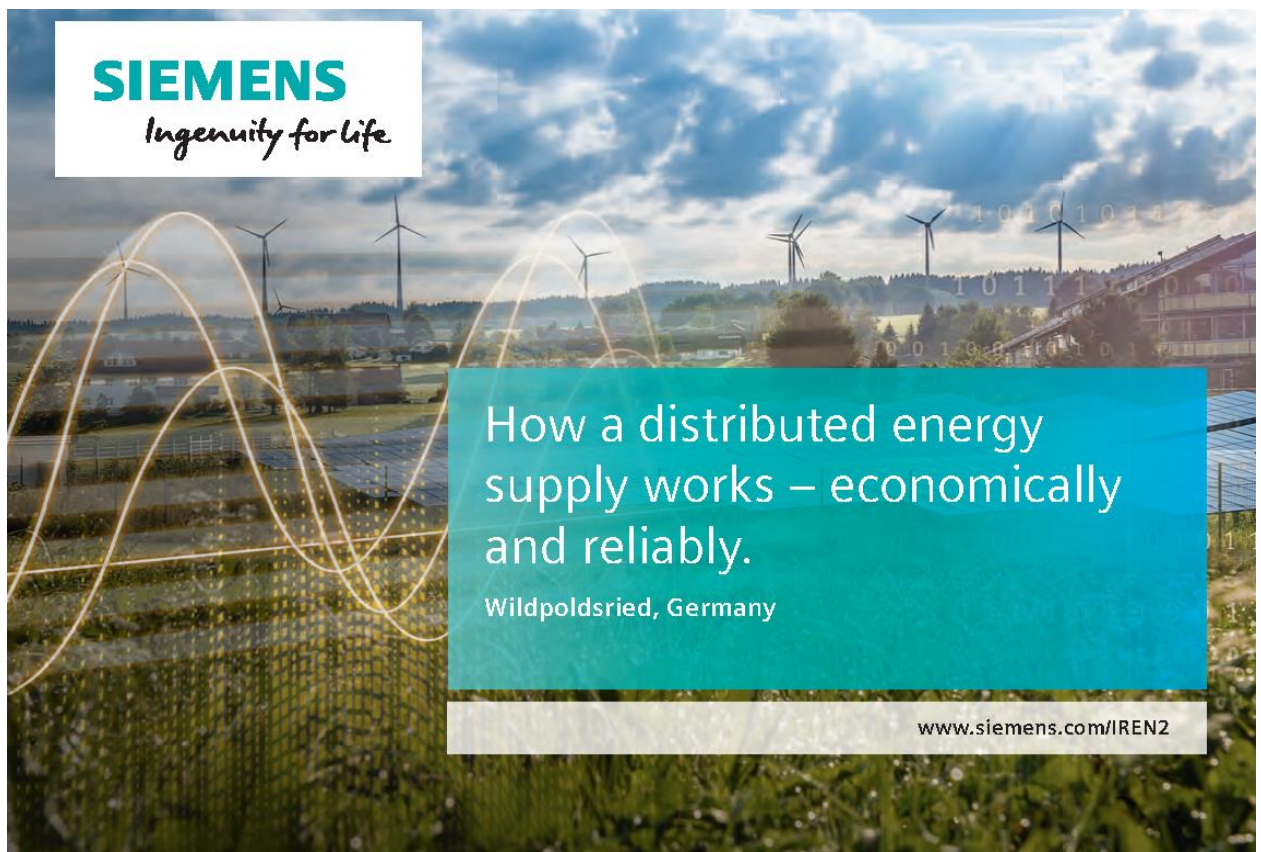
Lockhart remains the first town in Australia to develop an ‘export’ localised energy production model. No other town has done this to date. This model is based on a similar project in Germany which has been operational for over ten years (Wildpoldsried). There are numerous advantages in developing a distributed energy production model and Lockhart it is hoped will be the first of many such town power systems throughout NSW. It is important to note that none of the existing renewable energy projects in NSW benefit the communities they sit in beyond the construction phase and many have shirked their contributions to Council (Section 94) leaving the local communities empty handed. The Lockhart project will be the first where a direct benefit to the community is maintained throughout the life of the project. We also plan to pay the Section 94 fees. Council will have the right to buy into the project.

BET thanks the town for its patience, in particular the Benders, without whose support the project cannot happen.

Any enquiries please contact Mayor Rodger Schirmer, Peter Veneris or David Webb at Council.

Gordon Hinds, Managing Director, BET

**Attachment 2. – How a distributed energy supply works**



**Microgrid with added value**

The portion of renewable sources in energy supply is growing worldwide. Its expansion depends on economic, political, and technical factors. The long-term intent should be to reduce the amount of fossil fuel energy sources, most of which are centralized. Renewable energy systems – mostly decentralized – are expected to meet demands while maintaining a high level of supply reliability and profitability.

That's why the IREN2 research project in Wildpoldsried, located in Bavaria's Allgäu region, is studying innovative grid structures that predominantly feature distributed generation devices and their technical and economical management.

The main goals of the project are:

- Operation of the microgrid as an island grid – disconnected from the main grid
- Use of the microgrid as a topological power plant – to provide system services
- Stable and economically optimized grid operation

In addition to Siemens, Allgäuer Überlandwerk GmbH (AÜW) / AllgäuNetz GmbH & Co. KG, RWTH Aachen, Kempten University, and ID.KOM Networks GmbH are also participating in the research project. The project is funded by Germany's Ministry for Economic Affairs and Energy (BMWi).



IREN2 is the first microgrid test of its kind outside of the laboratory.

*“In the local projects here, the research partners are acquiring experience that will help advance the integration of renewable producers into a microgrid.”*

Arno Zengerle, Mayor of Wildpoldsried

Our partners:





## Challenge for Wildpoldsried

Biogas, solar, and wind power – the community of Wildpoldsried in Bavaria's Allgäu region draws on renewable energy sources to generate five times as much energy as it consumes. That's why the local grid needs to be capable of handling bidirectional energy flows and huge energy fluctuations. Thanks to intelligent grid planning, the implementation of measurement technology at critical points, and controllable network components like intelligent secondary substations, it was possible to avoid high investments in grid expansion and extensive measurement technology.

The existing structures form an ideal foundation for more research activities: Working with its consortium partners, Siemens will show that a grid with a high share of renewable energy producers can also run independently – and how such a grid can even temporarily replace large power plants by supplying ancillary services to the higher-level grid.

### The solution

Renewable and conventional producers combine to form a hybrid structure in Wildpoldsried. In the test area, photovoltaic roof installations and a biogas cogeneration plant are supplemented with two diesel generators and one lithium-ion storage system. The grid is equipped with a measurement and control infrastructure as well as controllable transformers.

Control center technology from Siemens – the microgrid manager and the hybrid power plant control – manage the regulation and control of all units. Their main task is to maintain the grid's stability in real-time operation,

including stabilizing voltage and frequency and providing short-circuit power within the microgrid. One special challenge is to stabilize the grid during a black start – in other words, restoring the grid “from below” as well as with the main grid during resynchronization when the microgrid is reconnected following testing of the independent grid.

In addition to internal stability, as a topological power plant the Wildpoldsried microgrid is expected to provide services that can ensure system stability in the higher-level grid. Through these ancillary services, the microgrid will occasionally be able to completely replace conventional power plants. To accomplish this, the control technology will predict, intelligently plan, and control the performance of renewable producers.

### What the microgrid provides as a topological power plant:

- The potential need for system services is predicted in advance.
- If ancillary services are agreed upon, the microgrid will be capable of delivering those services at any given time.
- A control system that ensures that the distributed systems can provide the system service in addition to normal operation.

### The benefits for Wildpoldsried and microgrids worldwide

The IREN2 research project in Wildpoldsried shows that supply grids with a high share of renewable energy generators can be operated economically and in a stable manner.

Whether within an upstream power grid or as an island grid, today's microgrid technology is paving the way for lower consumption of fossil fuels while ensuring the highest level of supply security. Renewable energy sources can be exploited to their fullest while minimizing the runtime of backup generators. If this type of microgrid is also given the job of ensuring superordinate grid stability, it will completely replace large conventional power plants some of the time.

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

### **9. BIOSECURITY AND ENVIRONMENTAL REPORT**

(DEES/N10-025)

#### Executive Summary

Monthly report on priority weeds and environmental matters.

#### Report

#### **Weeds**

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

Inspections were carried out on residential properties to assess the implementation of control measures.

The weeds most commonly found were Privet (*Ligustrum* sp.), Green Cestrum (*Cestrum parqui*), St John's Wort (*Hypericum perforatum*), and Prickly Pear (*Opuntia* sp.).

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

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

Priority has been given to the control of St John's Wort (*Hypericum perforatum*), Silverleaf Nightshade (*Solanum elaeagnifolium*), Feathertop Rhodes Grass (*Chloris virgata*), Coolatai Grass (*Hyparrhenia hirta*), Spiny Burrgrass (*Cenchrus spinifex*), St Barnaby's Thistle (*Centaurea solstitialis*), and Horehound (*Marrubium vulgare*) on roadside reserves.

#### **Pests**

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

Snail baiting application occurred on Fairview Lane on 5 February. Insufficient rainfall has aided in the control of these snails, with a lack of soil moisture providing a hostile habitat and a reduction in the germination of any vegetation as a food source.

##### ***Late Summer Rabbit Baiting Program***

Rabbit baiting occurred on Galore Hill Nature Reserve in February. Fox baiting is scheduled to occur in March in collaboration with neighboring property owners.

#### Integrated Planning and Reporting Reference

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

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

C3 – Flora and fauna are protected across the Shire.

#### Legislative Policy and Planning Implications

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

#### Budget and Financial Aspects

Nil.

#### Attachments

Nil.

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

<b>Notes:</b>

**10. FOGO KERBSIDE COLLECTION**

**(DEES/W05-050)**

Executive Summary

Update on the status of the implementation of Food Organics and Garden Organics (FOGO) kerbside collection.

Report

At its meeting October 2017 Council resolved to award the Contract for the kerbside collection of waste to Cleanaway, which included 3-bin system of which one bin is to be for Food Organics and Garden Organics (FOGO), commencing 1 April 2018. At the time the introduction was delayed 6-months to 1 October 2018 due to Council applying for grants for the implementation and the setup of processing on site. In August 2018, the implementation was further delayed till 1 April 2019 due to staff still waiting on the outcome of grant applications. Cleanaway have been accommodating with Council's request to delay the introduction of the 3-bin system.

Council was successful in early December 2018 with the grant application to implement FOGO, allowing funds to purchase bins, kitchen caddy's and education program of the residents. However, Council has only recently been advised that it has been unsuccessful with the grant application to set up the processing of FOGO at Lockhart landfill site. The onsite processing will allow Council to manufacture compost to use in its our parks and gardens, as well as sell back to the community.

In assessing it options for the implementation, one option for Council is to take the FOGO out of the Shire to Coolamon for processing. Along with transporting waste out of the Shire which is not considered favourably for the EPA, there is the loss of future compost for use in the community as well as an additional cost to Council. Staff preference is to establish its own onsite collection and processing with an estimated establishment cost of \$150,000. The previous grant application submitted by Council was for the full cost of the implementation, plus the purchase of a dedicated machine to turn the compost. Staff have re-assessed the options, in conjunction with feedback from the Environmental Trust who administer the grants, to stage the implementation to have the best chance of being successful in obtaining grant funding, and are proposing the following actions:

- Delay implementation of FOGO collection for up to further 12 months
- Commence early works for the set-up of processing being ground testing, EIS and licence approvals
- Submit another grant application in the next round of funding, expected to be mid-2019, with outcome of application expected in late 2019
- Subject to successful outcome of grant funding establish the onsite processing early 2020
- Commence the implementation program in early 2020, for which Council has grant funding already
- Delay purchase of dedicated machine and share the yard loader with works staff, and at the next replacement of this machine purchase a dual-purpose telehandler that can act as a yard loader as well as a compost turner.

To undertake the actions as proposed will have a nil impact on the 2018/19 budget.

Integrated Planning and Reporting Reference

C1 - Our Environmental practices are Sustainable.

Legislative Policy and Planning Implications

The processing of FOGO onsite requires approval from the EPA.

Budget and Financial Aspects

- Cleanaway Contract is for \$163,673 in Year 1 for 3-bin system. To date \$101,473 has been spent for 2018/19 year.
- Extra over estimated cost to transport to Coolamon, including gate fee, is \$37,800 for 12 months
- Additional costs payable to Cleanaway to delay the implementation for a further 12 months is \$2,320
- Cost estimate to set up the processing is \$150,000 of which \$35,000 is required for the early works, which can be accommodated in the 2018/19 Domestic Waste Management budget. Council applies for grant application for up to \$115,000 in the next round of funding.
- Cost of a telehandler is approx. \$120,000 and can be included in the annual Asset Replacement Program at the appropriate time.

Attachments

Nil.

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

<b>Notes:</b>

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

### **11. ENGINEERING REPORT**

**(DEES/T10-005)**

#### Executive Summary

Monthly report on engineering matters.

#### Background Information

- (a) *Works Report:* Shoulder widening works on Western Road and Osborne Yerong Creek Road have been completed. There are some tidying up and pavement defect repairs required on Osborne Yerong Creek Road, which will be undertaken shortly. One grader crew will continue with maintenance grading and gravel re-sheets in accordance with updated programme, while the second crew has commenced rehabilitation works on Urana Lockhart Road.

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

Concrete crew is continuing with the HML bridges project being the repair and upgrade of 9 bridge structures throughout the Shire. Bridges at Brookong Creek in Lockhart and Burkes Creek in The Rock have been completed. The first of the culverts upgrade on Green Street is well advanced and expected to be completed by mid-March, with the next culvert upgrade planned being across Urangeline Creek on Western Road.

Council has been successful with its grant application under Heavy Vehicle Safety & Productivity Program (HVSPP) for replacement of a further 4 structures as well as Flood Detour Road upgrade. It is expected that these projects will commence mid-2019. 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. In addition, design works for the replacement of the causeways on The Rock Bullenbong Road as well as Lockhart The Rock Road are complete.

Council has submitted a full business case grant application under the Growing Local Economies grant program for the upgrade of Urana Lockhart Road, which would be the widening and heavy patching works on 22.5km of MR59. It is hoped that Council will hear determination on the application by early 2019.

In addition, Council has recently submitted a grant application under the Drought Relief Heavy Vehicles Access program for the trimming of trees and vegetation to allow 4.6m high access across the Shire. Council approved 4.6m access in May 2017, as well as recently granted Class 3 Drought Assistance Dimension Exemption Notice 2018 to assist farmers, allowing more efficient movement of hay and livestock by use of the higher and wider loads. The trimming of trees will not only assist with higher vehicles but also modern agricultural equipment. Council has been successful with the grant application and works are scheduled to commence mid-March 2019 and will take up to three months to complete.

A joint Media Release from John Barilaro and Melinda Pavey, dated 24 February 2019, indicated an election promise of more than \$1.5B for local roads and bridges. Of concern is the indication that they would take back ownership of Regional Roads across the State. This could have major consequences to Council. A further report would be brought to Council in due course once more details and full implications are known.

- (b) *Flood Mitigation:* Refer to Major Projects update.

- (c) *Road Safety Officer:* The Road Safety Officer has prepared an awareness campaign for cyclists, which has been run on Facebook and Council newsletter in 2019.



- (d) *Traffic Committee:* The Traffic Committee has endorsed a report to extend the 50 km/hr zone on the west side of Lockhart to incorporate Flood Detour Road in the urban zone. This has been undertaken as part of the design process to upgrade and seal the road. Council is now waiting on RMS speed zone unit sign off on the extended speed zone.
- (e) *Lockhart Local Emergency Management Committee:* The LEMC meeting was held on 15 February 2019, with nil issues to report.
- (f) *Fleet:* The new multi-tyre rollers have been delivered.

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 meeting).
2. Media Release from John Barilaro and Melinda Pavey dated 24 February 2019.

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

<b>Notes:</b>

**Attachment 2. – Media Release from John Barilaro and Melinda Pavey dated 24 February 2019**



**John Barilaro**  
Deputy Premier  
Minister for Regional NSW

**Melinda Pavey**  
Minister for Roads, Maritime and Freight

**MEDIA RELEASE**

Sunday 24 February 2019

**A NEW ERA FOR NSW'S LOCAL ROADS AND  
ICONIC TIMBER BRIDGES**

NSW Deputy Premier John Barilaro and Minister for Roads, Maritime and Freight Melinda Pavey today announced more than \$1 billion dollars to help clear the council roads maintenance backlog, repair NSW's worst timber bridges, and reclaim up to 15,000 kilometres of council owned regional roads.

"Today's commitment from the NSW Liberals & Nationals creates a new legacy for the management of our local road network, enabling us to rapidly improve the condition of regional and rural local roads and hundreds of timber bridges in poor condition," Mr Barilaro said.

"We have listened to our local councils, communities and stakeholders and we are delivering a safe and modern road network for our children and grandchildren and for many generations to come," Mr Barilaro said.

"This unprecedented funding commitment will change the face of road ownership in NSW and remove the heavy burden from our local ratepayers."

Since coming to government in 2011, the NSW Liberals & Nationals have doubled the roads budget, secured funding to duplicate the Pacific Highway and upgrade the Newell Highway with more overtaking lanes.

"In stark comparison, when Labor was in Government, the now Opposition Leader, who was then Roads Minister, dumped \$477 million dollars' worth of regional roads onto local councils and let them fend for themselves, knowing many didn't have the rate base to fund basic maintenance," he said.

"We will now look to right that wrong, with an unprecedented level of investment in our regional roads."

Minister for Roads, Maritime and Freight Melinda Pavey said deteriorating timber bridges are one of the largest ongoing costs to regional councils across NSW.

"Regional councils currently maintain over 1800 timber bridges across NSW, some of which are over 100 years old," said Minister Pavey.

“Through the \$500 million *Fixing Country Bridges Program* councils will be asked to nominate bridges that are currently rated in poor condition to be included in the fund.

“The NSW Liberals & Nationals will assist councils with a fully funded program to replace local bridges to ensure communities maintain access to towns, jobs, schools and hospital facilities.”

Ms Pavey said the *Fixing Local Roads* program will ask councils to apply for grants to repair priority council roads and fill potholes.

“Local councils will be able to repair, patch or seal priority local roads under this new fund, which will complement the existing *Fixing Country Roads* fund that focuses on freight and brings a total offering of \$1.54 billion to regional councils,” Ms Pavey said.

“We are making our roads safer, whether you are delivering groceries to the local IGA in Dungog or getting milk to the Norco factory in Lismore or just ferrying the kids to sport in Cooma.”

The NSW Liberals & Nationals Regional Roads Package includes:

- The establishment of a \$500 million *Fixing Local Roads* program to assist councils in repairing, maintaining and sealing important local roads;
- The establishment of a \$500 million *Fixing Country Bridges* program to replace the worst timber bridges in regional and rural communities;
- A process to transfer up to 15,000 kilometres of council-owned roads back to the State; and
- The establishment of an Independent Expert Panel to oversee the asset transfer process.

**MEDIA: Emma Logan | Deputy Premier | 0436 804 299**  
**David Eccleston | Minister Pavey | 0438 472 911**

12. MAJOR PROJECTS UPDATE – MARCH 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:

- (a) *Swimming Pools Upgrade:* The Rock pool upgrade works is planned to be undertaken in 2019 between swimming seasons, with the pool contractor set to commence works on Monday, 11 March 2019. It is anticipated that the works will be completed by late October 2019.
- (b) *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.
- (c) *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 are having preliminary works undertaken being a Review of Environmental Factors (REF) and services relocation completed before going to tender. It is anticipated that the construction works will commence mid-2019 and be completed by end of 2019.
- (d) *Flood Mitigation Construction-The Rock:* The Rock Strevens Street drainage project is 75% complete. The main drain, Mangoplah Road culvert, railway and private culvert crossings are all complete. Greater Hume Shire Council has been contracted to undertake the remaining works on behalf of Council. Works have re-commenced on site and it is now anticipated that the project will be completed in April 2019.

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.

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 vale of \$665,000. Stage 2 at The Rock total project value is \$1.0M.

Attachments

Nil.

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

**Notes:**


**13. PARKS AND GARDENS REPORT**

**(DEES/P10-005)**

Executive Summary

Monthly report on parks and gardens.

Report

**Inclusive Playground**

\$75000 has been granted to Council from the NSW Govt. Everyone Can Play initiative to partially fund a new playground for The Rock. Council's financial commitment to this project will be included in the 2019/20 budget.

Everyone Can Play is not a new standard but a commitment to the future of play in NSW. This is a set of best practice recommendations designed to encourage more people to create more inclusive playspaces. The creation of inclusive playspaces requires a new way of thinking about the way playspaces are planned, designed and managed. For a playspace to be truly inclusive, it is important to consider the wider context. Can I get there? Can I play? Can I stay?

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.

**Pools**

Pool attendances for February have continued to be encouraging; Lockhart again nearly doubling figures for the same period last year.

Work is set to begin on The Rock's new pool immediately upon closing the gates for this season, Sunday, 8 March.

**Avenue of Honour**

Dead/dying Kurrajong have been removed. A boom-lift will be hired when budget allows to assist with the removal of deadwood.

**Trees**

Trees planted this year and last year are being watered regularly along with a number of recently planted gardens. The watering schedule has been increased dramatically due to the extreme conditions.

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

**Mowing and Slashing**

Slashing requirements have been minimal due to extended period of extreme hot, dry weather.

Fortnightly mowing and edging is being conducted for most irrigated areas during the growth season.

**Weed Control**

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

Known problem areas for khaki and cathead are being monitored.

**Parks and Gardens**

A skeleton crew worked over this period to ensure these areas were tidy, BBQs cleaned, bins emptied and watering done.

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

Irrigation systems are being checked and adjusted. Running times have been increase but many lawns are still struggling with the current weather conditions.

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>

**14. 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 January to 28 February 2019.

<b>DA No</b>	<b>Development</b>	<b>Applicant/Owner</b>	<b>Site of Development</b>
DA48/19	Detached colorbond shed	M White	8 Carson Road, The Rock
CDC51/19	Inground swimming pool	C & S Brown	258 Finlayson Lane, Yerong Creek
DA53/19	New dwelling	GA & TA Hounsell	5 Bond Street, Lockhart
DA52/19	Detached steel shed	J Boyle	17 Milne Road, The Rock
DA55/19	Visitor accommodation	P & D Creek	7 Bond Street, Lockhart
DA56/19	Shipping container	A Mulholland	3 Bretton Street, Lockhart

Integrated Planning & Reporting Reference

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

Legislative Policy and Planning Implications

Applications 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>

**15. VARIATION TO BUILDING LINE SETBACKS – DA57/19**

**(MES/P25-010)**

Executive Summary

Council have received a request for variation to the building controls in the Lockhart Development Control Plan 2016 (DCP), for works proposed at 3 Ferrier Street, Lockhart.

Report

In conjunction with Development Application 57/19, Council have received a request for variation to the building line setback control applied by the Lockhart Development Control Plan 2016 (DCP), to permit the erection of a carport to the front of an existing dwelling at 3 Ferrier Street, Lockhart.

The Lockhart Development Control Plan provides for efficient development controls that positively respond to the character of existing villages. The 'Residential and Village Development' chapter applies building line setbacks to allow for correct siting of buildings relative to each other, the public domain and natural features, while also maintaining safety, privacy, noise amelioration, views, streetscape, provision of services, retention of vegetation and protection of sensitive areas.

The residence at 3 Ferrier Street, Lockhart, meets the current setback requirement of 10 metres. If constructed, the proposed carport at 6 metres deep will result in a reduced setback of 4 metres from the front lot boundary.

Before determining the request, Council should consider the aims of the DCP in applying building line setbacks, as well as the following:

**Precedence**

Setbacks are influenced by the size of the lot upon which a building stands. In Ferrier Street, Lockhart, all buildings meet the setback controls applied by the DCP. There are no 'detached' buildings such as carports along this streetscape in front of the building line.

**Impacts on street aesthetics**

The land on and adjoining 3 Ferrier Street is largely open, with minimal screening along most of the building elevation. Impact on vision and safety of road users is unlikely. The proposed carport is of open construction and with a flat roof, however the structure will still be visible from the street and adjoining properties.



**Objectives of the control requirements**

The proposed carport is of minor development and is not expected to have any significant impact with respect to the public domain and natural features, safety, privacy, noise amelioration, retention of vegetation and protection of sensitive areas.

An existing low-voltage electrical supply line intersects the land and connects to an adjoining dwelling. If construction is approved, the supply line must be relocated at the expense of the applicant, to maintain safe working distances and meet setback requirements applied by Essential Energy.

The proposed development does not meet the development standards of the Lockhart Shire Council DCP and the applicant has not provided sufficient reasoning for Council to support a variation. Furthermore, permitting a variation to the DCP, and thereby permitting a carport structure in front of the building line, establishes a precedence that could be followed for future development.

Integrated Planning and Reporting Reference

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

Legislative Policy and Planning Implications

The Lockhart Shire Development Control Plan is pursuant to Division 6 of the Environmental Planning & Assessment Act 1979, and sets out Council's controls for building and development in conjunction with the Lockhart Local Environmental Plan 2012.

Budget and Financial Aspects

Nil.

Attachments

1. Letter of support from applicant.
2. Site plan of proposed development.

**Recommendation:** That Council refuse a request variation to the Lockhart DCP for a reduced building line setback for a carport at 3 Ferrier Street, Lockhart, NSW.

<b>Notes:</b>

**Attachment 1. – Letter of Support from applicant**

File No:	P25-010		
Log:	29485		
	INFO REPLY REPORT		
GM			
DCCS			
Rec'd	14 FEB 2019		
DEES			
MES		✓	15/2
HR			
TEDO			

General Manager  
Lockhart Shire Council  
PO Box 21  
LOCKHART NSW 2656

Dear Sir

Proposed Development – 3 Ferrier Street, Lockhart

In regards to 5m setback for proposed carport

Carport will be open on all sides, and will not be visible to passing traffic.

Construction will be all Colorbond to match existing residence

Other structures are similar in surrounding area.

For these reasons I hope council looks favourably on this proposed development

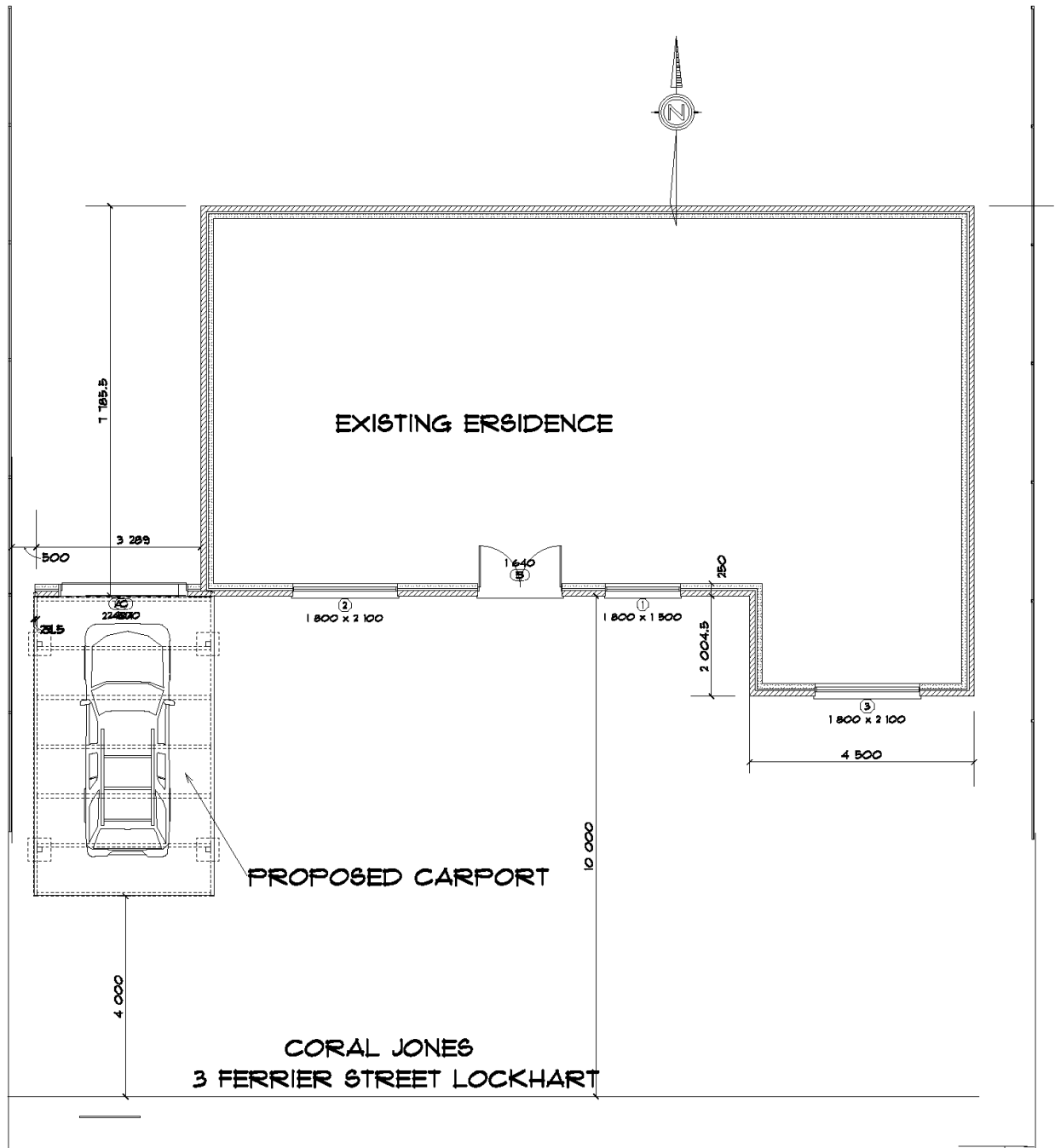
Awaiting your reply

Yours faithfully



Coral Jones

**Attachment 2. – Site plan of proposed development**



**16. VARIATION TO DEVELOPMENT CONTROL PLAN - DA60/19**

**(MES/P25-010)**

Executive Summary

Council has received an application for development involving the construction of a new colorbond shed at 38 Green Street, Lockhart NSW. The proposed development is inconsistent with the Lockhart Development Control Plan 2016 and therefore presented for Council's consideration.

Report

To ensure that develop positively responds to the character of the Shire's village areas, the Lockhart Shire Development Control Plan 2016 (DCP) sets in place development restrictions on development in residential and village areas, including building heights. Noting this, Council have received a development application for a new detached shed at a residential allotment within the Lockhart village.

As part of this application, the developer proposes a shed height of 3.7m to the gutter (0.6m higher than what the DCP permits). A written statement from the applicant confirms that the increased shed height will allow for storage of a caravan and bus in the building (among other things). The shed is proposed to be set back 27 metres from the front boundary and is largely concealed when viewed from a western and northern aspect.

In determining this request Council need to consider a number of variables which may influence the development.

**Streetscape**

The site of development is a corner allotment, is predominantly residential, and with frontage to Green Street, being the main street in the town. The land is also serviced by rear lane access, to which the applicant intends to make full use by providing vehicular access into the proposed building. The road reserve is wide and open, and there is ample screening from street trees and established gardens. The proposed shed is located in the rear yard of the allotment and will be built next to an existing shed on the land which complies with the DCP objectives.

**Precedence** – Sheds on all adjoining allotments and within the immediate vicinity all comply with the height restrictions set by the Council DCP. There are some similar buildings on the opposite side of Green Street which Council have permitted to be built above the height restriction for storage of RVs, and their location is much more visually prominent.

**Objectives of the control requirements**

With the taller walls and low-pitched roof design, the proposed new shed is, at its highest point, lower than the overall shed height restriction enforced by the DCP. It will be of a low-reflective, pre-finished material which is consistent is design with all other shed buildings in the locality. Once constructed, noise issues are unlikely as the building is for storage, and existing services remain unaffected.

Aside from the building height restriction, a comprehensive assessment of the development application has not revealed any other issues that may appear problematic with respect to the natural or built environments.

Integrated Planning and Reporting Reference

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

Legislative Policy and Planning Implications

The development as proposed requires a variation to Council's Development Control Plan 2016.

In accordance with Sec 4.15 of the Environmental Planning and Assessment Act 1979, Council are to consider, as with all development applications, the likely impacts of that development, and the suitability of the site for the development.

Budget and Financial Aspects

Nil.

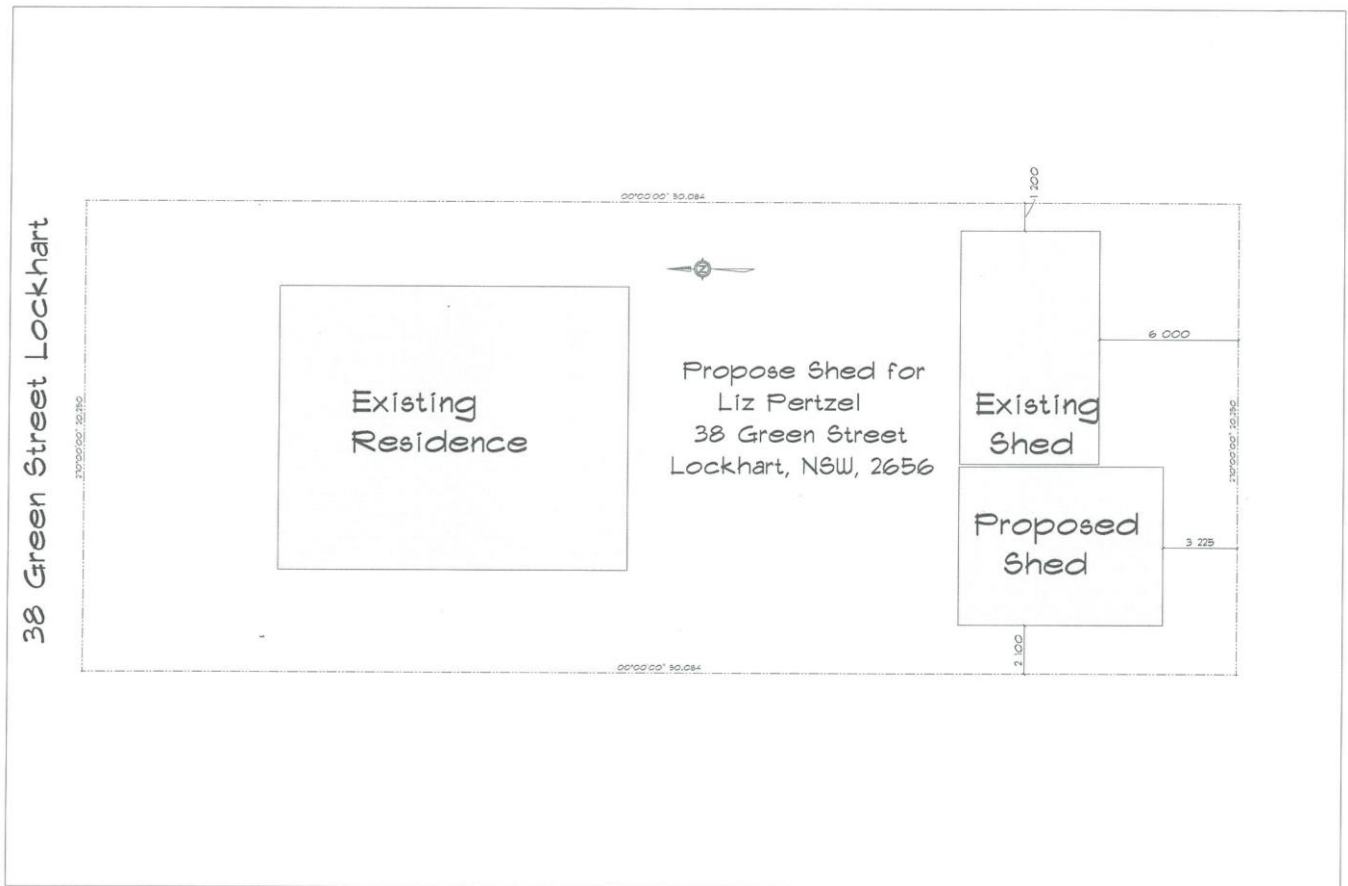
Attachments

1. Site plan.
2. Elevations
3. Letter from applicant.
4. Photographs of proposed site.

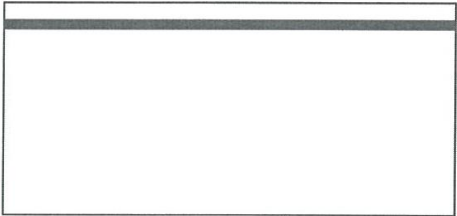
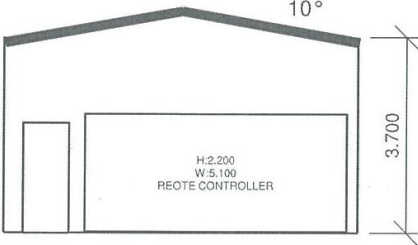
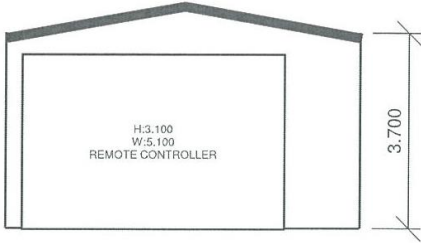
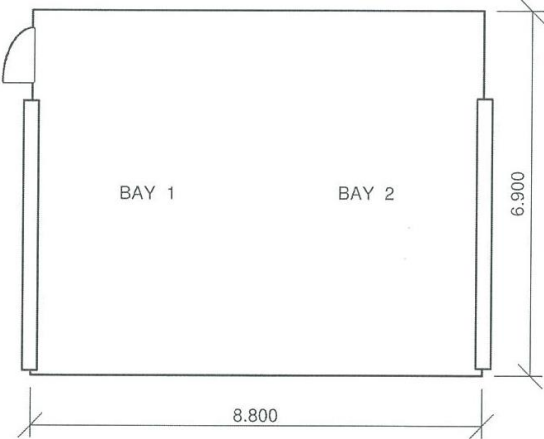
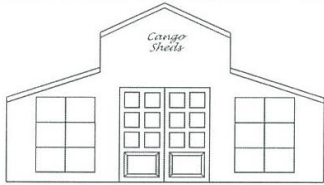
**Recommendation:** That Council grant consent for a variation to the Lockhart DCP, thereby permitting an increased building height for a proposed new shed at 38 Green Street, Lockhart.

<b>Notes:</b>

**Attachment 1. – Site Plan**



**Attachment 2. – Elevations**

6 / BASE : 140 : WIDE : 60 : HOLES C/C : PUNCH : 35 , 135 3 / APEX : 144 : LONG : 35 , 109 .		TOMO:27 mm , JAYDE :55 mm , SCOOTER :5 mm 6 / EAVE PLATES : 200 long , 25,85,175,	
 SIDE ELEVATION	 LEFT ELEVATION	 LEFT ELEVATION	
 PLAN			
		WALL SHEETING: zinc	
		ROOF SHEETING: zinc	
		GUTTER TYPE: zinc	
		BARGE CAPPINGS: zinc	
		Roller Door : zinc	
		SIGNED BY OWNER.....	
		BATTENS :100 . POSTS :150	
		DESIGN AND SYSTEM BY CANGO SHEDS	
		SIGNED.....	
CANGOSHEDS FRAME LAYOUT	LIZ PERTZEL / 1	DATE: 21-FEB-19	ADDRESS: 38 Green Street, Lockhart, NSW, 2656 , Lockhart , 2656



**Attachment 3. – Letter from Applicant**

Thu 7/03/2019 9:58 AM

Dear Alan,

I wish to clarify the reason why I believe the proposed extension of my existing garage will not adversely affect my immediate neighbours or Lockhart township.

This structure will be a continuation of my existing garage which is set back in my yard and will not encroach upon laneways or roads. The height required is so I am able to garage my numerous vehicles- boat, caravan, bus, which need this height clearance. I did not think this application would be a problem due to other properties in my near vicinity having buildings with greater heights.

Hoping you are able to look upon my request favourably.

Regards Liz Pertzel

**Attachment 4. – Photograph of proposed site**



17. LOCAL HERITAGE GRANTS 2018-19

(MES/H15-030)

Executive Summary

The 2018-19 local heritage grant program has been targeted at buildings within The Rock heritage conservation area. Applications for funding have been granted and are presented for Council's information.

Report

Council's Local Heritage Grant program aims to preserve, protect and/or identify areas or buildings of local heritage significance. NSW Office of Environment & Heritage (OEH) support the program by providing a small amount of funding to support Council's commitment at \$1:1 for eligible projects.

Each year, Council have been dedicating the grant program to a particular town. Last year's program, which targeted the Lockhart heritage conservation area, enabled applicants to undertake important restoration works to buildings, including the Lockhart IGA and the recently acquired 'Billabong Motors' building at the Lockhart and District Greens Gonyah Museum. This year Council have dedicated the 2018-19 program to The Rock Heritage Conservation Area.

The Rock Hall and Museum Committee successfully applied for \$7,500 worth of funds through the grant program as a contribution towards building restoration and other works that will help enhance the street appeal and identity of the town hall/museum building, as previously identified in a report provided by Council's heritage advisor.

The works are scheduled to commence in March and will be project managed by the Museum and Hall Committee under the supervision of Council staff.

Integrated Planning and Reporting Reference

D4.2 – Protection of our historic buildings and landmarks.

Legislative Policy and Planning Implications

The proposed grants are administered in accordance with the Office of Environment & Heritage Funding Guidelines.

Budget and Financial Aspects

Council has allocated funds in the 2018-19 delivery and operational plan for the local heritage grant program, with \$3,500 to be received as a reimbursement from Office of Environment & Heritage at the successful completion of the project.

Attachments

1. Project proposal from The Rock Museum and Hall Committee.

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

<b>Notes:</b>

**Attachment 1. – Project Proposal from The Rock Museum and Hall Committee**

THE ROCK HALL

**LOCAL HERITAGE FUND APPLICATION FORM**

Please refer to the guidelines before completing this application

**PROJECT PROPOSAL**

Applicant's name:	THE ROCK HALL & MUSEUM
Postal address:	60 KING ST, THE ROCK 2655
Phone number/s:	02 69202034
Subject land (address):	URANA STREET, THE ROCK.
Proposed works:	MAINTENANCE & IMPROVEMENTS
Estimated cost:	\$15,000 - <small>Project cost may include applicant's own labour or supervision as part of their contribution. The cost estimate is to be realistic. Where a contractor is employed, the applicant may be asked to provide more than one contractor's quote.</small>
Amount you are seeking from this application:	\$7,500 - <small>Amount sought must be matched at least \$ for \$ by the applicant</small>
Alternative amount:	\$5,000 - <small>If Council is unable to provide the full amount of requested funding, what reduced grant would still enable you to undertake the project?</small>

as attached.

**PLEASE READ CAREFULLY AND TICK THE BOXES THAT APPLY**  
 I am providing additional information with this application as follows:

I have received the following advice from Council's Heritage Adviser (attach if written advice):  
 email

Contact details of person/s responsible for supervising the work are:

A description of the proposed work is (you may also attach a sketch or plans):

Finishes and colour scheme are as follows:

A "before" photo is attached (you will have to provide a before and after photo on completion):

I am attaching notes detailing what I have been able to find out about the history of the property.

**SIGNATURE OF APPLICANT**

I, the applicant, apply for financial assistance under the Heritage Assistance Fund to carry out works described in this application on the land specified in this application.

Signature: M E Smith Date: 30-1-19

Where the applicant is not the owner of the item, the following section must be completed:

I, the owner of the land to which this application relates, consent to this application.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property owned by Lockhart Shire

THE ROCK HALL & MUSEUM

1. Remove stud framing upstairs.
2. New sign on frontage.
3. Repaint frontage where necessary.
4. New sign over gateway.
5. Repaint gateway.

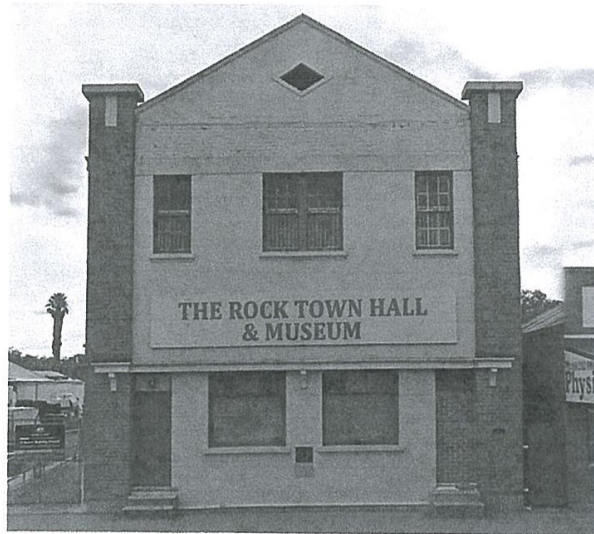
\$7500.00 - cost of work

\$7500.00 - in-kind contribution

- Supervision
- Voluntary labour

Artwork Proof QT5277 V1

Page 1 of 1



## THE ROCK TOWN HALL & MUSEUM

Client: The Rock Town Hall & Museum  
- Nancy Smith

Order: 3mm Router Cut Aluminium Composite  
Panel.

Please check:

1. Spelling / Layout
2. Size
3. Colours
4. Artwork

02 6938 4848 | kate@activeprint.com.au  
170 Hammond Ave, Wagga Wagga NSW 2650

Notes:

Size: Approx. 6700mm x 600mm  
(W x H)

*\*This proof is not accurate to final print colour or resolution. Use only for positional purposes.*



Final wording to be confirmed.



Lockhart Shire Council Heritage Advisory Service

Black Mountain Projects Pty Ltd  
5 Wangara St Aranda ACT 2614  
ABN 80 002 762 629  
[www.blackmountainprojects.com](http://www.blackmountainprojects.com)

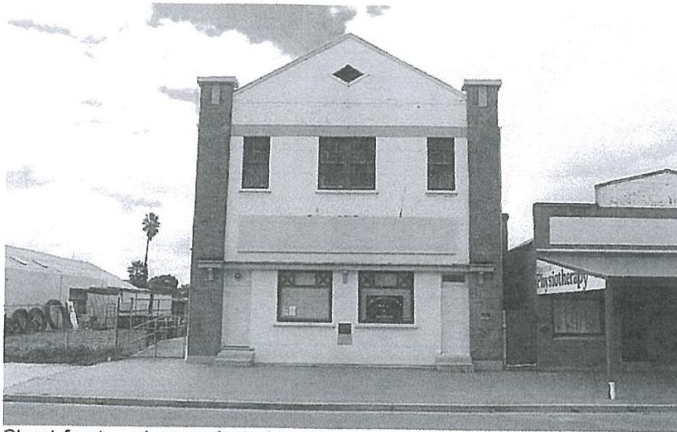
Dr Peter Kabaila  
Heritage Consultant  
B Arch (UNSW), DipEd, PhD (ANU)  
+61 0403 727 805 [peterkabaila1@gmail.com](mailto:peterkabaila1@gmail.com)

24.08.18

General Manager, Lockhart Shire Council  
Attention: Alan Gundrill [AGundrill@lockhart.nsw.gov.au](mailto:AGundrill@lockhart.nsw.gov.au)  
[mail@lockhart.nsw.gov.au](mailto:mail@lockhart.nsw.gov.au)

**ADVICE SUBJECT: The Rock Hall inspection notes**

Thank you for giving me the opportunity to inspect this historic building. Advice has been emailed. Below are site photographs captioned with notes of advice.



Street frontage has neglected appearance. Needs to be improved with a bit of maintenance painting and signage. Recommend painting window sills and doorways on each side with a colour similar to existing on steps (Colorbond Gully). Also paint rusted chainwire gloss black. See photos and notes below.



This beautiful Masonic hall room is the most important exhibit. Remnants of this temporary non-structural framing which break up the hall, need to be removed.



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

### **18. INVESTMENT AND BANK BALANCES REPORT – 31 JANUARY 2019**

**(DCCS/F10-010)**

Executive Summary

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

Report

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

Cash at Bank

**Opening Combined Cashbook Balance** 1,355,938.60

Add: Total Receipts

Rates	101,001.60	
Debtors	80,459.73	
Grants	15,557.14	Lockhart Voluntary Purchase \$
Investments Redeemed	-	
BAS Refund	-	
Plant Sales	-	
Investment Interest	8,835.03	
Transfer from Macquarie	500,000.00	
Other Receipts	26,790.85	
	732,644.35	

Less: Total Payments

1,417,539.28

New Investments 1490-3015-0001

0.00

**Closing Combined Cashbook Balance**

**671,043.67**

**Closing Bank Statement Balance**

Bendigo Bank 616,651.56

Macquarie Bank 22,471.95

Bendigo Bank-Prichard Trust 31,631.03

670,754.54

Add: Outstanding Deposits

7,800.64

678,555.18

Less: Outstanding Cheques

7,511.51

**Closing Combined Cashbook Balance**

**671,043.67**

<b>Investments:</b>	<b>Interest Rate per Annum</b>	<b>Amount Invested</b>	<b>% of Total</b>
AMP/Curve Securitys	2.80	250,000.00	3.27
AMP/RIM	2.80	300,000.00	3.92
AMP/RIM	2.80	400,000.00	5.23
AMP/RIM	2.50	500,000.00	6.54
Bankwest	2.75	400,000.00	5.23
Bankwest	2.65	500,000.00	6.54
Bankwest	2.80	500,000.00	6.54
Bankwest	2.65	400,000.00	5.23
Bankwest	at call	500,000.00	6.54
BENDIGO	2.45	250,000.00	3.27
BENDIGO	2.00	100,000.00	1.31
BENDIGO	2.25	250,000.00	3.27
BENDIGO	2.50	500,000.00	6.54
NAB	2.67	500,000.00	6.54
NAB	2.70	500,000.00	6.54
NAB	2.70	500,000.00	6.54
NAB	2.70	500,000.00	6.54
NAB/Tcorp	2.70	500,000.00	6.54
T Corp	at call	300,000.00	3.92
		<b>7,650,000.00</b>	100.00

**General Ledger Balances as at Month End**

<u>FUND</u>	<u>AMOUNT</u>
General (PTD) 1490-3000-0000	420,981.14
Combined Sewerage 8490-3000-0000	218,431.50
Trust Fund 9991-3000-0000	31,631.03
	<b>671,043.67</b>
<b>TOTAL FUNDS HELD ARE:</b>	<b><u>8,321,043.67</u></b>

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 January 2019 the average end of month balance of funds invested has been \$8.69 million and the average return on invested funds has been 2.60%. On these year to date figures, Council's budgeted income on investments will be achieved for General Fund and Sewer Fund.

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

Responsible Accounting Officer Statement

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

**Recommendation:** That:

- a) The January 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>

**19. INVESTMENT AND BANK BALANCES REPORT – 28 FEBRUARY 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

<b>Opening Combined Cashbook Balance</b>		671,043.67
Add: Total Receipts		
Rates	438,011.80	
Debtors	45,096.00	
Grants		
Block & Heavy Vehicle Grant	505,078.00	
Block Grant	261,000.00	
State Library	22,068.00	
Financial Assistance Grant	450,996.00	
Redeemed Investment	500,000.00	
Plant Sales		
Investment Interest	22,440.59	
Transfer from Macquarie		
Other Receipts	21,807.14	
		2,266,497.53
Less: Total Payments		1,409,630.92
		0.00
	New Investments 1490-3015-0001	<b>1,527,910.28</b>
<b>Closing Combined Cashbook Balance</b>		
<b>Closing Bank Statement Balance</b>		
Bendigo Bank		1,087,825.60
Macquarie Bank		306,782.07
Bendigo Bank-Prichard Trust		31,635.06
		1,426,242.73
Add: Outstanding Deposits		104,506.95
		1,530,749.68
Less: Outstanding Cheques		2,839.40
<b>Closing Combined Cashbook Balance</b>		<b>1,527,910.28</b>

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

**General Ledger Balances as at Month End**

FUND		AMOUNT
General (PTD)	1490-3000-0000	420,981.14
Combined Sewerage	8490-3000-0000	218,431.50
Trust Fund	9991-3000-0000	31,631.03
		671,043.67
<b>TOTAL FUNDS HELD ARE:</b>		<b>7,821,043.67</b>

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 February 2019 the average end of month balance of funds invested has been \$8.5 million and the average return on invested funds has been 2.61%. 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 February 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>

**20. ADMINISTRATION OF THE SEPTEMBER 2020 COUNCIL ELECTION**

**(GM/E15-020)**

Executive Summary

The Office of Local Government (OLG) has announced a review by the Independent Pricing and Regulatory Tribunal (IPART) of the costs of conducting local government elections as well as an extension to the deadline for councils to make a decision on the administration of their elections.

Report

At the Council meeting held on 4 February 2019 a report was tabled advising that:

Council is required to resolve by 11 March 2019 either:

- a) To enter into an election arrangement with the NSW Electoral Commissioner (NSWEC) to administer all the council's elections, polls and constitutional referenda, or
- b) That the council's elections are to be administered by the general manager of the council.

The report was premised on Circular No. 18-43 issued by the OLG in December 2018.

In order to meet the legislative deadline Council, at that meeting, resolved to enter into an election arrangement with the NSW Electoral Commissioner (NSWEC) to administer the Council's elections, polls and constitutional referenda.

However, OLG has now announced a review by the Independent Pricing and Regulatory Tribunal (IPART) of the costs of conducting local government elections as well as an extension to the deadline for councils to make a decision on the administration of their elections. OLG, by way of Circular No. 19-02 dated 8 February 2019, has advised that:

- The Government has approved a review by the Independent Pricing and Regulatory Tribunal (IPART) of the costs of conducting local government elections in NSW.
- The purpose of the review is to ensure a robust methodology for determining costs is applied, in order to minimise the financial burden on councils and ratepayers and ensure local government elections are conducted efficiently and cost effectively.
- In undertaking the review, IPART is to:
  - Review the NSWEC’s existing methodology for determining the amount to be charged to councils which use the NSWEC to conduct their elections.
  - Consider whether it is appropriate for the amount charged to be limited to the direct and unavoidable costs of conducting the council’s election.
  - Have regard to the market for electoral services in which the NSWEC operates.
  - Have regard to any differences in the costs involved in conducting elections in metropolitan and regional areas.
  - Have regard to any other matters it considers relevant.
- In undertaking its review, IPART is expected to consult with relevant stakeholders including councils.
- IPART is to report to the Minister for Local Government by **30 August 2019**.
- As the outcomes of the IPART review may impact on the administration of the September 2020 council elections, it is proposed to introduce legislation in the first parliamentary sitting period of 2019 following the NSW State Election to amend the Local Government Act 1993 (the LGA) to extend the deadline for councils to make a decision on the administration of their elections under sections 296AA and 296. This deadline will be extended to **1 January 2020**.

Normally, where a council resolves to enter into an arrangement with the NSWEC the contract with the NSWEC must be finalised no later than 15 months before the next ordinary election (i.e. 11 June 2019).

In view of Council’s resolution and the proposed legislative amendments discussions have been held with the NSW Electoral Commission (NSWEC). The NSWEC has indicated that Council will be able to await the outcome of the IPART review before progressing any contractual arrangement for the administration of the 2020 election.

#### 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’s operation.

#### Legislative Policy and Planning Implications

Section 296AA of the Local Government Act states that:

*“At least 18 months before the next ordinary election of councillors for a council, the council must resolve:*

- a) *to enter into an arrangement with the Electoral Commissioner, by contract or otherwise, for the Electoral Commissioner to administer elections of the council (as provided by section 296), or*
- b) *that the elections of the council are to be administered by the general manager of the council.”*

Legislation is proposed to be introduced in the first parliamentary sitting period of 2019 following the NSW State Election to amend the Local Government Act 1993 to extend this deadline to 1 January 2020.

#### Budget and Financial Aspects

An amount of \$6,000 is transferred to a “Future Council Elections” Reserve each year to cover the cost of the quadrennial council election. The 2016 ordinary election was administered by the NSWEC at a cost of \$21,000.

Attachments

Nil.

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

<b>Notes:</b>

**21. CODE OF MEETING PRACTICE**

**(GM/C40-004)**

Executive Summary

Amendments made to the Local Government Act 1993 (the Act) in August 2016 by the Local Government Amendment (Governance and Planning) Act 2016 provide for a model code of meeting practice to be prescribed by the Local Government (General) Regulation 2005 (the Regulation).

Following a consultation process, a Model Meeting Code has been prescribed under the Regulation and the existing meetings provisions of the Regulation have been repealed.

Report

The Model Meeting Code prescribed by the Regulation in December 2018 has two elements:

1. It contains mandatory provisions (indicated in black font) that reflect the existing meetings provisions of the Act and update and enhance the meetings provisions previously prescribed under the Regulation to reflect contemporary meetings practice by councils.
2. It also contains non-mandatory provisions (indicated in red font) that cover areas of meetings practice that are common to most councils but where there may be a need for some variation in practice between councils based on local circumstances. The non-mandatory provisions also operate to set a benchmark based on what the Office of Local Government sees as being best practice for the relevant area of practice.

Councils are required to adopt a code of meeting practice that incorporates the mandatory provisions of the Model Meeting Code prescribed by the Regulation. A council's adopted meeting code must not contain provisions that are inconsistent with the mandatory provisions.

A council's adopted meeting code may also incorporate the non-mandatory provisions of the Model Meeting Code and any other supplementary provisions adopted by the council.

Council has six months from when the Model Meeting Code was prescribed by the Regulation to adopt a new code of meeting practice, i.e. by 14 June 2019. Irrespective of whether councils have adopted a code of meeting practice based on the Model Meeting Code, all councils will be required to webcast meetings of the council and committees of which all members are councillors within 12 months of when the Model Meeting Code was prescribed, i.e. by 14 December 2019. The webcasting requirement may be met simply by posting an audio or video recording of the meeting on the council's website.

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

A Draft Lockhart Shire Council Code of Meeting Practice - March 2019 has been prepared based on the Model Code prescribed by the Regulation for Council's consideration. A copy of the Draft Code is distributed separately with the Agenda.

The Draft Code:

- Includes all the mandatory provisions of the Model Code prescribed by the Regulation and are shown in black font.
- Reflects Council's existing practice of meeting on the first Monday in February and the third Monday of each month from March to December inclusive, with all meetings commencing at 5.00pm.
- Incorporates Council's existing Order of Business as set out in the agenda/ business paper.
- Requires Council to post an audio recording of each council meeting on its website as soon as practicable after the conclusion of the meeting, effective from the December 2019 council meeting, i.e. the minimum requirement for complying with the mandatory provisions of the Model Code relating to webcasting.
- Proposes that some but not all of the non-mandatory provisions of the Model Code be adopted. In this regard all of the non-mandatory provisions have been retained in the Draft document in red font with those provisions not recommended for inclusion in Lockhart Shire's adopted Code of Meeting Practice shown as been struck out. This way Council can view all the non-mandatory provisions and make the final determination as to which provisions are retained in Council's adopted Code.

Integrated Planning and Reporting Reference

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

Legislative Policy and Planning Implications

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

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

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

Budget and Financial Aspects

Arranging audio recordings of council meetings for posting on Council's website is the least cost option for complying with the mandatory webcasting provisions of the Model Code prescribed by the Regulation.

Attachments

Draft Lockhart Shire Council Code of Meeting Practice – March 2019 (distributed separately).

**Recommendation:** That Council place the "Draft Lockhart Shire Council Code of Meeting Practice - March 2019" on public exhibition for at least 28 days and provide members of the community at least 42 days in which to comment on the draft code.

<b>Notes:</b>



**22. PROPOSED RESTRUCTURE – ENGINEERING AND ENVIRONMENTAL SERVICES**  
**(DEES/S30-005)**

Executive Summary

Staff propose a restructure of Engineering & Environmental Services directorate.

Report

As part of continuous improvement of service delivery to the community, Staff propose a restructure of the Engineering & Environmental Services directorate:

1. Currently Council has a Grader Operator (Grade 9) and Roller Operator (Grade 4) positions vacant following the resignation and retirement of the incumbents in May and July 2018 respectively. Since 2012, Council's maintenance grading productivity has improved to the point where two grader crews can now manage the road network rather than three crews. In addition, Council's roads budget does not have the capacity to accommodate three crews now that funding has returned to more "normal" levels.

It is proposed to regrade these positions to a Plant Operator (Grade 8) and a Labourer (Grade 2). This will keep the same number of total positions in the works team, however, provide greater flexibility to manage works and projects. Council has more items of major plant than operators, and traditionally found itself engaging additional casual labour to undertake routine tasks. It is planned to retain the grader and roller to allow the ability to "gear up" a crew to undertake grading work if required to meet a backlog or if outside work presents itself. If the staff are operating the grader and roller then they will be paid higher duties accordingly.

The regrading of the positions will provide a saving to Council of \$3,269/year, however, the greatest benefit will be the ability for the supervisors to use these staff in a variety of roles depending on the works at the time, rather than just in a grader crew.

Staff are also assessing council's major plant requirements, looking at what opportunities that could assist to change the current mix of major plant to improve the versatility and ability to meet the future needs of the community. Council has recently been successful in grant funding to assist in buying a Pugmill to blend crushed glass into road base materials. Such considerations include review of current wheeled loaders compared with a possible skid steer loader, as well as large water tankers and backhoes.

2. In 2014, following several unsuccessful attempts to fill the position of Light Vehicle Mechanic, the position was regraded to an Apprentice Mechanic. This is providing opportunity to young people to obtain a trade certificate through Council.

In analysing its plant maintenance operations, an opportunity exists to re-instate the position of Light Vehicle Mechanic with the positions of Plant Supervisor and Apprentice Mechanic to remain, thus it would be a new and additional position in the organisational structure. Currently Council outsources a substantial cost of its works to third parties as it does not have the resources to undertake these works, namely Caterpillar repairs/services at Westrac, tyre repairs and air conditioner servicing. This outsourcing has over the last four years cost Council an average of \$124,650/year. This does not include the down time cost or hire equipment which can be significant when for example a grader dry hire cost is \$750/day.

Also, as in the current structure, the Plant Supervisor is the only person able to supervise the Apprentice Mechanic, thus he is unable to take any leave while the Apprentice Mechanic is working. This has created the situation where the incumbent Plant Supervisor has excess leave which is difficult to have this issue addressed. The Light Plant Mechanic would be able to supervise the Apprentice Mechanic on occasions when the Plant Supervisor was on leave.

In addition, I have had discussions with the local Mitsubishi dealer about using the extra Council resource to assist his business when required. He was very receptive to this arrangement to assist him when he is extremely busy, and he indicated that he regularly could do with another mechanic to meet his workload. This would allow him to service his customers and maintain this important business in Lockhart, attain the servicing of Rural Fire Service (RFS) vehicles currently being serviced outside the Shire (I have spoken to RFS about this and they said this can be arranged), as well as assisting him with the breakdown service for the local area.

The position would have a cost to Council of approximately \$83,000 per year, including on-costs. The position can be funded from various sources that would result in the position being nil cost to the Budget being:

- Expected savings of previously outsourced works - \$73,000
- \$3,269 from regrading positions in Item 1 above
- \$6,731 from outside works (Mitsubishi dealership, Lockhart Central School) (equivalent to approximately 3 weeks external works per year).

Council staff have identified the future of electric vehicles as an opportunity to service the growing market. With the likely soon addition of electric vehicle charging points in Lockhart business district as well as car manufacturers advising that diesel passenger vehicles are being phased out to be replaced by hybrid vehicles as a minimum, staff believe that gearing up and training to service these vehicles is the way of the future. Council will also most likely be required to be a leader in this area and purchase electric vehicles, especially as part of its light vehicle fleet. The position of Light Vehicle Mechanic can be a resource to assist the community in electric vehicle technology servicing as well as Council's own fleet.

The position has been assessed using OOSOFT as Grade 9 on Council's salary structure. In addition, to fully utilise the additional resource would require a one off set up cost of \$32,698 to purchase tyre change equipment and the establishment of a mobile service vehicle for call outs/break down service to the community. It is expected that this would be repaid within 3 years through additional outside work.

3. At the Council meeting held on 17 July 2017 Council endorsed the position of 'Temporary Compliance Officer' for a fixed term of two (2) years with the position filled in early October 2017. The position has been proven to be very successful and provided significant support to Council and the Environmental Services team. Since starting in October 2017, the Compliance Officer has undertaken:

- 671 companion animal checks done on individual properties in Lockhart and The Rock;
- Approximately 410 changes to Companion animal register, including out of date records, deaths, change of address/phone, change of owner, new registration and micro chipping – with records going back as far as 1998, and many relating to breeders not updating their records;
- 43 fire hazard/overgrown properties have been inspected, and with letters sent to owners;
- 7 Notices of Intent to issue an order under Local Government Act 1993 requiring hazard reduction works for overgrown properties;
- 4 Orders issued under Local Government Act 1993 requiring hazard reduction works for overgrown properties;
- 113 letters sent requiring companion animals to be microchipped and registered;
- 57 complaints received and investigated, from residents regarding companion animals;
- 75 companion animals microchipped;
- 90 cats and/or dogs impounded;
- 224 new companion animals registered;
- 7 dog attacks investigated and reported to Office of Local Government;
- 23 car bodies removed through volunteer collection;
- 11 abandoned vehicles removed from public places;
- 140 inspections of on-site sewerage management systems undertaken;
- A total of \$6,690 in infringements notices issued for various offences.

Furthermore, swimming pool compliance inspections form a component of the Compliance Officer's role, and they are currently being conducted under the supervision of Council's Manager Environmental Services. To date, approximately 41 pools have been inspected for compliance by Council's Compliance Officer.

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

The position has been assessed as Grade 9 on Council's salary structure and is currently part-time at 25.5 hours per week (3 days a week). While introducing a part time Compliance Officer position into the corporate structure was estimated to cost Council approximately \$45,000/year, it was proposed that the position would also generate income through delivery of swimming pool and on-site sewerage management system inspections, in addition to income from infringement notices and impounding fees. Council's records indicate that so far, approximately \$28,000 has been generated with the balance of the cost accommodated in the 2018/19 budget. It is proposed that the position be made a permanent part-time at 25.5 hours per week and be included in the organisational structure accordingly.

4. In July 2016 Council resolved to create a fixed term position of Project Officer at Grade 17 to manage the various major projects Council has been undertaking, including flood mitigation and swimming pool upgrades. This position is paid through the projects and as such has nil impact on the Budget. The current incumbent was appointed to the position in September 2016 following advertisement and merit-based selection process. The position has worked extremely well in assisting in the delivery of the major projects for Council.

The fixed term position is due to expire on 18 September 2019. The currently funded major projects are due for completion in late 2019. It is then hoped that further funding will be received to complete the flood mitigation works at The Rock in 2020. It is proposed that the fixed term position of Project Officer with the current incumbent be extended for a further 15 months till 31 December 2020, on a work as required basis, being some weeks full-time and some part-time as employee takes leave when no work is required. This arrangement is agreeable with the current incumbent and all other conditions of their employment remains unchanged.

Council's Award Staff Consultative Committee at its meeting held on 4 March 2019 resolved to endorse the restructure of Engineering & Environmental Services.

#### Integrated Planning and Reporting Reference

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

#### Legislative Policy and Planning Implications

- Local Government Act 1993.
- Local Government Award 2017.

#### Budget and Financial Aspects

- The proposed restructure will have nil impact on the budget.
- One off set up costs for workshop and service vehicle of \$32,698.

#### Attachments

1. Organisational Structure December 2018.
2. Proposed Structure Engineering & Environmental Services February 2019.

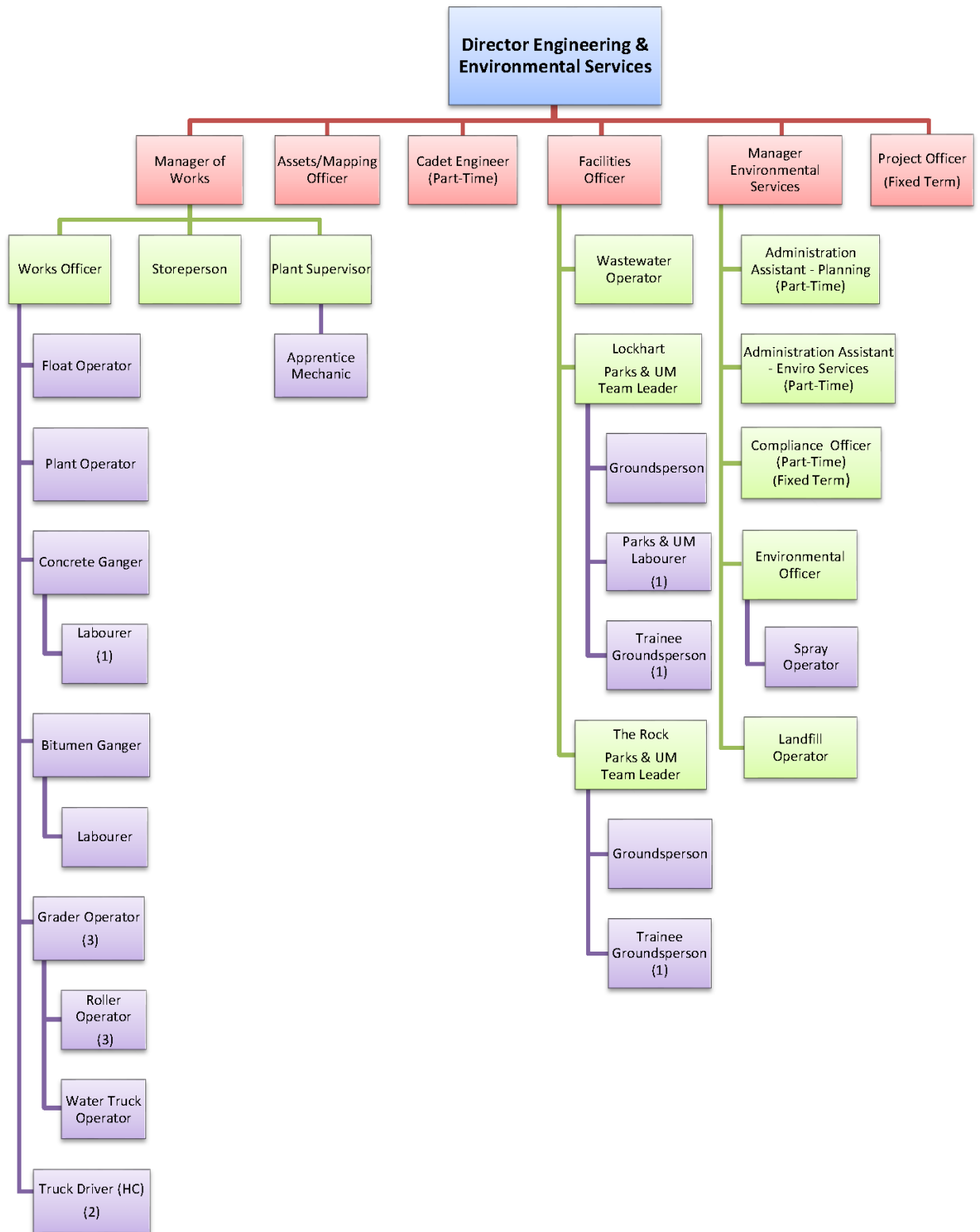
**Recommendation:** That Council approves the proposed restructure of Engineering & Environmental Services to include:

- a) Regrading the vacant Grader and Roller Operator positions to a Plant Operator and a Labourer respectively;
- b) The addition of the position of Light Vehicle Mechanic in the organisation structure;
- c) The addition of the position of Compliance Officer (permanent part time 25.5 hours per week) in the organisation structure; and
- 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.

<b>Notes:</b>

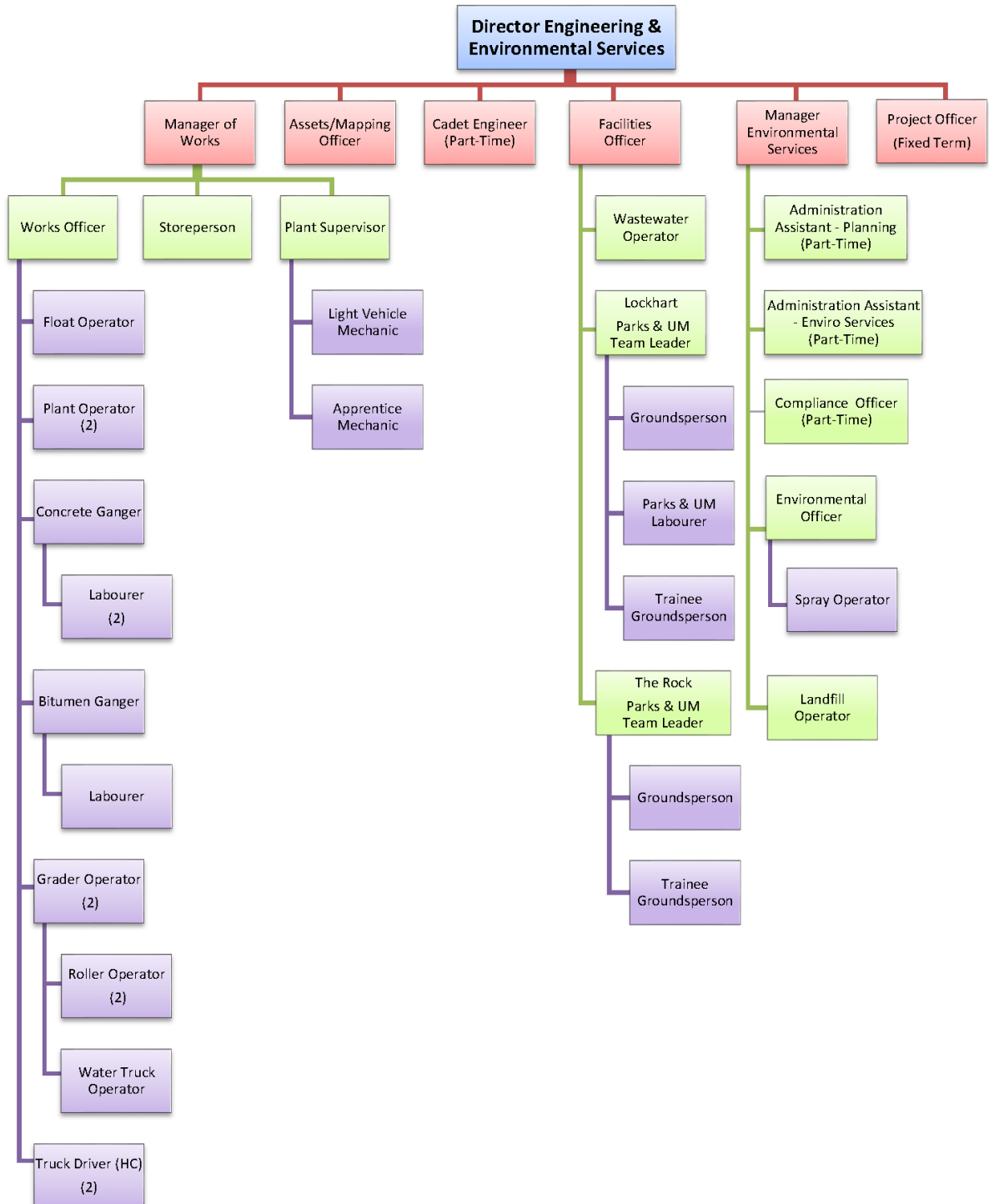
**Attachment 1. – Organisational Structure December 2018**

**Current Council Structure - Department of Engineering and Environmental Services**



**Attachment 2. - Proposed Structure Engineering and Environmental Services – February 2019**

**Proposed Council Structure - Department of Engineering and Environmental Services  
 (February 2019)**



O:\2018-19\General Manager\C70-005 Council Committees General\Business Papers\March 2019\Director Engineering and Environmental Services\Attach - DOC 190226 Proposed Structure Feb 2019.docx

**23. POLICY 1.13 ASSET MANAGEMENT**

**(GM/C70-025)**

Executive Summary

A revised *Policy 1.13 Asset Management* is presented for Council's consideration.

Report

At its meeting held on 6 February 2017 Council endorsed a process for the review of existing policies and development of new policies.

As part of the ongoing process of reviewing Council's policies, *Policy 1.13 Asset Management* has been reviewed and the revised Policy is tabled for Council's consideration.

The revised policy identifies the classes of assets to which the policy relates and sets out the principles of asset management that Council will adopt as well as allocate responsibility for asset management.

Asset management policies, plans and processes are important having regard to Council's role as custodian of the assets on behalf of the community and ensuring they remain sustainable, i.e. preserving the assets and maintaining their overall condition for future generations, as well as managing risk, i.e. ensuring that existing assets are safe for use by the current generation with particular reference to the Civil Liability Act 2002.

Integrated Planning and Reporting Reference

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

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

E1 - Continue the development of asset management strategy and plans.

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

Legislative Policy and Planning Implications

Section 8A of the local Government sets out the guiding principles for councils which includes, amongst other things that "*Councils should manage lands and other assets so that current and future local community needs can be met in an affordable way*".

Section 8B of the Act sets out the principles of sound financial management which include:

1. Councils should invest in responsible and sustainable infrastructure for the benefit of the local community.
2. Councils should have effective financial and asset management, including sound policies and processes for the following:
  - a) Performance management and reporting,
  - b) Asset maintenance and enhancement,
  - c) Funding decisions,
  - d) Risk management practices.
3. Councils should have regard to achieving intergenerational equity, including ensuring the following:
  - a) Policy decisions are made after considering their financial effects on future generations,
  - b) The current generation funds the cost of its services.

Budget and Financial Aspects

Council's asset management plans and asset management practices have been incorporated into the Annual Operational Plan and Budget as well as the Long Term Financial Plan. The revised policy will not have any additional budgetary impacts.

Attachments

1. *Policy 1.13 Asset Management*.



**Recommendation:** That the revised *Policy 1.13 Asset Management, as presented, be adopted.*

<b>Notes:</b>

**Attachment 1. – Policy 1.13 Asset Management**

## 1.13 Asset Management

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POLICY TITLE: ASSET MANAGEMENT

FILE REF: A60-005

REVIEW DATE: MARCH 2022

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### OBJECTIVES

1. To set guidelines for implementing consistent asset management processes throughout Lockhart Shire Council that is based on service delivery needs and integrated into Council's corporate and financial planning and reporting processes.
2. To ensure that assets used to support the services delivered by Lockhart Shire Council are sustainable and continue to function at a level of service determined by Council and accepted by the broader community.
3. To ensure adequate provision is made for the long-term replacement of major assets by:
  - a) Ensuring that Council's services and infrastructure are provided in a sustainable manner, with the appropriate levels of service to residents, visitors and the environment.
  - b) Safeguarding Council assets including physical assets and employees by implementing appropriate asset management strategies and appropriate financial resources for those assets.
  - c) Creating an environment where all Council employees take an integral part in overall management of Council assets by creating and sustaining an asset management awareness throughout the Council.
  - d) Meeting legislative requirements for asset management.
  - e) Ensuring resources and operational capabilities are identified and responsibility for asset management is allocated.
  - f) Demonstrating transparent and responsible asset management processes that align with demonstrated best practice.

### SCOPE

1. This Policy provides guidance in relation to asset management to the Council, councillors, management and staff as well as section 355 committees which are involved in the operation, maintenance, renewal, upgrade or disposal of a council asset.
2. This Policy applies to the following classes of assets:
  - a) Community facilities:
    - i. Caravan Parks
    - ii. Council Offices
    - iii. Medical/Dental
    - iv. Museums/Galleries
    - v. NSW RFS and SES facilities
    - vi. Public Amenities
    - vii. Public Swimming Pools
    - viii. Public Halls
    - ix. Public Parks
    - x. Recreation Grounds

- xii. Aged, Rental, Staff and Youth Accommodation
  - xiii. Showgrounds
  - xiv. Works Depots
- b) Transport assets:
- i. Bridges
  - ii. Culverts & Causeways
  - iii. Footpaths
  - iv. Kerb & Gutter
  - v. Road pavements and surfaces
  - vi. Street Furniture and Streetscapes
  - vii. Bulk Earthworks
  - viii. Stormwater & flood mitigation
- c) Plant:
- i. Minor Plant - equipment.
  - ii. Major Plant & Trucks – graders, loaders, rollers, tippers, crew cab trucks.
  - iii. Vehicles - cars, twin cabs, utilities.
- d) Sewer Assets:
- i. Lockhart Sewerage Scheme - gravity mains rising mains, pump stations and trickling filter sewerage treatment works, low pressure systems and pump units.
  - ii. The Rock Sewerage Scheme - gravity mains, rising mains, pump stations and aeration ponds filter sewerage treatment works, low pressure systems and pump units.
  - iii. Yerong Creek Sewerage Scheme - low pressure system including rising mains, sewerage pumps on individual properties and sewerage treatment works.

#### POLICY STATEMENT

1. Council is committed to implementing a systematic asset management methodology in order to apply appropriate asset management best practices across all areas of Council. This includes ensuring that assets are planned, created, operated, maintained, renewed and disposed of in accordance with Council's priorities for service delivery.
2. Council will adopt a strategic approach to asset management which will ensure that the Council delivers the highest appropriate level of service through its assets. This will provide positive impact on:
  - a) Members of the public and staff;
  - b) Council's financial position;
  - c) The ability of Council to deliver the expected level of service and infrastructure;
  - d) The political environment in which Council operates; and
  - e) The legal liabilities of Council.

#### PRINCIPLES

1. A consistent Asset Management Strategy must exist for implementing systematic asset management and appropriate asset management best-practice throughout all Departments of Council.
2. As custodian of a wide range of assets Council will adopt the following principles;
  - a) Sustainability – preserving Council's assets (maintaining their overall condition) for future generations.
  - b) Planning - development and maintenance of asset management plans for each class of asset to which this Policy applies.
  - c) Integration – incorporating asset management plans and asset management principles into long term financial and corporate planning including the Community Strategic Plan and Delivery Plan.
  - d) Liability management – ensuring that existing assets are safe for use by the current generation with particular reference to the Civil Liability Act 2002.
  - e) Monitoring - an inspection regime will be used as part of asset management to ensure agreed service levels are maintained and to identify asset renewal priorities.
  - f) Prioritisation - asset renewals required to meet agreed service levels and identified in infrastructure and asset management plans and long term financial plans will be prioritised and implemented progressively based on agreed service levels and the effectiveness of the current assets to provide that level of service.
  - g) Review - systematic and cyclic reviews will be applied to all asset classes to ensure that the assets are managed, valued and depreciated in accordance with appropriate best practice and applicable Australian Standards.
  - h) Future life cycle costs will be reported and considered in all decisions relating to new services and assets and upgrading of existing services and assets.
  - i) Consultation - future service levels will be determined in consultation with the community.
  - j) Training – ensure that staff with asset management responsibilities are trained in asset management principles, practices and processes.

#### RESPONSIBILITY

1. Council is responsible for adopting the Asset Management Policy and Asset Management Plans, determining levels of service in consultation with the community, and allocating resources for the management of Council's assets.
2. The General Manager is responsible for overseeing and implementing the Asset Management Policy and Asset Management Plans with the agreed resources and reporting on the status and effectiveness of asset management within Council.

#### LEGISLATION

Legislation applicable to this policy includes:

- Local Government Act 1993.
- Local Government (General) Regulation 2005.
- Civil Liability Act 2002

RELATED DOCUMENTS

- Community Strategic Plan – 2017 to 2027
- Delivery Plan - 2017 to 2021
- Long Term Financial Plan – 2018 to 2027
- Asset Management Plan – Community Facilities
- Asset Management Plan – Transport
- Asset Management Plan – Sewerage Services
- Asset Management Plan – Plant

*Reviewed by Council 18 March 2019  
Refer minute xxx/19*

*Adopted by Council 19 October 2009  
Refer minute 375/09*

## 24. PERSONAL PROTECTIVE EQUIPMENT (PPE) POLICY

(DEES/C70-025)

### Executive Summary

Council has, in conjunction with its Work Health Safety Committee, updated its Personal Protective Equipment (PPE) policy and support documentation.

### Report

Council has, in conjunction with its Work Health Safety Committee, updated its Personal Protective Equipment (PPE) policy and support documentation. The policy is now in line with the best practice of StateCover's requirements and provides more detail around most appropriate PPE to be worn based on tasks being undertaken.

One of the major changes in the new policy and documentation is the allowance for staff to wear long shorts. Shorts are being permitted under strict conditions including:

- Must be below knee in length
- Must wear sunscreen
- Must be Council issued shorts
- Must wear leg protection when undertaking certain tasks as outlined in the procedure
- If socks are visible, they must be either black or navy.

This recommendation is based on research as follows:

- Cancer Council recommends long pants however shorts that come below the knee is acceptable, and to be UPF rated 50+
- Insurers recommends long pants as offers other protection other than just the sun, however was up to Council to assess the risks.
- Staff can protect the shins by guards to Australian Standards, as well requiring the wearing of pants or overalls in certain tasks.
- StateCover has provided a sample procedure which was used to develop the procedure attached, which included the provision for long shorts.

In researching what other local councils had in the way of policies and the wearing of shorts, the following is a summary of responses:

- Carrathool – long shorts with conditions same as stated above
- Leeton – long shorts
- Narrandera – no shorts
- Federation – yes to shorts and was result of one of the amalgamated Councils allowing shorts.
- Edward River – long shorts
- GHSC – long shorts (prefer long pants but knee length as a minimum).
- Temora – no shorts
- Junee – yes to shorts.

The draft revised policy and procedure was endorsed by the WHS Committee at its meeting held on the 11 February 2019.

### Integrated Planning and Reporting Reference

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

### Legislative Policy and Planning Implications

- WHS Act 2011.
- Local Government Act 1993.

### Budget and Financial Aspects

Nil.

### Attachments

1. Revised Policy 3.1 Provision of Protective Clothing/Equipment.
2. Personal Protective Equipment and Clothing procedures.

**Recommendation:** That Council adopts the revised 3.1 Provision of Protective Clothing/Equipment (PPE).

<b>Notes:</b>



**Attachment 1. – Revised Policy 3.1 Provision of Protective Clothing/Equipment (PPE)**

### 3.1 Provision of Protective Clothing/Equipment

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POLICY TITLE: PROVISION OF PROTECTIVE CLOTHING/EQUIPMENT

FILE REF: O05-005

EXPIRY DATE: MAY 2021

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#### OBJECTIVES

A. To comply with Council's obligations as an employer under the:

- a) Work Health & Safety Act 2011; and
- b) Local Government (State) Award 2017; and

Any relevant legislation by, inter alia, supplying workers with protective clothing and equipment suitable to the nature of the work performed and the work environment.

B. To demonstrate a positive approach towards work health and safety.

#### POLICY STATEMENT

1. Application of the Policy

This Policy applies to all workers of Lockhart Shire Council who work in an environment where they are exposed to workplace hazards such as ultra violet radiation, chemical and mechanical hazards. These positions shall be supplied with personal protective clothing and equipment to reduce the risk of exposure.

2. Employee Responsibilities

All Lockhart Shire Council workers are responsible for their personal health, safety and welfare and that of their fellow workers. They are required to co-operate with their employer in the interest of health and safety in accordance with Section 28 of the Work Health & Safety Act 2011.

In conjunction with this employee statutory requirement, it is the responsibility of supervisory staff to enforce this Policy to ensure that each worker, required to wear protective clothing/equipment, does so at the appropriate times.

3. Clothing Protection

Employees are to wear clothing in accordance with Council's Personal Protection Equipment and Clothing procedure.

4. Supply of Protective Clothing/Equipment

Council will supply safety boots that meet the Australian Standard to a value of \$120.00. Any cost above this amount is required to be met by the employee.

Council will provide all other protective clothing and equipment outlined in Clause 3 at no cost to the employee. Quantities of clothing supplied will be at the discretion of the Director Engineering and Environmental Services.

5. Maintenance and Replacement of Items

Items will be replaced only if the unserviceable items are returned to the Storeperson who will determine whether the item is serviceable or not.

The worker will be responsible for notifying the Storeperson of any lost or stolen items.

The worker will be responsible for the daily maintenance and safe keeping of all personal protective clothing and equipment issued to them.

6. Disputes

Any disputes regarding the replacement of unserviceable or lost items will be referred to the relevant Director.

7. Property Ownership

At all times personal protective equipment remains the property of Lockhart Shire Council.

8. Return of Personal Protective Clothing and Equipment

Permanent and temporary employees upon termination may be required, at the discretion of Director Engineering and Environmental Services, to return all items of personal protective clothing and equipment to the Council Storeperson. If clothes are deemed serviceable Council will arrange for their suitable cleaning and they will go into a pod of clothing for temporary workers.

9. Exemption

There will be no exemptions to the wearing of personal protective clothing and equipment and other safety equipment deemed necessary under the circumstances.

10. Disciplinary Procedures

Any worker who fails to wear any of the personal protective clothing/equipment shall not be paid until such time that they report to work wearing the correct personal protective clothing/equipment. The incident will be reported to the relevant Director and the disciplinary procedure as outlined in the NSW Local Government (State) Award 2017 applied.

11. Education and Training of Employees

At induction to Council all new workers are to be made aware of the Protective Clothing & Equipment Policy and their duty to comply with this Policy.

Supervisors who work in an environment exposed to solar UV radiation will be required to participate in sun protection education training dealing with issues surrounding supervisory responsibilities.

12. Plant

Where practicable all items of plant shall be air conditioned and all large areas of glass shall be tinted. Seatbelts where fitted must be worn at all times.

13. Contractors

Contractors and their workers are required to meet the minimum personal protective equipment requirements as set out in Council's Personal Protection Equipment and Clothing procedure at their own cost. Pod lifeguard Contractors will be provided with approved lifeguarding apparel and personal protective equipment as required.

*Amendments adopted by Council – xx June 2018*

*Refer Minute No. xxx/18*

*Amendments adopted by Council – 13 December 2010*

*Refer Minute No. 392/10*

*Confirmed by Council 17 August 2009*

*Refer Minute 283/09*

*Amendments adopted by Council – 20 June 2005*

*Refer Minute No. 24669*

*Amendments adopted by Council – 23 April 2001*

*Refer Minute No. 22610*

**Attachment 2. - Personal Protective Equipment and Clothing Procedures**



**Personal Protective Equipment and  
Clothing**

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## Purpose

The purpose of this procedure is to detail the minimum requirements and guidelines to effectively manage the identification, selection, use, maintenance, storage, issue and training of personal protective equipment and clothing (PPEC) in line with legislative and Council requirements.

## Scope

The requirements of this procedure shall apply to all Council employees, contractors (including labour hire and temporary employees) and where applicable volunteers and visitors.

## Responsibilities

### Directors / Managers

- Shall ensure the requirements of this Procedure are adhered to
- Allocate necessary resources for the implementation of this Procedure

### Supervisors / Gangers / Operators

- Ensure the mandatory requirements of this Procedure are adhered to.
- Conduct site risk assessments in consultation with workgroup to ensure correct selection and use of PPEC other than mandatory
- Ensure all workgroup members using PPEC are fully trained in its use and application
- Supervise and instruct workgroup members to use PPEC
- Ensure adequate provision of required PPEC at the worksite
- Withdraw workgroup members from exposure to risk and initiate disciplinary actions against employees that fail to use PPEC at times when it is required

### Employees

- Ensure the mandatory requirements of this Procedure are adhered to.
- Diligently use and maintain PPEC when exposed to the risk the equipment had been prescribed to control
- Ensure correct storage, maintenance and care for PPEC provided to them for their personal protection and to ensure that it is not subjected to any misuse or abuse
- Comply with instruction and requirements for use

## Standard

In managing personal protective equipment in the workplace, the use of such equipment and clothing will be made on the basis of:

- Mandatory requirements
- Procedures, Safe Work Method Statements, Manufacturer Safety Guidelines requirements
- Material Safety Data Sheet requirements
- Risk assessments
- Verbal instructions

Personal protective equipment and clothing does not eliminate or change the presence of hazards and at all times higher level risk control measures such as elimination, substitution, isolation, engineering and administrative controls are to be considered and implemented where possible to control hazards and risk.

Managers, supervisors, line supervisors, employees are required to ensure that protective equipment is properly and diligently used whenever they are exposed to a hazard requiring its use.

Personal protective equipment and clothing shall be issued from the depot stores. Upon commencement all field employees shall be issued with personal protective equipment and clothing as required.

Office based staff whose tasks and activities require them to perform outdoor duties as a part of their position description are required to adhere to the PPEC requirements as determined by the site location, activities and / or risk assessment this also includes sun safety requirements. Relevant supervisors are responsible for ensuring these requirements are met and adhered to.

Labour hire personnel shall be required to be provided with the following personal protective equipment and clothing by the labour hire company prior to commencement with Council:

- Work approved boots/footwear (Steel capped and consistent with Council standards)
- Hi visibility long sleeved work shirts
- Work approved shorts or trousers (Consistent with Councils standards)
- Broad brimmed hat
- Safety Glasses
- Ear Protection
- Sunscreen
- Hi-visibility raincoat and pants (as required)
- Hard hat with Brim (as required)
- Safety vest/Traffic control vest (as required)
- Safety Gumboots (as required)

Specialist personal protective equipment and clothing shall be issued dependant on the tasks and duties undertaken by employees and labour hire personnel. Specialist personal protective equipment and clothing issued to labour hire personnel shall remain the property of Council and shall be handed back to the relevant supervisor upon completion of task or placement.

Deviations from the mandatory personal protective equipment and clothing shall be through documented risk assessment completed by a competent person taking into account the hazards and risks presented and suitable PPEC alternatives to reduce the risk to as low as reasonably practical.

Staff issued with personal protective equipment and clothing shall be responsible for ensuring that it is used, maintained and stored in accordance with instructions from the manufacturer/ supplier.

Staffs are to regularly inspect their personal protective equipment and clothing and order replacements as required:

- Due to normal wear and tear

- Should any specific damage occur which compromises the effectiveness of the clothing or equipment
- Where an item has a specific use by date
- If item is lost

Staff are to take the relevant item of personal protective equipment or clothing to the Storeperson and exchange / replace old for new, where an item has been lost it will be recorded and continued losses will result in disciplinary actions.

Staff issued with personal protective equipment and clothing shall be provided with relevant information, instruction, supervision and training as required.

## Mandatory Requirements

Mandatory requirements for relevant workgroups and specific tasks / activities is summarised in Table 2. This list is not exhaustive and at all times the requirements of the following shall be adhered to:

- Procedures, Safe Work Method Statements, Manufacturer Safety Guidelines requirements
- Material Safety Data Sheet requirements
- Risk assessments
- Verbal instructions

Where applicable mandatory signage shall be fixed indicating minimum requirements for:

- Area / workgroup location
- Tasks and activities
- Plant, equipment
- Other as deemed necessary by risk assessment

Table 1: Personal protective equipment and clothing issued to field staff from Stores.

Item	Requirements
Long sleeve shirt	Hiviz (Class D) AS 4602 Cotton UPF 50+ rated
Long Pants / Knee length Shorts	Cotton UPF 50 + rated
Winter Jacket	Hiviz (Class D / N) AS 4602
Safety boots (general issue)	AS 2210 Type 1 Heavy Duty Grade 1 Toecap (steel) must cover ankle
Gators	Water resistant
Safety Glasses	Medium Impact AS 1337 AS 1067 (UV) Wrap around



Item	Requirements
Helmet	AS 1800 Type 1 Industrial Yellow Vented
Broad brimmed helmet attachment	UPF rated
Safety vest	Hiviz (Class D / N) AS 4602
Sunscreen	SPF 30 + Broad Spectrum
Hearing protection	AS 1269
Steel capped rubber knee boots	AS 2210 Type 4 Grade 1 Toecap
Wet weather suit Coat and pants	Hiviz (Class D / N) AS 4602
Sun hat	Broad brim UPF 50+ rated
Gloves	AS 2161
Snake Guards	TBC
Shin Guards	TBC

Table 2 – Mandatory Requirements

Task	Eye Protection	Gloves	Hearing Protection	Safety Helmet	Respiratory Protection	Leg Protection	Body protection	Specialized Protection
Lifeguarding - Pools	✓ Sunglasses					Lifeguard shorts permitted		
Plant Maintenance	✓	✓4	✓1	✓2			Overalls / long pants	Other as deemed by risk assessment
Plant – working in vicinity of	✓		✓1		✓3			
Load shifting plant and equipment with swing zones	✓		✓1	✓	✓3			
Bitumen works	✓	✓					Overalls / long pants	
Brushcutter	✓		✓			Shin guards		
Hand tools	✓	✓4	✓1					
Power tools	✓		✓		✓3			
Chainsaw	✓*	✓4	✓	✓		✓ Chaps / or Cut resistant chainsaw pants		* Safety glasses plus Helmet with mesh face shield
Pole saw	✓	✓	✓	✓				
Chemical handling and use	As per MSDS requirements, specific specialised training or instruction							
Concrete cutting saw	✓	✓	✓		✓			
Weeds Inspection						Snake guards	Long pants	
Confined spaces	As per risk assessment and Entry Permit requirements and in accordance with specialised training							
Construction sites (PMP jobs)	✓ 5	✓4	✓1	✓2	✓3			Other as deemed by risk assessment
Maintenance sites	✓ 5	✓4	✓1	✓2	✓3			Other as deemed by risk assessment

Task	Eye Protection	Gloves	Hearing Protection	Safety Helmet	Respiratory Protection	Leg Protection	Body protection	Specialized Protection
Explosive Power Tools	As per specialised training and instruction							
Herbicide, Pesticide mixing and spraying	As per MSDS requirements, specific specialised training or instruction							
Grinding / cutting • portable	✓		✓	✓2	✓3			
Welding	✓*	✓			✓3	✓	Welding jacket	* Welding mask
Oxy cutting	✓	✓		✓2	✓3			
Static powered tools • grinder • drill press • lathe • bandsaw • drop saw	✓		✓1		✓3		Overalls / long pants	
Mowers	✓		✓1		✓3			
Hedgers	✓		✓1		✓3	✓Chaps		
Hydraulic equipment	✓	✓	✓1	✓2	✓3			
Pneumatic equipment	✓	✓	✓1	✓2	✓3			
Vibrating equipment	✓	✓	✓1	✓2	✓3			

**Mandatory minimum requirement for outdoor workers** = Steel capped safety boots; long pants/ knee length pants; long sleeve hi viz shirt; eye protection as per table above (medium impact & UV rated); broad brim hat.

Legionnaire style hats may be worn whilst brush cutting to accommodate ear muffs and face shield.

**Code**

- ✓ – Mandatory
- ✓1 – When working with or in near vicinity of noisy plant / equipment that exceeds 85 db
- ✓2 – When risk of objects falling/ overhead works being conducted or working in vicinity of mobile plant (swing zone)
- ✓3 – When working in dusty or contaminated atmosphere
- ✓4 – Ensure gloves are readily available
- ✓5 – When working in dusty or contaminated atmosphere likely to cause irritation to eyes

\*\*\*\* The above table is not exhaustive and at all times the required PPEC must be suitable for the task undertaken and comply with Procedure, SWMS / RA, MSDS, MSG and verbal instruction.

## PPEC Guidelines

### Safety helmets at work

#### Use of safety helmets

Supervisors / gangers / operators are to ensure that all persons wear an approved safety helmet at all times at Council controlled workplaces, where:

- individuals are exposed to falling objects including those that might be disturbed by plant or equipment
- where the erection, maintenance, alteration or demolition of bridges or culverts is undertaken,
- where there is a risk of head injury
- excavation or demolition work involving the use of explosives is in progress
- work involving vegetation clearance where growth exceeds 3 metres in height
- work is undertaken in trenches greater than 1 metre deep
- persons work within an elevated work platform, or
- dogging and chasing operations involving cranes, including vehicle-mounted loading cranes, e.g. HIABs are conducted.

#### Supply and replacement of safety helmets

The following components have a limited lifespan from the date of issue to staff:

- helmet harnesses are to be replaced two years after being issued.
- safety helmets shall be replaced three years after being issued.

Helmets that have exceeded their lifespan are not permitted for re-use for any purpose. They are to be collected and replaced with new helmets on an exchange basis from stores. They should be rendered unusable and then disposed of appropriately.

#### Care and maintenance requirements

Care and maintenance of the safety helmet requires the following:

- safety helmets are cleaned regularly with non corrosive substances normally water and soap or a damp cloth, harnesses head bands can also be with soap and water or simply replace.
- the helmet and all of the components are examined at least weekly for dents, cracks, penetrations, other damage and unauthorised alterations
- helmets showing any damage to the shell are withdrawn from use and destroyed
- helmets subjected to substantial impact without showing signs of damage are withdrawn from service and destroyed
- helmets with sound shells but damaged harness components are to have the complete harness and cradle replaced, and
- sweat bands are replaced as required.

#### Misuse of Safety Helmets

The following practices may be detrimental to safety helmets and affect their integrity or performance:

- exposing the helmet to excessive heat and solar radiation, such as in vehicle cabins.
- applying insect repellents, paints and similar solvent-based materials to the helmet
- altering or modifying the helmet in any way, such as by drilling holes in the shell
- using helmets for purposes other than that for which they are designed
- cleaning helmets with petroleum solvents or harsh abrasives
- placing objects within the helmet while it is being worn, e.g. cigarette lighters and,
- installing replacement components that are not of the same manufacture or type as that of the primary item.

#### Correct application of Safety Helmets

For a hard hat to be effective and perform the way it is intended the following must be adhered to:

- Hard hats with cracks or that have been involved in a stress event are to be replaced
- The harness and straps must be in good condition and attached in the correct places
- The harness and straps must be adjusted to suit the users head
- When wearing a hard hat DO NOT wear a cap underneath the hard hat, the hard hat is not designed for this and the fitting of the harness to the head is compromised thus reducing the effectiveness of the hard hat.
- When wearing a hard hat always wear it the correct way – not back the front

#### Reissue of Safety Helmets

Safety helmets should not be reissued unless it has been thoroughly cleaned and inspected to ensure compliance to above criteria.

## **Skin protection at work**

### Use of clothing and skin protection

Supervisors / gangers / operators are to ensure provision of sun-screens and insect repellents and ensure that it is worn at all times by staff at Council workplaces, together with approved clothing and headwear, where:

- individuals are employed out-of-doors and are at risk of exposure to solar radiation
- individuals travelling in motor vehicles or plant are exposed to solar radiation penetrating through openings
- where biting insects are prevalent, particularly those that are carriers of insect-borne disease

### Risk Control Measures

Preference is to be given to higher level controls to eliminate or reduce exposure of individuals to solar radiation or biting insects. This includes:

- limiting the time out in the sun during peak periods of daily UV radiation
- providing permanent or temporary shade or solar radiation screening by means of canopies, shelters or physical barriers
- employing mechanical devices such as mobile traffic control lights, instead of traffic controllers
- implementing administrative practices, such as scheduling and rostering may be applied to reduce exposure times during peak UV radiation periods, and
- providing training and information to staff on the effects of solar radiation
- conditions that might signal over-exposure to solar radiation or reaction to insects.

The use of clothing and solar screening protection supports the use of the higher level controls listed above and includes:

- UV protective headwear such as broad-brimmed hats and broad-brimmed safety helmet attachments
- safety glasses or goggles meeting the UV protection requirements of AS-1067 (tinted safety goggles that can be worn over glasses are to be supplied to staff who wear prescription glasses)
- Council uniforms, or outer-garments (that as a minimum include long sleeved shirts fitted with collars, and preferably long trousers or knee length shorts as a minimum) that must be used in conjunction with SPF30+ sun screen applied topically to exposed skin at a rate and frequency as recommended by the supplier
- enclosed footwear providing ankle and foot protection from solar radiation exposure
- SPF30+ sun screens, applied to skin that is exposed solar radiation, and

### Special consideration

When working outdoors, special consideration needs to be given to situations / conditions that are associated with higher rates of UV radiation injuries among staff. They are:

- susceptibility of a person to sunburn
- certain medical conditions (e.g. albinism, xeroderma pigmentosum)
- the use of photo-sensitising medications by the person
- previous exposure, if any, to photo-sensitising chemicals, such as creosote, and
- use of photo-sensitising chemicals during the work.

Staff are required to inform their supervisor if:

- they have a condition that prevents them from using sun screens or insect repellents
- are suffering from a medical condition or using medications that increases photo-sensitivity

The staff member is to obtain a medical certificate from the treating doctor to validate the need for work restrictions.

## **Footwear at work**

Selection, maintenance and use of footwear

Supervisors / gangers / operators are to ensure that the required safety footwear as described by this procedure is adhered to.

Selection of safety footwear

Where personal footwear is found by risk assessment to provide insufficient protection to the hazards of their workplace, individuals are to be removed from risk exposure until provided with safety footwear meeting the requirements of the work activity or processes performed at that workplace.

Prevention of other injuries

The selection and use of effective footwear can also help to prevent other injuries commonly associated with slips and falls. These include ankle, knee and back injuries from body-stressing forces and traumatic injuries to other parts of the body.

Protective footwear can be worn to stabilise the ankle joints and improve support for the leg(s) and knee(s). This improves the staff member's stability and is particularly useful when work is done on unstable ground or where tasks, such as materials handling, are involved or where heavy outdoors work is performed.

Selection of safety footwear is critical as some may compromise personal safety in situations where hazardous/corrosive substances or hot materials are used which may enter or permeate the footwear or in situations where it does not provide adequate support.

Where slip and fall incidents occur at a workplace or ankle, knee, leg, and/or back overstress occurs, managers and supervisors are to perform a review of the type and suitability of the footwear being used. Where assessed as necessary, improved safety footwear must be provided.

Scale of Issue

Managers are required to approve the issue of suitable safety footwear.

Staff shall maintain and care for safety footwear provided to them for their personal protection.

If staff choose to wear clothing wear the socks are visible then the socks are required to be either black or navy in colour.

Provision of non-standard or special footwear

Where a field staff member cannot be issued with the required safety footwear from the commonly supplied brand type that is of a suitable fit, that person may purchase their own safety footwear in line with the minimum requirements stated in this procedure. Council will reimburse up to \$120.00 per pair of safety footwear upon provision of receipt, verification of compliance to this procedure and completion by the supervisor / unit manager of a reimbursement form forwarded to payroll.

The above process does not apply to specifically risk assessed workgroups that require specialised footwear; the cost of these shall be borne by Council.

Where an employee cannot wear the prescribed safety footwear due to a medical condition, a medical certificate must be provided to the relevant supervisor / unit manager and suitable arrangements must be determined for the employee in relation to type of work and risk activity.



## High visibility garments at worksites

### Selection, use and maintenance of high visibility clothing

Supervisors / gangers / operators are to ensure that only high visibility garments meeting the requirements of this procedure, are permitted for use at designated Council controlled workplaces.

Supervisors / gangers / operators are to ensure that other Council staff and visitors at work sites under their responsibility adhere to the requirements of this Procedure.

High visibility garments are to be maintained at all times in a clean, serviceable condition and are to be replaced at any time they are defective or become stained or faded to any extent where their high visibility function is reduced.

Selection and use on the basis of effective visibility for the prevailing conditions and in contrast with surroundings must always be made.

### Clothing considerations

High visibility garments (AS 4602) are to be selected that are suitable to the conditions that exist at the time and location of the work site.

Work Condition	Hiviz cotton shirt	Hiviz vest	Hiviz Jacket	Winter	Hiviz wet weather gear
Day time work Class D garment	✓	✓	✓		✓
Work at dawn, dusk or in poor visibility (rain, fog etc) Class D / N garment		✓	✓		✓
Night work Class N garment		✓	✓		✓

## Noise and vibration protection

### Use of personal hearing protectors and vibration absorbers

Where staff are exposed to hazardous noise and vibration, supervisors / gangers / operators are to provide suitable PPEC and ensure the effective use of this equipment at all times and by all persons at Council controlled workplaces, where:

- individuals are exposed to hazardous continuous noise energy levels;
- individuals are exposed to hazardous impact noise energy levels;
- where repetitious exposure of the hands and arms to vibration energy occurs, or,
- whole-body exposure to shock and vibration forces transmitted through plant and vehicles.

### Types of PPEC for noise control

- ear plugs – disposable, reusable, and custom-made models. Also headband mounted and cord-attached versions are available. Noise attenuation effectiveness relies on correct fit and obtaining a good seal within the ear canals.

- ear muffs – which may be headband-mounted or supplied as attachment items for other PPEC including Safety Helmets etc. The effective control of noise energy by these devices varies greatly depending on materials, construction, clamping force and other factors, including fit.
- communication headsets, for confined space work and similar applications
- noise occluding helmets
- anti-vibration belts to prevent body organ vibration when exposed to extreme levels of airborne noise.

PPEC issued for protection from noise may be used in combination to increase efficiency when exposed to extreme energy sources, including for example, earmuffs being worn over ear-plugs.

#### Types of PPEC for vibration control

- energy absorbing gloves and liners
- energy absorbing footwear and inserts
- energy absorbing matting
- energy absorbing suspension units such as air-bag or gas-filled seating systems or vehicle suspension systems.

#### Care and Maintenance Requirements

##### Misuse of Hearing Protectors

The following practices are detrimental to hearing protectors and may affect their integrity or performance:

- failing to maintain the items in a clean condition at all times
- stretching the headband of ear muffs by clamping around legs, torsos etc, thereby stretching the headband and reducing clamping efficiency
- failing to maintain in good condition the sound-absorbing liners or seals of ear muffs
- damaging the noise occluding cups of earmuffs, or exposing the cups to excessive heat and solar radiation, or applying insect repellents, paints and similar solvent-based materials or to otherwise affect the integrity of the material, and
- installing replacement components that are not of the same manufacture or type as the original.

##### Maintenance of Hearing Protectors

Earmuffs should have the sealing cushions wiped clean before and after each use to remove dirt and perspiration. Cushion replacement should be considered every 3 to 6 months. Reissued earmuffs are to be thoroughly cleaned and inspected and have new liners and seals fitted before reissue. Earmuffs that show any damage to the cups or headband are to be withdrawn from use and destroyed.

Earplugs, including disposable types, need to be maintained in a hygienic condition and can be washed with soap or household detergent for re-use by the same person. If any doubt exists as to suitability for re-use, the items should be disposed of and new items used.

In hot conditions, disposable covers, that are commercially available, may be fitted to the seals of hearing protectors to absorb perspiration. These covers do not generally reduce the attenuation of the devices but need to be changed regularly for hygienic reasons.

## Eye and Face Protection

### Use of eye and face protectors

Where staff are exposed to the risk of eye or facial injuries, supervisors / gangers / operators are to ensure the required PPEC as detailed in this procedure are adhered to. Supervisors / gangers / operators must ensure the effective use of this equipment at ALL times and by ALL persons at Council controlled workplaces, where:

- traumatic injury to the eye by low, medium or high impact risk agents may occur
- the eye(s) and/or face are exposed to radiant energy such as:
  - non-ionising radiation, such as in welding operations or
  - laser radiation
- protection of the face and/or eyes from exposure to hazardous substances, corrosive materials, such as acids and alkalis, dusts and/or particles is required.

As a minimum for all Council operations, medium impact resistance protective eyewear is to be worn. Eyewear of this classification is marked with the letter "I". Untinted outdoor safety spectacles designated with the letter "O" provide protection simply against solar radiation (UV) but not against sun glare.

Sunglasses are **NOT** safety glasses unless rated to AS 1337.

### Care and maintenance requirements

The following factors may be detrimental to eye protectors and could affect their integrity or performance:

- failing to maintain the items in a clean condition
- any deterioration or damage to eye protectors
- any lens or replacement lens that exceeds its 2 year service life, since issue or fitment
- any lens, that in any way, has been scratched, abraded, pitted or otherwise damaged, and
- fitment of components particularly lenses or filters, that are of a different manufacture or model to that of the original protector.

### Maintenance of Eye and Face Protectors

All eye and face protectors are to be maintained in a clean condition at all times. Cleaning and antifogging compounds should be conveniently available at workplaces to encourage and assist in the maintenance of this PPEC. Eye/face protectors that are reissued to staff or provided to visitors, are to be thoroughly cleaned and inspected between issues.

### Prescription Glasses and Contact Lenses

The wearing of prescription glasses and contact lenses must never be considered as an alternative to required eye safety protection requirements. Eye protection should always be worn in conjunction with prescription glasses and contact lenses where required as a risk control. 'Cover alls' that provide wrap around protection are to be worn over prescription glasses and other controls are to be implemented according to the degree of risk and required protection.

### Safety equipment for the control of eye and face injuries

Certain safety equipment is available to minimise the risk of eye and facial injuries within workplaces. This include screens, guards and curtains for which guidance is provided in AS/NZS 1336 and AS 3957.

Screens:

- may be fixed, moveable, mobile, or adjustable and should meet the needs of its particular application
- made from materials such as sheet metal, woven wire, canvas, toughened/laminated glass, and clear/opaque plastics. Reflective surfaces should not be used for screens unless treated with a light-absorbing coating where there is a radiant energy risk causing eye or skin injury.

Light-transmitting screens and curtains:

- permits an awareness to passers-by that welding operations are in progress. Curtains should be set at a minimum distance of 2 metres from the point of welding arc generation and be placed to prevent persons outside of the protected area from being exposed to reflected radiation.
- where more than one welding operation is conducted simultaneously, screens or curtains are needed to separate these activities and to protect individual welders and other workers involved in the concurrent activities.

Exhaust Systems and Shields:

- partial enclosure guarding combined with exhaust systems are sometimes used to collect particles and debris generated by certain work processes, such as grinding, sawing, planing and machining
- some machines, such as grinders, are often fitted with movable eye shields to protect against ejected particles. These systems do not provide sufficient eye and face protection to operators and onlookers and face and eye protection is to be worn at all times.

## Respiratory Protection at Workplaces

Identifying a need for respiratory protection

The recognition of hazardous situations requires detailed knowledge of the following:

- a) work processes
- b) materials present, their physical form and properties
- c) intermediates or products formed
- d) control measures used to minimize the release of airborne substances into the workplace atmosphere, and
- e) degree of exposure.

Material safety data sheets that are obtained from manufacturers for all hazardous substances provide details on occupational exposure standards, which are critical in determining suitable control measures, including the need for respiratory protection.

Types of respiratory protection

There are two ways of providing personal respiratory protection against atmospheric contaminants:

- a) Purifying the air that a staff member breathes. Inhaled air is drawn through a filter that removes the harmful substances. The nature of the filter depends upon the composition and physical state of the contaminating agent.
- b) Supplying the staff member with respirable air. An air source independent of the working environment is provided to the staff member through an air-line, air hose, or by the person carrying apparatus which provides the air.

Air-purifying

NOTE: These cannot be used in oxygen depleted atmospheres.

Air purifying devices fall into major categories as follows:

**Dust masks** – used for protection against nuisance dusts such as sawdust, chalk, and plant related and sanding dusts. These are generally not suitable for toxic substances.

**Gas filters** - filter fitted into a half face mask, full face mask or hood, suitable for removing low concentrates of certain gases and vapours. Filters have limited use and storage lives and are specific to certain gases or vapours. Filters are also mask specific (i.e. filters are matched to a particular make of mask).

**Particulate Filters** - These are used to remove finely divided solid or liquid particles from the inhaled air. Particulate filters have a prefix 'P' and a number indicating a class corresponding to filtration efficiency against a laboratory challenge aerosol of sodium chloride. P1, P2 and P3 filters roughly correspond to the former L, M and H cartridges. There are 3 types of particulate filter suitable for filtering finely divided solid or liquid particles, or both, from the inhaled air. These are classified as follows:

- CLASS (P1) Intended for use against mechanically generated particulates, (e.g. silica, asbestos).
- CLASS (P2) Intended for use against both mechanically and thermally generated particulates, (e.g. metal fumes).

- CLASS (P3) Intended for use against all particulates including highly toxic materials, (e.g. beryllium). Class P3 requires a full face mask.

Combined gas and particulate filter combinations are used where both hazard types may exist.

Application	Hazard	Filter Rating
Sanding Drilling Grinding Cutting Sawing Sweeping	Concrete, wood, cement, stone glass, steel, plasterboard, glass, mineral fibres, paint varnish and rust particles	P1
Welding Metal cutting Metal pouring Soldering	Welding fumes and smokes	P2
Welding - MIG, TIG and other	Welding fumes and ozone	P2
Spraying pesticide, herbicide, fungicide: nuisance levels of organic vapours*	Organic vapour, mists, dust	GP1

Supplied air

There are three major categories of supplied air respirator:

- Air-hose respirators - the air supplied in this type of respirator is not pressurized, i.e. it is at or near atmospheric pressure.
- Air-line respirators - the air supplied to this type of respirator is pressurized, i.e. it is greater than atmospheric pressure.
- Self-contained breathing apparatus - the air supplied to this type of respirator is pressurized.

Caution: Air purifying respirators used to protect against airborne contaminants such as particulate or gaseous contaminants do not necessarily provide protection against oxygen deficiency.

### **Maintenance of Respirators**

Respirators and their parts are to be maintained in a clean condition and any items that are reissued for use are to be thoroughly cleaned, inspected and have filters of the required type fitted before re-use. Any respirator that shows damage or deterioration that cannot be repaired before re-issue, is to be withdrawn from use and destroyed. Used respirator cartridges/canisters are to be disposed of under the same requirements as apply to the contaminant that they are being used against.

## Attachment 1 – Australian Standards for PPEC

### Head protection

Standards Australia AS/NZS 1800 Occupational protective helmets - Selection, care and use.

Standards Australia AS/NZS 1801:1997 Occupational protective helmets

### Hearing protection

Standards Australia AS/NZS 1269.0 Occupational noise management – Overview

Standards Australia AS/NZS 1269.3 Occupational noise management - Hearing protector program

### Eye protection

Standards Australia AS/NZS 1336 Recommended practices for occupational eye protection

Standards Australia AS/NZS 1337 Eye protectors for industrial applications

Standards Australia AS/NZS 1338.1 Filters for eye protectors - Filters for protection against radiation generated in welding and allied operations

Standards Australia AS/NZS 1338.2 Filters for eye protectors - Filters for protection against ultraviolet radiation

### Respiratory protection

Standards Australia AS/NZS 1715 Selection, use and maintenance of respiratory protective devices

Standards Australia AS/NZS 1716 Respiratory protective devices

### Hand protection

Standards Australia AS/NZS 2161.1 Occupational protective gloves - Selection, use and maintenance

Standards Australia AS/NZS 2161.2 Occupational protective gloves - General requirements

Standards Australia AS/NZS 2161.3 Occupational protective gloves - Protection against mechanical risks

Standards Australia AS/NZS 2161.4 Occupational protective gloves - Protection against thermal risks (heat and fire)

Standards Australia AS/NZS 2161.5 Occupational protective gloves - Protection against cold

Standards Australia AS 2225 Insulating gloves for electrical purposes

### Leg and foot protection

Standards Australia AS/NZS 2210, 1 Occupational protective footwear Part 1: Guide to selection, care and use

### Whole of body protection

Standards Australia AS/NZS 1906.4 Retroreflective materials and devices for road traffic control purposes - High visibility materials for safety garments

Standards Australia AS 2919 Industrial Clothing

Standards Australia AS 3765.1 Clothing for protection against hazardous chemicals - Protection against general or specific chemicals

Standards Australia AS 3765.2 Clothing for protection against hazardous chemicals – Limited protection against specific chemicals

Standards Australia AS/NZS 4399 Sun protective clothing — Evaluation and classification

Standards Australia AS/NZS 4602 High visibility safety garments

Welding Technology Institute of Australia (1998) *Health and safety in welding*

### Safety signage

Standards Australia AS 1319 Safety signs for the occupational environment.

## **Questions and Statements**

Nil.

## **Closed Session Agenda**

There are no items listed for considered by Council in Closed Session on 18 March 2019.