



BUSINESS PAPER

**of the
Ordinary Meeting
Held
15 February 2021**

**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)



Lockhart Shire Council

File Ref: PV: SJ: 21/34

10 February 2021

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

Dear Councillors

I wish to advise that the Ordinary Monthly Meeting of Lockhart Shire Council will be held at the Council Chambers, Green Street, Lockhart on **Monday, 15 February 2021** commencing at **5.00pm**.

Mr Gordon Hinds of Better Energy Technology will be in attendance to provide an update on the Lockhart Renewal Energy Project.

The Order of Business will be as shown overleaf.

Yours faithfully

Craig Fletcher
Acting General Manager

ORDER OF BUSINESS

OPENING WITH A PRAYER

APOLOGIES

LEAVE OF ABSENCE

CONFIRMATION OF MINUTES OF THE ORDINARY MEETING, 21 DECEMBER 2021

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MAYORAL MINUTE

Nil.

MAYORAL REPORT

To be presented at the meeting.

URGENT MATTERS

Nil.

NOTICE OF MOTION

Nil.

COMMITTEE REPORTS

1. MINUTES OF THE LOCKHART SHIRE COUNCIL TOURISM AND ECONOMIC DEVELOPMENT STEERING COMMITTEE (TEDSC) MEETING HELD AT 6.00PM ON TUESDAY, 2 FEBRUARY 2021 AT THE ROCK MEMORIAL BOWLING CLUB

1. Present

Councillor Derek Douglas (Chair), Councillor Gail Driscoll, Peter Creek, Michelle Bailey, John Holstein, and Matt Holt (TEDO).

2. Apologies

Heather Trevaskis, Fiona Beckett, Myra Jenkyn, Rachel Viski.

Resolved on the motion by all Committee members that the apologies be accepted.

3. Leave of Absence – NIL

4. Declarations of Pecuniary & Non-Pecuniary Interest - NIL

5. Confirmation of minutes of the previous meeting

Correction: Fiona Beckett was present at the meeting.

Resolved on the motion of Michelle Bailey and John Holstein that the minutes of the meeting held on Tuesday, 1 December 2020, as printed and circulated, be confirmed as a true and correct record of the proceedings of that meeting, noting the above correction.

6. Update from December 2020 Council Meeting (TEDO)

- Council resolved to accept the minutes from the December TEDSC meeting.
- Council resolved that Council does not give in principle support for the Tim Fischer Statue until confirmation is received of Mrs Fischer's support for the proposal. (Update at the end of the meeting if time permits)

- Council endorsed the selection panel's preferred design for the Yerong Creek Water Tower mural.
- Council resolved to submit applications under the "Your High Street" grant program for The Rock Avenue of Honour Masterplan and a component of the Lockhart Central Business Area Masterplan being the improvements on the north west corner of Green Street and Urana Street including the extension of the heritage pavers in front of the Greens Gunyah Museum. Both applications are now in.
- Council resolved to give its in principle support to rezone two lots of land from Primary Production and General Industrial to Village.

7. Actions from previous minutes

a) Project list

Recommended by all Committee members that Committee note the project list, with the TEDO to provide an updated list each meeting with minor changes discussed including location, theme, budget (if known).

b) Recreational Vehicles (RV's) and Caravan Parking in Lockhart CBD

Lockhart Shire Council adopted the Lockhart Business Centre Master Plan in June 2019. The TEDSC would like Council to start implementing some of these locations below for RV'S and caravan parallel parking listed in the plan, including tree removal (if needed), signage (both on location and direction signage on approaches), and road markings.

Locations

Green Street Civic (Plan 6)

- Green Street North (Allowing coaches to park in this location)
- Green Street South

Green Street Retail (Plan 3)

- Green Street (Opposite the Greens Gunyah Museum)

In addition to the above locations, the TEDSC would like Council to investigate the additional below locations (map below) along with the implementation of an educational program for residents and visitors.

- Urana Street (South of Green Street – opposite the Lockhart Roadhouse).
- Matthews Street (Between Green and Hebden Streets)

The TEDSC believes this will vastly improve the availability of designated parking for RV'S and caravans in Lockhart and will encourage more visitors to stop, experience what Lockhart has to offer and encourage them to spend money in many of our businesses.



Recommended on the motion of Michelle Bailey and John Holstein that the Council investigate and implement the above locations including an education program.

c) Review of current Tourism and Economic Development

The TEDO would like to request this review to be held over to the May 2021 meeting due to other ongoing large commitments.

Recommended on the motion of Councillor Gail Driscoll and Peter Creek that the Committee approve the above request.

d) Proposed Committee Charter

The TEDSC considered the proposed Committee Charter format for meetings going forward. With the election of office bearers to take place at the March 2021 meeting.

Recommended on the motion of Michelle Bailey and John Holstein that the Charter to be further investigated and discussed at the March meeting. TEDO to investigate similar committees at other Councils and options within the Local Government Act as to structure.

e) Accreditation Changes Lockhart Shire Visitor Information Centre

As advised in the Tourism Economic Development Steering Committee (TEDSC) December 2020 meeting, the Tourism and Economic Development Officer (TEDO) was aware of possible changes to the network's accreditation program in 2021.

Lockhart Shire Council has received more information regarding the changes from The Tourism Group who manages the AVIC Network for Destination NSW. (Attached)

The TEDO has had numerous conversations around the changes with The Tourism Group, Destination Riverina Murray, and other Councils in the Riverina. In which the TEDO has relayed the disappointment of the lack of consultation and communication to small regional communities regarding the changes forced upon them.

Currently, the Lockhart Shire Visitor Information Centre is in the Greens Gynyah Museum and is open 10am to 2pm, seven days (28hrs) and fully operated by the volunteers of the Museum. Under the current arrangement it does not meet the new criteria needed to be a AVIC and therefore needs to become a Visitor Information Outlet (VIO).

The two areas we currently do not meet are:

- Minimum 7 day/42 hours per week

- Minimum one permanent staff member with relevant qualifications

The benefits for Lockhart Shire to become a VIO are that we operate as per usual without paying a fee, no reporting or auditing to/by a state body or contractor. We will continue to use our operational plans, recording of statistics for local purposes only and have destination guides for visitors. Training of volunteers will be sourced locally pending on the training required.

Currently Leeton is the only VIO in the Riverina, Coolamon is changing to VIO and Juneee, Tumbarumba, and Holbrook will be affected and are considering their options.

The changes (if supported) that will need to be made is signage. We will need to replace the italic yellow “i” with a white “i”. Destination NSW has assured the TEDO that they will cover the cost of these. This includes a new flag, doormat (as these were just recently purchased), and signs at the Visitor Information Centre, as well as stickers for road signs coming into Lockhart.

Recommended on the motion of Councillor Gail Driscoll and Peter Creek that the Council, discontinue the accreditation of the Lockhart Shire Visitor Information Centre as soon as possible, request a refund of existing member fees for the remainder of the 20/21 the financial year and all new signage costs to be covered by The Tourism Group/Destination NSW.

8. New Business

a) Street lighting on Lockhart Main Street and intersections

Item held over to March Meeting.

b) Milbrulong Water Tower Stage Two (Councillor Douglas)

Councillor Derek Douglas proposed that the TEDSC investigate the possibility of finishing the Milbrulong Water Tower Mural (eastern side of the tower).

Recommended on the motion of Peter Creek and John Holstein that Council investigate and scope the painting of the eastern side of the Milbrulong Water Tower.

9. Meeting Closed: 8:40pm

10. Next meeting: Tuesday 9th March 2021 at Pleasant Hills Community Hall at 6pm

Recommendation: That the Minutes of the Tourism and Economic Development Steering Committee be received and the recommendations therein be adopted.

DELEGATES' REPORTS

Nil.

STATUS REPORT/PRÉCIS OF CORRESPONDENCE ISSUED

Status Report: Council Resolutions and Tasks to be finalised – February 2021

Minute No:	Officer to Action	Council Resolution	Action Taken
Ordinary Council Meeting held 21 December 2020			
266/20	GM	<p>Stronger Communities Program Express Council's support for the principal of fair distribution of any grant funding.</p>	<p>Response forwarded to Mayor of the Canterbury-Bankstown Council. Complete.</p>
258/20	GM	<p>Parliamentary Committee Inquiry – Inland Rail Project Make a submission to the Legislative Assembly Committee on Investment, Industry and Regional Development inquiry into the Inland Rail project and regional NSW regarding the economic benefits of upgrading the Boree Creek to The Rock branch line.</p>	<p>Submission made to the Legislative Assembly Committee on Investment, Industry and Regional Development inquiry. Complete.</p>
257/20	DEES	<p>Request for In-Principle Support to Rezone Lot 1 and Lot 4 DP194750, The Rock Advise Habitat Planning that Council gives its in-principle support to the rezoning of the land.</p>	<p>Email sent 23/12/2020 to Habitat Planning advising of Council resolution. Complete.</p>
256/20	GM	<p>“Your High Street” Grant Program Submit applications under the “Your High Street” grant program for The Rock Avenue of Honour Masterplan and a component of the Lockhart Central Business Area Masterplan being the improvements on the north west corner of Green Street and Urana Street including the extension of the heritage pavers in front of the Greens Gunyah Museum.</p>	<p>Applications have been submitted. Complete.</p>
255/20	DEES	<p>Voluntary Purchase Scheme 1) Approve \$101,429 in Council's 2020-21 budget as its contribution towards the voluntary purchase of three properties in Lockhart; and 2) Advise the Department of Planning, Industry and Environment that it accepts the funding as per the Funding Agreement.</p>	<p>Department of Planning, Industry and Environment advised that LSC accepts the funding as per the Funding Agreement. Complete.</p>
254/20	GM	<p>The Rock West Flood Mitigation Works 1. Advise the Department of Planning, Industry and Environment that Council accepts the funding as per the Funding Agreement; and 2. Include \$316,899 in Council's 2021-22 budget as its contribution to the Rock West drainage works.</p>	<p>Funding Agreement signed and returned to the Department of Planning, Industry and Environment. Complete. Draft 2021/22 Budget to be presented to the May 2021 Council meeting.</p>

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Ordinary Meeting – 15 February 2021*

Minute No:	Officer to Action	Council Resolution	Action Taken
Ordinary Council Meeting held 16 November 2020			
211/20		<p>Grant Funding Opportunities</p> <p>1. Submit the following projects for funding under the Local Road and Community Infrastructure Program Phase 2:</p> <ul style="list-style-type: none"> - The Rock Hall - Lockhart Caravan Park - The Rock 2nd Oval – Water and Fencing - Lockhart Rec Grd Amenities – Stage 2 - Pleasant Hills Rec Grd – Tennis Courts etc - The Rock Observatory <p>2. Progress the following projects, in priority order, to ‘shovel ready’ status using the funds allocated in the 2020/21 Budget for ‘Grant Application Preparedness’.</p> <ul style="list-style-type: none"> - GrainCorp Building Development - Avenue of Honour - Government Dam, The Rock – Recycling Water - Brookong Creek Masterplan - Galore Hill Scenic Reserve Masterplan 	<p>Work schedule and project nomination form has been submitted for the Council nominated projects and awaiting approval.</p> <p>Negotiations have recommenced with GrainCorp regarding the property at 109 Green Street, Lockhart and additional information has been provided to GrainCorp in anticipation of further discussions.</p>
209/20	GM	<p>Australia Day 2021</p> <p>1. Appoint Milbrulong Recreation Reserve Management Committee as host of the 2021 Australia Day celebrations; and</p> <p>2. Crs Walker, Sharp and Day form the Australian Day Awards Committee for 2021 Awards.</p>	<p>1. After initially expressing an interest, the Milbrulong Recreation Reserve Management Committee has declined the opportunity to host Australia Day. Arrangements now been made with Yerong Creek community to host the event.</p> <p>2. Following discussions between Councillors it was agreed to hold a scaled down event at which the Australia Day Awards were presented to the recipients in the presence of their families.</p> <p>Complete.</p>
206/20	TEDO	<p>Shortage of Residential Property to Lease</p> <p>Investigate options to make housing more available for existing and potential new residents, including possible incentives to attract investor-builders, land availability, workshops and planning considerations.</p>	<p>Data currently being collated and other research being undertaken with a view to preparing a discussion paper to facilitate further discussion and consideration of available options.</p> <p>The matter is also being considered at a regional level by REROC.</p>

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Minute No:	Officer to Action	Council Resolution	Action Taken
205/20	TEDO	<p>“Tim Fischer Way” Investigate options and harness support from Federation and Narrandera Shire Councils regarding the proposed “Tim Fischer Way” and report to the Council meeting in December 2020.</p>	Contact made with the Federation and Narrandera Shire Councils – awaiting responses.
Ordinary Council Meeting held 21 September 2020			
175/20	TEDO	<p>September Minutes of the TEDSC i) Follow up lack of fencing at Magnolia Lodge with the General Manager.</p>	Currently being investigated.
174/20		<p>ii) Liaise with Mr Holstein to remedy signage issue at Noskes Chinese Crossing, consistent with current signage practices.</p>	Currently being investigated.
Ordinary Council Meeting held 20 July 2020			
134/20	DEES	<p>Light Posts – Green Street, Lockhart Arrange for the damaged light posts be replaced, as far as possible, with like-for-like.</p>	Wagga Iron Foundry appointed to manufacture replica lamp posts. Posts are 90% complete. Planter boxes 95% complete.
133/20	DEES	<p>Naming of Bridges – Brookong Creek and Urana Lockhart Road 1. Propose the bridge on Urana Lockhart Road be named Brookong Creek Bridge. 2. Propose the culvert over Brookong Creek in Green Street, Lockhart, be named Greens Gunyah Bridge, Brookong Creek. 3. Write to Transport for NSW advising of the proposed names for the bridge on Urana Lockhart Road and the new culvert over Brookong Creek, Lockhart.</p>	<p>Written to TfNSW advising of the proposed bridge and culverts names. Received response from TfNSW requesting further information. Wrote to NSW Aboriginal Land Council re proposed names. DEES also contacted TfNSW liaison officer. Awaiting response.</p>
132/20	DEES	<p>Fixing Local Roads Funding Program a) Notes the \$1,498,500 received under the Fixing Local Roads program to upgrade Wattles Road and Tinamba Lane; b) Submits a grant application under the next round of Fixing Local Roads program for the sealing of Prichard Place, Lockhart; and c) Place notices in the August 2020 Council Newsletter for letters of support for the project.</p>	<p>Fixing Local Roads program application submitted for Prichard Place. Notices placed in August Council Newsletter for letters of support. Complete.</p>

*Lockhart Shire Council
Ordinary Meeting – 15 February 2021*

Minute No:	Officer to Action	Council Resolution	Action Taken
123/20	GM/DCCS	<p>Land/Premises for Community Development, Lockhart and The Rock</p> <p>(i) Council endeavours to secure the purchase of the former GrainCorp premises in Green Street Lockhart for Community Development at a fair market price this financial year.</p> <p>(ii) That Council identifies and secures premises or land in The Rock for the purposes of Community Development by the end of the 2021/22 financial year.”</p>	Negotiations have recommenced with GrainCorp regarding the property at 109 Green Street Lockhart and additional information has been provided to GrainCorp in anticipation of further discussions.
Ordinary Council Meeting held 20 April 2020			
70/20	GM	<p>Review of Operational Land</p> <p>Council adopt the following actions in relation to the review of land classified as “operational land”:</p> <p>Approach the adjoining owner of the land situated at 2410 Albury Road, Urangeline regarding potential sale or transfer of the land.</p>	Contact has been made with the adjoining landowner and information provided regarding the Council owned land in anticipation of further discussions. The landowner is liaising with their solicitor.
Ordinary Council Meeting held 16 September 2019			
256/19	GM	<p>Lockhart Renewable Energy Project</p> <p>a) Having secured Commonwealth government funding totalling \$1 million for the Better Energy Technology Renewable Energy Project for Lockhart Township; and</p> <p>b) Having given 28 days public notice of its intention to do so:</p> <p>c) Hereby resolves pursuant to Section 356 Local Government Act 1993 to provide financial assistance totalling \$1 million to Better Energy Technology, in the same manner, i.e. progress payments, as Council receives the funding from the Commonwealth, and for the sole purpose of undertaking Stage 1 of the Lockhart Renewable Energy Project.</p>	Gordon Hinds of Better Energy Technology will be attending the February Council meeting to provide a further update.
Ordinary Council Meeting held 19 August 2019			
223/19	DEES	<p>Lockhart Caravan Park</p> <p>a) Endorses the proposed Lockhart Caravan park revised layout; and</p> <p>b) A further report be brought to Council in due course once a detailed costing can be provided.</p>	Updates to be provided through the Grant Funded Projects – Quarterly Progress Report separately distributed at the Council meeting.

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Minute No:	Officer to Action	Council Resolution	Action Taken
Ordinary Council Meeting held 16 May 2016			
109/16	DCCS	Lockhart Railway Station Building 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.	Refer separate report to Council. Complete.
Ordinary Council Meeting held 21 December 2020 – Councillor Questions & Statements			
Questions & Statements	GM	Cr Douglas – Complaint, Vehicle Noise Complaint received regarding local resident doing “burn-outs”. What is the zoning of the land and is a Development Application required for the concrete pad which has been installed?	Matter has been reported to Police and raised at the Police and Community Consultation Group meeting. Activity does not appear to breach the noise regulations relating to the “Use of motor vehicles on residential premises”. Development consent is not required for the construction of a concrete pad. Complete
	DEES	Cr Rockliff – Green Street Bin Advised that a garbage bin which was situated on the verandah post outside Lockhart Medical Centre, damaged recently, requires replacing.	Complete.
	GM	Cr Marston – Clarification on Naming of Facilities Advised The Rock Recreation Ground Management Committee is looking to name/rename some facilities at the Ground and asked if there were any guidelines in place.	A draft policy for the naming of public places has been developed and included in the February Council meeting Business Paper for Council’s consideration. Complete
	DEES	Cr Driscoll – Land Rezoning Asked that Council consider rezoning the industrial land at The Rock.	Email sent 23/12/2020 to Habitat Planning advising of Council resolution. Complete.
	DEES	Cr Driscoll – Location of Solar Panels Requested an audit of electricity usage at The Rock Recreation Ground to discover the meter with the highest consumption in order to determine best placement of solar panels.	Review of electricity usage completed. Site survey completed. Complete.
	DEES	Cr Day – Lockhart Boree Creek Road Asked if there was any plan to widen this road.	Earmarked for widening once widening of priority roads are completed and subject to funding. Complete.
	GM	Cr Verdon – Community Land Requested an investigation of the vacant land next to the Men’s Shed and its potential use for community purposes.	Initial investigations revealed that this land is included on the Council’s Contaminated Land Register due to the site’s previous uses i.e. fuel depot, blacksmith and paint shop, which could result in additional clean-up costs if Council was to acquire and develop the land.

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Minute No:	Officer to Action	Council Resolution	Action Taken
	DEES	Cr Verdon – Trees, Avenue of Honour Expressed concern regarding the trees, which appear to be struggling, perhaps due to over-watering.	Semi-deciduous. Throw leaves during summer. Not due to overwatering. Complete.
Ordinary Council Meeting held 16 November 2020 – Councillor Questions & Statements			
Questions & Statements	DEES	Cr Douglas – Storage of Materials Drew attention to some culverts and headwalls being stored at the intersection of Osborne Yerong Creek Road and Albury Road. The vegetation, including eucalypt saplings, is growing up around these items and requested that they be moved to a more suitable location.	Programmed for removal early 2021. Complete.
Ordinary Council Meeting held 19 October 2020 – Councillor Questions & Statements			
Questions & Statements	DCCS	Cr Driscoll – Electronic Scoreboards When is delivery and installation of the scoreboards expected?	Refer Grant Funded Projects – Quarterly Progress Report separately distributed at the Council meeting. Electronic scoreboards for The Rock & Lockhart have been ordered. Details of specifications have been emailed to each Management Committee.
Ordinary Council Meeting held 21 September 2020 – Councillor Questions & Statements			
Questions & Statements	DEES	Cr Rockliff – Bidgeemia Water Extension Request for assistance for a Bidgeemia property owner with regard to connection costs to access the local water supply. Could Council work with Riverina Water to reduce the cost of connection to this property?	Discussions have been held with Riverina Water. Confirmation of the connection fee to be applied in this case is awaited.
	DEES	Cr Rockliff – Overhanging Branches A resident has requested removal of overhanging branches to allow the proper clearance for stock crates on various Shire roads.	Scheduling a survey of roads.
Ordinary Council Meeting held 17 August 2020 – Councillor Questions & Statements			
Questions & Statements	DEES	Cr Schirmer – Laneway between Ferrier and Galore Streets This laneway requires further remediation following works by Riverina Water.	Works scheduled. Complete
	DEES	Cr Marston – Jim Willis North Lane Requested that this road be considered for a maintenance grade.	Included in grading program. Scheduled for later in March. Complete
	DEES	Cr Marston – Signage, Various Roads Willis Lane at the intersection with Jim Willis North Lane requires a street blade and also a No Through Road sign. The Willis Lane/Poverty Lane intersection heading north requires a No Through Road sign.	Signs ordered and delivered. Installation scheduled.

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Minute No:	Officer to Action	Council Resolution	Action Taken
	DEES	Cr Day – Levy Bank, Lockhart Common Asked who was responsible for maintenance and suggested that some repair work may be necessary near the outlet.	Inspected erosion. Works to be carried out after area has dried out sufficiently. Awaiting quote from contractor.
Ordinary Council Meeting held 20 July 2020 – Councillor Questions & Statements			
Questions & Statements	DCCS	Cr Driscoll – Childcare in the Shire Requested that Council investigate the childcare situation in the Shire and ascertain if there is a need that could be supported by any of The RockOOSH surplus.	Council will contact both schools in Lockhart as a starting point for feedback on demand for before & after school care.
Ordinary Council Meeting held 20 April 2020 – Councillor Questions & Statements			
Questions & Statements	DEES	Cr Rockliff – Weeds Advised the “cat heads” and khaki weed infestations around town are causing issues for “gopher” owners, causing tyre punctures.	Considering clearing areas in vicinity of town centre. Scheduled for early 2021 and ongoing throughout growth period as resources are available. Complete
Ordinary Council Meeting held 16 March 2020 – Councillor Questions & Statements			
Questions & Statements	DEES	Cr Verdon – Emily St Notes that any flood mitigation works in this area is unfunded but asked if Council had plans to clean it up, to allow water to flow, especially towards the southern end, near Semmens Rd as residents are concerned.	Clearing works programmed for early 2021. Complete
Ordinary Council Meeting held 3 February 2020 – Councillor Questions & Statements			
Questions & Statements	DEES	Cr Marston – CCTV With regard to the enquiry made by Cr Rockliff regarding the possible installation of CCTV at Lockhart and The Rock Swimming Pool Complexes, Cr Marston requested that Council also include Recreation Grounds in the Shire in this consideration.	Quotes received, minimum of \$6,000 per site. Not included in draft Budget for 2020/21. Could be considered under LRCI Program, with further consultation required with s355 management committees.
Questions & Statements	DEES	Cr Douglas – Lockhart and The Rock Swimming Pools Commented that the new pools are great facilities for the Shire but he believes the contractor at each pool is being put at risk if working by themselves and he would like Council to consider hiring additional staff for security and safety reasons. Cr Douglas asked if going forward Council could consider amending contractual arrangements to stipulate that two people be present at all times during pool opening hours.	Royal Life Saving Australia assessments completed on 20 and 21 January 2021. Recommendation (8.4) that two qualified staff members be on duty at any time the facility is open. To consider amending contract for next swimming season subject to budget deliberations. Complete.

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Minute No:	Officer to Action	Council Resolution	Action Taken
Ordinary Council Meeting held 15 April 2019 – Councillor Questions & Statements			
Questions & Statements	DEES	<p>Cr Driscoll – The Rock Town Entrance Sign</p> <p>Advised that The Rock town entrance sign re-instated south of The Rock on the Olympic Hwy is a lot further south than its original position and enquired if it could be relocated back closer to The Rock?</p>	<p>GHSC advised it will be done when they are doing some line marking in the area.</p> <p>To be replaced by new entry signage.</p>
Ordinary Council Meeting held 20 November 2017 – Councillor Questions & Statements			
Questions & Statements	GM	<p>Cr Marston – Potential Purchase of Land for Development</p> <p>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.</p>	<p>Discussions have been held with Council's agent and the availability of suitable developable land coming on to the market is being monitored.</p> <p>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.</p> <p>Council has resolved to support a rezoning proposal that will facilitate a private residential development at The Rock.</p>

February 2021 Council Meeting - Correspondence Sent to Councillors

Date sent to Councillors	From	Subject	File Ref
1/02/2021	ALGA	Weekly News 22 and 29 January 2021	SC318
5/2/2021	ALGA/LG NSW	Weekly News 5 February 2021	SC318/SC132

Recommendation: That the Status Report and Correspondence Précis be received.

STAFF REPORTS

STRATEGIC DIRECTION A: A Connected and Resilient Community

1. OLD LOCKHART RAILWAY STATION BUILDING

(DCCS: 21/1390)

Executive Summary

Report is to provide Council with an update on Status Report minute no. 109/16 regarding the old Railway Station building in Lockhart.

Report

The report presented to Council in May 2016, detailed Council currently leases the old Railway Station building in Lockhart from John Holland Rail (JHR) on a 25-year lease commencing in 2006. The Railway Station building was unoccupied then and remains unused.

Council, under the terms of the lease are responsible for all maintenance costs as well as a current lease of \$565/year.

At the May 2016 Council meeting, Council resolved to:

- a) seeks to find a suitable use/tenant for the building, and
- b) begins negotiations with JHR to hand the building back if a suitable use/tenant is not found within the next six months.

Council has been unsuccessful in attempting to find a tenant that would use the building on any regular basis. The building is currently hired for the occasional meeting, and the Lockhart Central School have been using it annually for students doing their Higher School Certificate exams.

Council has been in negotiations with JHR going back to before February 2019, seeking to terminate the lease agreement for the Railway Station Building.

JHR were required to facilitate Council's request through to Transport for NSW (TfNSW).

TfNSW indicated that they would prefer that the agreement remains on foot, however they would consider varying the terms to Nil rental in lieu of surrendering the agreement as the asset is believed to have great regional/community benefit.

As the building now requires significant repairs and maintenance to bring it back to an acceptable standard, Council is developing a scope of works and costings to restore the old Railway Station building.

In developing the scope of works it has been suggested to change the material of some external walls to make them more weather resistant. Council's contracted Heritage Officer has been consulted and the Heritage Officer has provided a report on suggested changes and also external paint colours. Having a completed scope of works will place Council in a position to take advantage of grant opportunities as they arise.

TfNSW has now confirmed its willingness to vary the terms of the lease to a Nil rental and that documents will be prepared and presented to Council for execution in due course. This is considered a good outcome for Council as the alternative of surrendering the lease without TfNSW agreement would require Council to pay out the balance of the lease as well as undertake the necessary repairs to return the building in good condition.

Integrated Planning and Reporting Reference

A1.4: Work with stakeholders to ensure our community is safe and well prepared to respond to adversity.

A2.1: Provide, or partner to provide, welcoming and well maintained community spaces and facilities.

Legislative Policy and Planning Implications

Nil.

Budget and Financial Aspects

- Nil rental, saving in rental of \$565/year, indexed at 3% per annum.

- Council pays maintenance costs on the building, which will need substantial repair/up-keep works in the short term.

Attachment

Nil.

Recommendation: That Council:

- a) Agree to vary the lease of the Lockhart Railway Station building to a nil rental and authorise the General Manager to execute the necessary documentation.
- b) Develop a scope of works to repair the old Railway Station Building with a report to Council at a future meeting.

2. THE LOCKHART RECREATION GROUND MANAGEMENT COMMITTEE – REQUEST FOR FINANCIAL ASSISTANCE

(A/GM: 21/1395)

Executive Summary

A request for financial assistance has been received from the Lockhart Recreation Ground Management Committee.

Report

The Lockhart Recreation Ground Management Committee has written to Council seeking financial assistance to enable Stage 3 of the upgrade to the amenities building at the Lockhart Recreation Ground to progress.

As detailed in the attachment to this report, the President of the Lockhart Recreation Ground Management Committee provides that the Lockhart Recreation Ground S355 Management Committee in conjunction with the Lockhart Football Netball Club are putting together a grant application to the Building Better Regions Fund – Infrastructure Projects Stream – Round Five, which provides for grants of \$20,000 to \$10 million and covers 50% or more of eligible project costs. The closing date is 5 March 2021.

The estimated cost for Stage 3 amenities upgrade is \$400,000 (ex GST). The local Lockhart & District Bendigo Community Bank Branch has pledged \$100,000 to Stage 3, specifically, as this is to be the community centre when upgraded.

As the Building Better Regions Fund is a 50/50 grant, the application will be applying for \$200,000 and the Lockhart Recreation Ground Management Committee and Lockhart Football Netball Club need to source the remaining \$200,000.

With the pledge of \$100,000 from the Lockhart & District Bendigo Community Bank Branch, there is another \$100,000 to be sourced to meet the funding criteria of the Building Better Regions Fund. The Lockhart Recreation Ground Management Committee is seeking a \$70,000 interest free loan and approval to use the \$10,000 balance in the Internal Reserve for the Lockhart Recreation Ground.

The Internal Reserve is the balance of the \$20,000 payment from the NBN Co when the NBN tower was constructed at the recreation ground. The \$20,000 payment was put aside in an internal reserve for future development at the Lockhart Recreation Ground.

If the loan and release of reserve funds are approved, together with a commitment of \$20,000 in cash from the Lockhart Recreation Ground Management Committee, this will make up the other \$100,000.

This request is specific to an application to the Building Better Regions Fund – Infrastructure Projects Stream – Round Five.

Stages 1 and 2 of the Lockhart Recreation Ground Amenities building upgrade are being completed with funding under the Stronger Country Communities Fund and the Local Roads and Community Infrastructure grants programs. If the Lockhart Recreation Ground Management Committee's application under the Building Better Regions Fund is successful this will enable completion of Stage 3.

Integrated Planning and Reporting Reference

- A1: Build capacity, capability and partnerships to encourage sustainable community groups and clubs.
- A1: Provide support and advice to community groups, clubs and volunteers.

A1: Within financial means support and fund section 355 committees to manage and maintain council facilities.

D1: Strategically plan for our sports and recreation infrastructure, as well as cemeteries.

Legislative Policy & Planning Implications

Council has made interest free loans to section 355 committees managing Council facilities in the past e.g., Osborne Recreation Ground Management Committee and Lockhart and District Historical Society (Greens Gunyah Museum).

Budget & Financial Aspects

Council has sufficient cash funds to enable an interest free loan up to \$70,000, and with record low interest rates the foregone interest for now would be minimal.

Attachments

1. Letter from Lockhart Recreation Ground Management Committee.

Recommendation: that Council:

- a) Approve an interest free loan to the Lockhart Recreation Ground Management Committee of up to \$70,000 with repayments being Year 1 \$4,200 and the remaining 14 years will be repayments of \$4,700 to support an application to Building Better Regions Fund – Infrastructure Projects Stream – Round Five.
- b) Approve the release of the \$10,000 balance in the Internal Reserve, Lockhart Recreation Ground.

Item 2 – Attachment 1: Request for Financial Assistance, Lockhart Recreation Ground

Lockhart Recreation Ground
Day street
LOCKHART NSW 2656

1st February 2021

Lockhart Shire Council
General Manager
PO Box 21
LOCKHART NSW 2656

Dear Peter

The Lockhart Recreation Ground, in conjunction with the Lockhart Football and Netball club are planning to submit an application under the Building Better Regions Fund – Infrastructure Projects.

The application if successful will enable us to complete stage 3 of the Building project at the Lockhart Recreation Ground. Stage 3 is the auditorium which will be transformed into a modern Community Facility for all residents to utilize. An entry patio off Day Street, an extension of the room, along with a new ceiling, new windows and doors, new external cladding, a refurbishment of the existing toilets and many more improvements. The vision is to provide a place where all community members, community groups, schools and sporting organizations feel welcome to use for various sporting and community functions and as well provide a modern facility that offers the opportunity for private functions, including family gatherings, weddings, birthdays etc.

The Committees of both organisations are working extremely hard to secure funding to complete stage 3 and 4 and finalise the project in a timely manner. We have been humbled by the extremely generous pledge of \$100,000 by the local Community Bendigo Bank Branch Lockhart, for the stage 3 development of a Community Centre.

To enable the Committees to make this application the Lockhart Recreation Ground Management Committee would like to ask the Lockhart Shire Council to help support our Committee by releasing the \$10,000 payment that has been held by the Council for payment of the NBN tower.

We would also like to ask Council for an interest free loan for \$70,000. The Recreation Ground Committee will repay this loan over 15 years. Year 1 repayment of \$4200 the remaining 14 years will be repayments of \$4700.

The Committee is also seeking donations from the Community. These donations will be put towards stage 3 and hopefully the final stage of the project.

If our requests to Council are favourable it will allow our Committee to apply for funding of \$200,000. Other revenue raised including the Bendigo bank pledge, Council loan and funds from our Committee will match the funding amount of \$200,000. This will give us a budget of \$400,000. Which is the cost that Council has advised our Committee of the total cost for Stage 3 of the project.

Could this request please be included in the February Council meeting. This will enable us to submit our application to the funding body which closes early in March.

Kind regards



John Fox
President
Lockhart Recreation Ground Management Committee
Johnfox-28@bigpond.com.au
0447239216

STRATEGIC DIRECTION B: A Dynamic and Prosperous Economy

3. PARLIAMENTARY COMMITTEE INQUIRY - INLAND RAIL PROJECT

(GM: 21/90)

Executive Summary

Council has been invited to nominate two representatives for the Community Consultative Committee being established for the Albury to Illabo Inland Rail project.

Report

The Department of Planning & Environment has determined that a Community Consultative Committee (CCC) be established for the Albury to Illabo Inland Rail project. Mr Garry West of GWB Consulting and former NSW Government Minister has been appointed as the Independent Chairperson of the CCC.

The purpose of the CCC is to provide a forum for discussion between the proponent (ARTC) and representatives of the community, stakeholder groups and local councils on issues directly relating to the project. The CCC is not a decision making or regulatory body, however it performs an important advisory and consultative role. The CCC will meet quarterly at mutually convenient times.

The CCC will comprise up to seven community representatives as well as representatives from the relevant stakeholder groups, including Wagga Wagga, Junee and Lockhart Councils.

Advertising for community representatives commenced in early January 2021 with nominations closing on 15 January 2021. Council was invited by the Independent Chairperson to nominate two representatives (one elected member and one Council officer) also by the closing date of 15 January 2021.

As there was not an opportunity to report the matter to Council prior to the closing date, and following consultation with the Mayor, the following nominations were submitted to the Independent Chairperson:

Elected Member

Cr Greg Verdon
Cr Rodger Schirmer (alternate)

Council Officer

General Manager
Director Engineering & Environmental Services (alternate)

Integrated Planning and Reporting Reference

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

B1 – Lobby to increase the use of rail for agricultural transportation.

Legislative Policy & Planning Implications

The Inland Rail project has been declared State Significant Infrastructure.

The establishment of a CCC is a requirement of the Department of Planning & Environment.

Budget & Financial Aspects

Nil.

Attachments

Nil.

Recommendation: That Council ratify the nominations of Cr Greg Verdon and the General Manager, and Cr Rodger Schirmer and the Director Engineering & Environmental Services as their alternates, for the Community Consultative Committee being established for the Albury to Illabo Inland Rail project.

STRATEGIC DIRECTION C: An Environment that is Respected and Protected

Nil.

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

4. ENGINEERING AND ENVIRONMENTAL SERVICES REPORT

(DEES: 21/1110)

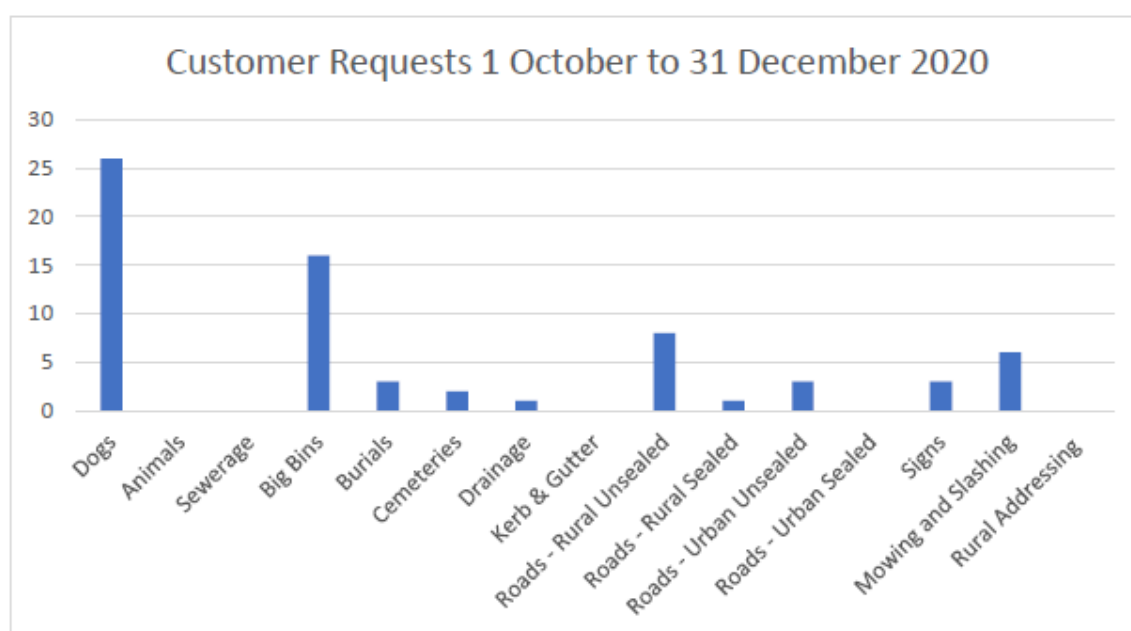
Executive Summary

Monthly report on engineering and environmental services matters.

Background Information

a) **Customer Service:**

The table below shows the customer requests received for the period 1 October to 31 December 2020.



Most of the customer requests are related to dogs, mostly stray dogs. Bin requests were mainly for replacement bins or additional services. Requests for mowing and slashing is lower than expected for this period given the preceding wet season. This could possibly be because of an increased mowing program.

b) **Works:**

The table below shows the status of various projects and works programs:

Urana Lockhart Road (MR 59)	Project is approximately 90% complete. Trim and seal to follow.
Western Road (R2R)	Widening of an additional section up to Pat Gleasons Lane completed.
Wattles Lane	Subgrade completed. Culverts delivered and installation commenced.
Albury Road	Commenced earthworks and drainage works.
Grading of unsealed roads	Council recommenced grading program early this year (after harvest traffic) with Figtree Road recently graded.
Resheeting	Council will recommence resheeting program later this year (after harvest traffic).

An updated 12-month programme will be presented at the meeting.

c) **Major Projects:**

Flood Mitigation Construction-The Rock: Council submitted a revised grant application for Stage 2 flood mitigation works at The Rock, being the drainage works along Nicholas, Yerong and Urana Streets. Council was advised on 18 November 2020 that it was successful in obtaining a grant of \$1,901,394 for The Rock West drainage works. Tenders have been advertised and closes on 1 March 2021.

d) **Road Safety:**

Road Safety Strategy: The Road Safety Officer is drafting a Road Safety Strategy that will underpin the annual Road Safety Action Plan from 2021. The Road Safety Strategy will be delivered for consideration in April 2021 along with the Local Government Road Safety Action Plan 2021/22.

Road Safety Facebook: The Road Safety Officer shared relevant road safety content/material on Lockhart Community Facebook page.

e) **Traffic Committee:**

No new matters were referred to the Traffic Committee during December 2020 and January 2021.

f) **Lockhart Local Emergency Management Committee:**

The previous LEMC meeting was held on 16 October 2020. The key focus areas included COVID-19 and operational readiness. The next LEMC meeting is scheduled for 12 February 2021. The LEMO participate in Riverina Murray (East) REMO-LEMC COVID-19 video conferences.

g) **Fleet:**

Obtaining quotes and issued tender for plant replacement in accordance with the adopted 2020/21 budget. Currently reviewing and benchmarking Council's plant hire rates.

h) **Biosecurity and Environment:**

Weeds: Inspections were carried out on residential and rural properties to then assess the efficiency of applied control methods. The most found weeds were Green cestrum (*Cestrum parqui*), Bridal creeper (*Asparagus asparagoides*), Privet (*Ligustrum sp.*), Horehound (*Marrubium vulgare*), Scotch broom (*Cytisus scoparius subsp. scoparius*), Coolatai grass (*Hyparrhenia hirta*), and Giant reed (*Arundo donax*).

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

Control Program: Priority has been given to the control of Feathertop Rhodes grass (*Chloris virgata*), Silverleaf nightshade (*Solanum elaeagnifolium*), St. Barnaby's thistle (*Centaurea solstitialis*), and St. John's wort (*Hypericum perforatum*).

Silverleaf nightshade trials

In the summer 2019/2020, the Silverleaf nightshade plants on Bidgeemia Road and Jones Lane were showing signs of moisture stress at the time of spraying, with the leaves curling and closing.

Council staff initiated a trial, watering plants prior to spraying. This trial has proved to be successful, with a distinct difference between the stretch of road where pre-watering was applied, resulting in only a few plants germinating in this section this year, whereas the un-watered section has significant growth, and the infestation is consistent with the infestation of 2019/2020. By watering the plants, the leaves uncurled and chemical uptake to the roots occurred. Although this practice would not be applicable to a broad-acre situation which is heavily infested, it will be beneficial in the roadside reserve situation.

Silverleaf nightshade is a difficult weed to control, particularly due to its extensive and interconnecting root system, enhancing the plants competitive ability and persistence. Germination occurs from the roots mostly rather than seeds. Silverleaf nightshade can grow from root fragments as small as 1 cm. All parts of the root system can form shoot buds. If kept damp, root pieces can remain viable in the soil for up to 15 months. As such, cultivation of infested areas should be avoided. Most spraying that occurs kills the plant above ground, while having little effect on the root system.

Another silverleaf nightshade trial was also initiated in the summer of 2019/2020 on the Lockhart Kywong Road. Three new infestations of silverleaf nightshade were discovered along this section of road, ranging from three to fifteen plants at each site. The use of 'Vigilant', an herbicide gel, has been successfully used in Albury City Council (active ingredients: Picloram and Aminopyralid). Herbicide gels remain on the plant for a longer time than sprays, allowing the plant to absorb the chemical slowly and transfer the chemical to the roots, rather than a quick kill of the plant from spray application. Council staff also watered these plants prior to herbicide application, to eliminate moisture stress and promote chemical uptake. Council staff applied Roundup Weedkiller Gel (Glyphosate product), to the leaves of plants, to trial its effectiveness in controlling silverleaf nightshade. Reassessment of these sites this summer has shown that only one plant has germinated at one of the three sites. Whether this plant has germinated from root or seed is unknown. Again, this method of control is not applicable to large infestations yet may prove to be a successful method of controlling small new infestations.

Common White Snail Baiting Program: Snail baiting application occurred on Fairview Lane on 7 December.

i) ***Parks and Gardens:***

Lockhart Cenotaph: A Lone Pine has kindly been donated to the RSL from an anonymous source and planted by Council on their behalf at the cenotaph grounds in Lockhart. In years to come the Lone Pine should grow to become a feature of the site.

Green Street Planter Boxes: There has been mixed success establishing petunia in the planter boxes due to the late season planting and lack of irrigation. An experiment was conducted with the newly built planter boxes on the southern side of Green Street in the form of a wicking bed. The petunia in these boxes were planted later than the ones in the existing boxes on the northern side but have established and performed more successfully. The northern boxes will be dug out and have the same wicking bed installed, comprising of stone and pipe work to direct and store water underneath the soil for the plants to draw on as required, before being replanted. These boxes are hand watered. The wicking beds reduce watering frequency and give the plants water to draw on throughout the day.

Swimming Pools: The hot January weather and school holiday swimmers has seen the crowds coming through the gates. The pools are still opening from 6am to 8am for morning lap swimmers and the very popular Swim and Survive lesson have been run in conjunction with Royal Life NSW again this year. COVID-19 safety guidelines are being followed.

Two large old golden cypress trees died and have been removed from the western side of The Rock pool over the last two seasons. The loss of the trees has also resulted in a significant loss of shade. Market umbrellas are being used as a temporary measure while designs and quotes are being sort for a permanent shade structure.

Parks and Gardens: Routine garden maintenance is being conducted including regular weeding, spraying, deadheading, and mulching. Regular checks and maintenance of irrigation systems will continue throughout summer. Weed control in urban areas is ongoing.

Mowing and Slashing: The summer mowing schedule was completed before Christmas. Some areas have received follow up attention due to unseasonable growth from summer rains. Extreme weather conditions will be considered when scheduling slashing.

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

Trees: The trial planting of 10 Geijera parviflora, Wilga, in south Lockhart are withstanding the stresses of their first summer quite well. If this attractive small to medium size evergreen native continue to perform well, they will be used more extensively. Regular watering of establishing street trees will continue throughout summer.

j) ***Compliance:***

Whereas compliance focused on reducing fuel loads up to the end of December 2020, the focus is currently on untidy blocks.

k) **Development Applications:**

The following development applications were approved, with conditions, from 1 December 2020 to 31 January 2021.

DA No	Development	Applicant	Site of Development
DA28/21	Subdivision of land	Hinchcliffe & Associates	4092 Olympic Hwy, The Rock
DA29/21	Installation of a movable dwelling	D Cartwright	19 Cape Street, Milbrulong
DA30/21	Covered Outdoor area	D Vieira	143 Old Trunk Rd, The Rock
CDC32/21	Swimming pool	T & Fealy	845 Bidgeemia Rd, Bidgeemia

Legislative Policy and Planning Implications

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

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

Integrated Planning and Reporting Reference

C2 Flora and Fauna are protected across the Shire.

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

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

Budget and Financial Aspects

Will be conducted within Council's allocated budget.

Attachment

- Works Programme (to be handed out separately at the meeting).

Recommendation: That the information provided in the Engineering & Environmental Services report be noted.

5. PREPARATION OF PLANS OF MANAGEMENT – CROWN RESERVES FOR WHICH COUNCIL IS THE CROWN LAND MANAGER AND COUNCIL OWNED LAND CLASSIFIED AS 'COMMUNITY' (GM: 20/5216)

Executive Summary

A Draft Plan of Management (PoM) has been prepared for the Crown reserves for which Council is the Crown Land Manager and for the Council owned land that has been classified as 'community' pursuant to the Local Government Act. Council is required to undertake community consultation before formally adopting the PoM.

Report

Lockhart Shire Council is the Crown Land Manager for a number of crown reserves in the Shire. The Crown Land Management Act imposes a number of obligations on councils that are crown land managers, most notably, the requirement to have a PoM in place for the crown reserves. In addition to this, Council has an obligation pursuant to the Local Government Act to prepare a PoM for land owned by Council which is classified as 'community'.

The NSW Government has provided financial assistance to councils to help them prepare compliant PoMs for the crown reserves. Lockhart Shire Council has received a grant of \$73,880 for this purpose. The PoM must be in place by 30 June 2021.

Expressions of interest were invited from suitably qualified persons to prepare the PoM for both the crown reserves for which Council is the Crown Land Manager, as well as for the Council owned land classified as 'community'. The expressions of interest received were tabled at the Council meeting held

on 21 October 2019. At that meeting Council resolved to accept the proposal from the Albury based consultancy firm, Habitat Planning Pty Ltd.

Since that time Habitat Planning Pty Ltd has:

- Revised the initial categorisation of Crown reserves in Lockhart Shire – it is a requirement that approval is obtained from the Crown Lands Office regarding categorisation of the Crown reserves in accordance with the legislation.
- Completed an inventory of all Crown reserves for which Council is the Crown Land Manager and for the Council owned land that has been classified as ‘community’.
- Prepared a draft PoM for the Crown reserves and Council owned ‘community’ land that complies with the legislation and which can now form the basis of community consultation. Community consultation is also a necessary part of the process for preparing a PoM in order for the PoM to comply with the relevant legislation.

Instead of preparing separate PoMs for every Crown reserve for which Council is the Crown Land Manager and for every parcel of Council owned land that has been classified as ‘community’, a single document has been prepared and structured as follows:

Group Management – this section of the document addresses those parcels of public land to be managed within the following five generic categories:

1) Sportsgrounds

- Osborne Recreation Ground
- Pleasant Hills Recreation Ground
- Yerong Creek Bowling Club & Hall
- Yerong Creek Recreation Ground & Showground
- The Rock Showground & Golf Course

2) Parks

- CWA Park, Lockhart
- Site of the Dragon Sculpture, Lockhart
- Walter Day Park, Lockhart
- Wal Alexander Park, Lockhart
- Pastoral Shadows of Brookong, Lockhart
- Burkes Creek Reserve, The Rock
- Coronation Park, The Rock

3) General community use

- Wallandoon Hall & Recreation Reserve, Alma Park
- Bidgeemia Hall
- Bidgeemia Hall addition
- French Park Recreation Reserve
- The Birdcage Reserve, Olympic Highway, near Henty
- Public Reserve 1 & 2, alongside East Street, Lockhart
- Voluntary Purchase Scheme (VPS) acquisition, 162 & 164 Green Street, Lockhart
- Osborne Recreation Ground & adjoining paddock
- Grubben Reserve, Munyabla
- Pleasant Hills Public Hall
- Reserve adjacent to Pleasant Hills Recreation Ground
- VPS acquisition, 24 Island Bend Lane, The Rock
- Railway lease, Firth Street, The Rock
- VPS acquisition, 34 Day Street and 38 Day Street, The Rock

- Tootool Recreation Ground
 - Ashcroft Cemetery, Tootool
 - Small lot in paddock, Albury Road, Urangeline East
- 4) Natural Area – Bushland
- Galore Hill Reserve, Fargunyah
 - Land adjoining Lockhart Golf Course (including Clem Gooden Oval)
 - Kincaids Reserve, Urangeline East
- 5) Natural Area – Watercourse
- Land at edge of Brookong Creek, Lockhart
 - Land at edge of Brookong Creek adjacent to Lockhart showground
 - Land encompassing Brookong Creek, Lockhart

Site specific management – this section of the document addresses those land parcels in Lockhart Shire for which under the Local Government Act, a site-specific PoM is required. A site-specific PoM, as distinct from one that is generic is required for land that contains multiple categories or for other reasons specified in the legislation. Site specific PoMs have been prepared for six parcels of land as follows:

- 1) Lockhart Recreation Ground that has been categorised as Sportsground; Area of Cultural Significance and General Community Use.
- 2) Lockhart Golf Course that has been categorised as Sportsground and Natural Areas – Bushland.
- 3) Lockhart Showground and Racecourse that has been categorised as Sportsground and General Community Use.
- 4) Rock Showground and Golf Course that has been categorised as Sportsground and General Community Use.
- 5) Stanley Galvin Park in Yerong Creek that has been categorised as Park and Area of Cultural Significance.
- 6) Milbrulong Hall and Recreation Ground that has been categorised as Sportsground and General Community Use.

As stated earlier, Council must undertake community consultation before adopting the draft PoM. It will be noted from the above that the PoM covers both general community parks managed directly by Council as well as reserves managed by section 355 management committees and which have multiple user groups.

Accordingly, as a courtesy to the volunteer-based management committees and user groups it is suggested that, in the first instance, Council write to the management committees and users groups drawing their attention to that part of the PoM relevant to the reserve they manage/use and invite their feedback and input. Following consideration of any feedback received and updating of the draft PoM, the PoM can then be placed on public exhibition providing the broader community with the opportunity to comment.

Integrated Planning and Reporting Reference

- D1 Strategically plan for our sports and recreation infrastructure, as well as cemeteries.
- E1 Meet all governance and regulatory requirements in the conduct of Council operations.

Legislative Policy and Planning Implications

The Crown Land Management Act 2016 came into force on 1 July 2018. Under the legislation councils are required to prepare PoMs for those crown reserves under their control.

Section 36 of the Local Government Act states that a council must prepare a PoM for community land and that the PoM for community land must identify the following:

- a) the category of the land,
- b) the objectives and performance targets of the plan with respect to the land,
- c) the means by which the council proposes to achieve the plan's objectives and performance targets,

- d) the manner in which the council proposes to assess its performance with respect to the plan's objectives and performance targets,

The plans of management must also include a description of:

- a) the condition of the land, and of any buildings or other improvements on the land, as at the date of adoption of the plan of management, and
- b) the use of the land and any such buildings or improvements as at that date, and must:
- i. specify the purposes for which the land, and any such buildings or improvements, will be permitted to be used, and
 - ii. specify the purposes for which any further development of the land will be permitted, whether under lease or licence or otherwise, and
 - iii. describe the scale and intensity of any such permitted use or development.

Budget and Financial Aspects

Council has received funding in the amount of \$73,880 to assist with the preparation of PoMs for crown reserves for which Council is the Crown Land Manager and will be sufficient to complete the exercise.

Attachments

Draft Lockhart Shire Council Plan of Management for Crown Land managed by Council and Council-owned land classified as 'community' (enclosed separately).

Recommendation: That:

- 1) Council endorse the *Draft Lockhart Shire Council Plan of Management for Crown Land managed by Council and Council-owned land classified as 'community'* for the purposes of community consultation.
- 2) In the first instance, Council writes to the s.355 management committees and users groups drawing their attention to that part of the Plan of Management relevant to the reserve they manage/use and invite their feedback and input.
- 3) Following consideration of any feedback received from the management committees and users groups and updating of the draft Plan of Management, the document be placed on public exhibition providing the broader community with the opportunity to comment.

STRATEGIC DIRECTION E: Strong Leadership and Governance

6. INVESTMENT AND BANK BALANCES REPORT – 31 DECEMBER 2020

(DCCS: 21/1229)

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) Regulation 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			2,944,504.77
Add: Total Receipts			
	Rates	142,925.85	
	Debtors	65,976.56	
	Miscellaneous	32,516.83	
	Interest	2,561.74	
	Redeemed Investment	500,000.00	
	Traineeship Subsidies	24,633.51	
	Refund of Library Subsidy	15,698.10	
	OHS Rebate Incentive	14,166.74	
	Sale of 222 Green Street	18,940.41	
	Sale of 226&228 Green Street	34,528.14	
	Sale of 23 Prichard Place	36,638.58	
	Riverina WAP 20/21	61,000.50	
	Museum Advisor Program	11,000.00	
	Upgrade Urana Lockhart Road	463,958.00	
	Upgrade Urana Lockhart Road	241,372.00	
	Australia Day COVID Safe	22,000.00	
	SCCF2-0334 Milestone 2 Grant	113,850.00	
			1,801,766.96
Less: Total Payments			2,164,173.72
	New Investments	1490-3015-0001	0.00
Closing Combined Cashbook Balance			<u>2,582,098.01</u>
Closing Bank Statement Balance	Bendigo Bank	874,251.91	
	Macquarie Bank	1,675,608.09	
	Bendigo Bank-Prichard Trust	31,642.65	
			2,581,502.65
Add: Outstanding Deposits			2,660.60
			2,584,163.25
Less: Outstanding Cheques			2,065.24
Closing Combined Cashbook Balance			<u>2,582,098.01</u>
Investments:	Interest Rate	Amount	% of Total
	per Annum	Invested	
AMP/RIM	0.60	500,000.00	8.13
Bendgio	0.50	50,000.00	0.81
Bendgio	0.45	500,000.00	8.13
Bendgio	0.20	400,000.00	6.50
Bendgio	0.80	500,000.00	8.13
Bendgio	0.80	500,000.00	8.13
Bendgio	0.50	50,000.00	0.81
BOQ	0.70	500,000.00	8.13
CBT	0.63	500,000.00	8.13
CBT	0.64	250,000.00	4.07
CBT	0.41	500,000.00	8.13
NAB	0.45	500,000.00	8.13
NAB 231101546	0.45	500,000.00	8.13
T Corp	at call	900,000.00	14.63
		6,150,000.00	100.00
FUND			AMOUNT
General (PTD)	1490-3000-0000	269,321.76	
Combined Sewerage	8490-3000-0000	2,281,133.60	
Trust Fund	9991-3000-0000	31,642.65	
		2,582,098.01	2,582,098.01
TOTAL FUNDS HELD ARE:		<u>8,732,098.01</u>	

Integrated Planning and Reporting Reference

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

Legislative Policy and Planning Implications

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

Budget and Financial Aspects

Council's 2020/21 Operational Budget has forecast a total of \$57,000 income from interest on investments, being split between General Fund of \$53,000 and Sewer Fund of \$4,000. For the period of July to Dec 2020, the average end of month balance of funds invested has been \$6.483 million and the average return on invested funds has been 0.68%. On these year to date figures, Council's budgeted income on investments will be under budget for the General Fund and Sewer Fund.

This will be monitored and has been adjusted in the 1st Quarterly Budget Review. If further adjustments are required they will be adjusted for the 2nd Quarterly Budget Review.

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 Local Government (General) Regulation and Council's Investment Policy. The Internal and External Reserve amounts and Unrestricted Funds are estimate values only, they are subject to change and review in part with the audit of Council's Financial Statements and each Quarterly Budget Review.

Recommendation:

- a) That the 31 December 2020 Investment and Bank Balances Report be received and noted.
- b) That the Responsible Accounting Officer Statement be noted, and the report be adopted.

7. INVESTMENT AND BANK BALANCES REPORT – 31 JANUARY 2021

(DCCS: 21/1230)

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) Regulation 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.

Lockhart Shire Council
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Cash at Bank

Opening Combined Cashbook Balance		2,582,098.01
Add: Total Receipts		
	Rates	38,375.47
	Debtors	18,044.53
	Miscellaneous	48,072.02
	Interest	1,379.77
	Redeemed Investment	500,000.00
	DEFT Download Transfer	1,600,000.00
	BAS Refund November & December	42,745.00
	Sale of Scrap Steel	52,538.50
	Transport NSW - Block Grant 20/21	525,000.00
	Riverina Water - Museum Funding	29,027.70
	SCCF3 - Osborne Rec Ground Changerooms	207,101.60
		3,062,284.59
Less: Total Payments		4,301,236.70
	New Investments	1490-3015-0001
		0.00
Closing Combined Cashbook Balance		1,343,145.90
Closing Bank Statement Balance	Bendigo Bank	1,206,666.75
	Macquarie Bank	108,933.44
	Bendigo Bank-Prichard Trust	31,643.99
		1,347,244.18
Add: Outstanding Deposits		1,923.20
		1,349,167.38
Less: Outstanding Cheques		6,021.48
Closing Combined Cashbook Balance		1,343,145.90
	Interest Rate	Amount
Investments:	per Annum	Invested
AMP/RIM	0.60	500,000.00
Bendgio	0.50	50,000.00
Bendgio	0.20	500,000.00
Bendgio	0.20	400,000.00
Bendgio	0.80	500,000.00
Bendgio	0.25	500,000.00
Bendgio	0.40	500,000.00
Bendgio	0.50	50,000.00
BOQ	0.70	500,000.00
CBT	0.64	250,000.00
cbt	0.25	500,000.00
CBT	0.41	500,000.00
NAB	0.45	500,000.00
NAB	0.40	500,000.00
NAB 231101546	0.45	500,000.00
T Corp	at call	900,000.00
		7,150,000.00
		100.00
		<u>AMOUNT</u>
General (PTD)	1490-3000-0000	-960,430.05
Combined Sewerage	8490-3000-0000	2,271,931.96
Trust Fund	9991-3000-0000	31,643.99
		1,343,145.90
	TOTAL FUNDS HELD ARE:	8,493,145.90

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 2020/21 Operational Budget has forecast a total of \$57,000 income from interest on investments, being split between General Fund of \$53,000 and Sewer Fund of \$4,000. For the period of July to Jan 2021, the average end of month balance of funds invested has been \$6.579 million and the average return on invested funds has been 0.65%. On these year to date figures, Council's budgeted income on investments will be under budget for the General Fund and Sewer Fund.

This will be monitored and has been adjusted in the 1st Quarterly Budget Review. Further adjustments will be made in the 2nd Quarterly Budget Review.

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 Local Government (General) Regulation and Council's Investment Policy. The Internal and External Reserve amounts and Unrestricted Funds are estimate values only, they are subject to change and review in part with the audit of Council's Financial Statements and each Quarterly Budget Review.

Recommendation:

- c) That the 31 January 2021 Investment and Bank Balances Report be received and noted.
- d) That the Responsible Accounting Officer Statement be noted, and the report be adopted.

8. QUARTERLY BUDGET REVIEW – DECEMBER 2020

(DCCS: 21/1370)

Executive Summary

In accordance with the Local Government Act, 1993, a review of Council's Budget position as at 31 December 2020 has been undertaken and will be provided under separate cover for Councillors consideration.

Report

General Fund

When Council adopted the 2020-2021 Operational Plan Budget in July 2020 Council budgeted for a surplus of \$13,782.00. The Budget Review as at 31 December 2020 will be provided under separate cover prior to Council's February 2021 meeting.

Sewerage Fund

When Council adopted the 2020-2021 Operational Plan Budget in July 2020 Council budgeted for a surplus of \$10,144.00 for the Sewer fund operations.

Integrated Planning and Reporting Reference

- E1: Council is strong, sustainable and able to stand alone.
- E1: Plan for the long-term sustainability of the Shire.

Legislative Policy & Planning Implications

As per Integrated Planning and Reporting Guidelines.

Budget & Financial Aspects

As detailed in full Quarterly Budget Review Report for December 2020, to be provided under separate cover.

Attachments

Quarterly Budget Review Statement for the period 01/10/2020 to 31/12/2020 will be provided under separate cover.

Recommendation: That:

- a) the information be noted, and
- b) the adjustments in income, expenditure and reserves in the December 2020 Quarterly Budget Review be adopted.

9. POLICY DEVELOPMENT AND REVIEW

(GM: 20/4321)

Executive Summary

A number of policies are due to be reviewed in accordance with the three year cycle referred to in Policy No. 1.0 Policies – Procedure for Consideration and Adoption.

Report

At its meeting held on 16 March 2020, Council endorsed “Policy No. 1.0 Policies – Procedure for Consideration and Adoption” which set out a process for the systematic review of Council policies and the development of new policies.

Policy 1.0 Policies – Procedure for Consideration and Adoption provides that:

In order to ensure that policies remain relevant a program of ongoing review of policies not later than every three years will be developed and maintained.

Individual policies will be reviewed and amended in advance of the scheduled review date when circumstances warrant. This may be prompted by factors such as a change in legislation, a change in government policy or as a result of a need identified by the Council, management and staff or internal and external audit activities.

The following Policies are now due for review in accordance with the scheduled three year cycle referred to in Policy No. 1.0:

- Policy 3.14 Complaints Management
- Policy 3.15 Incident/ Accident Investigation
- Policy 3.22 Gathering Information

Minor amendments have been made to the Policies copies of which are attached.

Integrated Planning and Reporting Reference

- E1 Meet all governance and regulatory requirements in the conduct of Council operations.
- E1 Minimise Council’s exposure to risk and promote a strong risk management culture within Council.

Legislative Policy & Planning Implications

A process for the identification, development and review of appropriate policies and procedures facilitates an effective governance and control environment.

Budget & Financial Aspects

Nil.

Attachments

- Policy 3.14 Complaints Management
- Policy 3.15 Incident/ Accident Investigation
- Policy 3.22 Gathering Information

Recommendation: that the following policies, as presented, be adopted:

- Policy 3.14 Complaints Management
- Policy 3.15 Incident/ Accident Investigation
- Policy 3.22 Gathering Information

Item 9 – Attachment 1: Policy 3.14 Complaints Management

3.14 Complaints Management

POLICY TITLE: COMPLAINTS MANAGEMENT

FILE REF: SC95

EXPIRY DATE: FEBRUARY 2024

OBJECTIVE

The objective of this Complaints Management Policy is to improve customer service in all areas.

POLICY STATEMENT

Lockhart Shire Council aims to promote integrity, ethical conduct and accountability.

In pursuing this aim, one of Council's responsibilities is to receive and act upon complaints from external sources, which relate to any aspect of Council's operations or services.

Council will handle complaints in a professional, respectful and timely manner in order to resolve the issues raised by complainants.

Council will support fully any investigations by external agencies such as the Independent Commission Against Corruption (ICAC), the NSW Ombudsman and Office of Local Government.

PROCEDURE

Lodging Complaints

Complaints may be lodged with Council in the following ways:

- a) By telephone
- b) In person
- c) In writing including by facsimile, email or other electronic means.

Recording of Complaints

- a) All complaints received by Council will be recorded in Council's Electronic Document Management System or Customer Requests Management System.
- b) When a complaint is made in person, subject to the gravity of the complaint, staff and volunteers in the field will advise the complainant to contact Council's office by formal means.
- c) When a complaint is made in person to a Councillor, the Councillor should assess the gravity of the situation and contact the appropriate staff.
- d) Where a complainant is requesting a service, and there are no prior indications of failure to provide that service to the complainant, the request will be recorded as an 'action request' rather than a complaint.

Complaint Handling

- a) Complaints received by Council concerning Council affairs will be referred to the appropriate staff member at Director or Supervisor level to investigate in the first instance.
- b) Should the processes undertaken by the Director or Supervisor fail to resolve the complaint, or the outcome be regarded as unsatisfactory to the complainant, the Director or Supervisor will refer the complaint to the General Manager for further review.
- c) Council may seek to use alternative dispute resolution methods to resolve the complaint in circumstances where such a course of action is deemed appropriate by the General Manager.
- d) The General Manager may authorise internal investigations and notification to external agencies where appropriate.
- e) Council may engage external assistance to undertake the investigation where the initial investigation discloses a serious or complex situation beyond the Council's resources and investigative capabilities.

Communication with Complainant

- a) Within seven working days of receipt of a complaint, in circumstances where a complainant has provided his/her name, address and contact details, the staff member responsible for handling the complaint will provide acknowledgement of receipt of the complaint to the complainant. Such acknowledgement may be by telephone or in writing as appropriate.
- b) The staff member responsible for handling the complaint will ensure that the complainant is kept informed of progress regarding investigation and resolution of the complaint.
- c) The staff member responsible for handling the complaint will provide written advice to the complainant as to the outcome of investigations. Where appropriate the complainant will also be advised of any measures taken to minimise chances of the issue(s) underlying the complaint occurring again.

Confidentiality

- a) Council will ensure that confidentiality is maintained in regard to complaints received.
- b) Staff receiving and recording complaints alleging corrupt conduct, pecuniary interest, maladministration or improper use of positions must ensure that all allegations contained therein, are not discussed other than with the Public Officer and/or General Manager.
- c) Council will take all care that reporting of complaints about Council activities will not result in the complainant experiencing any form of victimization or retribution as a result of the complaint.

Malicious, Frivolous and Vexatious Complaints

- a) All complaints received by Council will be treated with the utmost seriousness. However, if, following investigation, a complaint is found to be malicious, frivolous or vexatious, Council will take no further action on the complaint.
- b) A decision to take no further action will be made by a member of staff at the level of Director or General Manager and the complainant will be informed of the decision in writing.

SPECIFIC TYPES OF COMPLAINTS

- a) Policy 1.18 Public Interest Disclosures and Reporting System provides a clear procedure for Councillors and staff of Lockhart Shire Council to follow so that corrupt conduct, and maladministration, serious and substantial waste of public money and government information contravened can be revealed, investigated and dealt with by appropriate corrective action.
- b) 'Corrupt conduct' is defined in the Independent Commission Against Corruption Act (s.8). The definition used in the Act is intentionally quite broad – corrupt conduct is defined to include the dishonest or partial exercise of official functions by a public official. Conduct of a person who is not a public official, when it adversely affects the impartial or honest exercise of official functions by a public official, also comes within the definition.
- c) 'Maladministration' is defined in the Public Interests Disclosures Act as conduct that involves action or inaction of a serious nature that is contrary to law, unreasonable, unjust, oppressive or improperly discriminatory or based wholly or partly on improper motives.
- d) 'Serious and Substantial waste' is the uneconomical, inefficient or ineffective use of resources, authorised or unauthorised, which could result in a loss/wastage of local government money. This includes all revenue, loans and other money collected, received or held by, for or on account of council.
- e) A 'government information contravention' is a failure to properly fulfil functions under the Government Information (Public Access) Act.
- f) Policy 1.18 Public Interest Disclosures and Reporting System also outlines how these types of complaints can be reported internally within Lockhart Shire Council or externally to the relevant agencies as outlined below.
 - Independent Commission Against Corruption (ICAC) — for corrupt conduct
 - Ombudsman — for maladministration
 - Office of Local Government — for serious and substantial waste in local government
 - Information and Privacy Commissioner — for disclosures about a government information contravention.

RELATED DOCUMENTS

This Policy should be read in conjunction with the following documents:

- Policy 1.4 Code of Conduct
- Policy 1.5 Privacy Plan and Privacy Code of Practice

- Policy 1.6 Statement of Business Ethics
- Policy 1.7 Fraud Control Policy
- Policy 1.18 Public Interest Disclosures and Reporting
- Policy 1.24 Bribes, Gifts and Benefits Policy
- Policy 3.3 Bullying and Harassment

*Adopted by Council – 15 February 2021
Refer Minute No. No. xxx/21*

*Confirmed by Council 17 August 2009
Refer Minute No. 283/09*

*Adopted by Council – 19 February 2001
Refer Minute No. 22516*

Item 9 – Attachment 1: Policy 3.15 Incident/Accident Investigation

3.15 Incident/Accident Investigation

POLICY TITLE: INCIDENT/ACCIDENT INVESTIGATION

FILE REF: SC278

EXPIRY DATE: FEBRUARY 2024

OBJECTIVES

To provide guidelines to assist Council comply with its obligations under the Work Health and Safety Act 2011 and support the concept of risk management so as to minimise accidents and incidents in the workplace.

POLICY STATEMENT

Lockhart Shire Council will investigate all incidents, accidents, near misses and hazards which occur at its place of work within two (2) working days of being given notice by the employee or other third parties.

Council will apply the principles of risk management in performing its investigations. Council's Incident/Accident Investigation Procedure will be used to conduct all investigations associated with these occurrences.

It is the responsibility of the relevant Director to ensure all investigations are carried out in accordance with the Incident/Accident Investigation Procedure.

PROCEDURE

1. The employee involved in the incident/accident or near miss MUST notify their immediate Supervisor IMMEDIATELY after the occurrence.
2. In the event of a death/serious workplace incident SafeWork NSW must be notified IMMEDIATELY by phoning 131 050 and the area around the incident must not be disturbed except to assist any injured persons and to avoid further injuries and problems.
3. Serious workplace incidents are also to be reported to the Police.
4. The employee(s) involved in an incident/accident which involves injury or property damage is/are required to complete Council's Incident Report Form and forward it to the relevant Director within 24 hours of the occurrence. In the event that they are unable to complete the Incident Report Form either a witness or Supervisor MUST complete it on their behalf and forward it to the relevant Director within 24 hours of the occurrence.
5. All 'near misses' and hazards identified MUST be reported by the employee(s) involved using Council's Incident Report Form. This report must be forwarded to the relevant Director within 24 hours of the occurrence.
6. The relevant Director (or a person delegated by them) will conduct an investigation within two (2) working days of receiving an Incident Report Form from an employee.
7. It is the responsibility of the relevant Director to ensure that a thorough investigation is conducted into all incidents, accidents, near misses, and/or reported hazards that occur at Council's place of work. In conducting these investigations, a risk management approach shall be exercised in determining the most appropriate controls to minimise the risk associated with workplace hazards.
8. On completion of an incident/accident investigation process, corrective action and a specified time frame for corrective action SHALL be recommended by persons undertaking the investigation using the Incident Report Form.
9. The relevant Director is responsible for ensuring that appropriate corrective action is implemented within the specified time frame indicated on the report form. This will assist in eliminating and/or reducing the risk associated with the workplace hazard identified on the Incident Report Form. In the event that resources are not immediately available to the Director to enable corrective action the matter will forthwith be reported to the General Manager with appropriate recommendations for consideration.

WORK HEALTH & SAFETY COMMITTEE

1. The Work Health & Safety Committee can, in consultation with the relevant Director, carry out an inspection of Council's place of work at any time following an accident or possible hazardous situation which is brought to the attention of the Committee.

2. The Work Health & Safety Committee can make recommendations to Council to ensure the health and safety of persons at that place of work.
3. It is the objective of Council that persons required to conduct Incident/Accident Investigations will have completed an accredited Accident Investigation training course.

*Adopted by Council – 15 February 2021
Refer Minute No. xxx/21*

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

*Amendments Adopted by Council – 20 June 2005
Refer Minute No. 24669*

*Adopted by Council – 18 June 2001
Refer Minute No. 22703*

Item 9 – Attachment 1: Policy 3.22 Gathering Information

3.22 Gathering Information

POLICY TITLE: GATHERING INFORMATION

FILE REF: SC228

REVIEW DATE: FEBRUARY 2024

OBJECTIVE

The purpose of this policy is to formulate a systematic approach for collection and retrieval of accurate, relevant information, necessary to protect Council in the defence of public liability and professional indemnity claims and ensure that it constitutes admissible evidence, and that Council has acted in a manner which has fulfilled its duty of care to the public.

Council has prepared a set of procedures based on current Best Practice to assist with this and protect Council's financial position through risk management. The objectives of these procedures are to:

- Ensure that data recorded on relevant documentation used by Council satisfies the minimum data required under current Best Practice.
- Implement a flowchart that represents a systematic approach to the steps involved in Council's incident reporting procedure.
- Establish a list of all internal and external documentation that may be used in the information gathering process and for the preparation of reports.
- To give Council an effective system, implementing a clear audit trail for investigators to follow as they attempt to reconstruct Council's response to a particular event or activity.
- To assist Council with an effective tool to discourage potential claimants from seeking redress in the courts.

POLICY STATEMENT

Lockhart Shire Council is committed to adopting procedures for gathering and documenting information and developing information systems. This policy provides the minimum data standards for the gathering of information. It is aimed at reducing the information supplied by Council to its lawyers that would otherwise be inadmissible or of little value in the defence of a potential claim.

Council officers will comply with the Best Practice Manual – 'Gathering Information' (issued by Statewide Mutual) and will have a simple systematic and readily useable system for hazard and incident reporting, investigation and remediation. Council and staff will:

- Ensure accurate and systematic recording of relevant data and information; and
- Comply with the minimum data standards for the gathering of information as contained in this policy.

The checklist should be used to ensure that all the appropriate data is gathered and contains the appropriate information. Relevant information must be appropriately recorded in Council's Electronic Document and Records Management System, Content Manager, and in accordance with the State Records Act 1998. Council will, within its budgetary constraints and using existing information systems available, endeavour to ensure accurate and systematic information is gathered.

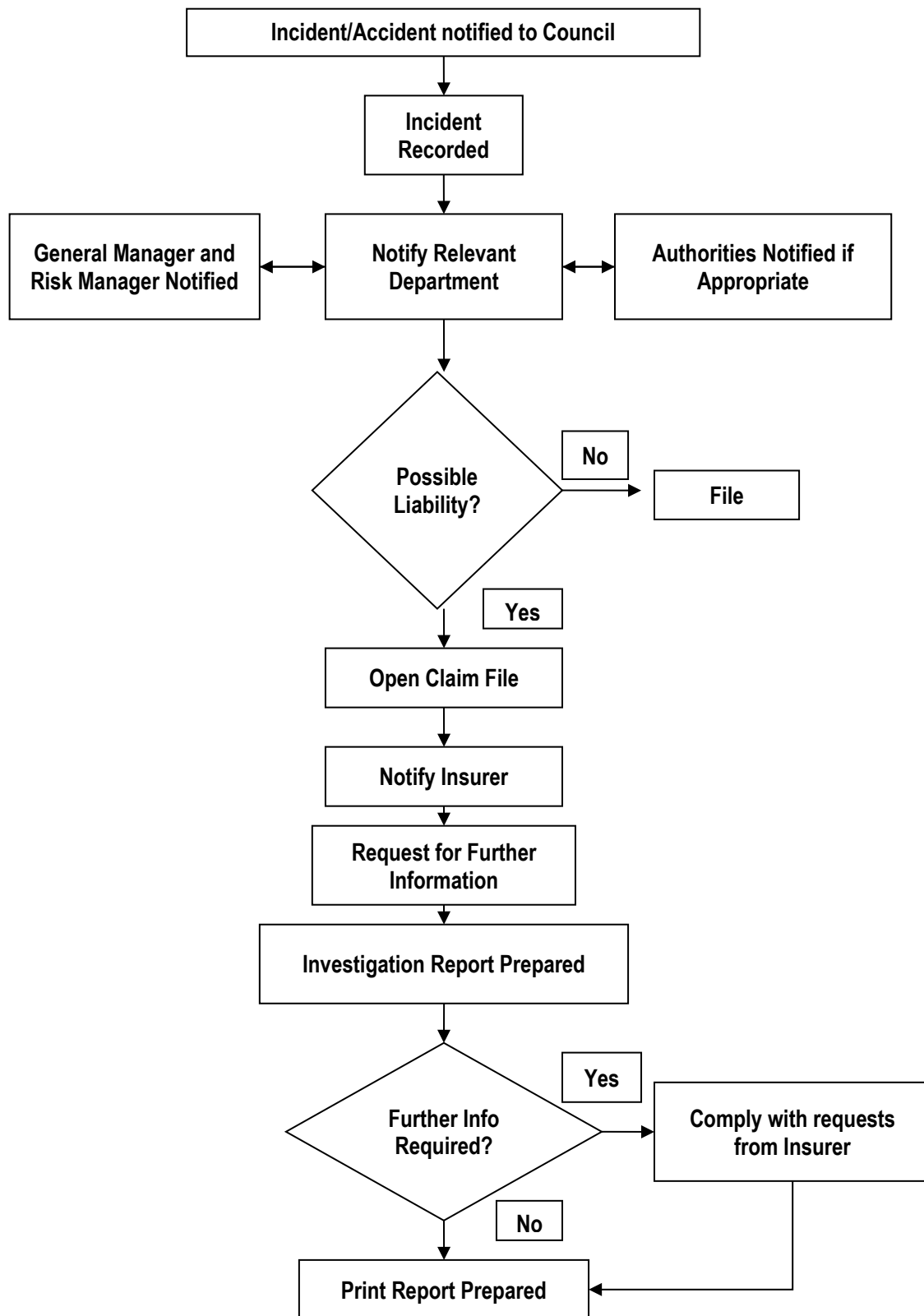
RELATED DOCUMENTATION

Attached as follows:

1. Appendix A: Incident Procedure Flowchart
2. Appendix B: Minimum Data required to be recorded.
3. Appendix C: Information Gathering Checklist

APPENDIX A

INCIDENT PROCEDURE FLOWCHART



APPENDIX B

MINIMUM DATA REQUIRED TO BE RECORDED

The following attachment is a table representing the minimum data that should be recorded on various types of information, both internally and externally, that is gathered to defend an action in court. This data is believed to be the minimum data that appears on all records, plans, notes or statements. Adopting this minimum set of data will assist Council, Insurers and their defence lawyers.

The need for Council to collect and retrieve accurate information is critical in the defence of a Public Liability Claim. A well organised, comprehensive and well documented work management system is required. Before this can happen, Council needs to ensure all sources of information used to make decisions are useful.

INFORMATION SOURCE	DESCRIPTION	TYPICAL USE	REQUIREMENTS
1. Works Program	A strategic document that prioritises works, linking timeframe and resources for individual capital works, projects and/or maintenance activities.	Used to highlight Council's level of commitment to its infrastructure relative to its financial strength. Could be used to defend a statement claiming inaction by Council.	Financial year and date of preparation Version number and date of preparation Council minute of change (if appropriate)
2. Action Request (Work or Service Request)	A document requesting work to be completed by Council as a result of a potential risk found by an employee or a member of the public.	Used to highlight Council's identification of risks programme. Could be used to defend a statement claiming inaction by Council.	Date Name of originator Specific location Unique identifier Referred to Priority (<i>currently being developed</i>) Action taken Date action taken Name and signature of person completing action (<i>currently only when physical works carried out</i>)
3. Inspection Record	A pro-forma document used by Council Officers to report on the general condition of the infrastructure and assets of Council.	Used to highlight Council's identification of risks programme. Could be used to show that Council was there, has inspected and made recommendations including repair, thus able to defend a statement claiming negligence by Council	Date Name of inspecting officer Signature of inspecting officer Inspecting officer's position and department Specific location Unique identifier (<i>currently based on date of repair</i>) Recoverable List of recommendations
4. Maintenance Management System	MMS is used for the planning, organising, directing and controlling of maintenance work.	Work scheduling can be used to defend a statement claiming inaction by Council. The system can also record the type of maintenance activity performed at any given time and location. This data could be used to defend a statement claiming inaction or negligence.	Daily running sheet recoverable Date Name and signature of originator (<i>this will not appear on this document; it will be linked to the request or inspection record</i>) List of employees in gang Activity Number of employees Work achieved Location Audit trail
5. Environmental Due Diligence Programme	A strategic document, dealing primarily with environmental management issues that prioritises works and sets out a timetable for completion.	Used as a defence in the case of a breach under the Protection of the Environment Operations Act (POEO Act) or a third party action claiming negligence or inaction by Council.	Date Name of originator Signature of originator Endorsed by Council Action plan with timetable for completion
6. Time and Plant Sheets	System of recording and allocating labour and plant costs, primarily for the purpose of payroll and project costing.	Useful in verifying the location of staff and resources on a particular day. Can assist in defending a statement claiming negligence by Council.	Date All changes crossed out are to be initialed Signature of employee All relevant data to be completed

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INFORMATION SOURCE	DESCRIPTION	TYPICAL USE	REQUIREMENTS
7. Diary Entries	Diary entries are often used to record details of the scene of an incident and are regularly the basis of the "Initial Council Report". They can be a source for information such as weather, times, locations etc. as well as staff attendances.	Used for evidence of staff attendances and actions taken or not taken. Could be used to defend a statement claiming negligence by Council.	Name Date Department Unique identifier Black Ink (preferable) Photocopy should show book binding Legible writing All entries signed and dated (full date dd/mm/yy) All activities noted
8. Work Practices/ Procedures	Written procedures produced by Council used to standardise Council's response to a particular task.	Used in verifying that the work undertaken by Council is routine and is performed to a prescribed level of quality. Could be used to defend a statement claiming negligence by Council.	Recoverable Details of implementation Dates
9. Photographs	Pictures of specific locations or job.	Used to provide evidence of the physical appearance of a defect or work at a particular point in time. Could be used to defend a statement claiming negligence by Council.	Date taken recorded preferably on the photograph Photographer and signature Claim Number Location and direction facing at location Colour
10. Training Records	A detailed record of the training activities of all members of staff.	Used to verify Council's commitment to ensuring that staff are well trained. Could be used to defend a claim of negligence.	Name of employee Name of trainer Employer of trainer Date of training Title of course(s) Brief course outline Duration of course Indication of successful completion Any results, certificates, licenses etc
11. Standards/ Specifications	A predetermined "benchmark" by which results or performance is measured. The "benchmark" can be set either by the particular industry or Council.	Used to highlight Council's commitment to best practice within its resources. Could be used to defend a statement claiming negligence by Council.	Name of standard Citation number of standard Name of issuing standards organisation Date standard approved/implemented Full copy of standard
12. Site Visit	Routine site inspection documented by the inspecting officer, noting conditions found at the site.	Used to produce a detailed description of the condition of the site at a given point in time. Could be used to defend a statement claiming negligence and/or inaction by Council	Date of visit Location, address of site Name of inspector Names of any additional inspectors, escorts etc. Field notes, photographs, diagrams all to be dated, signed
13. Interview	As a result of a claim a recorded discussion between the relevant Council employees and the interviewing officer.	This is used to extract fact which dictates the course of the investigation. Could be used to defend a statement claiming negligence and/or inaction by Council.	Name of interviewer Name of individual being interviewed Job title of staff being interviewed Date of interview Time of interview Location interview taken Witness to interview Typed format for interview notes
14. Statement	Is a first party testimony of fact.	It can be used as a record of an individual's account of the event. Could be used to defend a statement claiming negligence and/or inaction by Council.	Name of individual making statement Job title of staff making statement Date of statement Time of statement Location statement taken Witness to statement Signature (black pen) of person making statement Signature of person taking statement and witness Typed format for statement

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INFORMATION SOURCE	DESCRIPTION	TYPICAL USE	REQUIREMENTS
15. Annual Budget	A financial statement that details the projected income and expenditure for a financial year. It indicates the amount of financial resources able to be allocated to each function/project of Council.	Used to highlight Council's level of commitment to its infrastructure relative to its financial strength. Could be used to defend a statement claiming inaction by Council.	Date of report Version of report Financial year of report Date of Adoption or Budget Review
16. Drawings or plans	A graphical representation of the work area, work method or location of the incident.	Visually shows evidence of the work planned. Shows standards to which the work is to be performed. Could be used to defend a statement claiming professional negligence, inaction or design failure.	Legible format (size) A legend indicating name of draftsman, architect, company etc. Reference to related drawings Total number of drawings in set Index number of drawing Direction of north recorded on drawing Drawing scale Date of drawing or plan
17. Map	Defines the exact location of the event.	Visually shows the location of the incident. Could be used to defend a statement claiming responsibility for an event where Council may not even be liable.	Date map was made Person/organisation drafting map (source) Direction of north recorded on map Scale of map Area depicted by map Legible format
18. Phone log	Chronological record of calls made or received by Council officers.	Used as a record of proceedings, conversations and advice given over the phone. Could be used to defend a statement claiming negligence and/or inaction by Council.	Contained in book with binding (manual) Name of log book user (manual) Page numbers (manual) Date of call (manual & Content Manager) Time of call (manual & Content Manager) Name of caller (manual & Content Manager) Summary of call (manual & Content Manager)
19. Medical report	Is a written summary from an attending physician summarising the patient's condition.	Used to establish the degree of injury and disability and thus challenge punitive damages.	Name of examining physician Date of examination Reason for examination Type written format Signed by attending physician
20. Loss Adjuster report	A written formal independent summary of the facts of the claim.	Used to verify the facts. Could be used in the determination of liability and negligence.	Name of loss adjusting firm Name of loss adjuster Claim reference number Date of all inspections Names and dates of all interviews Numbered pages in report Clear annotations to document, photographs, etc.
21. Expert report	A written formal summary of certain circumstances of the claim, prepared by a specialist in the field of the incident.	Used to verify the specific facts of the incident by an expert with the relevant experience. Could be used to justify action or inaction.	Name of expert CV of expert List of publications by expert Reference number Signature of expert Date of investigation
22. Weather report	A record of the weather conditions that prevailed at a given time and location.	Used to verify the conditions at the time of the incident.	Date of event Date of inquiry Name of weather service Symbol of authority (letterhead, stamp) Contact telephone number of issuing authority
23. E-mails	Records of requests or details made or received by Council Officers.	Used as a record of proceedings, conversations and advice received by e-mail. Could be used to defend a statement claiming negligence and/or inaction by Council.	Date and Time sent Name of person sent from Name of person sent to Name of person copy sent to Subject summary/title Details

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INFORMATION SOURCE	DESCRIPTION	TYPICAL USE	REQUIREMENTS
24. Facsimiles	Records of requests or details made or received by Council Officers.	Used as a record of proceedings, conversations and advice received by facsimile. Could be used to defend a statement claiming negligence and/or inaction by Council.	Name of person sent to Name of company (if applicable) Facsimile number sent to Total number of pages sent Name of person sent from Date sent: Facsimile number sent from Contact Council telephone number Subject summary/title Details
25. Incident reports	Records of incidents recorded in the field, in person or over the telephone.	Used as a record of incidents. Could be used to defend a statement claiming negligence and/or inaction by Council.	Minimum requirements should comply with the guidelines inserted into the front cover of each incident report book and in accordance with the type of incident being recorded.
26. File Notes/Memos	Records of requests, phone calls, informal meetings or other details made or received by Council Officers.	Used as a record of proceedings, conversations and advice received by Council Officer. Could be used to defend a statement claiming negligence and/or inaction by Council.	File Number: Name of person composing note: Date: Time: Subject summary/title: Details: Signature (black pen) and date (full date dd/mm/yy) Legible writing or typed on standard form template *signed file notes must be scanned into Content Manager for signature storage
27. Council Policy	Is a formally written general statement of the governing body (Council).	Used as a record of proceedings, conversations and advice received by Council Officer. Could be used to defend a statement claiming negligence and/or inaction by Council.	Date adopted Minute number File number Title Responsible Office Background Objective Principles Policy Statement
28. Management Directive	Is formally written and refers to a staff related matter, on the day-to-day administration of the Council.	Used as a record of proceedings, conversations and advice received by Council Officer. Could be used to defend a statement claiming negligence and/or inaction by Council.	Date adopted File number Title Responsible Office Background Objective Principles Statement

ATTACHMENT B

INFORMATION GATHERING CHECKLIST

The attached checklist can be used to ensure that all the appropriate information has been gathered at the scene of an incident.

INFORMATION	SPECIFIC REQUIREMENTS
Photographs – There may be only one chance to gain photographs at the scene of the incident. Remember, there can never be too many photographs.	(a) Total working area from all points of the compass. (b) Examples of the environmental conditions including rivers, drains, approaches, verges, vegetation, shadows, etc. (c) Close ups of all the damaged area, property, approaches, road conditions, any other factors, etc. (d) Ensure that the photographs of close ups have a size reference point e.g. ruler or pen. (e) Warning signs and general signs positioned by Council. (f) The damaged property from all angles.
Description of scene	Record as accurately as possible each photograph that has been taken. Also add a brief description of the scene. This will help to paint the overall picture.
Time	Day, Month, Year and Time in 24 hour clock, e.g. 6:00am is 0600 hours while 6:00pm is 1800 hours, i.e. no confusion.
Weather conditions	Record as accurately as possible the weather conditions. Include wind direction, wet or dry, light or dark, fog or no fog, ice or snow, etc.
Measurements – These can be useful to determine the actual facts of the situation e.g. “the one that got away”	Record all measurements as accurately as possible. These may include heights, lengths or widths of objects, obstructions, holes, etc.
Description of damage	Record as accurately as possible the type, nature and extent of the damage.
Property involved	Itemize all the property that has been damaged. This includes both third party property and Council property.
Registration numbers	Record the registration numbers of all vehicles involved in the incident whether damaged or not. Also include their exact location.
Description of any injuries This is only an indication. Council staff are not medically trained nor are they expected to be involved with the treatment of any injuries.	Record the type of injuries people have received: (a) Minor – walked away from the scene. (b) Moderate – required medical attention. (c) Severe – was transported away from the scene by ambulance. (d) Unknown.
Witness	If possible record the name and address of any witnesses.
Statements made by third party	Record any statements uttered by third parties.
Council employees	Name of all employees working within the area of the incident.
Type of work	Record the actual activity being undertaken by Council at the time of the incident.
Police	Record the name and station of any Police in attendance.
SafeWork NSW	Record the name and region of any SafeWork NSW Inspectors in attendance.
Signs	Record the place of erection, the day of erection, the day of last inspection, etc. of all general and warning signs displayed by Council. Record any other signs in the area that may have been erected by other authorities.

*Adopted by Council – 15 February 2021
Refer Minute No. xx/21*

*Adopted by Council – 21 September 2009
Refer Minute No. 282/09*

10. POLICY DEVELOPMENT AND REVIEW – NAMING OF ROADS, BRIDGES, PUBLIC PLACES AND BUILDINGS

(GM: 20/5427)

Executive Summary

A new policy for the naming of roads, bridges, public places and buildings has been developed and is presented for Council's consideration.

Report

At the Council meeting held on 21 December 2020 a question was raised regarding the process for naming buildings on recreation grounds and it was proposed that a policy be developed regarding the naming of public places.

Accordingly, Draft Policy 1.26 Naming of Roads, Bridges, Public Places and Buildings has been developed and is presented for Council's consideration. A copy of the Draft Policy is attached.

It is proposed that, subject to Council's endorsement, the Draft Policy be publicly exhibited, and any submissions received be taken into consideration, before being formally adopted by Council.

Integrated Planning and Reporting Reference

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

Legislative Policy & Planning Implications

A process for the identification, development and review of appropriate policies and procedures facilitates an effective governance and control environment.

Budget & Financial Aspects

Nil.

Attachments

Draft Policy 1.26 Naming of Roads, Bridges, Public Places and Buildings

Recommendation: That Council endorse Draft Policy 1.26 Naming of Roads, Bridges, Public Places and Buildings, for the purposes of public exhibition.

Item 10 – Attachment: Policy 1.26 Naming of Roads, Bridges, Public Places and Buildings

1.26 Naming of Roads, Bridges, Public Places and Buildings

POLICY TITLE: NAMING OF ROADS, BRIDGES, PUBLIC PLACES AND BUILDINGS

FILE REF: SC235

EXPIRY DATE: FEBRUARY 2024

OBJECTIVE

1. This policy provides direction for Council and the community on the principles and protocols guiding the naming of roads, bridges, parks, reserves and other public spaces as well as buildings in the Lockhart Shire Local Government Area.
2. The policy also aims to ensure that the naming of roads, bridges, parks, reserves and other public spaces as well as buildings within the Lockhart Shire are uniform with relevant legislation and the guidelines of the Geographical Names Board (NSW) where applicable.
3. At the same time, the policy seeks to:
 - a) Promote the ongoing recognition of Council's rich and diverse history through its naming procedures.
 - b) Outline the process for the naming of public assets and public spaces within the Shire that, preserves the Shire's identity & heritage.
 - c) Provide an opportunity for Council and all community stakeholders to have input to the naming of the Shire's public assets and public spaces.

LEGISLATIVE CONTEXT

4. The Geographical Names Board (GNB) has the statutory power to assign names to places – refer section 5 Geographical Names Act 1966 (the Act).
5. For the purposes of the Act "place" means any geographical or topographical feature or any area, district, division, locality, region, city, town, village, settlement or railway station or any other place within the territories and waters of the State of New South Wales but does not include any road, any area (within the meaning of the [Local Government Act 1993](#)), area of operations of a county council or a joint organisation area (within the meaning of that Act), any electoral district under the [Electoral Act 2017](#), any school or any place or place within a class of places to which the provisions of this Act do not apply by virtue of the regulations.
6. The GNB does not have specific statutory responsibility for formally naming infrastructure (other than Railway Stations and Post Offices), schools, private estate names or building names.
7. The GNB does not name bridges. The naming of bridges and other structures on roads does not have a formal legislative basis. However, the same procedures for road naming applies to bridges and other road infrastructure:
8. Local councils initiate the naming of bridges on local, regional and state roads (other than freeways). Roads and Maritime Services (RMS) to approve these proposals. RMS will approve a naming proposal for a bridge or structure provided that:
 - a) The name has wide community support.
 - b) An Aboriginal name has the support of local Aboriginal groups.
 - c) Consideration has been given to National and State commemorative initiatives involving the naming of new of key road infrastructure.
 - d) The name is consistent with GNB place name criteria.
 - e) The design of the name plaque accords with RMS requirements.

SCOPE

9. This Policy is intended only to relate to assets owned by or entrusted to, Lockhart Shire Council, including assets for which Council has delegated care, control and management to a committee established pursuant to section 355 of the Local Government Act. Public Assets include: -
- a) Reserves, parks and public open space owned by Council or which Council is the Crown Land Manager.
 - b) Buildings and facilities owned by Council or situated on reserves, parks and public open spaces.
 - c) Roads, streets, Bridges, culverts and other road features.

GENERAL PRINCIPLES

10. All applications to name or re-name roads, bridges, parks, reserves and other public spaces as well as buildings in the Lockhart Shire will be considered on their individual merits and having regard to the following general principles: -
- a) Names embracing the Shire's heritage and community should be used.
 - b) The proposed name should reflect the character, landscape, flora or fauna, or function of the site to be named.
 - c) The level of community support for the proposed name.
 - d) The chosen name should not duplicate existing names within the Shire and be easy to read, spell and pronounce.
 - e) Personal names may be used to commemorate persons (deceased) who have made a significant contribution to the community, or an event or occasion significant to the community or who were pioneers of the area.
 - f) The person being honoured by the naming should be of proven character and have either had a direct long-term association with the area or have made a significant contribution to the area.
11. Where a name is to be used posthumously, consent will be gained from the surviving partner or immediate family members.
12. Where an Aboriginal name is proposed, consent will be obtained from the relevant Aboriginal communities.
13. The following names will not be supported: -
- a) Names of individuals currently holding public office.
 - b) Names of individuals not yet deceased.
 - c) Names that are unduly long, complex, difficult to spell or pronounce.
 - d) Names that could be construed to be derogatory or offensive.
 - e) Names that are incongruous, out of place, or of a commercial nature.

PROCEDURE FOR CONSIDERING NAMING PROPOSALS

14. All naming proposals shall include: -
- a) A map showing the location of the Public Asset.
 - b) The proposed name.
 - c) Evidence that the proposal is either in accordance with, or contrary to (i.e. seeking an exemption) this policy.
 - d) The reason for the choice of name.
 - e) For personal names, the biographical details, including dates of birth and death (if relevant), length and years of service or association, and evidence that the next of kin or family have been consulted.
 - f) Evidence of community support (this does not alleviate the need to publicly advertise the proposal as outline below).
 - g) Where an Aboriginal name is proposed, evidence that the relevant Aboriginal communities have been consulted.
 - h) Where the applicant is a user body of a reserve or facility being managed by a committee established pursuant to section 355 of the Local Government Act, evidence that the section 355 committee has been consulted.
 - i) Where the applicant is a committee established pursuant to section 355 of the Local Government Act, or a user body of a reserve or facility being managed by a section 355 committee, details of any signage being considered for the proposed name.
15. Council staff will prepare a report for Council to consider, including all the supporting information outlined above. The Council report shall provide a recommendation that upholds this policy.

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16. If Council support the proposal the Council will resolve to advertise the proposal for a period of 28 days during which submissions will be accepted.
17. In the case of a naming proposal for a road written notice will be given to all property owners along the road.
18. Council will consider the feedback it receives at the end of the advertising period and formally resolve a position on the naming proposal.
19. If the naming proposal is supported by Council and it relates to a “place” within the meaning of the Act, or to a local road or bridge, Council will submit an application with the proposed name change to the GNB or RMS respectively as required, and:
 - a) If the proposal is rejected by the GNB/RMS, Council will provide a letter to the original applicant explaining the reasons for the rejection of the application.
 - b) Should the GNB require modification(s) to the proposal, Council will consult with relevant bodies where necessary and re-submit the application to the GNB/ RMS.
 - c) Where the proposed name change is accepted by the GNB/ RMS, Council will advise the applicant accordingly.

SIGNAGE

20. Where a naming proposal is accepted in relation to a reserve, park, public open space, building, road, street, bridge, culvert or other asset directly managed and maintained by Council, the Council will create and install new signage and also ensure all relevant maps and locality guides are updated.
21. Where a naming proposal submitted by a committee established pursuant to section 355 of the Local Government Act, or a user body of a reserve or facility being managed by a section 355 committee, is accepted in relation to a reserve, park or other facility that is managed and maintained by a section 355 Committee of Council, the Committee or the user body will be responsible for creating and installing new signage with Council's consent.

*Adopted by Council 15 February 2021
Refer minute xx/21*

11. DELIVERY PROGRAM 2017-2021 AND OPERATIONAL PLAN 2020-2021

(GM: 20/4866)

Executive Summary

Provision of a six monthly progress report on the implementation of the Delivery Program and Operational Plan.

Background

Section 404 of the Local Government Act states the General Manager must ensure that regular progress reports are provided to the Council reporting as to its progress with respect to the principal activities detailed in its Delivery Program. Progress reports must be provided at least every 6 months.

Report

The report on the progress of the 2017-2021 Delivery Program and 2020-2021 Operational Plan for the period 1 July to 31 December 2020 is separately enclosed.

Integrated Planning and Reporting Reference

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

Legislative Policy & Planning Implications

It is a legislative requirement that regular progress reports are provided to Council.

Budget & Financial Aspects

Not applicable.

Attachments

Lockhart Shire Council Delivery Program and Operational Plan Progress Report (enclosed separately).

Recommendation: That the report on the progress of the 2017-2021 Delivery Program and 2020-2021 Operational Plan for the period 1 July to 31 December 2020 be received and its contents noted.

QUESTIONS AND STATEMENTS

CLOSED SESSION

Agenda

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

12. OFFER TO PURCHASE INDUSTRIAL LAND

(GM: 21/1307)