



BUSINESS PAPER

**of the
Ordinary Meeting
Held
17 May 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: 21/3818

12 May 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, 17 May 2021** commencing at **5.00pm**.

The Order of Business will be as shown overleaf.

Yours faithfully

Peter Veneris
GENERAL MANAGER

ORDER OF BUSINESS

OPENING WITH A PRAYER

APOLOGIES

LEAVE OF ABSENCE

CONFIRMATION OF MINUTES OF THE ORDINARY MEETING, 19 APRIL 2021

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APOLOGIES

Apologies have been received from Cr Greg Verdon and Cr Derek Douglas.

Recommendation: That the apologies from Cr Verdon and Cr Douglas be received and leave of absence be granted.

MAYORAL MINUTE

Nil.

MAYORAL REPORT

To be presented at the meeting.

URGENT MATTERS

Nil.

NOTICE OF MOTION

Nil.

COMMITTEE REPORTS

Nil.

DELEGATES' REPORTS

1. **DELEGATES REPORT - RIVERINA WATER COUNTY COUNCIL MEETING HELD ON 28 APRIL 2021 AT FEDERATION SHIRE CHAMBERS, URANA.**
 1. Council received and accepted List of Investments.
 2. March Quarter Budget Review was received and noted significant drop in revenue due to wet February/March.
 3. Council placed its Draft Delivery Program 21/22-24/25 and Operational Plan 2021/22 on Public Exhibition.
 4. Council resolved to Officially open the Water Treatment Plant on 30 June 2021. The Minister for Water will open. Council's June Board Meeting has been moved to that date.
 5. Council will lodge a submission on the NSW Water Strategy.
 6. Council will make submission to OLG on proposed amendments to Model Code of Meeting Practice re remote attendance.
 7. Council received reports on Lost Time Injuries and Social Media.
 8. Minutes of Audit and Risk Committee meeting were received and endorsed along with report from Chair of ARIC on performance of Committee and its findings.

9. Works Reports for February and March were received and noted.
10. Council endorsed the timeline for 2021/22 Community Grants Program.
11. Council adopted the IWCM Policy.
12. Council approved the procurement of Enterprise Resources Planning Solution.
13. Council agreed to a new structure for Riverina Water with the inclusion of a Director of Corporate Services.
14. Recent Independent Customer Survey showed overall satisfaction rating of 4.5 out of 5.

Greg Verdon
Delegate

Recommendation: That the Delegate's Report be received.

2. DELEGATES REPORT – POLICE & COMMUNITY CONSULTATION GROUP MEETING HELD TUESDAY, 11 MAY 2021 AT YERONG CREEK BOWLING CLUB AND PUBLIC HALL

I report having attended the Police and Community Consultation Group meeting held at Yerong Creek on 11 May 2021.

All Committee members provided updates in relation to their respective communities. The following issues were noted in particular:

- A new police officer will be commencing duties in Lockhart on 17 May 2021, bringing staffing numbers back to a full complement.
- Two trailers were stolen in Lockhart in recent weeks which are currently being investigated.
- Drink driving has been a focus in the district and a random drug testing operation was conducted in March.
- Lockhart Shire is not over-represented in drug statistics.
- The COVID19 situation remains an ongoing issue for police. Police are being accommodated with respect to the vaccine roll-out.
- Police emphasise the importance of patrons complying with requirements to scan in at venues to assist with contact tracing.
- Support was expressed for the installation of CCTV cameras in Green Street, Lockhart.

Cr G Verdon
Delegate

Recommendation: That the Delegate's Report be received.

STATUS REPORT/PRÉCIS OF CORRESPONDENCE ISSUED

Status Report: Council Resolutions and Tasks to be finalised

Minute No:	Officer to Action	Council Resolution	Action Taken
Ordinary Council Meeting held 19 April 2021			
64/21	GM	<p>Potential Property Acquisition – Lockhart</p> <p>1) Purchase the property situated at 109 Green Street Lockhart described as Lot 2 DP1016809, Lot A DP409130 and Lot 2 DP205729 on the terms outlined in this report and authorise the General Manager to execute all relevant documentation.</p> <p>2) Fund the cost of purchasing the property from the Future Infrastructure Development Reserve.</p> <p>3) Accept the grant of \$52,000 previously made available to the Lockhart Ex-Servicemen’s Club for the purposes of the Lockhart Men’s Shed with the consent of the funding body; and</p> <p>4) Submit a grant application for the refurbishment of the property including construction of public toilets, establishment of the Men’s Shed and creation of a community space when the opportunity arises.</p>	<p>Awaiting receipt of contracts being prepared by GrainCorp.</p> <p>Subject to 1) above.</p> <p>Funding body has approved use of the grant funds on the Shed being acquired from GrainCorp. Completed.</p> <p>Refer separate report to the May Council meeting regarding Stronger Country Communities – Round 4 grants program.</p>
63/21	GM	<p>Residential Development – Lockhart</p> <p>1) That Council proceed with the subdivision of Lots 62 and 90 Prichard Place Lockhart as outlined in the report.</p> <p>2) That the cost of subdividing the land be funded from the Infrastructure Reserve with the proceeds of any land sales to be returned to the Reserve.</p>	<p>Refer separate report to the May Council meeting regarding sealing of the unconstructed section of road reserve connecting Prichard Place to Green Street Lockhart.</p> <p>Subject to 1) above.</p>
59/21	GM	<p>Remote Attendance by Councillors at Council Meetings</p> <p>Council supports the proposed amendments to the Model Code of Meeting Practice for Local Councils in NSW to allow councils to permit individual councillors to attend meetings remotely by audio-visual link in certain circumstances on the basis that the proposed new provisions will not be mandatory, and councils will be able to choose whether to include them in their adopted codes of meeting practice.</p>	<p>Submission forwarded to OLG. Complete.</p>

*Lockhart Shire Council
Ordinary Meeting – 17 May 2021*

Minute No:	Officer to Action	Council Resolution	Action Taken
55/21	DEES	<p>Request to Upgrade Osborne Pleasant Hills Road</p> <p>Council includes \$18,600 in its 2021-22 budget for the sealing of a 400m section of Osborne Pleasant Hills Road subject to receiving a contribution of \$9,300 from the owner of 183 Osborne Pleasant Hills Road.</p>	<p>DEES has written to owners and advised of Council resolution.</p> <p>Complete.</p>
52/21	GM	<p>Yerong Creek Water Tower Mural</p> <p>Council endorse the Selection Panel's recommendation for the design of the Yerong Creek Water Tower mural incorporating the amendments proposed in response to the feedback received from the community consultation.</p>	<p>Development application has been finalised and development consent has been issued based on the revised design endorsed by Council.</p> <p>Contract with the artist has been signed.</p> <p>Work on the mural scheduled to commence on 17 May and be completed by early June weather permitting.</p>
51/21	GM/ DEES	<p>Proposed Renaming of the Lockhart Boree Creek Road and Boree Creek Kywong Road to Sturt Highway, "Tim Fischer Way"</p> <p>Council formally write to Federation and Narrandera Councils regarding the proposal to have a separate name for tourism purposes only for the Lockhart Boree Creek Road and the Boree Creek Sandigo Road to the Sturt Highway, being "Tim Fischer Way" and, if support is forthcoming from both Councils, Council then undertake a process of community consultation particularly with respect to the affected property owners.</p>	<p>Enquiries currently being made with relevant government agencies regarding the process for approving "tourist signs" (in lieu of officially changing the road names) before writing to neighbouring councils.</p> <p>Referred to Tourist Attraction Assessment Committee for consideration.</p>
50/21	DCCS	<p>Requests for Financial Assistance and Local Roads & Community Infrastructure Phase 2</p> <p>Council support the requests for financial assistance received from the Yerong Creek Tennis Club and the Yerong Creek Cricket Club as follows:</p> <ol style="list-style-type: none"> 1. Yerong Creek Tennis Club \$25,000 LRCI Phase 2 Grant 2. The Rock Yerong Creek Cricket Club \$15,726 LRCI Phase 2 Grant \$20,274 2020/21 budget – sec 356 contributions \$36,000 3. That consideration of the request for a further \$25,000 from the 2021/22 budget be deferred until Council's 2021/22 budget has been adopted. 4. That the installation of an irrigation system at the Yerong Creek Recreation Ground be a priority project for any future Stronger Country Communities funding that becomes available. 	<p>1. and 2. Yerong Creek Tennis Club and The Rock Yerong Creek Cricket Club have been notified of Council's decision.</p> <p>Project nomination forms have been submitted to the funding body for both projects for approval.</p> <p>3. and 4. Refer separate report to the May Council meeting regarding Stronger Country Communities – Round 4 grants program.</p>

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Minute No:	Officer to Action	Council Resolution	Action Taken
49/21		<p>Lockhart Railway Station Building</p> <p>a) Ratify the action taken to submit an application for funding under the Stronger Communities Fund towards repairs to the Lockhart Railway Station building; and</p> <p>b) In the event that the application is successful Council's contribution be funded from the Buildings Reserve.</p>	<p>Grant application lodged. Complete.</p>
Ordinary Council Meeting held 15 March 2021			
43/21	DEES	<p>Tender – The Rock West Flood Mitigation Works</p> <p>Council:</p> <p>1. Awards the tender for The Rock Flood Mitigation Works FY2021-004 to Excell Gray Bruni Pty Ltd.</p> <p>2. Allocates \$316,900 in the 2021-22 budget as its contribution to The Rock Flood Mitigation Works.</p>	<p>1. Tender contract executed. Complete.</p> <p>2. Draft 2021/22 Budget to be presented to the May 2021 Council meeting.</p>
26/21	TEDO	<p>Minutes of the Tourism & Economic Development Steering Committee – 9 March 2021</p> <p>7a Proposed Charter: TEDO to send around examples of other Council committees with feedback to be sent to TEDO by May 2021 meeting.</p>	<p>In progress</p>
	DEES	<p>7b Street lighting, Lockhart: Council to investigate lighting upgrades in the two main business blocks, to entrance of Caravan Park and outside the Museum.</p>	<p>Assessment completed. Low-level bollard lighting is the best option. Estimated cost to install is \$18,000. Needs assessment – low. Complete.</p>
	TEDO	<p>8a The Esplanade, Pleasant Hills: TEDO add The Esplanade on the project list for a longer-term solution and that the TEDO approach Council's Manager Parks and Facilities for any short-term solutions and request a meeting on site.</p>	<p>Added to project list. TEDO to discuss with Facilities Manager.</p>
Ordinary Council Meeting held 15 February 2021			
22/21	GM	<p>Offer to Purchase Industrial Land</p> <p>Council authorises the General Manager to negotiate the sale of Lots 22, 23 and 24 Harry Davies Drive as outlined in the Report.</p>	<p>The completion of the DA process is awaited before progressing the negotiations.</p>
18/21	GM	<p>Policy Development and Review – Naming of Roads, Bridges, Public Places and Buildings</p> <p>Council endorses Draft Policy 1.26 Naming of Roads, Bridges, Public Places and Buildings, for the purposes of public exhibition.</p>	<p>Policy Register has been updated. Submitters have been notified of Council's decision. Complete.</p>

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Minute No:	Officer to Action	Council Resolution	Action Taken
12/21	GM	<p>Preparation of Plans of Management – Crown Reserves etc</p> <p>1) Council endorse the <i>Draft Lockhart Shire Council Plan of Management for Crown Land managed by Council and Council-owned land classified as ‘community’</i> for the purposes of community consultation.</p> <p>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.</p> <p>3) Following consideration of any feedback received from the management committees and user 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.</p>	<p>1) Complete.</p> <p>2) Copies of the Draft Plan of Management have been forwarded to section 355 management committees and user bodies as well as to the Crown Lands Office. Complete.</p> <p>3) Pending. Crown Lands Office approval is required before Draft Plan of Management is placed on public exhibition.</p>
9/21	DCCS	<p>The Lockhart Recreation Ground Management Committee – Request for Financial Assistance</p> <p>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.</p>	<p>This resolution will be actioned if the application to the Building Better Regions Fund – Infrastructure Projects Stream – Round Five is successful.</p>
8/21	DCCS	<p>Lockhart Railway Building</p> <p>Council:</p> <p>a) Agrees to vary the lease of the Lockhart Railway Station building to a nil rental and authorise the General Manager to execute the necessary documentation.</p> <p>b) Develop a scope of works to repair the old Railway Station Building with a report to Council at a future meeting.</p>	<p>a) John Holland Rail has been advised of Council’s resolution and their legal counsel is drafting a Deed of Variation to the current lease agreement.</p> <p>b) Scope of works being developed.</p>
6/21	DEES	<p>Recreational Vehicles (RV’s) and Caravan Parking in Lockhart CBD</p> <p>Council to investigate and implement RV and Caravan Parking in locations in Green Street (Plan 3 and Plan 6 of the Lockhart Business Centre Master Plan) as well as Urana Street and Matthews Street, Lockhart, including an education program, as recommended by Council’s Tourism and Economic Development Steering Committee.</p>	<p>Investigation completed. Dedicated RV parking locations in Green/Urana Street near museum supported. Dedicated RV parking near Shire Administration not supported (limited car parking, mobile library, NSW Government Mobile Services). Single park in Matthews Street supported. Implementation subject to funding.</p>

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Ordinary Meeting – 17 May 2021*

Minute No:	Officer to Action	Council Resolution	Action Taken
Ordinary Council Meeting held 21 December 2020			
254/20	GM	<p>The Rock West Flood Mitigation Works</p> <ol style="list-style-type: none"> 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>Superseded by Minute No 43/21 (15 March 2021). Complete.</p>
Ordinary Council Meeting held 16 November 2020			
211/20	GM	<p>Grant Funding Opportunities</p> <ol style="list-style-type: none"> 1. Submit the following projects for funding under the Local Road and Community Infrastructure Program Phase 2: <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 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'. <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 	<ol style="list-style-type: none"> 1. Work schedule and project nomination form has been submitted for the Council nominated projects and approved. Complete. 2. Agreement has been reached with GrainCorp for the purchase of 109 Green Street Lockhart. Quotes are being sought for the preparation of a concept plan for the redevelopment of 109 Green Street to incorporate a community space and public toilets.
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>Workshops have been convened by REROC on 19/03/21 and 29/04/21 on the issue of rental accommodation and housing shortages (GM, Admin Assistant Planning and the TEDO attended). A third Workshop is scheduled for 24/05/21.</p> <p>Representations have been made to the Member for Wagga Wagga.</p> <p>Recent sales imply a potential for the erection of one or two investment properties in lieu of owner occupied.</p>

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Minute No:	Officer to Action	Council Resolution	Action Taken
Ordinary Council Meeting held 21 September 2020			
175/20	TEDO	September Minutes of the TEDSC i) Follow up lack of fencing at Magnolia Lodge with the General Manager.	Currently being investigated.
174/20		ii) Liaise with Mr Holstein to remedy signage issue at Noskes Chinese Crossing, consistent with current signage practices.	Currently being investigated.
Ordinary Council Meeting held 20 July 2020			
134/20	DEES	Light Posts – Green Street, Lockhart Arrange for the damaged light posts be replaced, as far as possible, with like-for-like.	Wagga Iron Foundry appointed to manufacture replica lamp posts. Posts are complete. To be installed by electrical contractor. Planter boxes complete.
133/20	DEES	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 Gonyah 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.	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.
123/20	GM/DCCS	Land/Premises for Community Development, Lockhart and The Rock (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. (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.”	Agreement has been reached with GrainCorp for the purchase of 109 Green Street Lockhart. GrainCorp as the vendor will be arranging for contracts to be prepared and forwarded to Council’s solicitor.
Ordinary Council Meeting held 20 April 2020			
70/20	GM	Review of Operational Land Council adopts the following actions in relation to the review of land classified as “operational land”: • Approach the adjoining owner of the land situated at 2410 Albury Road, Urangeline regarding potential sale or transfer of the land.	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.

*Lockhart Shire Council
Ordinary Meeting – 17 May 2021*

Minute No:	Officer to Action	Council Resolution	Action Taken
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>	Funding body has been advised of a revised completion date based on the update provided by Gordon Hinds of Better Energy Technology to the February Council meeting.
Ordinary Council Meeting held 19 April 2021 – Councillor Questions & Statements			
Questions & Statements	DCCS	<p>Cr Douglas – Housing NSW Home, Green Street</p> <p>Referred to the vacant premises in Green Street and asked if the status of that building was known as the yard is becoming increasingly untidy.</p>	Enquiries are being made.
	DCCS	<p>Cr Sharp – Fire Safety Inspections</p> <p>Referred to the 6-monthly inspections and asked why the cost has increased from \$18 to approximately \$450 with no apparent extra benefit.</p>	Following up.
	DEES	<p>Cr Walker – Vincent Road</p> <p>Advised that the northern end of this road, where Riverina Water have crossed with their recent upgrade, the road base has sunk and requires repair.</p>	Repairs scheduled for May 2021.
	DCCS	<p>Cr Marston – Electricity Meters, The Rock Recreation Ground</p> <p>Enquired about the progress of having the electricity meters consolidated at The Rock Recreation Ground. This project needs to be completed before the Recreation Ground Committee can progress the installation of solar panels.</p>	Waiting on quote.
	DCCS	<p>Cr Driscoll – Electronic Scoreboards</p> <p>Asked if the delivery of the new scoreboards was still on track.</p>	Ready for delivery.
	DCCS	<p>Cr Day – Greens Gunyah Museum</p> <p>Asked where repairs and asbestos removal was up to on the old building at Greens Gunyah Museum.</p>	Liaising with contractor.

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Ordinary Meeting – 17 May 2021*

Minute No:	Officer to Action	Council Resolution	Action Taken
	DEES	Cr Verdon – Recycling, The Rock Recreation Ground Requested recycling bins for The Rock Recreation ground to assist the Committee with correct processing of waste, particularly cardboard, on game days.	No recycling bins currently provided to recreation reserves. Sufficient blue lid bins at reserve. Complete.
	DEES	Cr Verdon – Linemarking, Urana Street, The Rock Asked if there was a date programmed for linemarking to occur in Urana Street as heavy vehicles are still travelling down the smaller side roads.	Procuring line marking contractor.
	GM/ DCCS	Cr Verdon – Opening of New Facilities Suggested that with all the newly completed projects perhaps Council should hold some official openings.	Proposed to liaise with relevant government departments (funding bodies) and section 355 committees regarding an appropriate ceremony(s).
	DEES	Cr Schirmer – Footpath, Hebden St Referred to the new footpath across from the school, adjacent to a corrugated iron shed. On the western side of the shed the new footpath is acting as a little dam during rain events and is flooding the resident's yard.	Manager of Works liaised with landowner. Matter is resolved. Complete.
	DEES	Cr Schirmer – Linemarking, Lockhart The Rock Road Referred to the large, sweeping bend on the eastern side of Milbrulong, at the chevrons, and asked if it is possible to mark the middle of the road in such a way as to stop people cutting the corner. It was also suggested that the bend at the Milbrulong cemetery also required this treatment.	Procuring line marking contractor.
Ordinary Council Meeting held 15 March 2021 – Councillor Questions & Statements			
Questions & Statements	DEES	Cr Verdon – Chaplins Lane, The Rock Referred to photographs of Chaplins Lane after wet weather and difficulty in property access experienced by a resident, compounded by replacement of a water pipe by Riverina Water. Cr Verdon asked if there were plans to resheet that road and what is required to elevate it to a sealed road. Cr Verdon also suggested contacting Riverina Water regarding some restoration works in the area of their works.	This road, west of The Rock Collingullie Road, is made up of two sections, the first (approx. 450m) is Gravel Class 2, the second (approx. 370m) is classified as unconstructed. Investigations need to be carried out on this unconstructed section. The gravelled section is currently programmed for grading in November. The Director has spoken with the resident and also regarding Council's dust suppression policy. Riverina Water confirmed contribution. Works scheduled.

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Minute No:	Officer to Action	Council Resolution	Action Taken
	DEES	Cr Driscoll – Waste Collection Asked if there is a possibility for either the general or recycling waste to have an additional pick-up, reverting to weekly collection? Suggested the recycling service might be a good option, to encourage people to do that more.	Additional service will incur a cost of \$135 per property. Current system allows individual households to request an additional service. Complete.
	DEES	Cr Marston – The Rock Recreation Ground Directional Signage Asked if the directional signage for the caravan park at The Rock Recreation Ground could be repositioned and/or improved as visitors are taking the wrong turn off Mixner Street and ending up in the dead-end near the creek.	Signs have been ordered.
Questions & Statements	DEES	Cr Rockliff – Living in Main Street Has been advised that people are believed to be living in the former Verandah Town Electrical Store and also the Commercial Hotel. With regard to the hotel, attention has been drawn to a very large bird aviary and Cr Rockliff asked if there were any compliance issues with such a structure.	The Manager Planning and Building in the process of arranging an inspection of the Verandah Town Electrical shop. The bird aviary is exempt development based on its size.
	DEES	Cr Rockliff – Gutter Cleaning Questioned the value Council received from the street sweeper as it can't clean behind the parking bumpers in the shopping precinct and doesn't remove weeds.	The Director of Engineering and Environmental Services is reviewing service. Current service reviewed. DEES liaising with equipment providers.
	GM/ DEES	Cr Rockliff – Cleaning of Pavers Advised he thought a decision was made in the past to have the pavers cleaned two to three times per year and they haven't been cleaned for quite a while. Nothing seems to be working on the bird droppings. IGA now having issues, particularly concerning their trolleys.	Current service reviewed. DEES liaising with equipment providers.
	GM	Cr Douglas – Lighting Issues, Lockhart Could Council investigate the installation of motion sensing lighting in the areas mentioned in the Tourism and Economic Development Steering Committee report?	The General Manager advised that as this item formed part of a recommendation of the Tourism and Economic Development Steering Committee minutes which have been adopted, it is now a Council resolution and staff are obliged to investigate the matter.
Questions & Statements	GM	Cr Douglas – Local Government Elections Would Council consider conducting information sessions for prospective councillors prior to their nomination for the local government elections scheduled for September this year?	The NSW Electoral Commission will be conducting on-line candidate information sessions and webinars. Information for candidates and all participants in the election that is being progressively received from the NSW Electoral Commission will be published in Council's monthly newsletter.

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Ordinary Meeting – 17 May 2021*

Minute No:	Officer to Action	Council Resolution	Action Taken
	DEES	Cr Sharp – Old School Site Signage Advised there is an old school site on County Boundary Road approximately 2km south of the crossroad which has a sign in place on the eastern side of the road to draw attention to its location. Cr Sharp requested that a tourist sign (finger blade only) be installed on the western side of the road also.	Manager Works reviewed signage at this location. Sign ordered.
	DEES	Cr Schirmer – Caravan Park Signage Asked if it was possible to install signage indicating the caravan park on the approaches to town.	Manager Works is reviewing signage.
	DEES	Cr Schirmer – Priority Parking Advised he has been approached by Valmar staff to request a parking space adjacent to their offices, marked in red with a handrail to assist with client access to their offices.	Procuring line marking contractor.
Ordinary Council Meeting held 15 February 2021 – Councillor Questions & Statements			
	DEES	Cr Verdon – Disabled Parking, The Rock Bowling Club Requested that disabled parking be relocated to the front of the building and be line-marked accordingly.	Local Traffic Committee supports proposal. Procuring line marking contractor.
	DEES	Cr Verdon – The Rock Post Office Asked if it would be possible to place signage such as “Loading Zone” 6-8am and 4-6pm in an appropriate place outside the Post Office to assist with delivery/collection of parcels.	Local Traffic Committee supports proposal. Procuring line marking contractor.
	GM/ DCCS	Cr Driscoll & Cr Douglas – TEDO Workload Commented that, in working with Mr Holt on the TEDS Committee, his workload seems to be “heating up” and asked that Council consider some support staff time to support the TEDO role – for consideration when preparing the 2021/22 budget.	Immediate support has been provided. Ongoing support has been incorporated into the draft 2021/22 budget. Completed.
	DCCS	Cr Driscoll – Community Centre for The Rock Advised that The Rock Tractor Service is moving to new premises in the near future and asked if Council could explore the possibility of developing the site for community purposes.	Initial investigations revealed that this land is included on Council’s Contaminated Land Register due to the site’s previous uses which could result in additional clean-up costs if Council was to acquire and develop the land.

*Lockhart Shire Council
Ordinary Meeting – 17 May 2021*

Minute No:	Officer to Action	Council Resolution	Action Taken
	DEES	<p>Cr Driscoll – Natural Gas</p> <p>Referred to the natural gas pipeline which runs just outside The Rock township. Mentioned previous investigations which found that connection of the town was unfeasible. Asked if investigations could take place to see if the recent growth of the town might make that connection viable, and that Council pursue any opportunities that may assist in making it a feasible project.</p>	<p>Provision of natural gas to The Rock has been included in the Regional Action Plan contained in the Regional Economic Development Strategy developed for the Coolamon, Junee, Lockhart, and Wagga Wagga Functional Economic Region.</p> <p>Reached out to the relevant gas utility with no response to date.</p>
	DEES	<p>Cr Rockliff – Lockhart Verandahs</p> <p>Referred to the birds which roost on the electrical wiring under the verandahs, which are still creating mess and ruining the paving and commented that it is now up to the Shire to do something about it.</p>	<p>Heritage Adviser investigated and report received. Current service reviewed. DEES liaising with equipment providers.</p>
	DEES	<p>Cr Rockliff - Planter Boxes</p> <p>Referred to the Engineering & Environmental Services Report and stated his disagreement with the paragraph regarding the success of the planter boxes in Green Street. Plants are dying, soil is low in one of them. Also referred to the timber fence along Pastoral Shadows which is also in need of repair.</p>	<p>Report noted 'mixed' success. Once wicking beds are all installed then the boxes will be replanted with hardier plant species.</p> <p>Broken logs replaced.</p> <p>Complete.</p>
	DEES	<p>Cr Walker – Plums Lane</p> <p>Asked if Plums Lane could receive some attention as it is quite run down and has not received any maintenance done on it for quite some time.</p>	<p>Works scheduled for May.</p>
	DEES	<p>Cr Schirmer – Weed Control etc</p> <p>Reiterated the request for more effort from Council in controlling caltrop and khaki weeds, and more maintenance efforts at the Caravan Park.</p>	<p>Normal weed spraying program maintained but not successful. Procured a pre-emergent herbicide to trial (to stop seeds from germinating again), which will be applied before khaki weeds emerges next season. Some areas will also be cleared mechanically.</p>
Ordinary Council Meeting held 21 December 2020 – Councillor Questions & Statements			
Questions & Statements	GM	<p>Cr Verdon – Community Land</p> <p>Requested an investigation of the vacant land next to the Men's Shed and its potential use for community purposes.</p>	<p>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.</p>

*Lockhart Shire Council
Ordinary Meeting – 17 May 2021*

Minute No:	Officer to Action	Council Resolution	Action Taken
Ordinary Council Meeting held 21 September 2020 – Councillor Questions & Statements			
Questions & Statements	DEES	<p>Cr Rockliff – Bidgeemia Water Extension</p> <p>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?</p>	<p>Riverina Water has confirmed that the Water Extension project has come in under budget and it is now able to extend the mains further along Bidgeemia Road and Vincents Road, making reticulated water available to additional properties.</p> <p>Riverina Water has also confirmed that all consumers, including the subject property, will be connected at the same rate.</p>
Ordinary Council Meeting held 17 August 2020 – Councillor Questions & Statements			
	DEES	<p>Cr Day – Levy Bank, Lockhart Common</p> <p>Asked who was responsible for maintenance and suggested that some repair work may be necessary near the outlet.</p>	<p>Works under way.</p>
Ordinary Council Meeting held 20 July 2020 – Councillor Questions & Statements			
Questions & Statements	DCCS	<p>Cr Driscoll – Childcare in the Shire</p> <p>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.</p>	<p>Council will contact both schools in Lockhart as a starting point for feedback on demand for before & after school care.</p>
Ordinary Council Meeting held 3 February 2020 – Councillor Questions & Statements			
Questions & Statements	DEES	<p>Cr Marston – CCTV</p> <p>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.</p>	<p>Quotes received, minimum of \$6,000 per site. Not included in draft Budget for 2020/21.</p> <p>Could be considered under LRCI Program, with further consultation required with s355 management committees.</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>

May 2021 Council Meeting - Correspondence Sent to Councillors

Date sent to Councillors	From	Subject	File Ref
14/4/2021	ALGA/LG NSW	Weekly News dated 9/4 and 13/4 respectively.	
20/4/2021	ALGA/LG NSW	Weekly News dated 19/4 and 20/4 respectively.	
20/4/2021	General Manager	NSW Election Bulletin	
23/4/2021	General Manager	Update on Funding – Yerong Creek Water Tower Mural	
4/5/2021	Mayor, Cr Schirmer	Mayoral Update	
5/5/2021	ALGA/LG NSW	Weekly News dated 30/4 and 4/5 respectively.	
12/5/2021	ALGA	Weekly News dated 7/5 and Budget Special dated 11/5.	

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

STAFF REPORTS

STRATEGIC DIRECTION A: A Connected and Resilient Community

1. ROUND 4 – STRONGER COUNTRY COMMUNITIES FUND

(GM: 21/5272)

Executive Summary

The NSW Government has announced a fourth round of funding under the Stronger Country Communities Fund (SCCF).

Report

On 1 May 2021 Round 4 of the Stronger Country Communities Fund (SCCF) was announced.

By way of background all of the funds allocated to Lockhart Shire under Round 1 of the SCCF program and 50% of the Round 2 funding was allocated to the upgrade of the Lockhart and The Rock swimming pools. The balance of Round 2 funding and Round 3 funding was allocated to various sporting, recreational and community projects. The Round 3 funding guidelines required 50% of the funding to be allocated to projects that benefit youth.

A complete list of projects funded under all previous Rounds of the SCCF program can be found in the Grant Funded Projects – Quarterly Status Report which will be distributed at the meeting.

The Lockhart Shire local government area has been allocated an amount of \$769,390 under Round 4. The Round 4 funding guidelines require 50% of the funding to be allocated to projects that increase female participation in sport and enhance female sporting facilities with the other 50% earmarked for community amenity and community service infrastructure.

Whereas only Councils were eligible to apply under Rounds 1 and 2, other community organisations and incorporated bodies were eligible to apply under Round 3. This is also the case under Round 4. The minimum grant under the Round 4 guidelines is \$50,000.

Earmarking 50% of the funding to enhancing female sporting facilities will limit eligible projects within Lockhart Shire to the main recreation grounds and sporting ovals. Consultation has commenced with the management committees of the main recreation grounds with a view to identifying projects which would meet the criteria of increasing female participation in sport and enhance female sporting facilities. As a result of this consultation the following projects have been identified:

Lockhart Recreation Ground

- AFLW visitors changerooms (\$130,000)
- AFL umpire amenities (\$55,000)
(Lockhart Recreation Ground hosts AFLW games played by the Riverina Bluebells women's team)

Osborne Recreation Ground

- Upgrade and installation of two new netball courts (\$205,120)
- Upgrade of netball court lighting (\$46,850)

The Rock Recreation Ground

- Renovate netball changerooms (\$50,000)
- Re-develop AFL umpire amenities (\$55,000)
- New lights for the netball courts (\$40,000)

With respect to the 50% of grant funding that can be used for community amenity and community service infrastructure, Council at its meeting held on 19 April 2021 formally resolved to submit applications for two specific projects when the next grant funding opportunity arose as follows:

- Minute No. 50/21 – “That the installation of an irrigation system at the Yerong Creek Recreation Ground be a priority project for any future Stronger Country Communities funding that becomes available” and

- Minute No. 64/21 – “Submit a grant application for the refurbishment of the property (109 Green St Lockhart – former GrainCorp building) including construction of public toilets, establishment of the Men’s Shed and creation of a community space when the opportunity arises”.

The above projects total \$636,970 which exceeds the minimum 50% threshold for the female sporting funding stream of \$384,695.

It is recommended that grant applications be prepared for submission under SCCF Round 4 for the projects listed above in consultation with the relevant section 355 management committees where applicable.

The closing date for applications is 25 June 2021.

Integrated Planning and Reporting Reference

- A1 Provide support and advice to community groups, clubs, and volunteers.
- A1 Support cultural and sporting opportunities that respond to the needs of the community.
- A2 Support, or partner to provide, welcoming and well maintained community spaces and facilities.
- D1 Ensure appropriate provision, planning and use of all open space and recreation facilities and cemeteries.

Legislative Policy and Planning Implications

Nil.

Budget and Financial Aspects

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

Attachments

Nil.

Recommendation: That Council:

1. Submit applications under the “community amenity and community service infrastructure” stream of Stronger Country Communities Fund Round 4 for the redevelopment of 109 Green Street Lockhart (former GrainCorp property) and the Yerong Creek Cricket Ground irrigation system; and
2. Determine its priorities for the “female participation in sport and enhance female sporting facilities” funding stream from the projects listed in the report relating to the Lockhart, Osborne and The Rock recreation grounds.

2. THE ROCK AND LOCKHART SWIMMING POOLS AUDIT RESULTS

(DEES: 21/5233)

Executive Summary

Aquatic Industry Services, Royal Lifesaving Australia has conducted Aquatic Facility Safety Assessments for both public swimming pools at Lockhart and The Rock.

Report

Royal Life Saving Australia conducted Aquatic Facility Safety Assessments for the Lockhart and The Rock swimming pools on the 20th and 21st of January 2021. The Aquatic Facility Safety Assessments are based on Royal Life Saving’s Guidelines for Safe Pool Operation which provides detailed safety advice for the operation of commercial aquatic facilities. The Aquatic Facility Safety Assessments also draws relevant information from various Australian Standards, State legislation and industry best practice.

The Aquatic Facility Safety Assessments propose several improvements actions shown in the table below.

Improvement Actions	Lockhart	The Rock
Health & Safety Systems	19	20
First Aid	9	7
Technical Operations	14	13
Facility Design	3	7

Improvement Actions	Lockhart	The Rock
25 Metre Pool	3	3
Wading/Leisure Pools	2	1
Intermediate Pool	3	-
Dive Pool	7	7
Supervision (General)	8	8
Supervision (Pool): 25 Metre Pool	6	6
Supervision (Pool): Wading/Leisure Pools	5	3
Supervision (Pool): Intermediate Pool	6	-
Programs	3	3

Most of the proposed improvement actions are administrative and supervisory in nature. A key recommendation is that two qualified staff members (RLSSA Pool Lifeguard Licence) are always at the facilities and on duty when the facilities are open. The current agreement made on 19 August 2020 between Lockhart Shire Council and the contractor is for the 2020/21 to 2023/24 summer swimming seasons (24 weeks) and does not stipulate the number of qualified staff members required to be at the facilities and on duty when the facilities are open. It is proposed to amend the current agreements to reflect the corrective actions identified in the Aquatic Facility Safety Assessments.

Integrated Planning and Reporting Reference

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

Legislative Policy and Planning Implications

- NSW Department of Local Government, Practice Note No. 15 Water Safety. 2010, Department of Local Government.
- NSW Government, Work Health and Safety Regulations 2011. 2011, New South Wales Government.
- NSW Department of Health, Public Swimming Pool and Spa Pool Guidelines. 1996, Department of Health New South Wales.
- NSW WorkCover, Control of Workplace Hazardous Substance Code of Practice 2006. 2006, WorkCover NSW.
- NSW Government, *Work Health and Safety Act 2011*. 2011, New South Wales Government.

Budget and Financial Aspects

Most of the proposed corrective actions are administrative and supervisory in nature and have minimal financial implications.

The contract fees for The Rock and Lockhart swimming pools are \$24,000 excluding GST each. The total additional cost to have two qualified lifeguards at each of the swimming pools is \$24,000. An amount of \$48,000 for each swimming pool is included in the 2021-22 draft budget for consideration.

Attachments

Nil.

Recommendation: That Council notes the report.

STRATEGIC DIRECTION B: A Dynamic and Prosperous Economy

3. THE ROCK TO BOREE CREEK RAIL LINE

(GM: 21/3015)

Executive Summary

Council has an opportunity to progress its advocacy for the upgrade of The Rock to Boree Creek rail line under the Inland Rail Interface Improvement Program.

Report

Council has over a period of years advocated for the upgrade of The Rock to Boree Creek rail line to the same standard (axle loading) as the main Sydney to Melbourne rail line. The branch line is currently described as 'light rail' meaning that wagons cannot be loaded to their maximum axle weight.

At the Council meeting held on 6 February 2017 it was resolved that Council:

- a) *“Fully supports the upgrading of The Rock to Boree Creek rail line to heavy rail to enable the more efficient and cost effective use of rail infrastructure.*
- b) *At the appropriate time submit a submission to Transport NSW outlining the benefits of the upgrade.”*

An application for funding under the Fixing Country Rail Program was subsequently submitted but was unsuccessful.

In September 2020 it was reported to Council that with the advent of the Inland Rail project the opportunity was taken to once again make representations regarding this project. This was done through the Inland Rail Interface Improvement Program (II Program) which aims to assist in the development of project ideas that have the potential to boost the benefits that flow from the Inland Rail project.

A response was subsequently received from the Australian Government Department of Infrastructure, Transport, Regional Development and Communications advising that the Department and its Independent Assurance and Technical Adviser has assessed the proposal to determine whether it meets the requirements for eligibility for the II Program, including alignment with the Country Lines Improvement Program (CLIP) principles. The Department has confirmed that the proposal has been assessed as eligible for the II Program. The proposal has been included in a list of 15 project proposals announced by the Australian Government to receive support under the II Program.

The Department has allocated Council's proposal to its specialist business case adviser, Ernst & Young, who will work with Council to develop the proposal. The first step will be to arrange an inception meeting with the Department and Ernst & Young to discuss the working arrangements under the program, and to enable work to begin on the development of a project plan.

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 Australian Government has committed \$44 million to the II Program to assist in the development of project ideas that have the potential to boost the benefits that flow from Inland Rail.

The II Program supports the development of ideas for more productive rail-based supply chains and improvements to capacity on key country rail lines that intersect with Inland Rail.

These ideas can come from industry, local operators, governments and the community, or others that are interested in taking advantage of the long term benefits of Inland Rail.

Budget & Financial Aspects

These services of a business case adviser will be provided at no cost to Council and the specialist business case adviser is appointed and managed by the Department.

Attachments

Nil.

Recommendation: That the information be noted.

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: 21/5304)

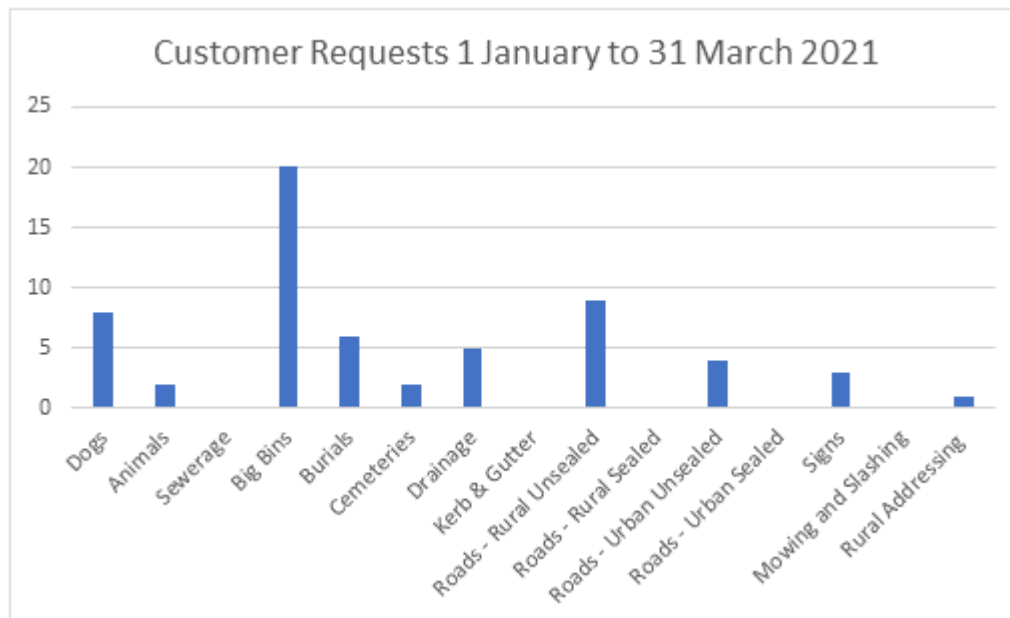
Executive Summary

Monthly report on engineering and environmental services matters.

Background Information

a) **Customer Service**

Engineering and Environmental Services received 60 customer requests in the period 1 January to 31 March 2021. A third of the customer requests relate to requests to replace waste bins or for additional services. Nine requests were received for repairs or grading of gravel roads.



b) **Works:**

Urana Lockhart Road (MR59): Shoulder widening works are completed.

Albury Road: Project completed.

Western Road (R2R): Sealing of 1km of Western Road is completed.

Wattles Road/Tinamba Lane: Culverts are installed, and stabilisation works are completed. Currently preparing base layer. Final seal due by end of June subject to weather conditions.

Grading and minor gravelling of unsealed roads: Commenced 2020-21 programme. Recently completed maintenance grading on Pat Gleesons Lane, Reads Lane, Rawson Park Road, Healys Lane, Osborne Pleasant Hills Road, Chambers Lane, Doigs Lane, Ryans Lane and Sid Matthews Lane.

Lockhart Caravan Park: Installation of the water lines for the fire hydrant and hose reels commenced in May 2021. Due to the extensive nature of the works, the caravan park will be closed from May to June, subject to weather conditions.

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

c) **Major Projects:**

Flood Mitigation Construction – The Rock: Excel Gray Bruni has been appointed to undertake the flood mitigation works at The Rock, being the drainage works along Nicholas, Yerong and Urana Streets. Construction is scheduled to commence in September 2021 subject to weather conditions.

d) **Road Safety:**

Council's Road Safety Officer undertook the following:

- Preparing 2021/22 projects with TfNSW. Funding letter to be sent to General Manager.
- Urana Street bus stop signage – investigating for July Local Traffic Committee report.

e) **Traffic Committee:**

Two reports were considered and supported by the Lockhart Local Traffic Committee including loading bays at The Rock post office and a disabled bay at The Rock bowling club.

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

The last meeting of the Lockhart LEMC was held on Friday 12 February 2021. The next LEMC meeting is scheduled for Friday 11 June 2021.

g) **Fleet:**

All vehicle and plant replacements in accordance with the adopted 2020-21 budget are completed.

h) **Biosecurity and Environment:**

Property Inspections

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

The weeds most found were Asparagus weeds (*Asparagus sp.*), Privet (*Ligustrum sp.*), Bridal creeper (*Asparagus asparagoides*), Horehound (*Marrubium vulgare*), African boxthorn (*Lycium ferocissimum*), Bathurst burr (*Xanthium spinosum*), Galvanised burr (*Sclerolaena birchii*), Johnson grass (*Sorghum halepense*), and Sweet briar (*Rosa rubiginosa*).

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
1	1	4	0	0	0	0

Control Program

Priority has been given to the control of Feathertop Rhodes grass (*Chloris virgata*), Silverleaf nightshade (*Solanum elaeagnifolium*), and Bathurst burrs (*Xanthium spinosum*) on roadside reserves.

drumMuster

The next drumMUSTER collection events have been tentatively scheduled for Tuesday, 14 September 2021 for Lockhart and Thursday, 16 September 2021 for The Rock.

i) **Parks and Gardens:**

CWA Park – Water Tower Landscaping

This small project has made a significant visual impact to the area at the base of the tower and includes improved access and the addition of a picnic table has provided an inviting spot to sit for a meal or coffee break. Steel was used to define the border between the garden beds and the new granite surface. The granite provides a suitable surface for foot traffic and has also brightened up this mostly shaded area.

ANZAC Day

Maintenance of public areas visited during ANZAC Day activities were well presented.

Parks and Gardens

The iris and mini agapanthus recently removed from Lockhart cemetery are settling in well in their new locations in Green Street and Walter Day Park. Blooming roses are still a welcome sight

along with the beautiful autumn colours that are on show around the shire. Deadheading of roses will continue until winter pruning takes place to keep them looking at their best for as long as possible. Routine garden maintenance is being conducted including regular weeding, spraying, pruning, deadheading and mulching. Weed control in urban areas is ongoing.

Mowing and Slashing

The autumn program has continued. Most non-irrigated areas were mowed or slashed at least once including the Lockhart airstrip, Mundawaddy cemetery and Osborne Recreation Ground. The fortnightly mowing and edging schedule for irrigated areas will be wound back as growth slows during the cooler months.

Trees

Seasonal maintenance of street trees has commenced and will continue throughout the cooler months. Maintenance will also include residential trees obstructing urban lanes or nature strips. Watering of trees will be reduced as temperatures cool, and many enter dormancy.

- j) **Development Applications:** The following development applications were approved, with conditions, from 1 April 2021 to 30 April 2021.

DA No	Development	Applicant	Site of Development
DA37/21	Large scale mural	Lockhart Shire Council	Riverina Water Tower 4 Finlayson St, Yerong Creek.
DA39/21	New colorbond shed	S Henry	3 Bond St, Lockhart
DA44/21	Demolition of dwelling	Lockhart Shire Council	75 Urana St, Lockhart
DA45/21	New dwelling	Maslin Homes	4562 Olympic Hwy, The Rock
DA48/21	Detached garage	P Angel	559 The Rock Mangoplah Rd, The Rock
CDC53/21	Inground swimming pool	S Edwards	24 Carson Rd, The Rock

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. "YOUR HIGH STREET" GRANT PROGRAM

(DEES: 21/5239)

Executive Summary

Lockhart Shire Council was unsuccessful in securing a grant for the upgrade of the main streets in The Rock and Lockhart. Unspent Drought Communities Program Extension is available to undertake footpath improvement works on the corner of Green Street and Urana Street, Lockhart.

Report

At the Council meeting held on 16 December 2019 it was resolved that Council submit applications under the Drought Communities Program Extension. An amount of \$200,000 was allocated to a project to improve footpaths and disability access. A further report was presented to the Council meeting held on 3 February 2020 which included a range of sub-projects to improve footpaths and disability access. \$14,640 was allocated to install pavers and construct a new kerb and gutter in front of the museum on the corner of Green Street and Urana Street, Lockhart.

It was resolved (256/20) at the Ordinary Meeting on 21 December 2020 that Council 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 Gonyah Museum.

Applications were prepared for both projects and submitted to the Department of Planning, Industry and Environment (DPIE) on 5 February 2021. The application extended the paving and kerb works to include the section from the old Gonyah Hotel to past the museum and linking with the existing footpath along Green Street West. The total estimated cost of the works was \$111,320. On 26 April 2021 DPIE advised that Council’s submissions were not successful. According to DPIE the \$15 million grant program was significantly over-subscribed, and the quality of proposals was high, with many worthy projects not receiving funding as a result.

All footpath projects under the Drought Communities Program Extension have now been completed except for the section in front of the museum in Lockhart. The Drought Communities Program Extension funding spent on footpaths in The Rock is \$105,980 and \$122,288 was spent on footpaths in Lockhart. Of the Drought Communities Program Extension funding allocated to footpaths, \$61,732 remains unspent. It is proposed that the unspent allocation of the Drought Communities Program Extension funding be re-allocated to the section of footpath in front of the museum.

Integrated Planning and Reporting Reference

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

Legislative Policy and Planning Implications

There are no legislative implications.

Budget and Financial Aspects

There are no budget implications.

Attachments

Nil

Recommendation: That Council reallocates \$61,732 of the Drought Communities Program Extension funding allocated to footpaths to be spent on the section of footpath in front of the museum on the corner of Green Street and Urana Street, Lockhart.

6. SEALING OF PRICHARD PLACE TO GREEN STREET

(DEES: 21/5231)

Executive Summary

Lockhart Shire Council was successful in its application for funding under the Fixing Local Roads Program for the sealing a 400m section of Prichard Place, Lockhart. Sealing of an additional 230m to Green Street West is estimated to cost \$142,520.

Report

Lockhart Shire Council was successful in its application for funding under the Fixing Local Roads Program to seal Prichard Place, Lockhart. The project includes sealing 400m of the current gravel section of Prichard Place. The project cost is estimated at \$206,550 comprising a grant of \$103,275 from the Fixing Local Roads Program and \$103,275 from Council.

The road reserve between Prichard Place and Green Street is currently unconstructed. Sealing of this additional 230m section to Green Street is estimated to cost \$142,520.



Integrated Planning and Reporting Reference

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

Legislative Policy and Planning Implications

There are no legislative implications.

Budget and Financial Aspects

No funding has been allocated in the 2020-21 draft budget to seal the additional section from Prichard Place to Green Street West.

Attachments

Nil

Recommendation: That Council notes the report.

STRATEGIC DIRECTION E: Strong Leadership and Governance

7. INVESTMENT AND BANK BALANCES REPORT – 30 APRIL 2021

(DCCS: 21/5360)

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			1,305,768.06
Add: Total Receipts			
	Rates	54,260.57	
	Debtors	82,663.61	
	Miscellaneous	92,169.60	
	Interest	489.80	
	DEFT Download Transfer	-	
	Redemption of Investments	500,000.00	
	BAS Refund January	109,310.00	
	Settlement 9 Rockliff Court	20,789.42	
	Dept Transport	490,487.31	
			1,350,170.31
Less: Total Payments			1,833,811.66
	New Investments		0.00
Closing Combined Cashbook Balance			822,126.71
Closing Bank Statement Balance	Bendigo Bank	672,180.26	
	Macquarie Bank	128,978.64	
	Bendigo Bank-Prichard Trust	31,647.90	
		832,806.80	
Add: Outstanding Deposits			5,963.00
			838,769.80
Less: Outstanding Cheques			16,643.09
Closing Combined Cashbook Balance			822,126.71
Investments:	Interest Rate per Annum	Amount Invested	% of Total
Bendgio	0.20	50,000.00	0.95
Bendgio	0.20	500,000.00	9.52
Bendgio	0.40	500,000.00	9.52
Bendgio	0.15	500,000.00	9.52
Bendgio	0.20	50,000.00	0.95
BOQ	0.35	500,000.00	9.52
CBT	0.25	500,000.00	9.52
CBT	0.41	500,000.00	9.52
CBT	0.26	400,000.00	7.62
NAB	0.40	500,000.00	9.52
NAB	0.30	250,000.00	4.76
NAB	0.30	500,000.00	9.52
T Corp	at call	500,000.00	9.52
		5,250,000.00	
			AMOUNT
General (PTD)	1490-3000-0000		-1,501,003.04
Combined Sewerage	8490-3000-0000		2,291,481.85
Trust Fund	9991-3000-0000		31,647.90
		822,126.71	822,126.71
	TOTAL FUNDS HELD ARE:	6,072,126.71	

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 2020 to April 2021, the average end of month balance of funds invested has been \$6.42 million and the average return on invested funds has been 0.55%. 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 & 2nd Quarterly Budget Review. Further adjustments will be made in the 3rd 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 valued 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 30 April 2021 Investment and Bank Balances Report be received and noted.
- b) That the Responsible Accounting Officer Statement be noted, and the report be adopted.

8. DRAFT 2017-21 DELIVERY PLAN AND 2021-22 OPERATIONAL PLAN AND BUDGET
(DCCS: 21/5362)

Executive Summary

A Draft 2017-2021 Delivery Plan and 2021-2022 Operational Plan and Budget is tabled for Council's consideration and endorsement for public exhibition.

Report

The Draft 2017-2021 Delivery Plan and 2020-2021 Operational Plan and Budget have been prepared in accordance with Sections 404 and 405 of the Local Government Act 1993 and are tabled for consideration and endorsement by Council for public exhibition. Subject to Council's endorsement it is proposed to publicly exhibit the draft documents for a period of not less than 28 days before tabling them again, together with any submissions received, at the June Council meeting for adoption.

The following table provides a summary of General Fund expenditure for 2021-2022.

Total Operating Expenditure (excl. Depreciation)	6,323,850
Total Depreciation	3,141,400
Total Capital Expenditure	5,360,007
Total Expenditure	14,825,257

The Draft 2021-2022 Budget estimates for the General Fund provide for a budget with a surplus of \$5,687.00. Some key features of the Draft Budget are outlined below.

Subsidies to Section 355 committees – The draft budget for 2021-22 has been prepared maintaining the "one-off" increase provided for in the 2020-21 budget due to the limitations Covid-19 put on our communities S355 committees in generating revenue.

Fixed Term Project Officer – In response to the issue raised by Councillors at the 15 February 2021 Council meeting and the more recent discussions at Council's Budget Workshop, provision has been made for the recruitment of a Part-Time Project Officer for a fixed term to assist in co-ordinating the unprecedented number of grant funded projects, noting that a fourth round of Stronger Country Communities Fund grants has also been recently announced.

Emergency Services Levy (ESL) rebate from the NSW Government – last year the RFS component of Council's ESL increased by \$88,000 with the cost of the increase covered by a one-off rebate from the NSW Government. Council has received advice of its RFS contribution for 2021-2022 which is

similar to the net amount paid by Council in 2020-2021 after receipt of the rebate i.e., there is no significant increase in the RFS contribution impacting on Council's 2021-2022 budget.

Rate Peg – The rate peg, as it is commonly known, is the maximum percentage amount by which a council may increase its general rate income for the year. The rate peg applies to general rate income in total, and not to individual ratepayers' rates. The rate peg does not apply to sewerage charges or waste management charges.

The rate peg for the 2021-2022 rating year has been set at 2.0%. The Draft Budget has been prepared on the basis of a 2.0% increase in Council's general rate income in accordance with the rate peg.

Interest on overdue rates and recovery of outstanding rates – The Office of Local Government (OLG) has advised that the maximum amount of interest that can be charged on overdue rates during the period 1 July 2021 to 30 June 2022 is 6.0%.

Fees & Charges – the majority of fees and charges have been left unchanged from 2020-2021. Waste management service charges have increases ranging from 2% to 2.5%. Sewer charges increases have been restricted to under 1.2%.

Heritage Adviser – in response to a request made during the Budget Workshop which preceded the last council meeting a report has been prepared regarding the Heritage Adviser's activities. A copy of which is attached.

Sewer Fund Report

The following table provides a summary of Sewer Fund expenditure for 2021-2022.

Total Operating Expenditure (excl. Depreciation)	393,023
Total Depreciation	185,000
Total Capital Expenditure	115,000
Total Expenditure	693,023

The Draft 2021-2022 Budget estimates for the Sewer Fund provide for a budget with a surplus of \$10,206.00.

Integrated Planning and Reporting Reference

- E1 Advocate and prepare for the long term sustainability of our Shire.
- E1 Continue to enhance sound financial management policies and practices.
- E1 Meet all governance and regulatory requirements in the conduct of council's operations.

Legislative Policy and Planning Implications

Council is required to adopt its Annual Operational Plan by 30 June 2021 after having first publicly exhibited the document for a period of 28 days and considered any submissions received.

Budget and Financial Aspects

The Draft Budget and Operational Plan has been prepared by Council officers within existing resources.

Attachments

1. Draft Delivery Program 2017-2021 and the Draft Operational Plan 2021-2022 incorporating the Budget Estimates and Revenue Policy.
2. Proposed Fees and Charges for 2021-2022 (to be provided under separate cover prior to meeting).
3. Report on Heritage Advisory Service

Recommendation: That:

- a) Council adopts, for the purpose of public exhibition, the Draft Delivery Program 2017-2021 and the Draft Operational Plan 2021-2022 incorporating the Budget Estimates, Revenue Policy and Fees and Charges.
- b) Following the 28 day public exhibition period, Council further considers the Draft documents at its 21 June 2021 meeting, in conjunction with any public comments or submissions received, for the purpose of adoption prior to 30 June 2021.

9. QUARTERLY BUDGET REVIEW – MARCH 2021

(DCCS: 21/5508)

Executive Summary

In accordance with the Local Government Act, 1993, a review of Council's Budget position as at 31 March 2021 has been undertaken and the following is submitted for Councillor's 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 March 2021 indicated an estimated **SURPLUS of \$30,672.00** as at 30 June 2021 after taking into account movements in revenue and expenditure for the third quarter.

Adjustments of note in the third Quarterly Review Budget:

Increase in income general ledger:	Increase	Adjusted Budget
• 2560-1205-0000 OSHC - Customer Payments	\$30,000	\$229,000

Increases in operating expenditure general ledgers:	Increase	Adjusted Budget
• 2560-2000-0000 OSHC - Wages & Salaries	20,000	141,350
• 3180-2330-0000 Public Cemeteries R&M	15,000	66,000
• 3680-2330-0000 Parks & Gardens R&M	35,000	332,000
• 5020-2330-0000 Urban Roads R&M	29,000	129,000
• 5065-2330-0000 Rural Rds Sealed R&M	65,000	225,000
• 5100-2330-0000 Rural Rds Unsealed R&M	126,000	666,000

Reduction in capital expenditure general ledger:

• 5110-4600-0000 Unsealed Rural Roads	126,000	578,045
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Out of School Hours Care – RockOOSH: enrolments at RockOOSH have exceeded budget expectations resulting in more income and an increase to wages and salaries.

Roads R&M and Capital Expenditure: reduction in capital expenditure Unsealed Rural Roads is to fund increase to expenditure for Rural Rds Unsealed R&M. Other roads expenditure increases due mainly to allow for increased shoulder grading, removal of excessive vegetation in table drains and crown lifting of overhanging branches.

The Rock Hall LRCI Phase 2 Project: The grant funded project for the installation of an elevator and refurbishments to The Rock Hall requires more funding to proceed. An initial quote to design and construct a lift has come in at \$117,600 ex GST. In consultation with The Rock Hall Management Committee, they have deemed the lift to be their priority and are willing to forego the refurbishments in order to have a lift installed. The Quarterly Budget review has allowed for \$47,000 additional funding to come from the Grant Projects Contingency Reserve to enable this project to proceed.

Future Land Purchase for Development Reserve: A new internal reserve has been established, Future Land Purchase for Development Reserve. As real estate for sale is sold the sale price being the increase to Council's cash position will be transferred to this reserve. This reserve can then fund or goes towards funding future land purchased for Council to develop. Cash received from sale of real estate this financial year totals \$484,000.

Sewer 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. For the Budget Review as at 31 March 2021 there were some minor budget adjustments resulting in an estimated SURPLUS of \$34,825.00 as at 30 June 2021 after taking into account movements in revenue and expenditure for the first quarter.

Integrated Planning and Reporting Reference

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

Legislative Policy & Planning Implications

As per Integrated Planning and Reporting Guidelines.

Budget & Financial Aspects

Fund	Adopted Budget @ 1 July 2020	Amendments @ 30 Sept 2020	Amendments @ 31 Dec 2020	Amendments @ 31 Mar 2021	Revised Estimates @ 30 June 2021
General Fund-Net of Inc & Exp and Capital Budget	\$ 13,782.00	\$ 19,119.00	(\$26,874.00)	\$ 24,645.00	\$ 30,672.00
Sewerage Fund	\$ 10,144.00	\$ 13,191.00	(\$510.00)	\$ 12,000.00	\$ 34,825.00
Net Consolidated Budget Surplus/(Deficit)	\$ 23,926.00	\$ 32,310.00	(\$27,384.00)	\$ 36,645.00	\$ 65,497.00

Attachments

Quarterly Budget Review Statement for the period 01/01/2021 to 31/03/2021 will be provided under separate cover.

Recommendation: That:

- a) The information be noted, and
- b) The adjustments in income and expenditure in the March 2021 Quarterly Budget Review be adopted.
- c) The adjustments in internal and external reserves in the March 2021 Quarterly Budget Review be adopted.
- d) The new establishment of internal reserve Future Land Purchase for Development Reserve be approved.

10. FEES PAYABLE TO THE MAYOR AND COUNCILLORS

(GM: 21/5215)

Executive Summary

The Local Government Remuneration Tribunal (LGRT) issued an Annual Report and Determination on 23 April 2021. Fees payable to the Mayor and Councillors are required to be within the range set by the LGRT.

Report

Policy 1.1 Payment of Expenses and Provision of Facilities to the Mayor and Councillors provides that the Council shall, prior to 30 June each year, set by resolution the annual fees to be paid, monthly in arrears, to a Councillor for the following year commencing 1 July, provided that such fee shall be within the range for the Council determined annually by the LGRT.

The LGRT is required to report to the Minister for Local Government by 1 May each year as to its determination of categories and the maximum and minimum amounts of fees to be paid to mayors and councillors.

Lockhart Shire Council has been categorised by the LGRT as “Non-metropolitan – Rural”. This category comprises councils with a population of less than 20,000.

The LGRT is required to have regard to the Government’s wages policy when determining the increase to apply to the maximum and minimum fees that apply to councillors and mayors. The public sector wages policy currently provides for a cap on increases of 2.5 per cent. The LGRT also reviewed the key economic indicators, including the Consumer Price Index and Wage Price Index, and had regard to budgetary limitations imposed by the Government’s policy of rate pegging, and has determined that an increase of 2.0 per cent is warranted. The 2.0 per cent increase will apply to the minimum and the maximum of the ranges for all existing categories.

The new maximum and minimum amounts payable to the mayors and councillors of “Non-metropolitan – Rural” councils, including Lockhart Shire Council, from 1 July 2021 are as follows:

Annual Fee - Councillor		Annual Fee - Mayor	
Minimum Fee	Maximum Fee	Minimum Fee	Maximum Fee
\$9,370	\$12,400	\$9,980	\$27,060

The fees currently being paid for the period 1 July 2020 to 30 June 2021 were determined by Council at its meeting held on 20 July 2020. The fees are currently \$10,675 per annum for Councillors and \$26,530 per annum for the Mayor after the Council resolved at that meeting that the Councillors fees for the 2020/21 financial year remain unchanged from the previous year.

Integrated Planning and Reporting Reference

- E1 Advocate and prepare for the long-term sustainability of our Shire.
- E1 Promote the increased participation of local people in local government and the community.
- E1 Meet all governance and regulatory requirements in the conduct of Council operations.

Legislative Policy & Planning Implications

Sections 248 and 249 of the Local Government Act provide that a council may fix the annual fee payable to the mayor and councillors and, if it does so, it must fix the annual fee in accordance with the appropriate determination of the LGRT.

If a council does not fix the annual fee it must pay the appropriate minimum fee determined by the LGRT.

Pursuant to section 448 (k) of the Local Government Act Councillors are not required to disclose an interest relating to the payment of fees to councillors (including the mayor and deputy mayor).

Budget & Financial Aspects

The fees payable to the Mayor and Councillors for the period 1 July 2021 to 30 June 2022 as resolved by Council will be incorporated into the 2021/22 Draft Operational Plan Budget prior to it being placed on public exhibition.

Attachments

Nil.

Recommendation: That Council determine the annual fees payable to the Mayor and Councillors for the period 1 July 2021 to 30 June 2022.

11. POLICY REVIEWS

(GM: 21/5216)

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 3.25 Payment of Interview and Removal Expenses
- Policy 3.26 Computer, Internet, Email and Social Media Policy
- Policy 3.27 Remote and Isolated Work
- Policy 3.28 Safe Driving Policy

Minor changes have been made to update references to relevant legislation etc. however no significant changes have been made that change the intent of the policies.

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 3.25 Payment of Interview and Removal Expenses
- Policy 3.26 Computer, Internet, Email and Social Media Policy
- Policy 3.27 Remote and Isolated Work
- Policy 3.28 Safe Driving Policy

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

1. Policy 3.25 Payment of Interview and Removal Expenses
2. Policy 3.26 Computer, Internet, Email and Social Media Policy
3. Policy 3.27 Remote and Isolated Work
4. Policy 3.28 Safe Driving Policy

Item 11 – Attachment 1: Policy, Payment of Interview and Removal Expenses

3.25 Payment of Interview and Removal Expenses

POLICY TITLE: PAYMENT OF INTERVIEW AND REMOVAL EXPENSES

FILE REF: SC67

EXPIRY DATE: MAY 2024

OBJECTIVE

The purpose of this Policy is to set out the circumstances in which requests for reimbursement of interview and removal expenses will be considered when recruiting staff and the criteria that will be applied when considering such requests.

POLICY STATEMENT

Expenses may be incurred by applicants being required to attend for interview as part of Council's recruitment process. Removal expenses may also be incurred by the successful applicant once an appointment has been made. It is in Council's interest to reimburse interview expenses and relocation costs in certain circumstances to ensure that Council attracts suitable applicants and recruits the best applicant as part of any recruitment process.

INTERVIEW EXPENSES

Council will reimburse reasonable out of pocket expenses incurred in attending job interviews in the following circumstances and subject to the following conditions:

- a) The job interview relates to a position within Band 3 (Professional/Specialist Band) or Band 4 (Executive Band) in accordance with the Local Government (State) Award and Council's Salary System;
- b) The interviewee resides outside a 250km radius of Lockhart Township;
- c) The expenses incurred relate to travel and accommodation including fuel purchases, overnight accommodation, meals and air fares;
- d) Receipts are required to be produced to verify the expenditure and support the claim for reimbursement.

REMOVAL EXPENSES

Where a new employee is recruited that necessitates the relocation of the new employee to Lockhart Shire, a portion of the removalist expenses will be reimbursed to the new employee as follows:

- a) The new employee has been appointed to a position within Band 3 (Professional/Specialist Band) or Band 4 (Executive Band) in accordance with the Local Government (State) Award and Council's Salary System;
- b) The new employee resides outside the Lockhart Shire Local Government Area;
- c) The expenses were incurred through the engagement of a removalist contractor;
- d) Receipts are required to be produced to verify the expenditure and support the claim for reimbursement;
- e) The amount reimbursed will be paid as follows:
 - i. 40% on the commencement of the employee;
 - ii. 40% on the completion of 1 years' service with the Lockhart Shire Council;
 - iii. Subject to a maximum of \$5,000.

*Reviewed by Council – 17 May 2021
Refer Minute No. xxx/21*

Item 11 – Attachment 2: Policy, Computer, Internet, Email and Social Media

3.26 Computer, Internet, Email and Social Media

POLICY TITLE: COMPUTER, INTERNET, EMAIL AND SOCIAL MEDIA

FILE REF: SC67

EXPIRY DATE: MAY 2024

OBJECTIVE

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

GENERAL PRINCIPLES

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

POLICY STATEMENT

Computer Software Purchase and Usage

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

Internet Usage

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

Email Communications

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

Use of Social Media

- 1) Council acknowledges that social media can be an effective means of communication and community engagement if used responsibly.
- 2) Social media tools include:
 - a) Social networking sites such as Facebook and Instagram;
 - b) Video and photo sharing websites like Flickr and YouTube;
 - c) Micro-blogging sites like Twitter;
 - d) Forums and discussion boards such as Whirlpool, Yahoo! Groups or Google groups;
 - e) Online encyclopedias such as Wikipedia.
- 3) The Policy does NOT apply to personal use when no reference or inference is made to Council, Councillors, related issues or its staff.

- 4) Council recognises that Councillors and staff may wish to use social media in their personal lives. The Policy does not intend to discourage nor unduly limit personal expression or online activities. However, users should recognise the potential for damage to be caused (either directly or indirectly) to the Council in certain circumstances via personal use of social media when the user can be identified as a Council representative.
- 5) Only employees authorised by the Director Corporate and Community Services to do so may upload or post information on social media on Council's behalf, including on the community-owned Lockhart Shire Facebook page. In this regard authorised employees should:
 - a) Only comment on topics within their own area of responsibility and only if they have delegated authority to do so.
 - b) Ensure any Council related content that is published is factually accurate and compliant with Council policies and management directives (e.g. on confidentiality, privacy and copyright).
 - c) Not reveal confidential or commercially sensitive information about Council and only disclose publicly available information.
- 6) An employee's access to and use of the above tools outside the course of employment is a private matter for the employee and councillor, however issues may arise where Council is mentioned on-line or where it is possible to link employees and councillors with their employment at Council. In such cases, the following rules apply:
 - a) Do not mix the professional and personal issues in ways that are likely to compromise the interests and reputation of Council;
 - b) Do not imply Council endorsement of your personal views;
 - c) Councillors and staff should be aware of the laws covering libel, defamation, privacy and the protection of intellectual property;
 - d) Councillors and staff should familiarise themselves with Council's Code of Conduct. Councillors and staff who are identified as an employee of Council, and post comments or pictures on social media that negatively impact on Council's reputation may be in breach of the Code of Conduct.
 - e) Users are personally responsible for the content published in a personal capacity on any form of social media platform.

Use of Non-Council Owned Mobile Devices

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

Recording and Monitoring of Activity on Council's Computer System

- 1) On a continuous and ongoing basis Council will carry out computer surveillance of any User at such times of Council's choosing and without further notice to any User.

- 2) Computer surveillance occurs in relation to:
 - a) Storage volumes;
 - b) Internet sites – every web site visited is recorded including the time of access, volume downloaded and the duration of access;
 - c) Suspected malicious code or viruses;
 - d) Emails – the content of all emails received, sent and stored on the Computer Network. (this also includes emails deleted from the Inbox);
 - e) Computer hard drives – Council may access any hard drive on the Computer Network;
 - f) Text messages - Council may access any text messages stored on a User's hand held device and the User must provide Council with the device for the purpose of allowing such access; and
 - g) Mobile telephone records – Council may access the records of a User's hand held device that has been provided by Council.
 - h) Council retains logs, backups and archives of computing activities, which it may audit. Such records are the property of Council, are subject to State and Federal laws and may be used as evidence in legal proceedings, or in workplace investigations into alleged misconduct.

- 3) Council may retain, use and/or disclose the computer records where the retention, use or disclosure is:
 - a) For a purpose related to the employment of any employee; or
 - b) Related to Council's business activities; or
 - c) To a law enforcement agency in connection with an offence;
 - d) In connection with legal proceedings.
 - e) Related to maintenance of the computer network in terms of storage volumes, disk capacity and the time;
 - f) In compliance with the State Records Act and Council's records management obligations.

*Reviewed by Council 17 May 2021
Refer Minute No. xxx/21*

Item 11 – Attachment 3: Policy, Remote and Isolated Work

3.27 Remote and Isolated Work

POLICY TITLE: REMOTE AND ISOLATED WORK

FILE REF: SC67

EXPIRY DATE: MAY 2024

PURPOSE

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

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

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

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

POLICY STATEMENT

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

Personal duress devices

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

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

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

Use of personal duress devices

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

1. Upon receiving notification of a distress signal, any supervising staff member shall make an immediate attempt to contact the lone worker by phone, or radio (if available).
2. If contact with the lone worker has not been made within 10 minutes, the supervising staff shall ensure that emergency services are contacted and briefed. Any instructions issued by emergency services shall be followed.
3. Following contact with emergency services, the supervising staff member shall communicate with remaining supervising staff of the outcome of the event and arrange for a Council representative to attend the site of the incident if required or deemed necessary.

Procedure testing

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

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

Responsibilities

Council's General Manager is accountable for:

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

Managers and supervisors are accountable for:

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

Employees are responsible for:

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

Office Based Employees

- Advising their Supervisor or a colleague if working alone outside their normal core working hours or outside normal business hours when the office is closed.

*Reviewed by Council 17 May 2021
Refer Minute No. xxx/21*

Item 11 – Attachment 4: Policy, Safe Driving

3.28 Safe Driving

POLICY TITLE: SAFE DRIVING

FILE REF: SC67

EXPIRY DATE: MAY 2024

PURPOSE

To improve workplace road safety for all Council staff and to ensure that Council personnel demonstrate low risk driving behaviours while operating or travelling in any road vehicle while at work, or on their way to or from work.

SCOPE

This Policy applies to all staff operating Council Vehicles.

DEFINITIONS

1. Safe Driving

The adoption of low risk attitudes and behaviours that reduce the possibility of the driver being involved in a driving incident.

2. Low Risk Attitudes

- Placing a high value on safe driving.
- Choosing low risk alternatives despite pressures to do otherwise.
- Maintaining motivation to apply low risk behaviours.
- Managing heavy vehicles in accordance with National Heavy Vehicle Law (NHVL) and Chain of Responsibility (CoR) requirements.

3. Low Risk Behaviours Preparation

Planning driving (being fit to drive, rest breaks/overnight stops, route selection, non-driving duties), vehicle safety check.

4. Safe Driving

Being alert, scanning for potential hazards, managing speed and position of the vehicle to reduce the likelihood of a crash; loading; mass; dimensions of heavy vehicles.

5. Evaluation

Reviewing driving to identify ways of reducing risk on future journeys.

POLICY CONTENT

All Workplace Health and Safety hazards must be managed in accordance with Council's Work Health & Safety Policy.

To prevent incidents involving light or heavy fleet in Council workplaces, the following requirements must be met.

- a) Council will provide light and heavy fleet vehicles that meet accepted safety standards and WH&S requirements for plant.
- b) All Council staff are to drive in a manner that minimises risk to self and others as well as damage to vehicles and property.

As a minimum, staff are to:

- Comply with Australian road rules and laws, including driving at speeds that does not exceed the speed limit and wear seatbelts where they are provided.
- Comply with fleet management requirements.

Mobile Phones

- Mobile phones not secured in an approved cradle must only be used with hands-free/Bluetooth capabilities.
- Mobile phones without hands-free must be securely mounted to the vehicle in an approved cradle which doesn't obscure vision.
- Mobile phone GPS function can only be used if the phone is in a cradle.
- Staff are required to inform incoming callers that they are driving, and outward calls should only be made where absolutely necessary.
- All mobile phone conversations must be kept to a minimum while driving.
- Staff holding a learner, P1 or P2 licence must not use any function of a mobile phone while driving.

Drugs and Alcohol

- The use of unprescribed (illicit) drugs and alcohol by employees is prohibited and will not be tolerated by Council in the workplace and/or in circumstances where it affects an employee's fitness for duty or work performance and/or contravenes Australian road rules and laws.
 - Council staff are to be aware and comply with policy "3.16 Drugs & Alcohol in the Workplace".
- c) All Council staff are informed of Council's workplace safety requirements.
Awareness of safe driving behaviour is to be provided to all staff at induction.
Additional training needs for safe driving will be assessed for the work requirements of positions within Council. Training will be commensurate with the level of risk associated with the work requirements of the position.
- d) Staff who may be required to drive a Council vehicle as part of their job must meet the following Council standards:
- Possession of an appropriate current class of licence
 - Evidence to satisfy any other occupational-specific requirements. e.g., current qualifications and/or recent experience in operating road maintenance and construction equipment.
- e) Managers and staff must actively manage workloads involving driving to minimise fatigue.
Staff must ensure that they organise their own work involving driving in a way that minimises fatigue.
Managers have an obligation to ensure that staff receive active management support in meeting this requirement.
- f) Managers are to review available reports on vehicle damage relating to their staff and provide feedback to vehicle users.
Where managers identify unsafe driving performance positive steps must be taken to improve driving performance.
- g) Managers must ensure staff are receiving adequate support to not contravene National Heavy Vehicles Laws (NHVL) and Chain of Responsibility (CoR) requirements.

RESPONSIBILITY

1. Managers and Supervisors
- Communicate safe driving policy and guidelines to staff.
 - Ensure occupation-specific safe driving record requirements are met where this is a condition of employment.
 - Implement appropriate counter measures for identified trends in unsafe road use, such as training and review of a driver's authority to drive council vehicles.
 - Consult with drivers when resolving driving safety related issues.
 - Ensure all staff, managers and supervisors receive an induction in road user safety.
 - Conduct assessment on road use risks and assess training needs of staff.
 - Provide on-going education, awareness and training.
 - Ensure that in-vehicle driver training is done by an approved assessor.
 - Review driver ability every three years for drivers operating in high risk driving conditions.

- Managers and staff must actively manage workloads involving driving to minimise fatigue, including providing support in managing fatigue.
- Comply with CoR laws including management of Chain of Responsibility through compliance with speed, fatigue, mass, dimension, loading and vehicle standards.

2. Drivers

- Operate road vehicles in a way that complies with the road laws and in accordance with council policies.
- Plan road trips to minimise safety risks to self, passengers and other road users.
- Participate in initiatives for improving road safety.
- Undertake operation and safety familiarisation of the particular vehicle before operating it for the first time.
- Report defective vehicles.
- Report all injury and damage incidents, including near misses.
- Staff must ensure that they organise their own work involving driving in a way that minimises fatigue.
- Comply with CoR laws including management of Chain of Responsibility through compliance with speed, fatigue, mass, dimension, loading and vehicle standards.

3. WH&S/Risk Management Staff

- Establish guidelines for drivers that address the risks associated with vehicle operation.
- Provide regular management reports to managers to show accountability for incident costs in terms of injury.
- Benchmark motor vehicle accident injury outcomes against similar organisations.
- Benchmark damage and near miss incidents against similar organisations.
- Provide regular management reports to managers to show accountability for incident costs in terms of damage to property.
- Management of Chain of Responsibility through compliance with speed, fatigue, mass, dimension, loading and vehicle standards.

4. Plant Supervisor

- Ensure that light and heavy vehicles provided for all kinds of use conform to uniform safety standards.
- Consult with potential operators in the selection of specialised replacement vehicles and plant.
- Ensure vehicles are maintained according to the vehicle manufacturer requirements.
- Maintain records of all maintenance, damage and usage data for each vehicle.
- Ensure that drivers have the appropriate information for the safe operation and equipment to assist in actions following an incident or breakdown.
- Collect data on vehicle damage and identify all costs associated with repairs and replacement of damaged vehicles and property.
- Management of Chain of Responsibility through compliance with speed, fatigue, mass, dimension, loading and vehicle standards.

5. Road Safety Officer

- Provide resource material and programmes to support safe driving awareness, education and training needs.
- Develop measures to address unsafe trends in workplace road use.
- Management of Chain of Responsibility through compliance with speed, fatigue, mass, dimension, loading and vehicle standards.

RELEVANT LEGISLATION

- NSW Road Rules 2008.
- NSW Work Health & Safety Act 2011.
- National Heavy Vehicle Law (NHVL) 2014.
- Chain of Responsibility laws (2018) as part of NHVL.

*Reviewed by Council – 17 May 2021
Refer Minute No. xxx/21*

QUESTIONS AND STATEMENTS

CLOSED SESSION

Nil.