



BUSINESS PAPER

**of the
Ordinary Meeting
Held
19 October 2020**

**THE COUNCIL MEETING WILL BE PRECEDED BY A COUNCILLOR
WORKSHOP COMMENCING AT 4.00PM**

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

The Prayer

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

The Council's Guiding Principles

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

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

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

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

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

(Section 8A Local Government Act, 1993)



Lockhart Shire Council

File Ref: PV: SJ: (SC131) 20/2319

14 October 2020

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, 19 October 2020** 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, 21 SEPTEMBER 2020

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MAYORAL MINUTE

Nil.

MAYORAL REPORT

To be presented at the meeting.

URGENT MATTERS

Nil.

NOTICE OF MOTION

Nil.

COMMITTEE REPORTS

1. **MINUTES OF THE LOCKHART SHIRE COUNCIL TOURISM AND ECONOMIC DEVELOPMENT STEERING COMMITTEE – 6 OCTOBER 2020**

(GM: SC44-20/2344)

MINUTES OF THE LOCKHART SHIRE COUNCIL TOURISM AND ECONOMIC DEVELOPMENT STEERING COMMITTEE (TEDSC) MEETING HELD AT THE ROCK BOWLING CLUB ON TUESDAY 6 OCTOBER 2020 COMMENCING AT 6.00PM.

PRESENT

Councillor Derek Douglas (Chair), Councillor Gail Driscoll, Fiona Beckett, Myra Jenkyn, Heather Trevaskis, Rachel Viski, Michelle Bailey, Peter Creek, Jared Walker, John Holstein, and Matt Holt (TEDO).

1. APOLOGIES

Greg Smith and Raeleen Pfeiffer.

2. LEAVE OF ABSENCE

Nil

3. DECLARATIONS OF PECUNIARY INTEREST

Nil.

4. CONFIRMATION OF MINUTES OF THE PREVIOUS MEETING

Resolved on the motion of Myra Jenkyn and John Holstein that the minutes of the meeting held on Tuesday, 1 September 2020, as printed and circulated, be confirmed as a true and correct record of the proceedings of that meeting.

5. ACTIONS FROM PREVIOUS MINUTES

a) New Committee Members

As per the recommendation at the September 2020 meeting. TEDO to approach up to four possible new members in the Lockhart Shire community and invite to the October meeting as guests.

The TEDO has invited five (councillors' request) community members to this meeting who are:

- Rachel Viski – The Rock
- Michelle Bailey – The Rock
- Jared Walker – Lockhart
- Heather Trevaskis – Lockhart
- Fiona Beckett – Pleasant Hills

Recommended on the motion of Cr Gail Driscoll and John Holstein that Council endorse the five new community members listed above as members of the Lockhart Shire Council Tourism and Economic Development Steering Committee.

b) Walk of Fame

As per recommendation at the September 2020 meeting. TEDO has reviewed the guidelines attached and would like to recommend the following changes for consideration.

That the Lockhart Shire Walk of Fame nominations to coincide within the Australia Day nominations. With the inductee to be announced on Australia Day and a Walk of Fame Induction event to be held later in 2021.

Selection Criteria 2020

Purpose

The Lockhart Shire Walk of Fame was established to identify, recognise, and honour past and current significant individuals of Lockhart Shire whose skill, character and contribution to the Lockhart Shire Community has been exceptional, realising prominent achievement in their chosen field in a State, National or International level.

Criteria

- *Nominees can be living and deceased.*
- *Must have been born or their success has developed/originated in the Lockhart Shire.*
- *Must have achieved state, national, or international recognition in their chosen field*
- *Must have contributed to the character and awareness of the Lockhart Shire over several years.*
- *Has generated a sense of community spirit, pride and inspiration to current residents and visitors.*

Recommended on the motion of Cr Gail Driscoll and John Holstein that Council retain the existing criteria for inductees into the Walk of Fame with no changes to be made.

6. NEW BUSINESS

a) Love NSW Campaign

Lockhart Shire Council (LSC) was invited by Thrive to show an expression of interest (EOI) to participate in the I Love NSW campaign through Destination Riverina Murray (DRM) and Destination NSW (DNSW). This EOI was only offered to the 11 council members of Thrive with the total combined minimal buy from all councils is \$70,000, with members to contribute \$7,000 each. The campaign is part of an NSW state-wide approach to help encourage residents of Australia to plan and discover NSW post COVID-19.

In June, the TEDO and the General Manager (GM) submitted the EOI to Thrive based on our major strengths been nature and art. The TEDO has also provided a list of hero experiences to Thrive for consideration. The DNSW media plan for LSC to consider was tabled at the meeting.

Recommended on the motion of Cr Gail Driscoll and John Holstein that Council participate in the I Love NSW campaign through Thrive, Destination Riverina Murray (DRM) and Destination NSW (DNSW).

b) Proposed Renaming of the Lockhart – Boree Creek Road and Boree Creek - Kywong Road to Sturt Highway “Tim Fischer Way”.

Councillor Day has proposed investigating the renaming of the above roads to honour the late Tim Fischer AC.

Recommended on the motion of Cr Gail Driscoll and Peter Creek that Council investigate options and harness support from Federation and Narrandera Shire Councils regarding the proposed “Tim Fischer Way” and report to the Council meeting in December 2020.

c) Building Better Regions Fund (BBRF)

The Federal Government has announced a new round of the BBRF. Round 5 will include \$250 million investment for the tourism Industry.

- \$50 million will go to nine areas across Australia that are heavily impacted by international visitation to COVID-19.
- \$200 million for projects to boost local infrastructure in regional communities, \$100 million of which will be dedicated to tourism-related infrastructure.

Further details and guidelines are yet to be finalised. However, the TEDO would like the committee to consider the following projects for recommendation to Council, (projects from list in September minutes) as a priority for the this funding, if they are ‘shovel ready’ and within the funding guidelines (no order).

- Lockhart Business Centre Development – Lockhart
- Lockhart Caravan Park Development – Lockhart
- Avenue of Honour – The Rock
- Galore Hill Scenic Reserve – Sealing of road and drainage works
- Government Dam – The Rock
- Business/Community Hub – The Rock

If the above projects are not 'shovel ready' allocate funding to bring these projects up to 'shovel ready' status for future funding.

If the funding guidelines allow for master planning, the TEDO would like the committee to consider the following proposed masterplans:

- Brookong Creek Masterplan
- Galore Hill Scenic Reserve Masterplan

Recommended that Council:

- a) Apply for funding for any of the above projects under the BBRF Round 5 (pending guidelines) if 'shovel ready'; and
- b) Consider allocating funds to the above projects to bring them to 'shovel ready' status if not ready for grant funding.

d) Shortage of residential property to lease in The Rock and Lockhart

Recently the difficulty of leasing options in Lockhart Shire has become more evident, with a new business starting and people looking to relocate for work having trouble finding somewhere to live. Currently there are no homes available to lease.

Recommended that Council 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.

7. PROJECT UPDATES

Yerong Creek Water Tower	Received one submission by Midday 6 th October. TEDO is following up with the 2 nd artist. One concept was handed 'round for a quick feedback. Members will be given opportunity for feedback in the coming weeks.
Milbrulong Water Tower and Rosella Walk	Walkway, signed, seating, bird boxes to be installed soon.
The Rock Observatory	Project has started
Shire and Town Entrance Signs	At sign-maker getting made.
Sprit of the Land – Sculpture Walking App	Further testing of the app has taken place, with one more test to go. Launch date TBC
Small Business Month	LSC has been successful in getting \$2,000 to help run workshops for Small Business during October. TEDO is liaising with the Wagga Wagga BEC. A shopping survey will go to the community to help build the guide the content of these workshops.
Chinese Crossing	Investigations continuing
Tootool Silo Mural	Early discussions underway, project for 2021.

Telstra Exchange Boxes – Mural Trail	Early discussions/audit of locations for possible trail under way.
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8. NEXT MEETING

Tuesday 3rd November 2020 - Pleasant Hills at 6pm

There being no further business the meeting closed at 8.30pm

DELEGATES' REPORTS

Nil.

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 21 September 2020			
193/20	DCCS	Audited Financial Statements – 2019/2020 Arrange completion of certificates by Mayor, Deputy Mayor, General Manager and Responsible Accounting Officer.	Complete
186/20	GM	Project EnergyConnect Respond to the NSW Department of Planning, Industry and Environment's invitation for input into the Draft SEARs and request that the SEARs include an assessment of the impact of the project on Lockhart's R5 Large Lot Residential Zone and future growth area.	The Department has been requested to include an assessment of the impact of the project on Lockhart's R5 Large Lot Residential Zone and future growth area in the SEARs. Complete
183/20	DCCS	Fees & Charges – Lockhart Memorial Hall Arrange exhibition of proposed hourly fee for use of main hall area for 28 days.	Report in October agenda, Item 2. Complete
182/20	GM	Pleasant Hills Public Hall Committee – Request for Financial Assistance Arrange contribution to the Committee's community cemetery project at Mundawaddery.	Pleasant Hills Hall Committee has been advised of Council's decision and arrangements made for financial assistance to be paid. Complete.
181/20	GM	Lockhart Water Tower Mural Sign and return the Memorandum of Understanding between Lockhart Shire Council and Riverina Water.	The MoU has been executed by both parties. Complete.

*Lockhart Shire Council
Ordinary Meeting – 19 October 2020*

Minute No:	Officer to Action	Council Resolution	Action Taken
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.
173/20		iii) Review the guidelines for the Walk of Fame and provide further report to October committee meeting.	Guidelines reviewed and considered by TEDSC on 6/10/20. Complete
172/20		iv) Request that Lockhart Progress Association establish a working group from within the community of Lockhart regarding events for the Quasquicentenary in 2021.	Request conveyed to the Lockhart Progress Association. Complete.
171/20		v) Approach up to four possible new Committee members in the Lockhart Shire Community and invite them to the October meeting as guests.	New committee members attended TEDSC meeting held on 6/10/20. Complete
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.	Light post disconnected and with Wagga Iron Foundry for reproduction.
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 NSW Aboriginal Land Council re proposed names.
132/20	DEES	Fixing Local Roads Funding Program a) Notes the \$1,498,500 received under the Fixing Local Roads program to upgrade Wattles Road and Tinamba Lane; b) Submits a grant application under the next round of Fixing Local Roads program for the sealing of Prichard Place, Lockhart; and c) Place notices in the August 2020 Council Newsletter for letters of support for the project.	Fixing Local Roads program to open for submissions later in 2020.

*Lockhart Shire Council
Ordinary Meeting – 19 October 2020*

Minute No:	Officer to Action	Council Resolution	Action Taken
128/20	GM	Local Road & Community Infrastructure Program Submit the list of projects as agreed at the Councillor Workshop held on 20 July 2020 for funding under the LRCI Program.	The Funding Agreement has been executed and the necessary Work Schedule and Project Nomination Forms are being progressively prepared for the nominated projects.
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.”	Negotiations have recommenced with GrainCorp regarding the property at 109 Green Street Lockhart and additional information has been provided to GrainCorp in anticipation of further discussions.
Ordinary Council Meeting held 15 June 2020			
110/20	GM	Grant Application Preparedness Determine a shortlist of projects to be developed to “shovel ready” status pending the availability of funding.	A Workshop for this purpose has been convened on 19/10/20.
102/20	GM	Shire & Town Entrance Signs Arrange order and installation of approved signage.	Quotations were invited with a closing date of 21 July 2020. A preferred supplier has been selected and the signs have been ordered.
Ordinary Council Meeting held 20 April 2020			
70/20	GM	Review of Operational Land Council adopt 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.
Ordinary Council Meeting held 18 November 2019			
292/19	DCCS	Council Buildings – Dentist and Lockhart Museum Council approve part funding of works as detailed in the report to the Lockhart Museum building at 39 Urana St and the dentist building at 85 Green St Lockhart from Internal Reserves for Buildings for the amount of \$33,120.00.	Painting has been rescheduled to week of 17 August. Painting per Heritage project completed during week of 7 Sept. Report in agenda to paint rear of building. Complete

Lockhart Shire Council
Ordinary Meeting – 19 October 2020

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>	Gordon Hinds of Better Energy Technology will be attending the November Council meeting to provide a further update.
Ordinary Council Meeting held 19 August 2019			
223/19	DEES	<p>Lockhart Caravan Park</p> <p>a) Endorses the proposed Lockhart Caravan park revised layout; and</p> <p>b) A further report be brought to Council in due course once a detailed costing can be provided.</p>	Work in progress. Appointed consultant to undertake design of fire hydrant and hose reels. Preparing DA for caravan park.
210/19	TEDO	<p>Minutes of the TEDSC Meeting – Tim Fischer Statue/Lockhart Railway Station</p> <p>Subject to agreement by the authorised managers of the Lockhart Railway Station, expressions of interest for community or commercial purposes be sought from the wider community for the Lockhart Railway Station building.</p>	Advertisement placed in the Lockhart Shire newsletter and on social media.
Ordinary Council Meeting held 16 May 2016			
109/16	DCCS	<p>Old Lockhart Railway Station Building</p> <p>Council to:</p> <p>a) Seek to find a suitable use/tenant for the building</p> <p>b) Begin negotiations with JHR to hand building back, if suitable use/tenant not found within next 6 months.</p>	<p>a) No potential tenancy enquiries received, infrequent use as regional meeting site, or by local schools.</p> <p>b) Variation to Lease being pursued to reduce rental.</p>
Ordinary Council Meeting held 21 September 2020 – Councillor Questions & Statements			
Questions & Statements	DEES	<p>Cr Verdon – Heritage Grants</p> <p>Please advise when the next grants will become available.</p>	The 2019-21 funding round has closed. The opening date for the 2021-23 funding round is still to be announced. Completed.
	DEES	<p>Cr Verdon – Water Ponding Issue</p> <p>Any rainfall causes a major water hazard at the intersection of Burke and Wilson Streets at The Rock, making it difficult for children exiting The Rock Central.</p>	Works programmed.

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Ordinary Meeting – 19 October 2020*

Minute No:	Officer to Action	Council Resolution	Action Taken
	DEES	Cr Verdon – Plunkett Street, Yerong Creek The road surface is breaking up quite badly, investigation and repair required.	Works programmed.
	DCCS	Cr Driscoll – Compact Youth Services Enquiry as to any services being provided to our Shire, or communications received to show how the grant funding is being used within Lockhart Shire. Is there any way Council can receive that information?	Contact has been made with Compact Youth Services. A meeting held onsite between Lockhart Central School, the funding body, Compact and Council officers to ensure there would be no duplication of programs or activities. The organisation has 12 months to start delivery of their program and three years to complete. COVID-19 restrictions have held up progress, particularly a meeting with The Rock Central School, until 2021. Complete.
	DEES	Cr Driscoll – Carson Road “walkway” In plans for the development, laneway access to The Rock Mangoplah Road is provided. Is it going to be tidied up to provide walking access?	Mowing completed. Considering a gravel path to reduce maintenance requirements and improve safety. Complete.
	DEES	Cr Marston – Montagues Lane Request that a maintenance grade of this road be added to the works program.	Works programmed.
	DEES	Cr Marston – The Rock Touch Football Competition Request for mowing of The Rock Rec Ground oval each week for the duration of the Touch Football Competition, which will commence on 1 October 2020.	Mowing frequency has been increased to weekly during the high growth period. Complete.
	GM	Cr Rockliff – Bidgeemia Water Extension request for assistance for a Bidgeemia property owner with regard to connection costs to access the local water supply. Could Council work with Riverina Water to reduce the cost of connection to this property?	Discussions are continuing with Riverina Water.
	DEES	Cr Rockliff – Overhanging Branches A resident has requested removal of overhanging branches to allow the proper clearance for stock crates on various Shire roads.	Scheduling a survey of roads.
	DEES	Cr Rockliff – Roadside Vegetation Cr Rockliff expressed concern about the length of grass on the intersection of Lockhart Boree Creek Road and Lockhart Kywong Road which is impeding view of oncoming traffic.	Works programmed.

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Minute No:	Officer to Action	Council Resolution	Action Taken
	GM	Cr Douglas – Letter re Truck Stops Arrange for copy of Mrs Jenkyn's letter to be forwarded to all councillors as soon as possible.	Letter emailed to all councillors on Tuesday, 22 September 2020. Complete.
	DEES	Cr Douglas – Signage Could a directional sign, indicating Yerong Creek, be installed on Albury Road at the intersection of Osborne Yerong Creek Road and Ryans Lane.	Signs ordered. Awaiting delivery.
	DEES	Cr Sharp – Culvert, and Works on County Lane Mr Anthony Male has requested a further letter from Council giving permission for him to carry out works on the unconstructed road, County Lane. He would also like to discuss a culvert with the Director of Engineering & Environmental Services.	Further letter sent to Mr Male and meeting held on-site on Thursday 8 October. Complete.
	DEES	Cr Sharp – Mundawaddy Cemetery The Pleasant Hills Hall Committee is planning an event on 17 October 2020 at the Cemetery to show the outcome of the project the interested families. Would it be possible to arrange for mowing to take place prior please?	Event has been delayed due to supply of plaques. Cemetery has been mowed. Committee will advise of new date and further maintenance will be scheduled as required. Complete.
	DEES	Cr Sharp – Signage for Clearing Sale An agent has rung Council asking for assistance with "Vehicle Entering" signage or similar to assist with traffic safety at an upcoming clearing sale. The agent was expecting a phone call in response but has had no contact to date.	Contacted agent. Council did not have signs available. Also checked with neighbouring council. Signage at event was deemed sufficient. Completed.
		Cr Sharp – Broughtons Lane A resident has raised the issue of this road. Between Pine Park property entrance and Schultz Lane the road is well maintained. However, further along a section of red clay needs to be tidied up and gravelled.	Works programmed.
Ordinary Council Meeting held 17 August 2020 – Councillor Questions & Statements			
Questions & Statements	DEES	Cr Schirmer – Laneway between Ferrier and Galore Streets This laneway requires further remediation following works by Riverina Water.	Works completed by Riverina Water.
	DEES	Cr Schirmer – Road to Golf Club (John Grant Drive) Enquired as to the possibility of caution signs on this road drawing attention to the possibility of pedestrian traffic.	Signs ordered.

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Minute No:	Officer to Action	Council Resolution	Action Taken
	DEES	Cr Schirmer – St Helenas Lane Requested that the vehicle damage done to this road be repaired. Also requested that a “Dry Weather Only” sign be placed at either end.	Unconstructed road. Signs ordered.
	DEES	Cr Walker – Mustard Weed Requested that the spraying of this weed be prioritised on Council’s roadsides.	Spraying of roadside shoulders has commenced to reduce the potential fire hazard. Should mustard weed be present within the shoulder area, it will be sprayed. Complete.
	DEES	Cr Marston – Jim Willis North Lane Requested that this road be considered for a maintenance grade.	Included in grading program.
	DEES	Cr Marston – Signage, Various Roads Willis Lane at the intersection with Jim Willis North Lane requires a street blade and also a No Through Road sign. The Willis Lane/Poverty Lane intersection heading north requires a No Through Road sign.	Signs ordered.
	DEES	Cr Marston – Moonba Street, Yerong Creek This street in Yerong Creek has deteriorated quite badly. Vehicles are shortcutting across a private weighbridge on an adjoining lot. There is a concern regarding the ability of caravans to turn in nearby streets once the water tower mural is complete. Moonba Street needs to be formed to assist with this and the movement of farm machinery.	DEES investigated and works programmed (formation and resheeting).
	GM	Cr Driscoll – Shovel-ready Projects Workshop. Enquired as to when another workshop to decide on projects might be held.	A workshop has been convened on 19/10/20 for this purpose. Complete.
	DEES	Cr Day – Levy Bank, Lockhart Common Asked who was responsible for maintenance and suggested that some repair work may be necessary near the outlet.	Inspected erosion. Works to be carried out after area has dried out sufficiently.
Ordinary Council Meeting held 20 July 2020 – Councillor Questions & Statements			
Questions & Statements	DEES	Cr Schirmer – Table Drain, Spanish Ave Drew attention to the table drain adjacent to Mrs McKenzie’s property in Spanish Avenue, which is still holding a large quantity of water. Requested works be undertaken to release this water to prevent mosquitos.	Works programmed for later in October subject to weather conditions

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Minute No:	Officer to Action	Council Resolution	Action Taken
	DEES	Cr Schirmer – Garbage Bins in Main Street Noted that liquid waste is leaking from bins onto the pavers below, causing staining. Requested that pressure-washing of the pavers beneath each bin be undertaken.	Pressure washing to be rescheduled due to weather and high priority maintenance activities.
	DEES	Cr Schirmer – Lockhart The Rock Road Requested a quotation be sought for fog lines and centre lines between Lockhart and The Rock, particularly on the bend at the County Boundary Road intersection.	DEES advised that he has inspected the road. Road width is an issue. TfNSW guidelines do not support line marking on narrow road. Completed.
	TEDO	Cr Verdon – The Rock Hill Nature Reserve Has noticed and received comments regarding the signage on approach to the Nature Reserve being extremely dull and difficult to read. Who owns the signs and is therefore responsible for maintenance?	Contacted NPWS who owns and who is responsible for the upkeep of wayfinding signs at The Rock Nature Reserve - Kengal Aboriginal Place. The TEDO has requested an onsite meeting with NPWS.
	DEES	Cr Verdon – The Rock Recreation Ground Asked for the timeframe for completion of the carpark at The Rock Recreation Ground.	Carpark surface gravelled. Complete.
	DCCS	Cr Driscoll – Childcare in the Shire Requested that Council investigate the childcare situation in the Shire and ascertain if there is a need that could be supported by any of The Rock OOSH surplus.	Council will contact both schools in Lockhart as a starting point for feedback on demand for before & after school care.
	TEDO	Cr Driscoll - Signage at The Rock Hill Requested that Council's Tourism and Economic Development Officer make enquiries of National Parks & Wildlife regarding additional/better signage for the tracks.	TEDO has requested an onsite meeting to discuss a range of items including these signs, road signs and the overall strategic direction.
Ordinary Council Meeting held 20 April 2020 – Councillor Questions & Statements			
	DEES	Cr Rockliff - Weeds Advised the "cat heads" and khaki weed infestations around town are causing issues for "gopher" owners, causing tyre punctures.	Considering clearing areas in vicinity of town centre. To be programmed during summer.

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Minute No:	Officer to Action	Council Resolution	Action Taken
Ordinary Council Meeting held 16 March 2020 – Councillor Questions & Statements			
Questions & Statements	GM	<p>Cr Walker - 9-Day Fortnight</p> <p>Asked if the shorter working week has been successful.</p>	Review has commenced. Whilst the 9-day fortnight is found to be working satisfactorily, the trial period has been extended to better gauge the impacts on reception staff and increased reception hours. Due to the closure of Council's reception in response to the COVID-19 pandemic, recent months may not have provided a good guide of the impacts.
	DEES	<p>Cr Verdon – Emily St</p> <p>Notes that any flood mitigation works in this area is unfunded but asked if Council had plans to clean it up, to allow water to flow, especially towards the southern end, near Semmens Rd as residents are concerned.</p>	Clearing works programmed for November.
Ordinary Council Meeting held 3 February 2020 – Councillor Questions & Statements			
Questions & Statements	DEES	<p>Cr Verdon – Risk of Falling Tree Limbs at The Rock Recreation Ground</p> <p>Advised of current danger imposed on campers regarding possible falling tree limbs at The Rock Recreation Ground and enquired who is responsible for trimming these limbs to ensure public safety.</p>	<p>Annual pruning to start at The Rock in August. Facilities Officer will inspect prior to works being conducted.</p> <p>Hazard inspection was conducted. Hazard rating suggests the risk is tolerable and hazard abatement was conducted to make the risk as low as practicable. Replacement program recommended.</p> <p>Complete.</p>
	DEES	<p>Cr Rockliff – Lawn Cemetery, Lockhart</p> <p>Advised that residents are again concerned about the care taken of plots and sprinklers not working at the Lockhart Lawn Cemetery.</p>	<p>Still issues with controller. Contractor engaged to replace controller.</p> <p>Bare patches were top-dressed. Broadleaf weeds have been sprayed. Waiting for parts from USA. With water restrictions irrigation will be operated manually until repairs are completed.</p>
	DEES	<p>Cr Rockliff – Lockhart and The Rock Swimming Pools</p> <p>Advised that the Lockhart Swimming Pool had recently sustained damage during a break-in and requested Council consider the installation of CCTV to identify and deter from this reoccurring.</p>	<p>Contractor has installed CCTV at both pools.</p> <p>Complete.</p>
	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 \$6000 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>

Lockhart Shire Council
Ordinary Meeting – 19 October 2020

Minute No:	Officer to Action	Council Resolution	Action Taken
	DEES	<p>Cr Douglas – Lockhart and The Rock Swimming Pools</p> <p>Commented that the new pools are great facilities for the Shire but he believes the contractor at each pool is being put at risk if working by themselves and he would like Council to consider hiring additional staff for security and safety reasons. Cr Douglas asked if going forward Council could consider amending contractual arrangements to stipulate that two people be present at all times during pool opening hours.</p>	<p>Contacted with Royal Lifesaving NSW and has reviewed Council's contractual arrangements.</p> <p>To undertake a risk assessment prior to establishing lifeguard ratios in accordance the 'Guidelines for Safe Pool Operation'.</p> <p>Waiting for RLNSW to finalise quote for assessments and dates.</p>
Ordinary Council Meeting held 18 November 2019 – Councillor Questions & Statements			
Questions & Statements	DEES	<p>Cr Rockliff – Walter Day Park, Lockhart</p> <p>Enquired if there is a problem with the sprinklers at Walter Day Park, as large sections of grass are dying off?</p>	<p>Undertook some works. Engaged contractor to replace sprinkler valves. Waiting for parts from USA. Irrigation operating at reduced capacity.</p>
Ordinary Council Meeting held 19 August 2019 – Councillor Questions & Statements			
Questions & Statements	GM/DCCS	<p>Cr Marston – Status of Work on the Second Oval, The Rock</p> <p>Enquired about the status of the work for the second oval at The Rock particularly with respect to commencing the project within 12 months of the grant being approved.</p>	<p>Prepared the area at the western end of the Recreation Reserve for temporary use by the Pony Club to enable works to commence on the 2nd oval.</p> <p>On advice from Crown Lands Council contact made with NSW Aboriginal Land Council, awaiting response.</p> <p>The Pony Club have agreed to remain at the recreation ground. Plans are being finalised on the development required to enable both the Pony Club & the second oval to co-exist. This will allow for the construction of second oval to proceed.</p> <p>Quotes have been received for horse sand arena and second oval.</p> <p>Contractor engaged and works have commenced.</p>
Ordinary Council Meeting held 15 April 2019 – Councillor Questions & Statements			
Questions & Statements	DEES	<p>Cr Driscoll – The Rock Town Entrance Sign</p> <p>Advised that The Rock town entrance sign re-instated south of The Rock on the Olympic Hwy is a lot further south than its original position and enquired if it could be relocated back closer to The Rock?</p>	<p>GHSC advised it will be done when they are doing some line marking in the area.</p>

Lockhart Shire Council
Ordinary Meeting – 19 October 2020

Minute No:	Officer to Action	Council Resolution	Action Taken
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>Rezoning proposal anticipated in respect of a private residential development.</p> <p>EOIs currently being invited for industrial zoned land at The Rock.</p>

October 2020 Council Meeting - Correspondence Sent to Councillors

Date sent to Councillors	From	Subject	File Ref
18/09/2020	LG NSW & ALGA	Weekly News dated 18 Sept 2020	SC132 and 318
8/10/2020	Cr Schirmer	Mayoral Update	
9/10/2020	ALGA	Weekly News – 25/9, 2/10 and 9/10/2020	SC318
12/10/2020	LG NSW	Weekly News – 25/9, 2/10 and 9/10/2020	SC132

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

STAFF REPORTS

STRATEGIC DIRECTION A: A Connected and Resilient Community

1. AUSTRALIA DAY AWARDS 2021

(GM: SC221-20/158)

Executive Summary

The purpose of this report is to outline the arrangements for the 2021 Australia Day celebrations and the Australia Day Awards nomination process.

Report

Australia Day 2021 will be celebrated on Tuesday, 26 January 2021.

Correspondence has been received from the Australia Day Council of NSW acknowledging the current circumstances and extraordinary times for planning events and advising that, where possible, councils are encouraged to progress planning their Australia Day events based on a variety of scenarios. The Australia Day Council further advised that following the recent establishment of a NSW Ministerial Taskforce for major public events, further guidance on the planning of public events, including Australia Day, will be forthcoming.

In recent years Council's Australia Day celebrations have been held at:

- 2020 The Rock Swimming Pool (hosted by The Rock Recreation Ground Management Committee)
- 2019 Lockhart Swimming Pool (hosted by the Lockhart Football & Netball Club)
- 2018 Osborne Recreation Ground
- 2017 Yerong Creek Hall and Recreation Ground
- 2016 Pleasant Hills Recreation Ground

The Milbrulong community has expressed an interest in hosting the 2021 celebrations. The Milbrulong Recreation Reserve Management Committee is a section 355 Committee of Council and could be appointed as the host organisation.

Council provides a subsidy to the host organisation of \$4,000 to put on the event which is also supposed to provide a fundraising opportunity for the organisation.

It is proposed that nominations be invited for the following categories by the closing date of 30 November 2020:

1. Citizen of the Year
2. Young Citizen of the Year
3. Sportsperson of the Year
4. Australia Day Award.

A notice will be placed in Council's October and November Community Newsletter, be posted on Council's website and the Lockhart Community Facebook page as well as be placed in numerous shop windows in the Shire.

It has been Council's practice to appoint an Australia Day Awards Committee to consider the nominations received and make recommendations to Council. Last year the Awards Committee comprised Councillors Driscoll, Schirmer and Sharp.

Integrated Planning and Reporting Reference

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

Legislative Policy & Planning Implications

Nil.

Budget & Financial Aspects

Provision has been made in Council's 2020/21 Operational Plan Budget for the hosting of the 2021 Australia Day celebrations and Awards ceremony.

Attachments

Nil.

Recommendation: That Council:

1. Appoint the Milbrulong Recreation Reserve Management Committee as host of the 2021 Australia Day celebrations; and
2. Determine the composition of the Australia Day Awards Committee for the 2021 Awards.

2. FEES AND CHARGES – LOCKHART MEMORIAL HALL

(DCCS: SC256 – 20/2438)

Executive Summary

At the September 2020 Council meeting a new fee was tabled for adoption by Council. After having been public exhibited for a period of not less than 28 days, this fee is being presented for adoption.

Report

In recent months the Lockhart Memorial Hall supper room has been used on an hourly booking basis for sessions involving Taekwondo and fitness classes.

The organiser of the bookings has now requested to use the main hall area at the same hourly rate as the supper room. The classes are limited to how much they can do with linework and other activities.

The current Fees and Charges have an hourly rate for the supper room only of \$25.00 per hour. The main hall minimum booking currently is half a day, being 4 hours at a fee of \$115.00.

An hourly fee for the main hall should equate relatively to a pro rata rate of the half day fee of \$115.00. Therefore, a logical hourly fee would be \$30.00 per hour.

At the time of writing this report no submissions had been received. Any submissions received prior to Council meeting will be tabled at the October Council meeting.

Integrated Planning and Reporting Reference

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

E3 Council responds collectively and responsibly to community needs.

Legislative Policy & Planning Implications

Section 610F (1) states that a council must not determine the amount of a fee until it has given 28 days public notice of the proposed fee.

Budget & Financial Aspects

Increased use of the Lockhart Memorial Hall would improve hall revenue.

Attachments

Nil

Recommendation: That Council:

1. Adopt the fee of \$30.00 per hour to use the main hall area at the Lockhart Memorial Hall, as presented; and
2. Add the fee of \$30.00 per hour to use the main hall area at the Lockhart Memorial Hall to Council's Fees & Charges for 2020/21.

3. GRANT FUNDING OPPORTUNITIES

(GM/SC316-20/2393)

Executive Summary

An update is provided in relation to grant funding opportunities available to Council having regard to the latest announcements by the Commonwealth Government, particularly with respect to the handing down of the 2020/21 Federal Budget.

Report

Earlier this year Council was advised that it will receive \$846,561 under the newly established Local Roads and Community Infrastructure (LRCI) Program. Council, at its July 2020 meeting determined the projects to submit for funding under the Program.

More recently the Commonwealth Government announced that the \$500 million LRCI Program was to be extended to \$1.5 billion. Lockhart Shire Council has been advised that it will receive additional funding of \$650,726 under the extended Program. A workshop has been convened prior to the Council meeting on 19 October 2020 to consider projects for the additional funding.

Projects that involve the construction, maintenance and/or improvements to council-owned assets, that are generally accessible to the public, will be eligible for funding. According to the Program Guidelines eligible local road projects are projects that involve the construction or maintenance of roads managed by local governments and support improved road safety outcomes. This could include projects involving any of the following associated with a road:

- traffic signs
- traffic control equipment
- street lighting equipment
- a bridge or tunnel
- a facility off the road used by heavy vehicles in connection with travel on the road (for example, a rest area or weigh station)
- facilities off the road that support the visitor economy
- road and sidewalk maintenance, where additional to normal capital works schedules.

Eligible community infrastructure projects are projects that involve the construction, maintenance and/or improvements to council-owned assets (including natural assets) that are generally accessible to the public. Projects that involve the construction, maintenance and/or improvements to state/territory and crown owned land/assets and Commonwealth owned land/assets, can also be eligible projects where the Council can confirm that they have the authority of the land or asset owner to undertake the project at the nominated site(s) and the sites are accessible to the public (including natural assets).

These projects must deliver benefits to the community, such as improved accessibility, visual amenity, and/or safety. Examples of eligible works include:

- Closed Circuit TV (CCTV)
- bicycle and walking paths
- painting or improvements to community facilities
- repairing and replacing fencing
- improved accessibility of community facilities and areas
- landscaping improvements, such as tree planting and beautification of roundabouts
- picnic shelters or barbeque facilities at community parks
- playgrounds and skate parks (including all ability playgrounds)
- noise and vibration mitigation measures
- off-road car parks (such as those at sporting grounds or parks)

The Federal Government has also announced a new round of the Building Better Regions Funding (BBRF). Round 5 of BBRF will include a \$250 million investment for the tourism Industry as follows:

- \$50 million will go to nine areas across Australia that are heavily impacted by international visitation to COVID-19.
- \$200 million for projects to boost local infrastructure in regional communities, \$100 million of which will be dedicated to tourism-related infrastructure.

Further details including program guidelines are yet to be released.

Council's Tourism and Economic Development Steering Committee considered the matter at its meeting held on 6 October 2020 and recommended that Council:

- a) Apply for funding for any of the following projects under the BBRF Round 5 (pending release of the program guidelines) if 'shovel ready'; and
- b) Consider allocating funds to the above projects to bring them to 'shovel ready' status if not ready for grant funding.
 - Lockhart Business Centre Development - Lockhart
 - Lockhart Caravan Park Development - Lockhart
 - Avenue of Honour - The Rock
 - Galore Hill Scenic Reserve - Sealing of road and drainage works
 - Government Dam - The Rock
 - Business/Community Hub - The Rock

Integrated Planning and Reporting Reference

- A1 Provide or partner to provide cultural and sporting participation opportunities.
- A2 Provide and advocate for services that respond to the needs of our community.
- A2 Support, or partner to provide, welcoming and well maintained community spaces and facilities.
- A2 Provide and advocate for services that respond to the needs of our community
- B1 Manage and improve the appearance of our towns, in line with their desired identities
- B2 Create a thriving tourism economy in Lockhart Shire

Legislative Policy & Planning Implications

Nil.

Budget & Financial Aspects

A matching contribution is not required for applications under the LRCI Program. The 2020/21 Budget includes an allocation of \$40,000 'grant application preparedness' i.e. to progress priority projects to shovel ready status.

Attachments

Nil.

Recommendation: That, as agreed at the Councillor Workshop held earlier in the day, Council:

1. Submit the following projects for funding under the Local Road and Community Infrastructure Program:
 - [list to be inserted]
2. Progress the following projects to 'shovel ready' status using the funds allocated in the 2020/21 Budget for 'Grant Application Preparedness'.
 - [list to be inserted]

STRATEGIC DIRECTION B: A Dynamic and Prosperous Economy

Nil.

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: 20/2470)

Executive Summary

Monthly report on engineering and environmental services matters.

Background Information

a) **Works:**

Urana Lockhart Road (MR 59): 10.7 kilometres of Urana Lockhart Road shoulder widening works is completed.

Western Road (R2R): 3.7km of Western Road sealing is completed. Widening of an additional 1km of shoulders commenced.

Wattles Lane: Council engaged contractors to complete the survey and design for this project.

HVSPP culvert upgrades: Culverts are installed at Flood Detour Road, Grubben Road and The Rock Bullenbong Road. Installation of culverts on Lockhart The Rock Road has commenced (completion at end of October).

Grading of unsealed roads: Council is continuing grading in accordance its 12-month programme and recently completed grading on Gilmours Lane, Amerys Lane, Fletts Road, Frank Westblade Lane, Barracluffs Road, JR Smiths Lane, Jones Lane, Lieschke Lane, Farralls Lane and Soldier Settlement Road.

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

b) **Major Projects:**

Flood Mitigation Construction – The Rock: Council submitted a revised grant application for Stage 2 flood mitigation works at The Rock, being the drainage works along Nicholas, Yerong and Urana Streets.

c) **Road Safety:**

Road Safety Audits: Continuing with the safety audit of roads within the Shire. The audit will form the basis of Council's Strategic Road Safety Plan and will be used for grant applications in the future.

Road Safety Strategy: Drafting a Road Safety Strategy that will underpin the annual Road Safety Action Plan from 2021.

Crash Data: Analysing the latest available 5-year crash data to support future infrastructure and behavioural projects.

Road Safety Projects: Assessing crash data for Safer Roads grant submissions. 2021/22 Road Safety Projects are approved by TfNSW. However, 2020 Lockhart Picnic Races has been cancelled.

Lockhart-The Rock Road and Albury Road intersection: Undertook a road safety assessment at the intersection of Lockhart The Rock Road and Albury Road.

d) **Traffic Committee:**

Nil.

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

The LEMO participate in as many REMC and Riverina Murray (East) REMO-LEMC COVID-19 video conferences as possible. The Riverina Murray (East) REMO-LEMC video conference includes the LEMCs of Albury City, Bland, Coolamon & Junee, Greater Hume, Leeton, Lockhart, Narrandera, Temora and Wagga Wagga councils.

The last LEMC meeting was held on Friday 16 October 2020.

f) **Fleet:**

Obtaining quotes and issued tender for plant replacement in accordance with the adopted 2020/21 budget.

g) **Biosecurity and Environment:**

Control Program: Priority has been given to the control of Wild radish (*Raphanus rapanistrum*) on roadside reserves and council managed lands in early September. Commencement of roadside shoulder spraying began on 8 September, for fire hazard reduction.

Riverina LLS Regional Weeds Committee Meeting: Council's Environmental Officer attended the Riverina LLS Regional Weeds Committee Meeting, held on 29 September, over the web via Teams.

Weeds officers from all other shires discussed the massive infestation of Paterson's curse that Lockhart Shire Council is also experiencing this spring. The biological controls for Paterson's curse are present and need to grow in population numbers to combat the amount of weed vegetation that is available. These biological controls have been so successful in the past that they have almost eliminated their food source. As such, the biological controls' populations have diminished with little food available. Paterson's curse has taken advantage of the continuing rainfall experience in winter and now spring and germinated from the seed bank. Over time the biological controls populations will grow and provide adequate control until they overpopulate their food source, and so the boom and bust cycle of biological controls continues.

Like Lockhart Shire Council, other shires also expressed the notable increased presence of Wild Radish (*Raphanus rapanistrum*) on roadside reserves. The presence of Tillage Radish (Crop Radish) is also showing up on Lockhart's roadside reserves.

Feathertop Rhodes Grass (*Chloris virgata*) was placed on the agenda, with discussion as to whether to include this weed on the regional priority weeds list. Many weeds officers expressed their concerns that the weed was becoming a problem, and one weeds officer said that Feathertop Rhodes Grass was so out of control that it would probably be classed as a common weed, and estimated that control would cost \$75,000 this financial year. Council's Environmental Officer advised that Feathertop Rhodes Grass was added to the Lockhart local priority weeds list shortly after discovery of its presence within the shire.

Feathertop Rhodes Grass infestations are control with SprayTop within the Lockhart Shire, and followed up with burning of the seedbank in the following autumn. Being surrounded by shires whom are not controlling the weed, having large amounts of fodder transported over the country, and being highly transportable in wind, new infestations are readily occurring across the shire, particularly at railway crossings, sharp corners in roads, and intersections, possibly associated with the use of truck air brakes at these positions. Lockhart Shire Council has the advantage over other shires in foreseeing the potential of Feathertop Rhodes Grass, and initiating control early.

drumMUSTER: The drumMUSTER inspection rates for community groups has increased from \$0.25 per drum to \$0.28 per drum. The September drumMUSTER collection event occurred at Lockhart on Tuesday, 15 September. 5,971 drums were inspected, raising \$1839.07 for St. Joseph's School. The Rock collection event occurred at on Thursday, 17 September. During this event 1,781 drums were inspected, raising \$498.68 for The Rock Men's Shed. drumMUSTER collection events have been tentatively scheduled for Tuesday, 16 March 2021 for Lockhart and Thursday, 18 September 2021 for The Rock.

Common White Snail Baiting Program: Snail baiting application occurred on Fairview Lane on 14 September.

Spring Fox Baiting Program: Fox baiting is scheduled to commence on 13 October on the Galore Hill Scenic Reserve and Kincaids Reserve, for four weeks or until replacement baits are depleted.

h) Parks and Gardens:

Parks and Gardens: Irrigation systems are being checked and set to spring watering schedule. Regular checks and maintain will continue throughout irrigation season.

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

Mowing and Slashing: The Spring mowing schedule is in full swing after recent rain and warmer temperatures. As growth rates increase irrigated lawn mowing being is being scheduled fortnightly. A few areas including The Rock and Lockhart recreation grounds are requiring weekly maintenance.

Weed Control: Regular spraying and weeding will continue in urban areas. Spraying lawns for broadleaf weeds especially clover is being undertaken.

Trees: The watering of street trees planted last season will soon commence. Several large old peppercorns have been removed at Pleasant Hills due to some major limb failures in recent years and their general poor condition. Some smaller, lower risk peppercorns that are also in very poor condition and are not ascetically pleasing will also be removed to make way for a suitable substitute to be planted in Autumn.

- i) **Development Applications:** The following development applications were approved, with conditions, from 1 to 30 September 2020.

DA No	Development	Applicant	Site of Development
16/21	Extension to existing dwelling	David McPherson	14 Norman St, The Rock
17/21	Conversion of existing storeroom to and en-suite and bedroom	Roger Gooden	56 Galore St, Lockhart
18/20	Prefabricated toilet/shower block	Warakirri Cropping	3409 Boree Creek Rd, Lockhart
19/20	Shipping container	Terry Chandler	6 Osborne St, Lockhart
21/21	Change of use - Tyre Retail Business	Dennis Coghill	57 Urana St, Lockhart

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. **CONTRACT FOR BITUMEN, EMULSIONS AND ASPHALT MATERIALS AND SERVICES 2020-2021
(DEES: SC335-20/2441)**

Executive Summary

The purpose of this report is to advise Council of the joint Greater Hume Council and Lockhart Shire Council contract for bitumen, emulsions and asphalt materials and services 2020-21.

Background Information

Every year Council, in conjunction with Greater Hume Shire Council, invites tenders from suitably qualified contractors for bitumen, emulsions and asphalt materials and services.

The tender for bitumen, emulsions and asphalt materials and services 2020-21 was advertised through VendorPanel. The tender closed on Monday 21 September 2020.

Tenderers were required to provide rates for materials and services including:

- Supply, heat and spray bitumen
- Supply, incorporate and spray cutter oil
- Supply, incorporate and spray adhesion agent
- Supply of various sizes of precoated aggregate
- Loading, hauling and spreading of aggregate
- Rolling of pavement
- Sweeping of pavement
- Traffic management
- Management of stockpiles.

Vendor Panel advised that a decision was due on 25 September 2020. The Director Engineering and Environmental Services, Manager Works and Manager Works (Greater Hume Council) assessed the tender responses received via VendorPanel.

The panel deemed the tender response from Boral – Bitupave Limited to be the most advantageous for both councils.

Legislative Policy and Planning Implications

Local Government Act 1993.

Integrated Planning and Reporting Reference

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

Budget and Financial Aspects

Tender responses were assessed against the rates provided for various materials and services supplied. The anticipated value of materials and services from Boral – Bitupave Limited is estimated to be approximately \$450,000 in 2020-21.

Section 55 of the *Local Government Act 1993* and the Local Government (General) Regulation 2005 (Part 7 – Tendering) provides that works exceeding \$250,000 must be awarded by Council by way of public tender.

Attachment

Nil.

Recommendation: That Council notes the award of the contract for bitumen, emulsions and asphalt materials and services 2020-21 to Boral – Bitupave Limited.

STRATEGIC DIRECTION E: Strong Leadership and Governance

6. INVESTMENT AND BANK BALANCES REPORT – 30 SEPTEMBER 2020

(DCCS: SC57-20/2440)

Executive Summary

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

Report

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

Cash at Bank

Opening Combined Cashbook Balance		2,556,223.89
Add: Total Receipts		
	Rates	796,013.21
	Debtors	67,567.44
	Miscellaneous	157,433.38
	Interest	3,869.81
	Redemption of Investment	250,000.00
	ESL Rebate	84,177.90
	Apprenticeships Grant	2,500.00
	SCCF3 - Pleasant Hills Public Hall	44,000.00
	SCCF3 - Yerong Creek Recreation Ground	40,000.00
		1,445,561.74
Less: Total Payments		1,831,639.39
	New Investments	1490-3015-0001
Closing Combined Cashbook Balance		2,170,146.24
Closing Bank Statement Balance		
	Bendigo Bank	1,273,493.53
	Macquarie Bank	846,514.16
	Bendigo Bank-Prichard Trust	31,638.72
		2,151,646.41
Add: Outstanding Deposits		18,837.59
		2,170,484.00
Less: Outstanding Cheques		337.76
Closing Combined Cashbook Balance		2,170,146.24
Investments:		Amount
AMP RIM	0.55	500,000.00
AMP/RIM	0.55	500,000.00
Bendgio	0.75	50,000.00
BENDIGO	0.75	500,000.00
Bendigo	0.50	400,000.00
BENDIGO	0.80	500,000.00
bendigo	0.75	50,000.00
BOQ	0.70	500,000.00
CBT	0.61	500,000.00
CBT	0.63	500,000.00
CBT	0.64	250,000.00
NAB	0.82	500,000.00
NAB 231101546	0.70	500,000.00
NAB 231245881	0.70	500,000.00
T Corp	at call	900,000.00
		6,650,000.00
FUND		AMOUNT
General (PTD)	1490-3000-0000	-77,216.88
Combined Sewerage	8490-3000-0000	2,215,724.40
Trust Fund	9991-3000-0000	31,638.72
		2,170,146.24
		2,170,146.24
TOTAL FUNDS HELD ARE:		8,820,146.24

Integrated Planning and Reporting Reference

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

Legislative Policy and Planning Implications

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

Budget and Financial Aspects

Council's 2020/21 Operational Budget has forecast a total of \$57,000 income from interest on investments, being split between General Fund of \$53,000 and Sewer Fund of \$4,000. For the period of July to Sept 2020, the average end of month balance of funds invested has been \$6.48 million and the average return on invested funds has been 0.75%. On these year to date figures, Council's budgeted income on investments will be slightly under budget for the General Fund and Sewer Fund. This will be monitored and if required adjusted at the 1st 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 September 2020 Investment and Bank Balances Report be received and noted.
- b) That the Responsible Accounting Officer Statement be noted, and the report be adopted.

**7. RETURNS DISCLOSING INTERESTS OF COUNCILLORS AND DESIGNATED PERSONS
(GM: SC128-20/536)**

Executive Summary

The Register of returns disclosing interests by councillors and designated persons is tabled in accordance with Section 450A of the Local Government Act.

Report

A councillor or designated person holding that position at 30 June in any year must complete and lodge with the general manager within 3 months after that date, i.e. by 30 September, a return in the form prescribed by the regulations. For the purposes of lodging a disclosure of interests return the designated persons include the General Manager, Director Engineering and Environmental Services and Director Corporate and Community Services.

Returns required to be lodged with the general manager must be tabled at the first Council meeting held after the last day for lodgement.

The returns lodged by Councillors and designated persons before the legislative deadline of 30 September 2020 have been recorded in the Register and the Register will be tabled at the meeting in accordance with the Local Government Act.

Integrated Planning and Reporting Reference

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

Legislative Policy & Planning Implications

Section 450A provides that the General Manager must maintain a register of returns required to be lodged and that the register must be tabled at the first Council meeting after the last day for lodgement of the returns.

Councillors' and designated persons' returns of interests are prescribed as open access information for local government under Schedule 1 to the *Government Information (Public Access) Regulation 2018*.

Budget & Financial Aspects

Nil.

Attachments

The Register of Disclosure of Interests Returns will be tabled at the meeting.

Recommendation: That the tabling of the Register of Disclosure of Interests Returns be noted.

8. POLICY REVIEWS

(GM: SC67-20/157)

Executive Summary

A number of policies are presented for review and adoption by Council.

Report

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 tabled for review and adoption by Council:

- a) Policy 1.2 Councillors Media
- b) Policy 1.10 Investment
- c) Policy 1.14 Use of Council's Corporate Logo
- d) Policy 1.15 Presentations at Council Meetings
- e) Policy 1.16 Donations/ Contributions to Community Groups and Individuals
- f) Policy 2.33 Pensioner Concessions
- g) Policy 3.19 Volunteers

Policy 3.19 Volunteers has been revised so as to remove detail that would more appropriately be contained in procedures rather than in a higher level policy document. In all other cases only minor amendments have been made to ensure the documents remain current and up to date with legislative references etc. No fundamental changes have been made that change the intent of the policies. Copies of the above Policies are attached.

Policy 1.8 Expenses - Tidy Towns Awards Weekends provides for Council meeting the registration, travel costs and Awards luncheons for two (2) members of each Tidy Towns Committee established in the Shire to attend Awards Weekends provided that such Committees have submitted entries for the Awards.

Tidy Towns Committees are not currently active in the Shire and as such it is considered that Policy 1.8 Expenses - Tidy Towns Awards Weekends could be rescinded. This would not prevent Council from providing financial assistance in this way should the circumstances arise in the future. However, the likely frequency of this occurring is considered such that a dedicated policy is not warranted. A copy of this policy is also attached.

A systematic review of all policies commenced in February 2017 and is almost complete. The remaining policies to be reviewed will be presented to Council in the coming months. Some policies have been reviewed several times in the last few years as a result of changes in legislation or issues identified by internal and external audit activities.

Integrated Planning and Reporting Reference

E.1 Meet all governance and regulatory requirements in the conduct of Council operations.

Legislative Policy & Planning Implications

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

Budget & Financial Aspects

Nil.

Attachments

Policy 1.2 Councillors Media

Policy 1.10 Investment

Policy 1.14 Use of Council's Corporate Logo

Policy 1.15 Presentations at Council Meetings

Policy 1.16 Donations/ Contributions to Community Groups and Individuals

Policy 2.33 Pensioner Concessions

Policy 3.19 Volunteers

Policy 1.8 Expenses - Tidy Towns Awards Weekends

Recommendation:

1. That the following Policies, as presented, be adopted:
 - a) Policy 1.2 Councillors Media
 - b) Policy 1.10 Investment
 - c) Policy 1.14 Use of Council's Corporate Logo
 - d) Policy 1.15 Presentations at Council Meetings
 - e) Policy 1.16 Donations/ Contributions to Community Groups and Individuals
 - f) Policy 2.33 Pensioner Concessions
 - g) Policy 3.19 Volunteers
2. That Policy 1.8 Expenses - Tidy Towns Awards Weekends be rescinded.

[Next Item](#)

Item 8 – Attachment: Policy 1.2 – Media

1.2 Media

POLICY TITLE:	MEDIA
FILE REF:	SC300
EXPIRY DATE:	OCTOBER 2023

OBJECTIVE

This Policy sets out the roles and responsibilities of elected members and staff in relation to responding to media enquiries.

GENERAL PRINCIPLES

The Policy applies to:

- Elected members and staff
- All forms of media (print, verbal, electronic, social, etc.)
- All times of day (24 hours a day, seven days a week).

For the purposes of this Policy, media contact includes:

- Providing information via media releases or statements,
- Letters to the editor,
- Responding to media enquiries over the phone and via email,
- Interviews or briefings,
- Disclosing information to the media,
- Comments on talkback radio,
- Addressing a seminar, conference or community group where the media are present and:
- Media activities for events, reports and launches.

In its dealings with the media the Council will endeavour to:

- Be a reliable source of information;
- Never provide false information;
- Be as co-operative as possible;
- Be available;
- Check second hand sources of “facts” or opinions for accuracy before repeating;
- Provide up to date information;
- Always give a direct and honest answer;
- Respond promptly.

POLICY STATEMENT

The Mayor is the official spokesperson for Council and is to be available to receive requests and provide appropriate background and follow up to the media.

The Mayor may handle media inquiries directly and where required seek input from Councillors and Council officers.

As elected community representatives, Councillors may express their personal view on any matter to the media, providing it is clearly understood that the views expressed are not necessarily the views of Council i.e. Councillors must carefully identify the role in which they speak.

From time to time the Mayor and Councillors may be requested to contribute material for a newspaper column. The views of such columns are the Mayors and Councillors own but must not include personal criticism of other Councillors or Council Staff and must comply with the Media Policy.

As members of the community, Council staff have a right to enter into public debate in their private capacity. However, Council staff must clearly indicate that the views expressed are their own and must not give the impression that their comments are made on behalf of Council.

The General Manager may handle media inquiries directly and where required seek input from the Mayor, Councillors and Council officers.

Directors may handle media enquiries relating to matters within their area of responsibility.

When the Mayor, Councillors, General Manager or Directors are speaking in an official capacity “for the Council” and not expressing a personal view, they must express and support Council’s entire policy on the issue at hand.

*Adopted by Council 19 October 2020
Refer minute xxx/20*

Item 8 – Attachment: Policy 1.10 Investment

1.10 Investment

POLICY TITLE:	INVESTMENT
FILE REF:	SC306
EXPIRY DATE:	OCTOBER 2023

OBJECTIVE

The purpose of this Policy is to ensure that surplus cash funds are invested efficiently to achieve the optimal balance between risk and return.

LEGISLATIVE BASIS

Section 625 of the Local Government Act provides councils with the power to invest surplus cash funds. Section 625 provides as follows:

- 1) *“A council may invest money that is not, for the time being, required by the council for any other purpose.”*
- 2) *“Money may be invested only in a form of investment notified by order of the Minister published in the Gazette.”*

INVESTMENT LIMITS

Investment of Council funds is to be in accordance with the Order of the Minister published in the Government gazette from time to time for the purposes of section 625 (2) of the Local Government Act 1993 and the following policy guidelines:

- a) All investments must be denominated in Australian dollars.
- b) The investment shall be secured at all times as to both principal and interest.
- c) No Institution shall hold more than 30% of Council's total investments at the time the investment was made.
- d) Building Societies and Credit Unions are designated as authorised deposit taking institutions by the Australian Prudential Regulation Authority and therefore comply with the Minister's Investment order. The maximum amount of funds invested with an individual Building Society/Credit Union will be 5% of Council's total investments at the time the investment was made. Not more than 30% of Council's portfolio should be held with Building Societies/Credit Unions in total at the time of placing each investment.

MARKET TESTING

Three (3) quotations shall be obtained from authorised deposit taking institutions whenever placing a short term (1-30 days), medium term (31-90 days) or long term (91-180 days) deposit.

The term of the deposit will depend on Council's funding requirements and risk profile at the time of placing each investment but shall not exceed 180 days.

MONITORING AND REPORTING

In accordance with clause 212 of the Local Government (General) Regulation, The Director Corporate and Community Services shall provide a written report at each monthly Council meeting setting out the details of all money that the Council has invested. The report must be made up to the last day of the month immediately preceding the Council meeting.

*Adopted by Council 19 October 2020
Refer minute xxx/20*

Item 8 – Attachment: Policy 1.14 Use of Council’s Corporate Logo

1.14 Use of Council’s Corporate Logo

POLICY TITLE: USE OF COUNCIL’S CORPORATE LOGO

FILE REF: SC

REVIEW DATE: OCTOBER 2023

OBJECTIVES

The Council’s corporate logo represents Lockhart Shire Council’s heritage and therefore should be reserved generally for official purposes and where approval has been given by Council.

The corporate logo is to provide Council with a consistent and recognisable corporate image.

POLICY STATEMENT

The Council’s corporate logo shall be used only by Council for the official business of the Council.

Local, community organisations within the Shire may make written application to the Council for the use of Council’s logo. However, details on such use must be provided with any application.

In general, applications received from community groups for the use of Council’s corporate logo will be considered by the Council however, in extenuating circumstances, the Mayor, Deputy Mayor and General Manager may give approval for the use of the corporate logo between Council meetings.

*Adopted by Council – 19 October 2020
Minute No. xxx/20*

Item 8 – Attachment: Policy 1.15 Presentation at Council Meetings

1.15 Presentations at Council Meetings

POLICY TITLE: PRESENTATIONS AT COUNCIL MEETINGS

FILE REF: SC

REVIEW DATE: OCTOBER 2023

OBJECTIVES

The purpose of this policy is to provide the opportunity for any member of the community to address the Council on any issue and to determine a time limit at which presentations might be made at Council meetings.

POLICY STATEMENT

Council appreciates members of the community attending Council meetings to apprise Council of matters of concern or interest in respect to the Shire generally.

Council is also mindful that, on occasion, there may be significant business for the Council to consider at a Council meeting and accordingly there is a need for members of the community to be limited in the time to which they are able to address Council on issues they wish to raise.

Council therefore requires that those members of the community who wish to address Council at Council meetings be limited to a period of up to 20 minutes, plus a five minute question and answer section. The period of time may be extended by the Mayor.

Those members of the community who wish to address the Council at a Council meeting are required to contact the General Manager who will then seek approval from the Mayor for the applicant to be listed at the most appropriate Council meeting.

*Adopted by Council – 19 October 2020
Minute No. xxx/20*

Item 8 – Attachment: Policy 1.16 Donations/Contributions to Community Groups & Individuals

1.16 Donations/Contributions to Community Groups & Individuals

POLICY TITLE: DONATIONS/CONTRIBUTIONS TO COMMUNITY GROUPS & INDIVIDUALS

FILE REF: SC24

REVIEW DATE: OCTOBER 2023

OBJECTIVES

1. The purpose of the Policy is to ensure requests for assistance received by Council are handled in a consistent, equitable and transparent manner.
2. Any assistance provided by Council will be based on the benefit to the Lockhart Shire Council community.

POLICY STATEMENT

1. Council will consider the provision of financial assistance by way of donation to local cultural, educational, health, sport, welfare and other bodies and individuals where, in Council's opinion, the applicants have demonstrated a community need.
2. Applications will be considered on their merits, taking into account the Policy Guidelines, circumstances of each case, the availability of Council funds and the relevant provisions of the Local Government Act 1993.

POLICY CRITERIA

1. To be considered eligible for a donation or contribution an individual, group or organisation must:
 - a) Be based within the Lockhart Shire Council area.
 - b) Be not-for-profit.
 - c) Not be a recipient of any other financial or other type of assistance from the Council in any one financial year.
 - d) Agree to acknowledge Council's contribution in all publicity relating to the events or activities which Council has contributed to (it being noted Council approval is required prior to use of the Council's logo in accordance with Policy 1.14).
 - e) Make written application providing the following information:
 - i. Details of how funds will be expended and the benefits to the Lockhart Shire Council community.
 - ii. Donations given to the organisation by Council over the last three years.
 - iii. Services or activities the organisation provides to Lockhart Shire residents.
 - iv. How the donation requested benefit Lockhart Shire Council residents.

*Adopted by Council – 19 October 2020
Refer Minute No. xxx/20*

Item 8 – Attachment: Policy 2.33 Pensioner Concession

2.33 Pensioner Concession

POLICY TITLE: PENSIONER CONCESSION

FILE REF: SC216

EXPIRY DATE: OCTOBER 2023

POLICY OBJECTIVES

To provide eligible pensioners (as defined by the Local Government Act 1993) with the statutory pensioner concession relating to rates and charges as specified in Section 575 of the Local Government Act 1993.

POLICY STATEMENT

This policy sets out the terms and conditions required to be met by eligible persons for a pensioner concession under the Local Government Act 1993, as well as the additional pensioner concessions provided by Lockhart shire Council.

INTRODUCTION

Under state legislation some pensioners are eligible for mandatory concessions off their rates and charges. The amounts of the concessions available on an annual basis are:

- 50% up to a maximum of \$250 on all ordinary rates and charges for domestic waste management services.
- 50% up to a maximum of \$87.50 on sewerage rates or charges.

ELIGIBILITY

An eligible pensioner in relation to a rate or charge levied on land which a dwelling is as defined in the dictionary in the Local Government Act 1993.

The property for which a pensioner concession is sought must be the applicant's sole or principle place of living. The allowable rebate is proportionate to the number of *jointly eligible occupiers* in accordance with Section 575 of the Local Government Act 1993.

Where an owner becomes an eligible pensioner after the commencement of a quarterly instalment, the concession will commence from the start of the next quarterly instalment period.

Reversal of pensioner rebates will be made in accordance with section 584 of the Local Government Act 1993. If circumstances occur that cause a person's entitlement to a reduction of rates or charges to cease, the entitlement is taken to cease on the last day of the quarterly instalment period during which those circumstances occurred.

If a ratepayer is in receipt of a Pension Concession Card, currently receiving a pension rebate on a property considered to be their sole and principle place of residence and is then required to enter an aged care facility for health or care reasons, the pension rebate will continue to apply as long as the property is occupied by the spouse or is not being rented.

Council will confirm all pensioners' eligibility at least every 12 months with Centrelink. If at this time eligibility is not confirmed Council will remove any further concession. This removal will be advised in writing. Reinstatement of a concession will require reapplication.

In accordance with Section 577 of the Local Government Act 1193, Council will grant a rate concession where an eligible pensioner, not the owner of the property, has a life interest in the property and is responsible for payment of rates. Council requires confirmation in writing (preferably from a legal representative) with a copy of the will of a deceased estate, copy of the Certificate of Title (if the life tenancy is registered) or relevant documentation to validate a life tenancy agreement.

PROCESS

Pensioners requesting a concession are required to submit an application on the prescribed form (available from Council office and on its website) with the production of a current Pension Concession Card issued by Centrelink or the Department of Veterans' Affairs. The application must be signed by the applicant or a person with power of attorney for the applicant.

The application will be assessed, which will include verification of the information provided by Centrelink. The amount by which the rate and charges are reduced is determined by the ownership of the property. If the person making the application is an eligible pensioner who is solely liable or jointly liable with one or more jointly eligible occupiers but with no other person (jointly eligible occupier is the spouse or de facto partner of that eligible pensioner) then a full rebate is granted. Otherwise a percentage of the rebate is calculated in relation to percentage of ownership.

Any 'late claims' or backdating of the rebate will be limited to only the financial year prior to the financial year in which the application is made. Council will require evidence to support any claims in respect of 'late claims'.

Once assessed, the applicant will be notified in writing of Council's decision and the amount of rates and charges payable.

HARDSHIP

Further concessions in relation to rates and charges for pensioners suffering from financial hardship may be applied in accordance with Council's 'Hardship Policy' (refer Policy 1.12).

*Adopted by Council 19 October 2020
Refer Minute No. xxx/20*

Item 8 – Attachment: Policy 3.19 Council Volunteers

3.19 Council Volunteers

POLICY TITLE: COUNCIL VOLUNTEERS

FILE REF: SC

EXPIRY DATE: OCTOBER 2023

PURPOSE

1. Lockhart Shire Council recognises volunteers are an integral part of the organisation and a valuable asset to the community.
2. The efforts of volunteers represent a significant contribution towards the successful delivery of Council programs, services, facilities, events and projects for the community and are highly valued by Council.
3. This policy acknowledges the importance of volunteering to a diverse, vibrant, cohesive and sustainable community. The aim of the policy is to formalise the commitment of Council to supporting volunteers.
4. The purpose of this policy is to:
 - a) Ensure that volunteering remains a mutually beneficial activity.
 - b) Recognise the important contribution volunteers make to achieving Council and community goals.
 - c) Clarify the relationship between Council staff and volunteers.
 - d) Provide a safe and healthy workplace for volunteers.
 - e) Identify training requirements to ensure associated activities are undertaken in a safe manner.
 - f) Provide appropriate supervision to ensure activities are satisfactorily performed.
 - g) Ensure Council fulfils its duty of care to volunteers and those impacted by volunteering, including clients, staff and the community.
 - h) Promote a positive volunteering experience with Council.

SCOPE

1. This policy applies to all volunteers of Council and its associated auspiced bodies. Volunteers may be involved in all programs and activities of the organisation and serve at all levels of skill and decision making.
2. Volunteers are defined as persons who undertake activities:
 - a) Without monetary reward
 - b) Of their own free will
 - c) Of benefit to Council and the local community
 - d) That complement but do not replace the services provided by paid staff.
3. Council volunteers include:
 - a) Volunteers who are members of Council managed Reference Groups.
 - b) Volunteers who participate in Council managed projects and events.
 - c) Volunteers who are members of Section 355 Committees of Management which operate Council facilities and venues.
 - d) Volunteers who fundraise and/or participate in other activities associated with Council's facilities or services.
4. Council volunteers do not include:
 - a) People involved in Work for the Dole initiatives.

- b) People/businesses providing goods and/or services for a fee.

POLICY STATEMENT

1. Volunteer positions will be developed in response to an identified need and where it has been assessed that the need would be more appropriately met by a volunteer. To engage and retain volunteers the work needs to be meaningful, not contrived or designed to 'make work'.
2. Volunteers should not be expected to undertake roles they have not agreed to do. Likewise, volunteers will be placed in activities and programs that match their skills, interests and experience.
3. Volunteers are not paid for their services, nor are they free labour. As with paid staff, in order for volunteers to effectively fulfil their duties and meet legislative requirements, they need access to information and appropriate resources – human, physical and financial. The resources need to be allocated in line with relevant Council policies and the National Standards for Involving Volunteers.
4. Volunteers must comply with all relevant Council policies including, but not limited to policies relating to work, health and safety, confidentiality, bullying and harassment etc. and will attend an appropriate induction program if required by Council.
5. Volunteers are responsible for taking reasonable care for the health and safety of themselves and others.
6. Council is responsible for providing volunteers with a safe work environment.
7. Council may, depending on the nature of the volunteering, require volunteers to undertake an induction program.
8. Council values diversity and welcomes volunteers from all culturally and linguistically diverse backgrounds, and people of all abilities to apply to volunteer at Lockhart Shire Council.

REFERENCE DOCUMENTS

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

Policy 1.11 Section 355 Committees

Policy 2.8 Works for Local Management Committees

Policy 3.1 Provision of Protective Clothing/Equipment

Policy 3.3 Bullying and Harassment

Policy 3.6 Work Health & Safety

Policy 3.11 Smoke Free Workplace Policy

Policy 3.16 Drugs & Alcohol in the Workplace

*Adopted by Council 19 October 2020
Refer minute xxx/20*

Item 8 – Attachment: Policy 1.8 Expenses – Tidy Towns Awards Weekends

1.8 Expenses - Tidy Towns Awards Weekends

POLICY TITLE: TIDY TOWNS AWARDS WEEKENDS

FILE REF: E30-035

REVIEW DATE: WITHIN 12 MONTHS AFTER THE NEXT ORDINARY COUNCIL ELECTION – I.E. SEPTEMBER 2021

OBJECTIVE

To provide a Policy which permits the attendances by representatives of local Tidy Towns Committees to attend the presentation of the Tidy Towns Awards wherever that may occur in the State.

POLICY STATEMENTS

Council is mindful of the excellent publicity which may be gleaned for the Shire by the entry into the annual Tidy Towns Awards competition and also appreciates the innumerable hours which is provided by members of the community and in particular members of the individual Tidy Towns Committees.

In recognition of the Tidy Towns Committees, Council agrees in the future to meet the registration, travel costs and Awards luncheons for two (2) members of each Tidy Towns Committee which are established in the Shire provided that such Committees have submitted entries for the awards.

Applications from the respective Tidy Towns Committees detailing the proposed attendees at the Awards weekends is to be provided to the Council at least three (3) weeks before the event in order that appropriate arrangements may be made.

DURATION AND REVIEW

This Policy and procedure will be reviewed following the next Council Election.

Reviewed by the General Manager in February 2017

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

*Adopted by Council – 12 December 2006
Refer Minute No. 430/06*

9. LGNSW ANNUAL CONFERENCE

(GM: SC39, SC57-20/373)

Executive Summary

Council is required to determine its voting delegate and other attendees to the Annual Conference of Local Government NSW (LGNSW). A report was tabled at the 17 August 2020 Council meeting for this purpose. However, bearing in mind that the deadline for nominating delegates is 3 November 2020, Council resolved to defer consideration of this matter until the October 2020 Council meeting.

LGNSW Annual Conference

LGNSW is the peak industry body representing NSW councils. It is also the registered employer organisation representing NSW councils in industrial matters and in award negotiations with the relevant unions.

The LGNSW Annual Conference is the annual policy-making event for all councils of NSW. Councils are provided with the opportunity to submit motions for consideration and debate by delegates. Motions passed at the Conference become Resolutions, which LGNSW takes forward on behalf of councils as part of the sector's advocacy agenda.

Historically the Mayor has attended the Conference as the Council's voting delegate along with the General Manager. However, at the Council meeting held on 17 August 2020 the Mayor indicated that he will not be available to attend the Conference this year.

Furthermore, Council, at its meeting held on 15 April 2019, adopted a Councillors Professional Development Program which included, amongst other things, provision for one other councillor to attend the LGNSW Annual Conference each year in addition to the Mayor (voting delegate).

This year, due to COVID-19, the Annual Conference will be presented in an online format on Monday, 23 November 2020, from 8.45am and concluding at 4.30pm. A copy of the Conference Program is attached.

Integrated Planning and Reporting Reference

- E3 Advocate for the appropriate representation of the needs of the Lockhart Shire community at a state and regional level.
- E3 Continue to lead and advocate on key social and community issues.
- E3 Ensure Council staff and Councillors participate regularly in professional development to support high quality customer service and professional skills.

Legislative Policy & Planning Implications

The LGNSW Annual Conference is the annual policy-making event for all NSW councils. ALGA is a federation of state and territory local government associations including LGNSW and represents the local government sector at a national level.

Budget & Financial Aspects

The LGNSW Annual Conference costs are provided for in the 2020/21 Budget, except for any partner costs not covered by Council's policy, which will be on-charged, if applicable.

Attachment

- LG NSW Annual Conference Program

Recommendation: That Council determine its voting delegate and any other attendees to the 2020 LGNSW Annual Conference.

Item 9 – Attachment: LG NSW Annual Conference Program



Annual Conference 2020

Monday 23rd November 2020

PROGRAM (as of 1 October 2020)

MONDAY 23 NOVEMBER 2020 – Business Session	
8.45am	Demonstration of voting procedure and getting online
8.50am	Message from Distinguished sponsor Landcom
8.55am	Message from Distinguished sponsor Local Government Super
9.00am – 9.05am	Conference introduction by Scott Phillips , Chief Executive, LGNSW
9.05am – 9.45am (15 min speech, 15 mins motions, 10 mins treasurer)	President's Welcome: Address by Cr Linda Scott , President, LGNSW Acknowledgement of Country and Opening of conference Opening of the Federal Conference: adoption of standing orders, presentation of the auditor's report, general financial report and operating report to members, business session and consideration of motions. Opening of the State Conference including adoption of standing orders, presentation of the auditor's report, general financial report and operating report to members, business sessions, and consideration of motions. Chaired by Cr Linda Scott Treasurer's report, Cr Jerome Laxale , Treasurer, LGNSW (In-studio) Adoption of the Treasurer's report

9.45am – 10.35am	<p>Meet the Politicians Forum with Masters of Ceremony: Cr Linda Scott, President and Scott Phillips, CE, LGNSW</p> <p>Presentation from Premier of NSW, The Hon Gladys Berejiklian (15 mins) pre-record</p> <p>Followed by the Politicians' panel & Q&A: What is the best way for State Government to partner with councils to assist in a locally led recovery?</p> <ul style="list-style-type: none"> • The Hon Shelley Hancock MP, Minister for Local Government (In-studio) • Ms Jodi McKay, Leader of the Opposition (Live stream) • Mr David Shoebriidge, MLC (In-studio)
10.35am – 11.15am	<p>Presentation: Facilitated by Linda Scott</p> <p>Keynote address: Building resilience through partnership.</p> <p>Presented by Commissioner of Resilience NSW, Shane Fitzsimmons (sponsor) (10 mins) (In-studio)</p> <p>Panel: Recovery and Resilience & Q&A: local strategies and actions to prepare for, recover from and build resilience to disasters and crisis.</p> <ul style="list-style-type: none"> • Leanne Barnes OAM, GM, Bega Shire Council (Live stream) • Mick Willing, NSW Assistant Police Commissioner, Bushfire Recovery (In-studio) • Shane Fitzsimmons, Commissioner of Resilience NSW
11.15am – 11.30am	<ul style="list-style-type: none"> • Premier Sponsor address • Presentation of the AR Bluett Awards by the Trustees
11.30am – 11.45am	<p>LGNSW President and Elite Sponsor StateCover presents Outstanding Service Awards to elected members</p>
12.00pm – 12.30pm	<p>StateCover General Manager's Virtual Lunch (exclusive to GMs)</p> <p>Delegates break for lunch</p>
12.30pm-4.30pm	<p>Conference business - motions debate</p>

QUESTIONS AND STATEMENTS

CLOSED SESSION

Agenda

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

Nil.