



BUSINESS PAPER
of the
Ordinary Meeting
to be Held
18 December 2023

**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

Acknowledgement of Country

*Lockhart Shire Council acknowledges the traditional custodians of the land,
the Wiradjuri people, and pays respect to Elders past, present and future,
and extends the respect to all First Nations Peoples in Lockhart Shire.*

Statement of Ethical Obligations

In accordance with Clause 3.21 of the Lockhart Shire Council Code of Meeting Practice councillors are reminded of their oath or affirmation of office made under section 233A of the Act and their obligations under the council's code of conduct to disclose and appropriately manage conflicts of interest.

Oath or Affirmation of Office

I will undertake the duties of the office of councillor in the best interests of the people of Lockhart Shire and the Lockhart Shire Council and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the Local Government Act 1993 or any other Act to the best of my ability and judgement.

Webcasting of Council Meetings

Councillors, officers and visitors in the public gallery are advised that, in accordance with Clause 5.33 of the Lockhart Shire Code of Meeting Practice, the proceedings of Council meetings are recorded, and an audio recording of each Council meeting is made available on the Council's website.

ORDER OF BUSINESS

OPENING WITH A PRAYER

ACKNOWLEDGEMENT OF COUNTRY

STATEMENT OF ETHICAL OBLIGATIONS

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MAYORAL MINUTE

Nil.

REPORT ON MAYORAL & COUNCILLOR ACTIVITIES

To be presented at the meeting.

URGENT MATTERS

Nil.

NOTICE OF MOTION

1. CR FRAN DAY OAM - LOCKHART SHIRE COUNCIL - ACCESSIBLE, INCLUSIVE - COMMUNITY EVENT

In line with Lockhart Shire Council's Community Strategic Plan 2020-2032 (events) for residents to facilitate and support our community to deliver vibrant and dynamic community events and Disability Action Plan 2022-2025 to provide equal access to facilities, programs services and information without discrimination or barriers to people with disabilities. To promote inclusivity, recognise the rights and contributions of people with a disability and champions of diversity.

I propose that Lockhart Shire Council hosts an event to:

1. Recognise the great contribution people with disabilities make to our community and celebrate their wonderful achievements.
2. Celebrate the generous role volunteers play and say 'thank you' to volunteers in Lockhart Shire who dedicate their time and energy to make a positive impact in our community. Attendees will have the opportunity to explore the many benefits of volunteering and learn how to get started as a volunteer.
3. Welcome new residents to the Community, letter from the Mayor Lockhart Shire Council and information of Council, Health, Events and Community services.

The morning's activities will revolve around networking, including local organisations, Government, and health services with fun experiences tai chi, Pilates, singing and a free barbeque/sausage sizzle, and an official thank you presentation given by Mayor Greg Verdon. All Councillors will be invited to attend.

The proposed event can be funded from the Council's 2023/24 event budget and is estimated to cost \$5,000.

This is a wonderful opportunity for Lockhart Shire to align with other Council's synergies and to be fiscally responsible by having these three important community groups celebrated in the one event rather than each separately. This event can be held yearly at various locations across Lockhart Shire.

Recommendation: Lockhart Shire Council hosts an event to promote and celebrate inclusivity in the Shire as outlined in this report.

COMMITTEE REPORTS

Nil.

DELEGATES' REPORTS

1. POLICE AND COMMUNITY CONSULTATION GROUP MEETING HELD 21 NOVEMBER 2023 AT PLEASANT HILLS

(GM: 23/14451)

A quarterly meeting of the Police and Community Consultation Group was held at the Pleasant Hills Community Hotel on Tuesday, 21 November 2023.

The meeting was attended by NSW Police and representatives of licensed premises and community organisations in the Shire. The following matters were noted:

- The local Police force is back to a full complement with Constable Keith Toby having replaced Constable Conor Dewar.
- No significant Police issues were reported since the previous meeting.
- There has been a reduction in mental health related incidents and just one “break and enter”.
- Community representatives advised of forthcoming events in their local areas including The Rock Charity Ball and forthcoming Christmas parties.
- The Mayor and General Manager provided an update on Council related matters.

Cr G Verdon
Delegate

2. CRIME PREVENTION AND COMMUNITY SAFETY CONFERENCE – GUNNEDAH, 23-24 NOVEMBER 2023

Keynote Speaker: Grace Tame, CEO and Founder Grace Tame Foundation

- NSW has the highest figure of police per person ratio 1 per 467.
- 28.5% of the population are abused before 18yrs both Male & Females
- Uni of NSW findings released 20/11/23.
 - 1 in 6 men have sexual feelings towards children
 - 1 in 10 men has offended against a child
 - These men are 6 times more likely to have experienced abuse to them

Grace Tame’s advice is we need to DISRUPT the behaviour and activities of child sexual abuse predators as they are smart, resourced and always steps ahead of authorities.

Words matter. Why we need to get our language right when talking about domestic and family violence.

Ritchie Hair & Rebecca Morrison Violence abuse & Neglect Services Hunter & New England Health

- Attitudes towards Domestic & Family Violence (DFV)
 - 20% of Australians believe violence is a normal reaction to day-to-day stress and frustration
 - 32% of Australians believe that a woman who doesn’t leave an abusive partner is partly responsible for the abuse continuing.
 - 42% of Australians believe it is common for a sexual assault accusation to be used as a way of “getting back” at men.
 - 34% of Australians think it natural for a man to want to appear in control of his partner in front of his mates/friends.
 - 1 in 4 women experience violence by an intimate partner.
 - 1 in 13 men experience violence by an intimate partner.
 - Women who experience violence and sexual violence by an intimate partner are 7 TIMES more likely to be killed by their partner. Source ABS Personal Safety 2016/7
- Language – we condone a behaviour, but our language does not always reflect this.
- 4 types of language used to obscure the violence.
 1. Minimising

2. Mutualising
3. Discounting
4. Blaming

- Minimising language has the power to change how others think about victims. Case studies were given of reporting an incident using the above languages.
- Perpetrators CHOOSE THEIR BEHAVIOUR.

***Safer Public Spaces for Women and Girls: Planning and designing through the gender lens.
John Maynard – Safe Cities Planning and Design Consultant***

- Safe or unsafe locations and situations will invariably come down to the rhythms of human activity in and around a site.
- 1970s saw the beginning of change in fields of employment. Some areas of employment were held predominately held by men. Men were designing public spaces for all, but were they utilised by all?
- Women think about safety differently – they tend to think about poorly lit spaces or the behaviours of people in public spaces, or incidents of sexual violence- they imagine that they're going to wind up in a news item. It's so divergent. Nicole Kalms Ass Prof Dept of Design, XYX Lab Monash University.
- Streetlights are one of the biggest expenses for Councils. Is this true for LSC? What are our costs?
- Does LSC have a community safety audit?
- Public toilets should be designed with a ratio of 2F to 1 M – different habits!
- Public toilets in public spaces e.g. parks should be within 1-2m of a footpath not in the centre of a park.
- Women don't like CCTV. CCTV usually implemented and run by men. Consultation? Women prefer a human presence instead of CCTV e.g. security at railway/bus stations.
- Spend time in a public space to see how it is used or NOT used.
- Whether it's statues, monuments or street names, cities consistently reinforce the achievements of men, which is proven to reduce girls' interest in politics, science, tech, engineering and mathematics. Constant visual validation of male leaders can generate a poor sense of belonging for women. 2022 United Nations Development Program

***Keynote Speaker: What's really going on with young men?
Hunter Johnson – The Man Cave and STUFF***

- ABS – 2 in 5 people aged 16-24 experienced mental health in 2020/21
- Suicide is the leading cause of death for men aged 15-44
- This week WHO (World Health Organisation) named “Loneliness” as a Global Health Priority.
- 2 in 3 men are unsatisfied with the quality of their relationship.
- 66 women have been killed by family violence in 2023.
- The “Manosphere” driving boys and men into harmful views of manhood and offering a destructive life purpose for many men.
- Network of online communities that focus on issues related to men, relationships, self-improvement, and sometimes anti-feminist or anti- establishment viewpoints.
- More young men trust online influences than politicians.
- What's working.
- Non-authorities role models
- Speaking with boys at their level
- Validation for their unique gifts, not performance
- Helping recognise the importance of community.
- Respecting boundaries

- Creating safe spaces for the messy conversations
- Sharing stories from lived experiences.
- Resource books – The making of men, Lost Connections, Women, men & the whole damn thing & The social dilemma.

Understanding and Reporting Hate Crime

Sgt Ismail Kirghiz NSW Police Engagement & Hate Crime Unit.

- This unit is the only dedicated unit in Australia.
- Why reporting is important.
- All reports are vital for intelligence purposes.
- Allows incidents to be reviewed and referred to the Hate Incident Recourse Committee
- Monitoring hate crimes within communities
- Indication of behaviours prior to escalation
- Assists in highlighting hotspots.
- Barriers to victims reporting to Police.
- Fear that reporting the incident might make the situation worse.
- Humiliation or shame about being victimised.
- Fear they won't be treated seriously.
- Unsure if what they experienced amounted to a hate crime
- Fear of a negative reaction from the police
- Cultural or language barriers

Countering Violent Extremism Protecting our at-risk youth and most vulnerable.

Heather Jackson Dept of Communities & Justice.

- The countering Violent Extremism (CVE) Engagement & support unit (ESU) is a specialised, multi-disciplinary team within the NSW dept of Communities and Justice (DCJ) love acronyms!
- They run a program STEP together – a helpline and digital support service focused on early intervention and awareness, in the countering violent extremism space.
- A case study video was presented about Rosa and her grandson Tom – **Google ESP Spotlight Rosa**

Hooning: A collaborative cross agency approach

Cr Julie Campbell City of Logan & Senior Sgt Darren Smith QLD Police

- Hooning action plan was developed between all agencies.
- Advocacy
- Education
- Target Hardening
- Technology
- Enforcement
- Key message from the Education plan was Hooning "**Report It**" one simple message.
- They utilised social media well. There were negative comments received – The QLD Police responded on these to show the community that Council & Police were working together on this project.
- From the reporting areas where Hooning occurs were identified and police were in that area in the next 24-48hrs.

Youth Crime in NSW A regional analysis

Dr Alana Cook NSW Bureau of Crime Statistics & Research (BOCSAR)

- Over the past 20yrs there is a decrease in property & violent crimes in NSW. More of a decrease has occurred in Greater Sydney. Regionally only a minimal drop.

- Car theft in Regional NSW – March 2023.
- Highest in 5yrs
- 61% are stolen from homes.
- 41% occur between 6pm & midnight.
- Over 2/3rds are recovered but not always in a drivable state.
- Youth crime in NSW peaks at 15 years of age for property crime.
- 73% of young offenders are male.

Empowering Communities: The power of place-based approaches to creating and maintaining healthy communities

Craig Martin Alcohol & Drug Foundation

- Elements that are core to P-B approaches
- Engage and empower local people from different sectors.
- Works best when govt & community come together to ensure balance of power and shared ownership.
- Shared, long term vision and commitment to outcomes.
- Community engagement
- Experimentation and action learning.
- ADF (alcohol & Drug Foundation) are running a new program – Stronger through Sport. This program can assist with club fees, logistics, family and transport.

Day 2

Keynote speaker – Mark McCrindle Social Researcher & Futurist

- “The key characteristic of a leader is foresight. The reason they can lead is that they see things not just as they are, but as they will be”
- 500,000 new arrivals from overseas in 2023
- 27.7% of population are born overseas.
- 30% of NSW pop. Use another language other than English at home.
- 60% of current pop. Have given thought to moving regionally since Covid. They can work from home and have more appreciation for their home and local space.
- 79% of the current pop. Are concerned with the cost of living.
- Gen Z 75% of them say they feel lonely. ABS census.
- Gen Z will have 18 jobs and 6 careers in their lifetime. Gen Z want stability in their workplace, as the outside factors are so unstable.
- It is predicted in 2063 there will be more people over 60 than 20 & under.
- Fun fact it is 991 days till the next Census!

Community and its Role in Creating Safe Spaces.

Alan Blackshaw – Founder Herding Together, Author, ABCD Consultant.

- Case study on Cairns where Alan resides.
- QLD has some of the toughest youth crime laws in Aust.
- 274 young people each night are in detention.
- Reoffending rates are increasing.
- At least 10% are prolific reoffenders.
- WHY ARE WE CONTINUING WITH AN APPROACH THAT CONTINUES TO FAIL?
- They are not treating the cause, just the symptoms.
- Rebuilding Community
- Most of us live isolated lives, shut off from our neighbours.

- Our neighbourhoods lack social connection.
- Aust loneliness survey 2018
- 70% have no neighbour they could talk to about important matters
- 40% of us see our neighbours less than once a month
- 47% have no neighbour they could call on in an emergency.
- We lack the old style “bump in” places eg butcher, newsagent corner shop. Coffee shops are possibly the only “bump in” places.
- The workplace has become our community/tribe. It used to be our neighbourhood.

Youth Crime and Youth Justice The value of lived experience.

Kyzar Jing & Zoe Robinson – Advocate for Children & Young People

- Kyzar shared his lived experience. He experienced domestic violence in his family life. His father abused his mother. His father would abandon Kyzar when his mother was away being treated.
- He and his mother lived in women’s shelters for many years. He was arrested at 15yrs for a serious crime. Served 5 yrs in juvenile detention. He now says it was the best thing to happen. He completed his HSC in detention and was accepted to a university. He was in poverty before going into detention then he was released into poverty. He made a choice to change his environment.
- He was given his 1 opportunity by Zoe after being released. He seized the opportunity he was offered. He now works as a advocate for Children & Young People.
- Believe in yourself.
- He experienced community and equality in detention. They wear the same clothes/ shoes, eat the same food, watch the same TV, play the same sport. No competition. It gave him for the first time a sense of belonging.

Cyber Security Update Understanding the threat landscape

Stuart Staunton – Cyber Security NSW

- Local Govt does not have a lot of funds to tackle Cyber Security.
- Everything before a cyber-attack seems excessive.
- Everything after a cyber-attack seems inadequate.
- No one is immune from being hacked, everyone will be hacked. It is a matter of how bad the consequences of the hacking!

Cyber Resilience Empowering local business, agriculture & government

Prof Neil Curtis – DXC Technology

- Cyber crime is currently valued at \$8 trillion annually. \$667 Billion per month.
- There are no specific targets – you are the target.
- No boundaries – geographically or morally. They can deploy faster and adapt faster than the govt in any country can.

Keynote Speaker – The Hon. Yasmin Catley MP

Minister for Police & Counter Terrorism

- Youth crime – there has been an increase over the last 20 months. Not much of an increase but there is an escalation in violent crimes.
- There is a Youth Command division of the NSW Police. They conduct Youth Action Meetings (YAMs) YAM has expanded to Wagga Wagga.
- NSW police works with social media companies to shut down negative videos/content quickly.
- We cannot arrest our way out of youth crime.
- Some police to note Operation Kempsey – regional mongoose.
- Operation Amorok – focus on Domestic Violence offenders.

**Connecting Communities through Justice Reinvestment
Scott Hawkins & Jo Kelly – Just Reinvest NSW**

- JR framework
- Placed based
- Community lead
- Data driven
- Bourke commenced in 2013 is now an independent organisation.
- JR has currently a program in Moree and expanding to Nowra & Kempsey. Each site has different programs and strategies.

**Tackling Rural Crime - Det Chief Insp Cameron Whiteside & Det Sgt Graeme Campbell
Rural Crime Prevention Unit**

- Crime that impacts on the function of the pastoral, agriculture & aquaculture industries.
- Rural crime is under reported.
- NSW Farm Crime Survey 2020 University of New England (UNE)
- 88% of farmers reported being a victim of a farm crime
- 55% of farmers felt crime prevention is too expensive
- There are 56 staff across the state – Wagga Wagga & Cootamundra.
- They have collaborated with NSW Farmers Association. They conduct community workshops maybe we could enquire for LSC/Yerong Creek
- Join the Rural Crimes Unit fb page and/or website.

**Over representation of Multicultural Youth in the Justice System Target Zero
Boldened Hauraki – Centre for Multicultural Youth, VIC**

- Our Mission
- Target Zero is a 10yr collective impact approach to
- End the criminalisation of young people aged 10-25 yrs in Melton, Wyndham & Brimbank
- End the over representation of
 - First Nations young people
 - Multicultural young people
 - Young people in residential care
- Chronic over representation of indigenous & young people
- Large % have experienced abuse, domestic violence, drugs and interaction with agencies.
- When a student disengages with education they are more likely to become involved with crime.

**Cr Jane Hunter
Delegate**

Recommendation: That the Delegates' Reports be received.

STATUS REPORT/PRÉCIS OF CORRESPONDENCE ISSUED

Status Report: Council Resolutions and Tasks to be finalised

Minute No:	Officer to Action	Council Resolution	Action Taken
Ordinary Council Meeting held 20 November 2023			
218/23	GM	<p>Closed Circuit Television (CCTV) Policy That Draft Policy 1.29 CCTV, be placed on exhibition for a period of 28 days and any comments received be considered by Council prior to adoption of the policy.</p>	Placed on exhibition. Staff Report 6 (Dec 2023) refers.
211/23	DEES	<p>Integrated Water Cycle Management Strategy – Lockhart Sewerage Treatment Plant</p> <p>1) Council adopts the option as determined in the Councillor Workshop held 16 October 2023 for incorporation into the draft IWCM Strategy, that being:</p> <ul style="list-style-type: none"> • Replace existing Lockhart Sewerage Treatment Plant (trickling filter) with a new oxidation pond with effluent reuse; and • Include the sewerage of south Lockhart <p>2) That the draft IWCM Strategy be placed on public exhibition for a period of not less than 28 days.</p>	Adopted options have been sent to NSW Public Works to finalise draft IWCM. When received will be placed on exhibition.
208/23	TEDO	<p>Draft Brookong Creek Master Plan That...Council places the Brookong Creek Draft Master Plan on public exhibition from 21 November 2023 to 15 January 2024.</p>	Complete
203/23	GM	<p>Riverina Water County Council Board Meeting – 24 October 2023 That Council writes to Riverina Water County Council expressing its disappointment at the Board's decision to defer joining REROC for at least 12 months.</p>	Letter sent. Complete.
198/23	GM	<p>General Manager's Contract That Council invites a proposal from LG Services Group to undertake a recruitment process for the appointment of a general manager.</p>	Documents being prepared.

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Minute No:	Officer to Action	Council Resolution	Action Taken
Ordinary Council Meeting held 18 September 2023			
163/23	GM	<p>Magnolia Lodge and Youth Flats</p> <p>1) Concept plans be prepared for the development of additional accommodation on the Magnolia Lodge site in Green Street and the Youth Flats site in Drummond Street Lockhart to facilitate further investigation and negotiation with the NSW Land and Housing Corporation; and</p> <p>2) A further report be presented to Council at a future meeting regarding the Prichard Place Lockhart residential developments and the proposal to withhold from sale one or two lots for the purposes of developing them for rental accommodation.</p>	<p>NSW Land and Housing Corporation advised of Council's decision.</p> <p>Concept plans currently being prepared.</p>
Ordinary Council Meeting held 21 August 2023			
148/23	GM	<p>Guidelines for Audit, Risk and Improvement Committees</p> <p>That Council continue to participate in the Internal Audit Alliance and transition to the requirements outlined in the <i>Guidelines for Risk Management and Internal Audit for Local Councils in NSW</i> issued by OLG.</p>	<p>To be progressively implemented in conjunction with other Internal Audit Alliance member councils. Awaiting advice from OLG on shared employment of Chief Audit Officer.</p>
Ordinary Council Meeting held 19 June 2023			
100/23	DEES	<p>Proposed Speed Limit Changes – Green Street, Lockhart</p> <p>That Council seeks approval through Transport for NSW to introduce a 40km/h high pedestrian zone in Green Street, between Matthews Street and Day Street.</p>	<p>A review has been carried out on Green St and the application for a HPAA area.</p> <p>After consideration TfNSW would not endorse this change.</p> <p>The following comments were recorded from the review:</p> <p><i>There is no records of accidents in this area.</i></p> <p><i>The roadside environment (car parking, road width, consistency with bordering roads, consistency with other block on Green St) is not reflective of HPAA place. The latest standard promotes consistency for the road user as a defining factor of speed limits.</i></p> <p>Complete.</p>
Ordinary Council Meeting held 13 February 2023			
26/23	GM	<p>Proposed Acquisition of Land</p> <p>That, subject to obtaining the landowner's consent, Council authorises the General Manager to prepare and submit a development application for the development of a car park on the land situated at Lot 2 DP1196082.</p>	<p>Development application has been lodged with landowner's consent and awaiting determination. Further information required, lighting consultant engaged to prepare plan.</p>

*Lockhart Shire Council
Ordinary Meeting – 18 December 2023*

Minute No:	Officer to Action	Council Resolution	Action Taken
9/23	GM	<p>Disaster Recovery Funding Arrangements</p> <p>In accordance with the outcome of the Councillor Workshop held earlier in the day, Council nominates the following projects for funding under the Local Government Recovery Grants Program:</p> <ol style="list-style-type: none"> 1. Emily Street, The Rock – drainage improvements 2. Cole Street, Yerong Creek – drainage improvements 3. Green Street West, Lockhart – drainage improvements 4. Flood Detour Road – culvert installation 5. Waste Mgt Facilities Access Roads 6. Community information initiative (social media) 7. Access Road – Golf Club 	<p>Projects submitted to the Office of Local Government and funds received.</p> <p>More detailed costings and work plans have been submitted and awaiting approval.</p> <p>Emily Street design has been approved by TfNSW.</p>
Ordinary Council Meeting held 18 July 2022			
141/22	GM	<p>Request for Council to Purchase Private Access</p> <p>Council agrees to the request in principle subject to Council and the applicants agreeing to a reasonable cost sharing arrangement.</p>	<p>Survey plan has signed by the affected landowners and now forwarded to the Mortgagee Bank for signature. Awaiting response from mortgagees' bank.</p>
Ordinary Council Meeting held 16 May 2022			
109/22	GM	<p>Tender – 109 Green Street</p> <p>Council declines to accept the tender received from ASCO Group (Aust) Pty Ltd for the provision of public toilets at 109 Green Street Lockhart and seek separate quotations for the individual components of the project for the following reasons:</p> <ol style="list-style-type: none"> a) Seeking separate quotations and being able to negotiate with different contractors for the different components of the project will provide more flexibility in seeking the most cost-effective solution bearing in mind that the funding approved under Round 4 of the Stronger Country Community Fund is less than the amount for which Council applied. b) Accepting the one tender that has been received for the public toilets without a contract in place for the community space component of the project will prove problematic as the community space and landscaping is critical to providing access to the public toilets. 	<p>George the Friesian Bull has been moved into place. Paving commenced, scheduled to be completed prior to Christmas close down.</p>

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Minute No:	Officer to Action	Council Resolution	Action Taken
Ordinary Council Meeting held 16 August 2021			
148/21	GM	Proposed “Tim Fischer Way” Council to reinstate investigations into the erection of tourism signage indicating “Tim Fischer Way”.	Proposed to incorporate “Tim Fischer Way” touring route on new Visit Lockhart Shire website. Phase 1 complete with new website now live. Functionality to facilitate “Tim Fischer Way” touring route being developed is part of Phase 2 of the new website to be progressed in 2023/24. TEDO to continue scoping the project and report back to the TEDSC in February 2024.
Ordinary Council Meeting held 19 April 2021			
63/21	GM	Residential Development – Lockhart 1) That Council proceed with the subdivision of Lots 62 and 90 Prichard Place Lockhart as outlined in the report. 2) That the cost of subdividing the land be funded from the Infrastructure Reserve with the proceeds of any land sales to be returned to the Reserve.	The development application for Lot 62 (westernmost lot) has been approved. The application for Lot 90 has now also been approved. Subdivision works to be scheduled. Quotes from contractors being sought. Sewer design currently being prepared.
Ordinary Council Meeting held 16 October 2023 – Councillor Questions & Statements			
Questions & Statements	DCCS	Cr Driscoll: S355 Committee Subsidies Cr Driscoll enquired whether the annual subsidies to Council’s management committees have been paid.	All payments have been processed. Complete.
	DEES	Cr Mathews: Councillor Dress Suggested an option somewhere between the blazer and a polo shirt might be appropriate for attending conferences etc.	Executive Assistant is sourcing appropriate short-sleeved options. The shirt currently worn by female Councillors is no longer in production.
Ordinary Council Meeting held 16 October 2023 – Councillor Questions & Statements			
	DEES	Cr Day: W Drummond Monument Asked how the matter of the damaged monument is progressing.	Quotes for repairs to the stonework and lantern are currently being sourced.
191/23	DEES	Cr Driscoll: Maintenance of Rear Lanes Asked if there is going to be any kind of grading maintenance carried out on rear lanes, especially at The Rock? Cr Driscoll advised the lane at the rear of Coronation Park is particularly bad. Cr Driscoll asked if there is a priority list?	Condition report being prepared. Staff Report 2 Dec 2023 refers.
	DCCS	Cr Sharp: Pleasant Hills Tennis Courts Asked if there was a timeframe for repairs to the tennis courts to be carried out?	Quotes being reviewed.

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Minute No:	Officer to Action	Council Resolution	Action Taken
Ordinary Council Meeting held 18 September 2023 – Councillor Questions & Statements			
Questions & Statements	GM	Cr Mathews: Veterinary Services Referred to Council's efforts to procure veterinary services for Lockhart and advised a mobile veterinary service that may be available. Cr Mathews asked if this could please be investigated.	Enquiries have been made with the Animal Welfare League NSW mobile veterinary Animal Care Truck regarding scheduling a visit to Lockhart Shire and a response is awaited.
	DEES	Cr Verdon: Lodge Road Advised this road, which provides access to The Rock Cemetery, is deteriorating rapidly and requires attention.	Works request created. Will be attended to when crews in the area.
	DEES	Cr Verdon: Entrance laneway, The Rock Bowling Club Advised there are potholes in this laneway which require attention.	Works request created. Will be included in future sealing program.
Ordinary Council Meeting held 17 July 2023 – Councillor Questions & Statements			
Questions & Statements	DCCS	Cr Day: International Volunteer Day, 5 December Referred to the proposal to seek funding for an event to celebrate International Day for People with a Disability on 3 December and enquired could this be combined with an event to celebrate International Volunteer Day on 5 December?	Superseded by Notice of Motion in December Business Paper. Complete.
Ordinary Council Meeting held 19 June 2023 – Councillor Questions & Statements			
Questions & Statements	GM	Cr Rockliff: CCTV Requested a progress report on this project, given the problems which have occurred lately, and also asked if the funds currently set aside will be enough to complete the project.	Contractor experiencing delay with procuring modem routers for connect of cameras to the internet which is delaying installation. Policy developed. Complete.
Ordinary Council Meeting held 15 May 2023 – Councillor Questions & Statements			
Questions & Statements	DCCS	Recreation Ground Lights Cr Jane Hunter: requested an update in relation to this project. Cr Gail Driscoll: asked is it possible that Council will not get the funding required and if so, can a Plan B be developed. Plan A is for the installation of LED lights. Can Plan B be making the towers safe and putting standard lights on them.	AFL funding has been approved for lighting and towers at Osborne Recreation Ground. Purchase order issued. Complete. Lights installed on existing towers at The Rock. Complete.
Ordinary Council Meeting held 17 April 2023 – Councillor Questions & Statements			
Questions & Statements	DEES	Cr Marston: Yerong Creek Mittagong Road Culvert – Trees Encroaching Referred to this culvert (near the Vincents Road intersection) where trees are encroaching on the road, and asked if Council could investigate trimming these trees.	Works request created. Contractor engaged.

Lockhart Shire Council
Ordinary Meeting – 18 December 2023

Minute No:	Officer to Action	Council Resolution	Action Taken
Ordinary Council Meeting held 21 November 2022 – Councillor Questions & Statements			
Questions & Statements	DCCS	<p>Cr Hunter: Tiled Wall outside The Rock Gym</p> <p>Referred to a problem with tiles on the external wall of The Rock Pool near the gym and asked what was being done to rectify the issue.</p>	Tiles have been sourced and ordered, awaiting delivery.
Ordinary Council Meeting held 17 October 2022 – Councillor Questions & Statements			
Questions & Statements	MP&E/ DCCS	<p>Cr Verdon: Disability Access Across the Shire</p> <p>Referred to Kurt Fearnley's speech at the recent Lockhart Community Bank branch birthday celebrations. The speech was a reminder that people with disabilities are entitled to access. Cr Verdon suggested an audit be carried out, with a view to improving access across the Shire, making sure all Council facilities are accessible to all residents.</p>	<p>Meeting held Friday 17th November with Neil Smith of BEST.</p> <p>Council to provide BEST list of sites.</p>
Ordinary Council Meeting held 20 June 2022 – Councillor Questions & Statements			
Questions & Statements	DCCS	<p>Cr Hunter – Yerong Creek Bowling Club</p> <p>Advised the Bowling Club are still awaiting receipt of an Occupation Certificate for the building.</p>	Majority of work has been completed. Additional fire extinguishers being sourced by Club. When installed, final fire safety inspection will be scheduled.

Correspondence Received

Date sent to Councillors	From	Subject
23/11/2023	Mayor Cr Greg Verdon (via Executive Assistant)	Mayoral Update
11/12/2023	Cr J Hunter (via Executive Assistant)	Delegate's Report – Crime Prevention Conference, Gunnedah
13/12/2023	Mr Alan Zweck	Letter re road issues (hard copy)

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

STAFF REPORTS

STRATEGIC DIRECTION A: A Connected and Resilient Community

Nil.

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

1. ENGINEERING AND ENVIRONMENTAL SERVICES REPORT

(DEES)

Executive Summary

Monthly report on engineering and environmental services matters.

Background Information

a) Works

Local Sealed Roads: Heavy patching has continued on Western Rd, Bidgeemia Rd and The Rock Mangoplah Rd.

Rehabilitation works have commenced on Western Rd and The Rock Mangoplah Rd.

Shoulder grading on Boree Creek Kywong has been completed. Slashing roadside shoulders has been completed on Bidgeemia Rd and Rand Bidgeemia Rd.

Drainage improvements and shoulder widening on Yerong Creek Mangoplah Rd has commenced.

Roadside slashing has been completed on Bidgeemia Rd and Rand Bidgeemia Rd.

Unsealed Roads: maintenance of Shire gravel roads has been conducted on Scheetz Ln, Munyabla Munyaplah Rd, Zwecks Ln and Ryan Stock Route, Munyabla Boundary Rd and Spurrells Rd.

Maintenance Crews: Bitumen crew have been kept busy with an increase of pavement failures due to the weather, routine maintenance has continued on our Local and Regional Roads.

Maintenance crews have been assisting with the heavy patching, roadside slashing and sign installation.

b) Parks & Gardens

Lockhart

Mowing of our park entrances and open areas continue as normal, weeding is being carried out both physically and chemically when the weather allows. Mowing of the townships of Pleasant Hills and Milbrulong will be taking place shortly when machine and transport availability is organised. Watering of our street trees and gardens continues during the hot weather.

Paving will begin in the week commencing 18 December 2023 at 109 Green Street. The front will be fenced off and access limited until completion. Skeleton crew will be available over the holiday period attending to urgent matters only.

The Rock

Mowing of parks, entrances and open areas continues, weeding is continuing as the weather allows. Watering of street trees and garden areas continues as normal. Contractors have been sought for slabs to be poured at the Lone Pine and cenotaph for installation of Anzac remembrance seating.

Mowing and weeding of Yerong creek continues as the weather allows. There will be staff shortages at The Rock over the Christmas period as well so available staff will continue to do our best with the staff we have on.

c) Biosecurity

Property Inspections

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

The most commonly found weeds were Green cestrum (*Cestrum parqui*) and Privet (*Ligustrum sp.*) respectively.

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

Control Program

Priority has been given to the control of Horehound (*Marrubium vulgare*) and St. John's wort (*Hypericum perforatum*) on roadside reserves and council managed land.

The following roads were inspected for weeds and herbicide application was administered where appropriate: The Rock Mangoplah Road, Jaegers Lane, Klimpschs Lane, Bulloc Hill Road, Jarricks Lane, Weillys Lane, Old Trunk Road, The Rock Collingullie Road, Humphrys Lane, McGeachies Lane, Leitch Lane, Lagettie Lane, Bullenbong The Rock Road, Moores Bus Route, Hendersons Road, Boyds Road, Braithwaites Lane, Coman Street, Yerong Street, Semmens Road, Lodge Road, Nicholas Street, Olympic Highway, Rods Road, McRories Lane, Osborne Yerong Creek Road, Noskes Lane, Seeligers Lane, Finlayson Lane, Neuhaus Lane, Broughtons Lane, Janetskes Lane, Schultz Lane, Geddes Lane, Woodend Fiveways Road, Semmlers Road, Schneiders Lane, County Boundary Road, Figtree Road, Osborne Pleasant Hills Road, Wallace Brownes Road, Alf Freemans Lane, Wrathall School Lane, Grubben Road, Eulensteins Road, Vincents Road, Yerong Creek Mangoplah Road, Shaws Lane, Adams Lane, Plums Lane, Montagues Lane, Willis Lane, Mittagong Yerong Creek Road, Tootool Mittagong Road, Tuttys Lane, Old French Park Bullenbong Road, Lockhart The Rock Road, Curries Lane, Wetmores Lane, Iletts Lane, Terlich Lane, Benders Lane, Bahrs Lane, French Park Bullenbung Road, Mortons Lane, Slys Lane, Vennells Lane, Henty Pleasant Hills Road, Edgehill School Lane, Browns Lane, Alma Park Road, and Spurrells Road.

Control of St. John's wort will continue through December to all other roads within the Shire.

d) Development Approvals

Development Activity Table

DA/CDC No.	Development	Site of Development	Applicant	Value
DA59/23	Re-Open Café & alterations & additions	3 Cox St, Yerong Creek	B Nicholson	\$83,545.00
DA21/24	Single storey dwelling with attached garage	34 King St, The Rock	L Metcalfe	\$473,640.00
DA22/24	Additions to existing shed	17 Milne Rd, The Rock	J Boyle	\$33,000.00
DA23/24	Installation of second-hand dwelling	20 Roberts St, Milbrulong	R Chadwick	\$173,004.00
DA24/24	New single storey dwelling, detached shed & installation of AWTS	Barton St, Lockhart	S Hounsell	\$976,000.00
CDC26/24	New above-ground swimming pool	8 Hill St, The Rock	K M Withers	\$5,000.00
CDC28/24	New in-ground swimming pool	183 Humphrys Ln, The Rock	L Burkinshaw	\$83,150.00
			Total	\$1,827,339.00

Legislative Policy and Planning Implications

Development 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

Nil

Recommendation: That Council notes the information provided in the Engineering and Environmental Services report.

2. INSPECTIONS OF BACK LANES IN THE ROCK

Executive Summary

This report provides a summary of the inspections carried out of The Rock back lanes and recommendations regarding repairs.

Background

Following requests from Councillors, Council staff have inspected the condition of the back lanes at The Rock.

Report

Council staff conducted inspections of the back lanes in The Rock on the 13 December 2023. The inspections were carried out by driving along each laneway and visually inspecting each laneway. Defects identified and classified were potholes, washaways, vegetation growth, and accessibility. Each laneway was graded on a 1-5 scale with 1 being excellent and 5 being very poor. The average condition of the laneways was 2, being good-very good.

Council staff found most laneways need mostly minimal repairs which includes filling of potholes and some spraying to clear some vegetation.

There is one laneway (between Scott and Emily Street) that needs a larger amount of repair work to be carried out to it to get it to the standard that is deemed acceptable for our laneways. This work will need to be carried out with a bobcat or backhoe.

With the current work schedule, quotes will be sourced from suitable qualified contractors to undertake the work.

Integrated Planning and Reporting Reference

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

Legislative Policy & Planning Implications

Nil.

Budget & Financial Aspects

The costs can be accommodated within existing budgets.

Attachments

Photos attached.

Recommendation: That Council notes the report.

Staff Report 2: Attachment – Photographs





3. REVIEW OF CORRECT SPELLING AND RENAMING OF PIETCHES LANE

(DEES: 23/14832)

Executive Summary

Council has been contacted requesting that Pietches Lane be renamed to Pietsch's Lane as this is the correct spelling of the name.

Background

Council was contacted by two Pietsch family members, concerned that the spelling on the sign and on our maps for Pietches Lane was incorrect as it is and should be spelt "Pietsch's" which is the correct spelling.

Report

After being contacted by the residents on this matter council staff investigated and found the following:

- The road is not gazetted and therefore the name change can be made reasonably easy.
- There are two numbered addresses along this Lane.
- Even though the correct spelling is Pietsch's, apostrophes cannot be used in naming convention for roads/lanes therefore it would have to be Pietschs on the sign and on Council maps.
- Council would need to contact NSW Spatial Services to inform them about the name change so they can update their database and make appropriate changes.

Council contacted the residents in Pietches Lane regarding the proposed change and no response was received.

Integrated Planning and Reporting Reference

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

Legislative Policy & Planning Implications

Nil.

Budget & Financial Aspects

Nil.

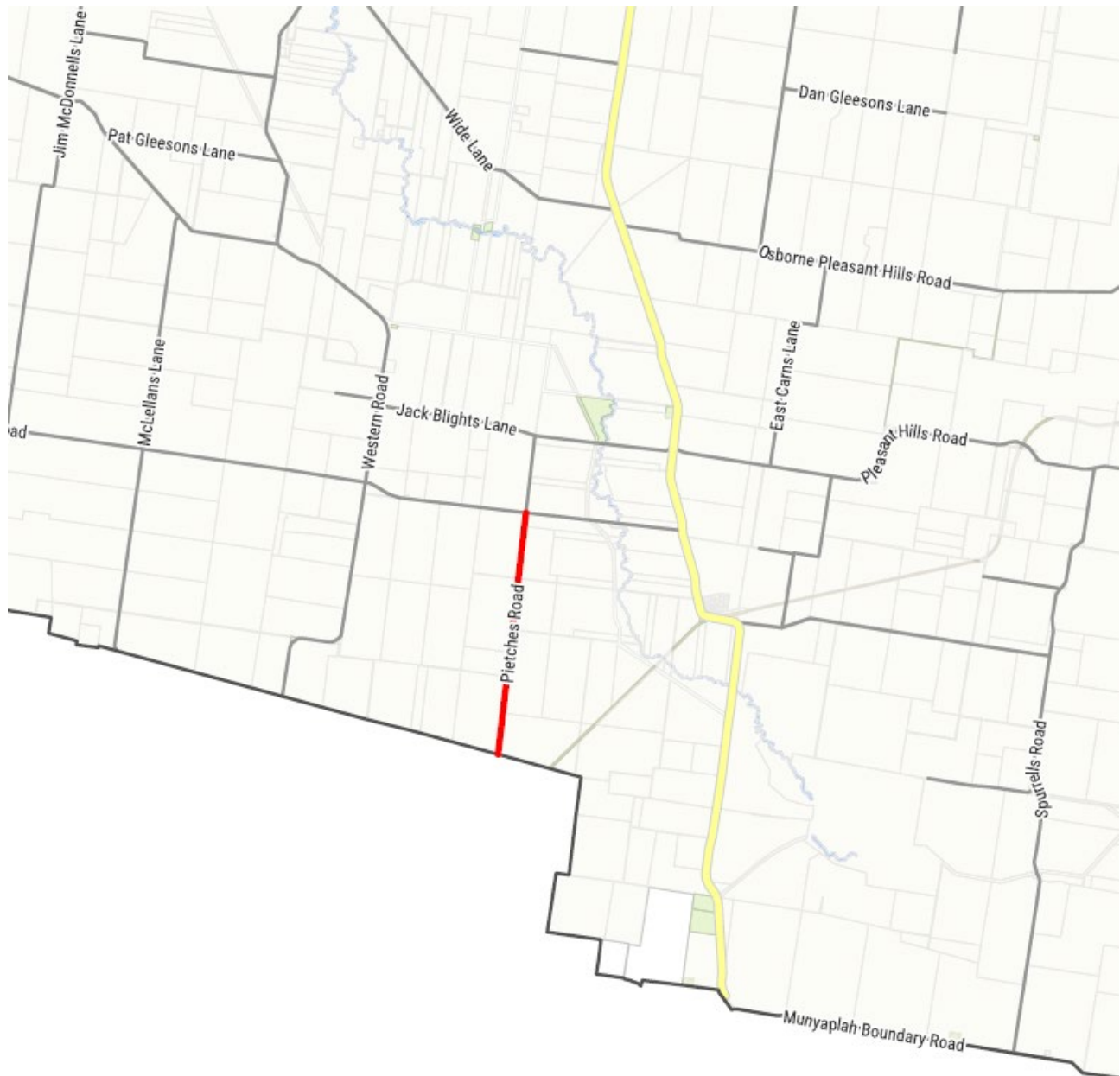
Attachments

1. Map of Pietchs Lane
2. Letter from Janice Clarke

Recommendation: that Council:

1. Endorse the proposed name change from 'Pietches Lane' to 'Pietschs Lane'; and
2. Notify NSW Spatial Services of the name change.

Staff Report 3: Attachment 1 – Map



* While the map gives Pietsches Road, it was listed in the 2000 Road Hierarchy Review as "Lane". This will be corrected at the same time as the spelling.

Staff Report 3: Attachment 2 – Letter from Janice Clarke

17-10-2023

Dear Council, who it may concern,
I Janice Clarke (nee Pietsch) My
concern is the sign for Pietsch's Lane
is spelt terribly wrong Pietches it
should be just Pietsch or Pietsch's
lane. The Pietsch family were the first
family to settle on land, the "Rosevale"
is still in the family. "Rosevale" is
5Ks down the Pietsch on the corner.
I do wish this sign be corrected shortly.

Regards Janice Clarke (nee Pietsch)
5 The Grove
Thurgoona 2640
0437443454

P.S;

Clarrie Pietsch owned Rosevale from 1930's
(my father)

STRATEGIC DIRECTION E: Strong Leadership and Governance

4. PRESENTATION OF COUNCIL'S 2022/23 FINANCIAL STATEMENTS

(DCCS: 23/15284)

Executive Summary

It is a legal requirement that the annual Audited Financial Statements be presented to Council within five weeks of the Auditor's Certificates being issued. The Auditor's Certificates relating to the Council's 2022/23 Financial Statements were issued on 12 December 2023 and public notice has been given that the Audited Financial Statements for 2022/23 will be presented to the Council meeting on 18 December 2023.

Report

The Auditor-General, Audit Office of New South Wales, has completed the audit of Council's Financial Statements for the year ending 30 June 2023.

Pursuant to section 419 (1) of the Local Government Act 1993 Council must present its Audited Financial Statements, together with the Auditor's Report, at a meeting of the Council no later than five weeks from the date the Auditor's Certificates are issued. Furthermore, in accordance with Section 418(3) of the Local Government Act 1993, and a resolution of Council passed at the Council meeting held on 30 October 2023, public notice was given on Council's website that the 2022/23 Audited Financial Statements and Auditor's Report would be presented at the Council meeting to be held on 18 December 2023.

The Council achieved a surplus in net operating result from continuing operations (including capital contributions) of \$3.86M (Restated 2022: \$2.17M) for the year ended 30 June 2023. The net operating surplus for the year before grants and contributions provided for capital purposes is \$2.1M (Restated 2022: \$1.4M).

A summary of the 2022/23 Financial Statements against the performance measures and performance benchmarks set by the Office of Local Government (OLG) is set out below. Consistent with previous years, Council's financial results are above the industry benchmark for all performance measures with the exception of own source revenue.

Council received, for the second year, a qualified opinion and this was with specific regard to Council resolving to not recognise the Rural Fire Service (RFS) red fleet assets on Council's Balance Sheet. Refer to pages 75-76 of the Annual Financial Statements for more detail on the basis for the qualified opinion.

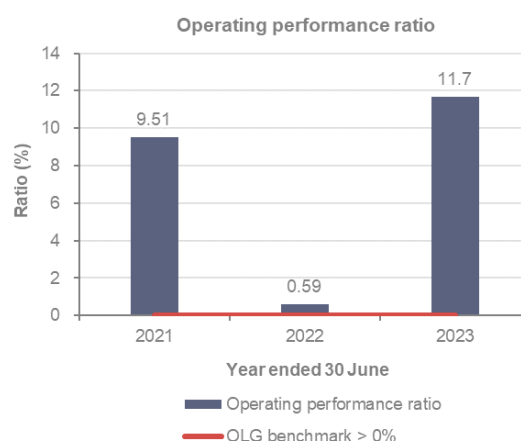
Operating performance ratio

The 'operating performance ratio' measures how well council contained operating expenditure within operating revenue (excluding capital grants and contributions, fair value adjustments, and reversal of revaluation decrements). The benchmark set by OLG is greater than zero percent.

The Council exceeded the OLG benchmark for the current reporting period.

The operating performance ratio increased to 11.70 percent (2022: 0.59 percent) due to the increase in operating grants received.

The 2022 ratio was restated to correct a prior period error relating to found culvert assets, which increased depreciation expense for the 2022 financial year. This is disclosed in note G4-1 in the financial statements.

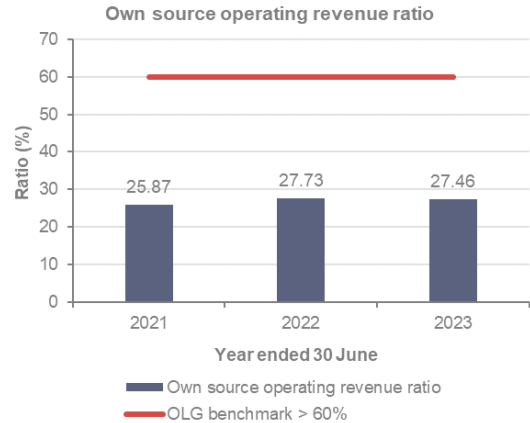


Own source operating revenue ratio

The 'own source operating revenue ratio' measures council's fiscal flexibility and the degree to which it relies on external funding sources such as operating grants and contributions. The benchmark set by OLG is greater than 60 percent.

Council did not meet the OLG benchmark for the current reporting period. This indicates that the Council is more reliant on external funding sources, such as grants and contributions.

The own source operating revenue ratio has decreased in 2023, due to the overall increase in grants and contributions revenue of \$1.9 million.

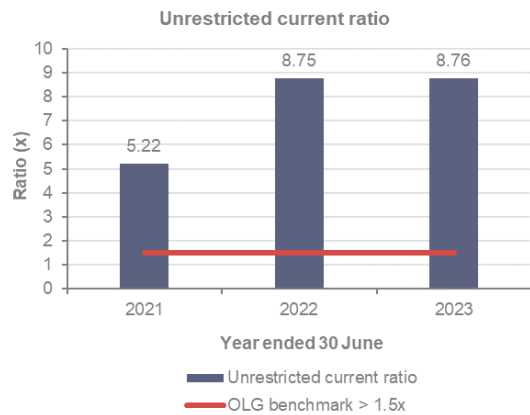


Unrestricted current ratio

The 'unrestricted current ratio' is specific to local government and represents the Council's ability to meet its short-term obligations as they fall due. The benchmark set by OLG is greater than 1.5 times.

The Council exceeded the OLG benchmark for the current reporting period.

Council's unrestricted current ratio has remained consistent from 2021-22 to 2022-23.

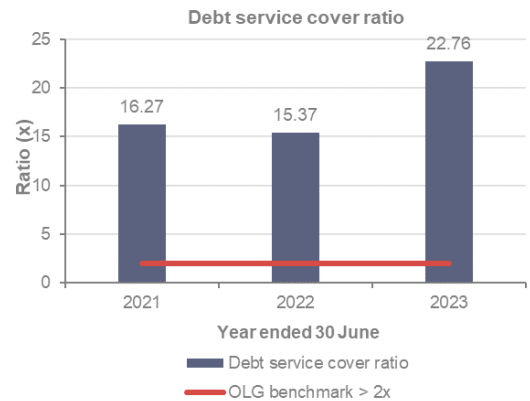


Debt service cover ratio

The 'debt service cover ratio' measures the operating cash to service debt including interest, principal and lease payments. The benchmark set by OLG is greater than two times.

The Council exceeded the OLG benchmark for the current reporting period. This indicates that the Council has sufficient operating revenue to service its debts.

Council's debt service cover ratio has improved, due to the increase in operating grants and contributions revenue.

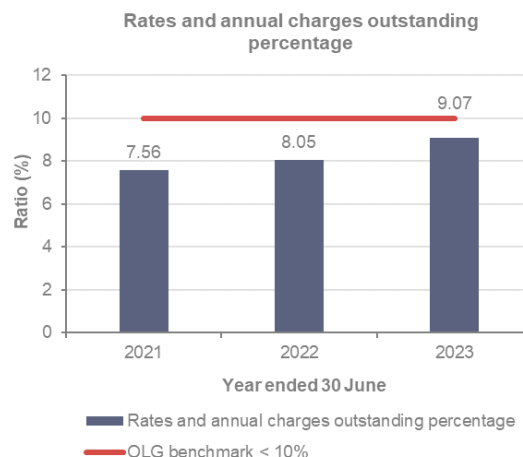


Rates and annual charges outstanding percentage

The 'rates and annual charges outstanding percentage' assesses the impact of uncollected rates and annual charges on council's liquidity and the adequacy of debt recovery efforts. The benchmark set by OLG is less than 10 percent for regional and rural councils.

The Council met the OLG benchmark for the current reporting period which is a reflection of sound debt recovery procedures at the Council.

The rates and annual charges outstanding percentage has increased from the previous year, but still remains below the OLG benchmark.

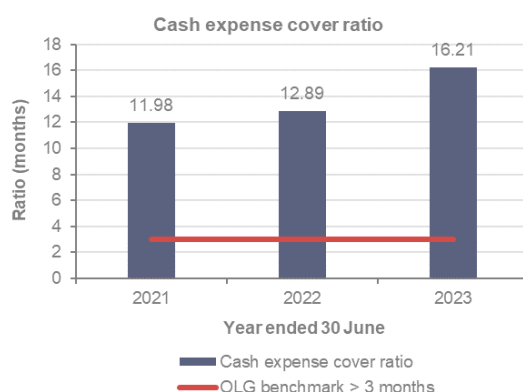


Cash expense cover ratio

This liquidity ratio indicates the number of months the council can continue paying for its immediate expenses without additional cash inflow. The benchmark set by OLG is greater than three months.

The Council's cash expense cover ratio was 16.21 months, which is above the industry benchmark of greater than 3 months. This indicates that Council had the capacity to cover 16.21 months of operating cash expenditure without additional cash inflows at 30 June 2023.

The cash expense cover ratio has increased due to increase in cash and cash equivalent and investment by \$4.8 million.



A representative of the Audit Office of New South Wales will attend the meeting remotely to elaborate on their report and to respond to any questions.

Integrated Planning and Reporting Reference

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

Legislative Policy and Planning Implications

Local Government Act Section 419 Presentation of the Council's financial reports

Budget and Financial Aspects

Report on the 2022-23 Financial Year.

Recommendation: That the Audited Financial Statements and Auditor's Report for the year ended 30 June 2023 be received and noted.

5. INVESTMENT AND BANK BALANCES REPORT – 30 NOVEMBER 2023

(DCCS: 23/15242)

Executive Summary

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

Report

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

Lockhart Shire Council
Ordinary Meeting – 18 December 2023

Cash at Bank

Opening Combined Cashbook Balance		517,179.32
Add: Total Receipts		
	Miscellaneous	15,210.59
	Rates	133,512.91
	Debtors	67,829.38
	Interest on Investments	14,751.68
	Caravan Park Takings	13,244.00
	BAS Refund - Oct 2023	41,723.00
	Apprenticeship Incentives	20,290.93
	Library Grant	72,345.00
	FAG Payment	61,276.00
	Rockoosh CCS Payments	3,693.66
	Development Applications	76,242.10
	Rockoosh Payments	2,426.36
	Return of Investments	1,000,000.00
	Transport NSW - RRRP Funding	3,401,911.00
	Australia Day Grant	8,800.00
		4,933,256.61
Less: Total Payments		2,251,437.03
	New Investments	0
Closing Combined Cashbook Balance		<u>3,198,998.90</u>
Closing Bank Statement Balance		
	Bendigo Bank	3,120,494.75
	Macquarie Bank	41,117.40
	Bendigo Bank-Prichard Trust	31,828.30
		3,193,440.45
Add: Outstanding Deposits		6,515.16
		3,199,955.61
Less: Outstanding Cheques		956.71
Closing Combined Cashbook Balance		<u>3,198,998.90</u>

	Interest Rate per		Amount Invested	% of Total
	Annum			
Investments:				
Bank of Queensland	5.00		700,000.00	6.08
Bendigo Bank	4.59		250,000.00	2.17
Bendigo Bank	4.59		1,000,000.00	8.68
Bendigo Bank	4.95		500,000.00	4.34
Bendigo Bank	on call		66,072.20	0.57
Commonwealth Bank	4.78		1,000,000.00	8.68
Commonwealth Bank	4.83		500,000.00	4.34
Commonwealth Bank	4.75		1,000,000.00	8.68
Commonwealth Bank	4.81		500,000.00	4.34
IMB Ltd	4.85		500,000.00	4.34
MACQUARIE BANK	4.80		500,000.00	4.34
MACQUARIE BANK	4.67		500,000.00	4.34
MACQUARIE BANK	4.73		500,000.00	4.34
MACQUARIE BANK	4.76		500,000.00	4.34
National Australia Bank	4.90		500,000.00	4.34
National Australia Bank	5.00		500,000.00	4.34
National Australia Bank	5.07		500,000.00	4.34
National Australia Bank	5.10		1,000,000.00	8.68
National Australia Bank	4.85		500,000.00	4.34
National Australia Bank	5.05		500,000.00	4.34
			11,516,072.20	100.00
				AMOUNT
		1490-3000-0000		608,256.27
Combined Sewerage		8490-3000-0000		2,558,914.33
Trust Fund		9991-3000-0000		31,828.30
			3,198,998.90	3,198,998.90
		TOTAL FUNDS HELD ARE:	<u>14,715,071.10</u>	

Integrated Planning and Reporting Reference

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

Legislative Policy and Planning Implications

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

Budget and Financial Aspects

Council's 2023/24 Operational Budget has forecast a total of \$401,000 income from interest on investments for General Fund & Sewer Fund combined. For the period July 2023 to November 2023, the average end of month balance of funds invested has been \$12.77 million and the average return on invested funds has been 4.85%. On these year-to-date figures, Council's budgeted income on investments will be achieved for the General Fund and Sewer Fund.

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 November 2023 Investment and Bank Balances Report be received and noted.
- b) That the Responsible Accounting Officer Statement be noted, and the report be adopted.

6. POLICY 1.29 CLOSED CIRCUIT TELEVISION (CCTV) POLICY

(GM: 23/13573)

Executive Summary

At its meeting held on 20 November 2023 Council resolved that Draft Policy 1.29 CCTV, be placed on exhibition for a period of 28 days and any comments received be considered by Council prior to adoption of the policy. The closing date for submissions is 18 December 2023. Any submissions received after the distribution of the Business Paper will be tabled at the Council meeting.

Report

Council has allocated grant funds received under Round 5 of the Stronger Country Communities Fund for the installation of CCTV cameras at selected publicly accessible locations.

The CCTV system is aimed at the detection and conviction of offenders. Council recognises that the presence of CCTV can have a deterrent effect on crime and antisocial behaviour, whilst contributing to a greater sense of safety in the community. Accordingly, it is intended that the images captured by the CCTV cameras will be made available to assist NSW Police.

Notwithstanding this, the CCTV footage captured by the cameras will form part of Council's official records. It is particularly important that appropriate policies and procedures are in place for the management of the audio-visual records having regard to the NSW Government Policy Statement and Guidelines for the Establishment and Implementation of CCTV in Public Places, the Privacy and Personal Information Protection Act 1998 and the Government Information (Public Access) Act 2009.

With this in mind, a draft CCTV policy has been developed. In view of the subject matter and the nature of the policy Council, at its meeting held on 20 November 2023, resolved that the draft policy be placed on exhibition for a period of 28 days and any comments received be considered by Council prior to adoption of the policy.

The closing date for submissions is 18 December 2023. At the time of finalising the Business Paper no submissions had been received. Any submissions received after the distribution of the Business Paper will be tabled at the Council meeting.

Integrated Planning and Reporting Reference

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

Legislative Policy & Planning Implications

The draft policy has been developed having regard to the NSW Government Policy Statement and Guidelines for the Establishment and Implementation of CCTV in Public Places, the Privacy and Personal Information Protection Act 1998 and the Government Information (Public Access) Act 2009.

Budget & Financial Aspects.

The installation of CCTV cameras is being funded by a grant made available under Round 5 of the Stronger Country Communities Fund. Allowance will be made in future budgets for the cost of operating and maintaining the CCTV system.

Attachments

Nil.

Recommendation: That, subject to no submissions being received, Draft Policy 1.29 CCTV Policy, as publicly exhibited, be adopted.

7. POLICY REVIEWS

(GM: 23/14248)

Executive Summary

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

Report

At its meeting held on 20 March 2023, Council endorsed “Policy No. 1.0 Policies – Procedure for Consideration and Adoption” which set out a process for the systematic review of Council policies and the development of new policies.

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

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

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

The following three policies are presented for review in accordance Policy No. 1.0:

- 1) Policy 1.9A Records Management
- 2) Policy 1.9B Records Management (Councillors) Policy
- 3) Policy 2.40 Liquid Trade Waste
- 4) Policy 2.44 Street Trees
- 5) Policy 2.57 Grants Management

No significant changes have been made to the policies listed above.

With respect to Policy 2.57 Grant Management it should be noted that the policies generally applies to circumstances where Council is the applicant and/or grant recipient.

Whilst Council grant applications are prepared in-house by Council staff there are also many occasions where section 355 committees, users of council facilities and other community organisations apply for grants. In these circumstances Council does not prepare the grant application but plays a facilitating and supporting role including providing letters of support, landowners consent and maintaining a database of community organisations so that information regarding grant opportunities can be disseminated.

Council has also partnered with Grant Guru to provide a ‘Lockhart Shire Grants Hub’ on its web site which provides a comprehensive list of grant and funding opportunities as a free service including a search function and the option to create email alerts for specific types of grants.

Bearing in mind that Council will not have the capacity to be preparing grants on behalf of other community organisations it is recommended that consideration be given to enhancing the community’s capability with respect to grant writing.

For example Grant Guru also provides grant writing courses and Council could look to funding the cost of a specified number of participants from the community each year. Whilst the cost would depend on the level of interest in the community and the number of participants involved, an estimated cost of \$8,500 would fund one participant from each of Council’s section 355 committees. The proposal could

be trialled by inviting expressions of interest from section 355 committees before considering rolling it out to other community organisations.

Integrated Planning and Reporting Reference

- A1: Facilitate and support our community to deliver vibrant and dynamic community events.
- A1: Build capacity, capability and partnerships to encourage sustainable community groups and clubs.
- E1: Meet all governance and regulatory requirements in the conduct of Council operations.
- E1: Minimise Council's exposure to risk and promote a strong risk management culture within Council.

Legislative Policy & Planning Implications

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

Budget & Financial Aspects.

No changes are proposed to any of the policies that will have a discernible impact on Council's budget. The cost of funding a grant writing course for one participant from each of Council's section 355 committees is estimated at \$8,500.

Attachments

- 1. Policy 1.9A Records Management
- 2. Policy 1.9B Records Management (Councillors) Policy
- 3. Policy 2.40 Liquid Trade Waste
- 4. Policy 2.44 Street Trees
- 5. Policy 2.57 Grants Management

Recommendation:

- 1. That the following Policies, as presented, be adopted:
 - a) Policy 1.9A Records Management
 - b) Policy 1.9B Records Management (Councillors) Policy
 - c) Policy 2.40 Liquid Trade Waste
 - d) Policy 2.44 Street Trees
 - e) Policy 2.57 Grants Management
- 2. That expressions of interest be invited from section 355 management committees for one representative from each committee to complete a grant writing course funded by Council.

[Next Item](#)

Staff Report 7: Attachment 1 – Policy 1.9A Records Management

1.9A Records Management

POLICY TITLE: RECORDS MANAGEMENT

FILE REF: SC67

EXPIRY DATE: DECEMBER 2026

PURPOSE

1. This policy sets out a framework for the creation and management of records within the Lockhart Shire Council. The Council is committed to establishing and maintaining recordkeeping practices that meet its operational needs, accountability requirements and legislative requirements.

POLICY STATEMENT

1. The Council's records are a major component of its corporate memory. They are a vital asset that supports ongoing operations and provides valuable evidence of business activities and transactions over time.
2. The Council recognises its regulatory responsibilities as a public agency and is committed to the principles and practices set out in the Australian Standard for Records Management (AS ISO 15489) to the extent appropriate for the organisation.
3. The Council is committed to implementing appropriate recordkeeping practices and systems to ensure the creation, maintenance and protection of accurate and reliable records. All practices concerning recordkeeping within the Council are to be in accordance with this policy and its supporting procedures.

SCOPE

1. This policy applies to all Lockhart Shire Councillors and employees.
2. It applies to records which are created, collected, processed, used, sentenced, stored and disposed of in the conduct of all Council's business and all business applications used by Council to create records including email, database applications and websites.

LEGISLATIVE AND POLICY CONTEXT

1. Council will maintain recordkeeping systems that capture and maintain records with appropriate evidential characteristics in accordance with its obligations under applicable legislation including the following: -
 - a) Copyright Act 1968 (Clth)
 - b) Electronic Transactions Act 200 (Clth)
 - c) Evidence Act 1995 (NSW)
 - d) Government Information (Public Access) Act 2009 (NSW)
 - e) Local Government Act 1993 (NSW)
 - f) Privacy & Personal Information Protection Act 1998 (NSW)
 - g) State Records Act 1998 (NSW)
2. This Policy should be read in conjunction with the following Council policies: -
 - a) 1.5 Privacy Plan and Privacy Code of Practice
 - b) 1.23 Cyber Security and Information Systems Security
 - c) 3.22 Gathering Information
 - d) 3.26 Computer, Internet, Email and Social Media Policy

RECORDKEEPING SYSTEMS

1. The Council's primary recordkeeping system is the HPE Content Manager (CM) Electronic Document and Records Management System (EDRMS).

2. Where appropriate, paper-based records sent or received by the organisation are captured within this system through digital imaging. Relevant electronic communications (email) sent or received by the Council are also recorded in Content Manager.
3. The Council also has a range of secondary systems that are used to manage specific electronic records as follows: –
 - a) Practical - financial and accounting system which maintains information on financial transactions and reporting including local government rates and charges.
 - b) Intramaps - Geographic Information System.
 - c) Univerus – Asset Management System
 - d) Pulse – Employee Performance Reviews
 - e) Damstra – WHS management system
 - f) LG Software Solutions – cloud based specialised accounting software
4. The recordkeeping systems manage the following processes: –
 - a) the creation or capture of records within the recordkeeping system
 - b) the storage of records
 - c) the protection of record integrity and authenticity
 - d) the security of records
 - e) access to records
 - f) the disposal of records
5. A Quick Reference Guide provided by HPE Content Manger as well as Business Rules and Naming Conventions developed by Council facilitate the efficient and effective use of the Content Manager EDRMS.

STORAGE AND SECURITY

1. Council hardcopy files are stored both on site at Council's Administration Building and offsite at the Lockhart Railway Station building. Files from 2008 onwards are kept on the premises with older files stored at the Lockhart Railway Station building. With respect to the records physically stored on site:
 - a) Files from 2008 onwards are kept in the Strong Room.
 - b) Original certificates of title, legal documents, Confidential Council meeting agenda and minutes prior to 2016 and former employee personnel files are kept in a locked section in the Strong Room.
 - c) Confidential Council meeting agenda and minutes post 2016 are kept in a locked cabinet by the Executive Assistant to the General Manager.
 - d) Open Council meeting agenda and minutes are kept in the Strong Room.
 - e) Current employee files are kept in a locked filing cabinet in the Human Resources Co-ordinator's office.

RESPONSIBILITIES

1. Council
Council is responsible for the adoption and regular review of the Records management policy and for providing the resources required for the protection, safe custody and return of all State records under its control, ensuring accessibility to all equipment or technology dependent records.
2. General Manager
The General Manager is responsible for implementing Council's Records Management Policy and ensuring Council's compliance with the requirements of the NSW State Records Act 199.
3. Director Corporate and Community Services
The Director Corporate and Community Services is operationally responsible for the efficient management of Council records (physical and electronic) including the effective management and system administration of the EDRMS and for providing advice and training in relation to Council's records management policies and procedures.
4. Directors and Managers
Each Director and Manager are responsible for ensuring that their staff:
 - a) Respond to correspondence and action requests in a timely manner and that this information is also recorded in the (EDRMS).
 - b) Comply with Council's Records Management Policy.

- c) Receive training on records management and use of Council's EDRMS (Content Manager).
- d) Who have access to information of a confidential nature, are instructed as to their rights and obligations when dealing with such matters.

5. All Staff

- a) The State Records Act 1998 requires public officials to *"make and keep full and accurate records' of their business activities."*
- b) The Ombudsman's Good Conduct and Administrative Practice Guidelines for Public Authorities 2017 states that:
"Public officials must make and keep full and accurate records of their official activities. Agencies and their staff must create and maintain records as evidence of business activities and transactions."
- c) The Model Code of Conduct for Local Councils in NSW 2020 states that:
"Members of staff of council must provide full and timely information to councillors and administrators sufficient to enable them to exercise their official functions and in accordance with council procedures."
- d) Accordingly, all staff are responsible for:
 - i. Creating records that document:
 - Decisions made.
 - Verbal decisions and instructions or commitments given, including telephone conversations.
 - Business activities they are involved in.
 - Meetings and other events.
 - ii. Registering records into the EDRMS in accordance with the Business Rules and naming Conventions applying from time to time.
 - iii. Ensuring all corporate emails are registered to the EDRMS.
 - iv. Handling hard copy records and information sensibly and with care, so as to avoid damage to the records.
 - v. Not relinquishing control over, damaging, altering, destroying or losing records of Council.
 - vi. Accessing records from within the EDRMS.
 - vii. Maintaining confidentiality of records they have access to, in accordance with Council's Code of Conduct, and the requirements of the Government Information (Public Access) Act, and Privacy and Personal Information Protection Act.

DISPOSAL OF RECORDS

- 1. Records must be protected, maintained, findable, and useable for their entire retention period, as outlined in the General Authority 39 (GA 39), Local Government Records.
- 2. Records cannot be disposed of other than in accordance with the State Records Act 1998 and GA 39.
- 3. Records cannot be disposed of without the concurrence of the Director Corporate and Community Services.
- 4. If files have been classified as State Archives, they are transferred to the State Records Authority in accordance with relevant guidelines e.g. open or closed access provisions.
- 5. Physical destruction of records shall be undertaken by methods appropriate to the confidentiality or otherwise of the records.
- 6. An auditable trail documenting all destruction of records shall be maintained by the Records Section.
- 7. If destruction is undertaken by third parties, then certificates of destruction shall be obtained for all destruction undertaken.

MONITORING AND COMPLIANCE

- 1. Council shall demonstrate that recordkeeping systems are designed and operating according to best practice, its records are captured in the corporate system, and all systems are performance tested on a regular basis to ensure that the objectives of the system are being met.
- 2. Compliance with the Records Management Policy, and its related policies and procedures, throughout the Council, shall be monitored by the Director Corporate and Community Services.

3. The monitoring of compliance with the Records Management Policy, and its related policies, shall be subject to internal audit and related evaluations from time to time.
4. Council shall make its records available to meet accountability requirements, such as auditors, regulatory authorities and investigative bodies.
5. Ensure the quality of information captured into the corporate system is maintained.

GLOSSARY

Archive means the whole body of records of continuing value of an organisation, sometimes called ‘corporate memory’.

Business activities is an umbrella term covering all the functions, processes, activities and transactions of an organisation and its employees.

Capture is a deliberate action which results in the registration of a record into a recordkeeping system. For certain business activities, this action may be designed into electronic systems so that the capture of records is concurrent with the creation of records.

Classification is the systematic identification and arrangement of business activities and/or records into categories according to logically structured conventions, methods and procedural rules represented in a classification system.

Disposal refers to a range of processes associated with implementing records retention, deletion or destruction of records in or from recordkeeping systems. They may also include the migration or transmission of records between recordkeeping systems, and the transfer of custody or ownership of records.

Disposal Authority is a formal instrument that defines the retention periods and consequent disposal actions authorised for classes of records which are described in it.

Document refers to recorded information or object which can be treated as a unit.

Electronic Records are records communicated and maintained by means of electronic equipment.

Recordkeeping is the making and maintaining complete, accurate and reliable evidence of business transactions in the form of recorded information.

Recordkeeping systems are information systems that capture, manage and provide access to records through time.

Records are the information created, received, and maintained as evidence and information by an organisation or person in pursuance of legal obligations or in the transaction of business.

Records Management is the field of management responsible for the efficient and systematic control of the creation, receipt, maintenance, use and disposition of records, including processes for capturing and maintaining evidence of and information about business activities and transactions in the form of records.

Registration is the act of giving a record a unique identifier on its entry into a system.

*Confirmed by Council 18 December 2023
Refer minute xxx/23*

*Confirmed by Council 21 December 2020
Refer minute 267/20*

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

*Adopted by Council – 17 September 2007
Refer Minute No. 296/07*

Staff Report 7: Attachment 2 – Policy 1.9B Records Management (Councillors)

1.9B Records Management (Councillors)

POLICY TITLE: RECORDS MANAGEMENT

FILE REF: SC67

EXPIRY DATE: DECEMBER 2026

PURPOSE

1. The purpose of this document is to ensure that full and accurate records of the activities and decisions of Councillors, in the course of their official duties for Council, are created, managed and disposed of appropriately to meet the Council's organisational needs and accountability requirements.
2. HPE Content Manager is the Electronic Data Records Management System (EDRMS) adopted by Council to manage all of Council's corporate documents. A record management program has been established by Council in accordance with section 12 (2) of the State Records Act 1998. This document provides part of the framework for that program and should be read in conjunction with Policy 1.9A Records Management Policy.

SCOPE

1. This document has been specifically developed to assist Councillors in meeting their recordkeeping responsibilities. Council employees should refer to Council's Policy 1.9A Records Management Policy.
2. All Councillors must comply with this document in their conduct of official business for Council. Official business includes business relevant to the performance of the function and duties of the office of Councillor. This document applies to records in all formats, including electronic records.

POLICY STATEMENT

1. Records are a vital asset to council. Many records created and received by Councillors have the potential to:
 - a) support the work of Councillors and Council's program delivery, management and administration.
 - b) help Councillors and Council to deliver customer services in an efficient, fair and equitable manner.
 - c) provide evidence of Councillors' actions and decisions and establish precedents for future decision making.
 - d) protect the rights and interests of the Council, Councillors and its clients and rate payers.
2. Unlike employees, Councillors do not have direct access to Council's physical and electronic records and do not have the ability to register documents into, or retrieve documents from, Council's designated EDRMS, Content Manager. This policy provides guidance and support in ensuring that where appropriate, records created and received by Councillors are captured, registered, stored and managed in accordance with relevant legislation, most notably the State Records Act 1998.

STATE RECORDS

1. Public offices are bound by the State Records Act 1998 which establishes rules for best practice for recordkeeping in NSW Government, encouraging transparency and accountability. Councils are identified as public offices under section 3 (1) of the Act. When discharging functions of Council, Councillors are subject to the State Records Act when they create or receive "State records".
2. A "State" record is 'any record made and kept or received and kept, by any person in the course of the exercise of official functions in a public office, or for any purpose of a public office, or for the use of a public office'.
3. Examples of State records that may be created or received by Councillors in the course of their official duties for Council include (but are not limited to):
 - a) correspondence, including emails, regarding Council matters.
 - b) a petition received from a community group.
 - c) declarations concerning a Councillor's pecuniary interests.

- d) speech notes made for addresses given at official Council events.
 - e) complaints, suggestions or enquiries by residents and ratepayers about Council services.
4. Conversely, records which are created, sent or received by Councillors when they are not discharging functions of Council are not considered to be State records for the purposes of the State Records Act 1998.
5. Examples of records that are not State records include (but are not limited to): -
- a) records relating to political or electoral issues e.g. lobbying for votes, supportive emails from members of the community regarding elections or political stances.
 - b) communications regarding matters of personal/general interest rather than Council interest e.g. information from environmental or other interest groups not specific to issues being considered by Councillors or Council.
 - c) records relating to attendance at sports functions, church fetes, community functions when the Councillor is not representing Council.
 - d) personal records of councillors such as personal emails, character references for friends, nomination for awards, letters to local newspapers etc that are not related to Council business.
6. The official email address established for Councillors (i.e. @lockhart.nsw.gov.au) should be used in the course of carrying out official duties for Council and only for this purpose. A councillor's private email address should be used when not discharging functions of Council.

CAPTURE AND REGISTRATION OF RECORDS

1. Records of Council business that are created or received by Councillors (with the exception of those sent from Council as they are already captured) should be saved into official Council recordkeeping systems as soon as is practicable so that Council can assist with their long-term management as follows:
- a) Paper records - Records created or received in paper format should be forwarded to Council by post or handed in to the General Manager or at the front counter of the Administration Building marked "Attention - Executive Assistant". This could be done on a monthly basis on Council meeting days. If records are of a sensitive or confidential nature, the Councillor should alert the General Manager or Director of Corporate and Community Services to this fact prior to sending so that appropriate security controls can be applied.
 - b) Email and Electronic Records - Email and other electronic records should be forwarded to Council promptly for registration. Emails should be forwarded to councillorrecords@lockhart.nsw.gov.au. If records are of a sensitive or confidential nature, the Councillor should alert the General Manager or Director of Corporate and Community Services to this fact prior to sending so that appropriate security controls can be applied.
 - c) Records received from Councillors for registration will be registered into Council's designated EDRMS, Content Manager in accordance with Policy 1.9A Records Management and the relevant Business Rules and Naming Conventions.
 - d) Mail addressed to Councillors and received at Council's Administration building is placed in the Councillors tray for delivery with business papers and other correspondence. Paper based mail which is clearly marked for councillors is not opened. Mail for councillors which is not clearly marked will be opened and re-addressed as appropriate.

ACCESS TO COUNCIL RECORDS

1. Unlike employees, Councillors do not have direct access to Council's physical and electronic records and do not have the ability to register documents into, or retrieve documents from, Council's designated EDRMS, Content Manager.
2. Councillors and Council staff are bound by the Code of Conduct, preventing unauthorised access or disclosure of Council records. Council has adopted the Model Code of Conduct notified in the Government Gazette (No. 172) on 7 August 2020. Section 8 of the Code of Conduct deals with access to information and Council resources.
3. Councillors need to have access to information held by Council to help them make informed decisions on matters under their consideration. This information should be relevant and appropriate to the discharge of their obligations. As a first step, Councillors should contact the Director in whose area the matter is administered. If the Director is not able to give access, then contact the Public Officer (Director of Corporate and Community Services) or the General Manager.
4. Councillors wishing to access records in relation to a matter of personal interest have the same rights as other members of the public. Access may be obtained, for example, under: -
- a) the Privacy and Personal Information Protection Act 1998
 - b) the Health Records and Information Privacy Act 2002
 - c) the State Records Act 1998, or

d) the Government Information (Public Access) Act 2009

*Adopted by Council 18 December 2023
Refer minute xxx/23*

*Adopted by Council 21 December 2020
Refer minute 267/20*

Staff Report 7: Attachment 3 – Policy 2.40 Liquid Trade Waste

2.40 Liquid Trade Waste

POLICY TITLE: LIQUID TRADE WASTE

FILE REF: SC328

EXPIRY DATE: DECEMBER 2026

OBJECTIVES

To ensure that suitable and practical measures are implemented to ensure that liquid trade waste entering the sewerage drainage system is regulated appropriately.

POLICY STATEMENT

PURPOSE

The policy governs the approval and administrative processes, including the levying of appropriate fees and charges, for liquid trade wastes discharged into Council's sewerage system.

It has been developed to ensure the proper control of liquid trade waste discharged to the sewerage system and hence protection of public health, worker safety, the environment and Council's sewerage system. The policy also promotes waste minimisation and water conservation.

SCOPE

This policy and associated procedures cover all aspects of approving and administering trade waste discharges into Council's sewerage system, and includes the levying of appropriate fees and charges.

The associated procedure itself follows a general format required by the NSW Department of Water and Energy (DWE) and consists of the following sections:

- Introduction
- Exemptions
- Criteria for approval to discharge
- Matters relating to trade waste approvals
- Application form and current fee structure
- Glossary of terms

CONTENT

The associated procedure itself covers the following:

- Outlines what commercial businesses are exempt from the requirement to apply for approval for liquid trade waste discharge to the sewerage system;
- Provides guideline limits for various parameters;
- Outlines the process for applications to discharge liquid trade waste to the sewerage system;
- Details items that may form part of an approval;
- Clarifies the types of concurrence classifications used;
- Clarifies the types of charging categories;
- Details the various charges and how they are determined for each charging category and who is responsible for their payment;
- Elaborates on non-compliance charges and penalties;
- Elaborates on testing requirements;
- Discusses approval agreements to discharge liquid trade waste;
- Clarifies the requirements for installation and connection of trade waste facilities;
- Outlines the requirements for the prevention of wasting water;
- Discusses effluent improvement and due diligent programs and contingency plans;
- Provides details of an application form and current fee structure; and

- Provides a glossary of terms of the various terminology used in the document.

This policy will be reviewed when required to cater for legislative changes and changes to the DWE “Trade Waste Guidelines”.

PURPOSE

The policy governs the approval and administrative processes, including the levying of appropriate fees and charges, for liquid trade wastes discharged into Council’s sewerage system.

It has been developed to ensure the proper control of liquid trade waste discharged to the sewerage system and hence protection of public health, worker safety, the environment and Council’s sewerage system. The policy also promotes waste minimisation and water conservation.

The purpose of this policy is related to the approval and administrative processes, including the levying of appropriate fees and charges, for liquid trade wastes discharged into Council’s sewerage system.

It has been developed to ensure the proper control of liquid trade waste discharged to the sewerage system and hence protection of public health, worker safety, the environment and Council’s sewerage system. The policy also promotes waste minimisation and water conservation.

SCOPE

This procedure covers all aspects of approving and administering trade waste discharges into Council’s sewerage system and includes the levying of appropriate fees and charges.

The procedure itself follows a general format required by the NSW Department of Water and Energy (DWE) and consists of the following sections:

- Introduction
- Exemptions
- Criteria for approval to discharge
- Matters relating to trade waste approvals
- Application form and current fee structure
- Glossary of terms

INTRODUCTION

A major objective of any Trade Waste Policy is to ensure that present and future treatment and transporting capacity is better matched to domestic and industrial sewage flows so that Council’s sewerage system, worker’s health and safety and the environment is protected from any discharges of waste that may cause detrimental effect.

Sewerage systems are primarily designed for sewage volumes and strengths typical of normal household discharges. Hence the cost of transportation and treatment can be apportioned relatively simply for domestic properties.

However, due to the variability in volume and composition of industrial and some commercial wastes, difficulty can be experienced in assessing their relative load on the sewerage system.

This difficulty can be overcome by quantifying the usage of the sewerage system for domestic, commercial and industrial dischargers and assessing the characteristics of their discharges. Charges can then be weighted and levied accordingly. The Trade Waste Policy and its associated procedure has been devised to formalise and legalise their application within Lockhart Shire Council area.

Trade Waste for the purpose of this policy is defined as all liquid waste other than sewage of a domestic nature.

This policy prohibits the discharge of wastes that are:

- unacceptable to the NSW Department Water and Energy (DWE) and/or the NSW Department Environment and Climate Change (DECC), e.g. PCB’s or dioxins; and
- untreatable at the Wastewater Treatment Works because of their nature and/or quantity, or are likely to cause odour or operational problems.

Council’s responsibility and authority to regulate trade wastes derives from New South Wales State Government Legislation namely, the *Local Government Act 1993*. Council’s approval for industries to discharge trade waste to the sewer is required. The procedure for approval is governed by the *Local Government Act 1993* and its *Regulations*.

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The Local Government (General) Regulation 2005 effectively states that concurrence to Council's approval must be obtained from the DWE for discharges depending upon whether concurrence for local approvals has or has not been gained. In accordance with the *Local Government Act 1993* waste must not be discharged to sewer unless Council has approved the discharge, either by way of its automatic assumed concurrence or by way of concurrence obtained from the DWE.

Generally industrial and trade waste discharges to the sewer, with substances within the acceptance limits specified in this policy will be accepted to sewer. Each waste stream will be examined to ensure:

- that the system has the capacity to accept it;
- that it does not create any hazards in the system; and
- that necessary procedures are in place at the source to ensure the discharge will be consistent with its relevant trade waste application and its approval conditions.

The Trade Waste charges levied reflect the cost to Council of transporting and treating the waste and are designed to encourage users to comply with set standards and to install and maintain suitable pre-treatment facilities necessary to meet these standards.

EXEMPTIONS

Local policy exemptions apply from the requirement to obtain Council's approval for the disposal of trade waste into the Council's sewer.

TABLE 1 – EXEMPTIONS

This table lists commercial business activities that the Director-General, DWE has consented to an exemption from the requirement to apply for approval for liquid trade waste discharge to the sewerage system. Each such business must meet the standard requirements specified below.

ACTIVITY	REQUIREMENTS
Beautician	Nil (see Note 5).
Bed and Breakfast (not more than 10 persons including proprietor)	Sink strainers in food preparation areas. Housekeeping practices (see Note 4).
Community Hall (minimal hot food)	Sink strainers in food preparation areas. Housekeeping practices (see Note 4).
Day Care Centre (no hot food prepared)	Sink strainers in food preparation areas. Housekeeping practices (see Note 4).
Delicatessen (no hot food prepared)	Sink strainers in food preparation areas. Housekeeping practices (see Note 4).
Dental Technician (no X-ray)	Plaster arrestor required.
Doctor's Surgery (plaster casts, no X-ray)	Plaster arrestor required.
Dog/cat groomer/salon	Floor waste basket and sink strainer required (see Note 3). No organophosphorus pesticides may be discharged to sewer.
Florist	Floor waste basket and sink strainer required. No herbicides/pesticides may be discharged to sewer.
Fruit and vegetable – retail	Floor waste basket and sink strainer required (see Note 3).
Funeral Parlour	Floor waste basket required. Formaldehyde is not to be discharged to the sewer.
Hairdresser	Floor waste basket (if installed) and sink strainer (see Note 5).
Jewellery shop <i>miniplate</i> <i>ultrasonic washing</i> <i>precious stone cutting</i>	Miniplate vessel to contain no more than 1.5 litres of precious metal solution. Nil If: < 1000 litres per day plaster arrestor required then > 1000 litres per day general purpose pit required.
Mixed business (minimal hot food)	Floor waste basket and sink strainer required (see Note 3). Housekeeping practices (see Note 4).
Mobile cleaning units <i>carpet cleaning</i> <i>garbage bin washing</i>	20-micron filtration system fitted to a mobile unit. Floor waste basket required. Discharge is via grease arrestor (if available).

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ACTIVITY	REQUIREMENTS
Motel (no hot food prepared and no laundry facility)	Floor waste basket and sink strainer required (see Note 3). Housekeeping practices (see Note 4).
Nutshop	Floor waste basket and sink strainer required (see Note 3).
Optical Service – retail	Solids settlement tank/pit required.
Pet shop – retail	Floor waste basket and sink strainer required (see Note 2).
Pizza reheating for home delivery	Housekeeping practices (see Note 4).
Sandwich Shop, Salad Bar, Coffee Shop (no hot food prepared)	Floor waste basket and sink strainer required (see Note 3). Housekeeping practices (see Note 4).
Venetian blind cleaning	Nil (see Note 2).

Notes:

1. Where “required” is used it means as required by Council.
2. If activity is conducted outdoors, the work area is to be roofed and bunded to prevent stormwater ingress into the sewerage system.
3. All drainage from floors in food preparation areas is required to pass through a floor waste basket.
4. Food preparation activities need to comply with sound housekeeping practices including:
 - Floor must be dry swept before washing.
 - Pre-wiping of all utensils, plates, bowls etc. to the scrap bin before washing up.
 - Use of a food waste disposal unit is not permitted.
5. This activity is monitored/charged by Council’s Environmental Health Section.

CRITERIA FOR APPROVAL TO DISCHARGE

Guideline Limits

TABLE 2 - GUIDELINE LIMITS

PARAMETER	LIMIT
General	
pH Range	7 to 9 pH units
Temperature	38°C
Suspended Solids (SS)/Non-Filterable Residue (NFR)	600 mg/L
Biochemical Oxygen Demand at 5 days (BOD ₅)	600 mg/L
Chemical Oxygen Demand (COD)	Normally not to exceed 3 x BOD ₅ .
Total Dissolved Solids (TDS)	2000 mg/L
Oil and Grease (O&G)	100 mg/L
Detergents (as MBAS)	50 mg/L
Odour	Not detectable in 1% solution or causing an odour problem in Council’s Sewerage System.
Colour	Not to be discernible in treatment works discharge.
Radioactive Substances	Comply with the ‘Radiation Control Act’.
Metals	
Aluminium	100 mg/L
Arsenic	1 mg/L
Barium	2 mg/L
Cadmium	1 mg/L
Chromium (Total)	3 mg/L
Cobalt	5 mg/L

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PARAMETER	LIMIT
Copper	5 mg/L
Iron	50 mg/L
Lead	2 mg/L
Manganese	10 mg/L
Mercury	0.02 mg/L
Molybdenum	10 mg/L
Nickel	5 mg/L
Selenium	5 mg/L
Silver	2 mg/L
Tin	5 mg/L
Zinc	5 mg/L
Organic Compounds	
Formaldehyde (as HCHO)	50 mg/L
Petroleum hydrocarbons (non-flammable)	30 mg/L
Phenolic Compounds (except pentachlorophenol)	10 mg/L
Benzene	0.1 mg/L
Petroleum Hydrocarbons (non-flammable)	30 mg/L
Polyaromatic Hydrocarbons (PAHs)	5 mg/L
Benzene, Toluene, Ethylbenzene, Xylene (BTEX)	1 mg/L
Pesticides (general)	0.1
Organophosphates	Nil
Organochlorines	Nil
Herbicides	Nil
Inorganic Compounds and other limited Substances	
Ammonia (as N)	50 mg/L
Boron	25 mg/L
Bromine	5 mg/L
Chlorine	10 mg/L
Cyanide	1 mg/L
Fluoride	20 mg/L
Nitrogen (kjeldahl)	50 mg/L
Total Phosphorus (as P)	10 mg/L
Sulphate (as SO ₄)	100 mg/L
Sulphide (as S)	1 mg/L
Sulphite (as SO ₃)	15 mg/L

Acceptance of chemical toilet waste that contains formaldehyde will be assessed on the available dilution in the sewerage system.

Substances Excluded from Sewers

TABLE 3 - SUBSTANCES PROHIBITED FROM BEING DISCHARGED INTO THE SEWERAGE SYSTEM

Organochlorine weedicides, fungicides, pesticides, herbicides and substances of a similar nature and/or wastes arising from the preparation of these substances;
Organophosphorus pesticides and/or waste arising from the preparation of these substances;
Any substances liable to produce noxious or poisonous vapours in the sewerage system;
Organic solvents and mineral oil;
Any flammable or explosive substance;

Discharges from 'Bulk Fuel Depots';
Chromate from cooling towers;
Natural or synthetic resins, plastic monomers, synthetic adhesives, rubber and plastic emulsions;
Rain, surface, seepage or subsoil water, unless specifically permitted;
Solid matter;
Any substance assessed as not suitable to be discharged into the sewerage system;
Waste liquids that contain pollutants at concentrations which inhibit the sewage treatment process – refer <i>Guidelines for Sewerage Systems: Acceptance of Trade Waste (Industrial Waste)</i> (ARMCANZ/ANZECC, 1994); and
Any other substances listed in a relevant regulation.

Use of Additives in Pre-treatment Systems

Council does not allow solvents, enzymes, bio additives, and odour control agents to be used in pre-treatment systems (except neutralising chemicals designated for the pre-treatment) except by specific written application and subsequent approval.

MATTERS RELATING TO TRADE WASTE APPROVALS

1 Applications to Discharge Trade Waste

Applications to discharge trade waste into the sewerage system shall be made on the Trade Waste Application form, available from Council, accompanied by all supporting plans and other information as required by Council or the DWE.

The limits of acceptance of trade wastes into sewer are as set down in this policy, which is adopted from DWE guidelines. These limits are as detailed in Section 5 of this document and are subject to periodical review.

The application approval process is dependent upon the type of trade waste discharges and these are grouped into one of three "concurrency classifications".

The initial application may require additional information during the assessment phase for Council to make proper assessment and determination.

2 Type of Concurrency Classification

This Council policy/procedure has adopted the DWE "Liquid Trade Waste Management Guidelines 2005" methodology of grouping trade waste discharges into three classifications for the application/approval process for liquid trade waste installations.

This is the "concurrency" classification, which is distinct from the three charging categories, which are detailed in Fees and Charges for Trade Waste, (Section 6.4).

2.1 Concurrency Classification A

This classification is where the Council has been given delegated authority from DWE to approve any applications that fall in this classification. This type of approval does not require Council to forward the application to DWE prior to approval being given to the applicant. Refer to Table 4 for types of business with automatic assumed concurrence.

Concurrency Classification A includes minor liquid trade waste discharges where:

- the discharge is of a low risk because it is of low volume and/or low strength;
- no pre-treatment is required, or there are prescribed standard non-complex pre-treatment devices available to treat the waste to a satisfactory level;
- only one or two pre-treatment devices are necessary to treat any single waste stream;
- the liquid trade waste poses a low risk to the sewerage system, the environment and public or worker health and safety;
- the information to be sought from an applicant is relatively standard;
- standard conditions may be used for the approval; and
- the volume is less than 5 kilolitres per day or 1,000 kilolitres per year, except in the case of commercial retail food preparation activities, where up to 16 kilolitres per day is allowed.

TABLE 4 – LIQUID TRADE WASTE DISCHARGES WITH AUTOMATIC ASSUMED CONCURRENCE

COMMERCIAL RETAIL FOOD PREPARATION ACTIVITIES	OTHER COMMERCIAL ACTIVITIES
Bakery (retail)	Boiler blowdown
Bistro	Car detailing

*Lockhart Shire Council
Ordinary Meeting – 18 December 2023*

COMMERCIAL RETAIL FOOD PREPARATION ACTIVITIES	OTHER COMMERCIAL ACTIVITIES
Boarding House/Hostel Kitchen	Cooling tower
Butcher Shop (retail)	Craft activities (making of clay pottery, ceramics, cutting and polishing of gemstones or making of jewellery at clubs, cottage industries)
Café/Coffee Lounge	Dental Surgery/Dental Specialist
Cafeteria	Laboratory (pathology/analytical)
Chicken/Poultry Shop (only fresh chickens/game sold)	Laundry or Laundromat (coin operated)
Chicken/Poultry Shop (retail BBQ/Charcoal Chicken)	Lawnmower Repairs
Club (kitchen wastes)	Mechanical Repairs/Workshop
Commercial Kitchen/Caterer	School (Primary and Secondary)
Doughnut Shop	Service Station Workshop
Fast Food outlet (McDonalds, KFC, Burger King, Pizza Hut, Red Rooster, etc.)	Swimming Pool/Spa/Hydrotherapy
Fish Shop (retail – fresh and/or cooked)	Vehicle washing (by hand/wand, automatic car wash, external truck wash or underbody/engine degrease only)
Food Caravan	Veterinary/Animal Kennels with X-ray
Function Centre, Nightclub	Waterless Mini-Lab
Hotel	
Ice Cream Parlour, Juice Bar	
Nursing home kitchen	
Patisserie, Pie shop	
Restaurant	
School Canteen	
Supermarket (with butcher/delicatessen/ seafood/or charcoal chickens)	
Take-Away food outlet	

However, the volume of liquid trade waste must be less than five kilolitres per day or 1,000 kilolitres per annum except in the case of commercial retail food preparation activities, where up to 16 kilolitres per day is included in this category. If the waste discharged into the sewer exceeds these volumes, the application must be treated as Concurrence Classification B (Chapter 5 of *Liquid Trade Waste Management Guidelines*). Discharges over 20 kilolitres per day must be treated as Concurrence Classification C.

Where more than four Concurrence Classification A discharges are being generated from one premise or complex (such as a shopping arcade), the discharges are to be considered as Concurrence Classification B.

2.2 Concurrence Classification B

A Concurrence Classification B comprises those liquid trade waste discharges that do not fall into the Concurrence Classification A range and are not of a high risk (industrial nature) and discharge less than 20 kilolitres per day.

2.3 Concurrence Classification S

Concurrence Classification S is the acceptance of septic tank, pan waste and ship to shore pump out.

2.4 Concurrence Classification C

Concurrence Classification C comprises those liquid trade waste discharges that do not fall within either Concurrence Classification A or B. Typically this classification would include discharges from industrial activities including manufacturing processes and large businesses with a discharge volume exceeding 20 kilolitres per day.

For classifications B, S and C, the application must be forwarded to the DWE for consideration who may or may not grant concurrence to Council's approval to the application. In the case where the application is approved, the DWE will impose their conditions that form part of Council's conditions on the approval or discharge agreement.

Any applications that are refused in any Category will be notified in writing.

2.5 Additional Items for Inclusion in an Approval

In addition to those conditions on the discharge required by the DWE, Council may include other conditions in accordance with the Local Government (General) Regulations 2005, as applicable to each discharge and site. These may include but are not limited to:

- a maximum daily volume of trade waste allowed to be discharged from the premises into the Council's sewerage system;
- a maximum rate of discharge of trade waste allowed to be discharged from the premises;
- the size and capacity of the drain to be used for conveying the trade waste;
- periods during the day or week when the trade waste can be discharged to the system;
- the method of measurement of the volume discharged, either by meter or some other means as approved by Council;
- any specified modifications to any works on the premises for the pre-treatment of trade waste, or to the method of treating trade waste discharged from the premises;
- conditions of Termination of the approval;
- for a trade waste pit, the frequency of pump outs;
- for pump outs, Council may specify the contractor or contractors who are approved by Council to perform this task or those allowed to deliver to a licensed receivable point; and
- additional sampling requirements, methods of recording and reporting these test results to Council. Also requirements for reimbursement of costs incurred by Council in obtaining the test results, particularly if testing is required by the DWE.

3 Charging Categories

For charging purposes there are three types of discharge categories, which are distinct from the Concurrence Classifications used to assess a trade waste application as discussed in Section 2.

The discharge categories are used in determining the appropriate trade waste fees and charges.

3.1 Category 1 Discharge

Category 1 liquid trade waste discharges are those conducting an activity deemed by Council as requiring nil or only minimal pre-treatment equipment and whose effluent is well defined and of a relatively benign nature.

A comprehensive list of typical discharges is detailed in Section 3.4 of Appendix D of the Liquid Trade Waste Management Guidelines 2005.

3.2 Category 2 Discharge

Category 2 liquid trade waste discharges are those conducting an activity deemed by Council as requiring a prescribed type of liquid trade waste pre-treatment equipment and whose effluent is well characterised.

A comprehensive list of typical discharges is detailed in Section 3.4 of Appendix D of the Liquid Trade Waste Management Guidelines 2005.

Category 2S dischargers are those conducting an activity of transporting and/or discharging septic tank or pan content waste into the sewerage system.

3.3 Category 3 Discharge

Category 3 liquid trade waste discharges are those conducting an activity which is of an industrial nature and/or which results in the discharge of large volumes (over 20 kilolitres per day) of liquid trade waste to the sewerage system. (Note: This category may include dischargers who discharge less than 20 kilolitres per day; however, their discharge is of an industrial nature).

A comprehensive list of typical discharges is detailed in Section 3.4 of Appendix D of the Liquid Trade Waste Management Guidelines 2005.

4 Fees and Charges for Trade Waste

Council levies a number of fees and charges for liquid trade waste dischargers and these are levied three times yearly.

The fees and charges are reviewed annually and are advertised for public comment as part of the Council's "draft" Management Plan.

The fees and charges are levied to:

- recover the cost of administration and technical services provided by Council in assessing applications for approval to discharge liquid trade waste to the sewerage system;
- recover the cost of administration and the scheduled inspection of each of the trade waste facilities to ensure on-going compliance with the conditions of each trade waste approval/agreement; and
- recover the additional costs placed on the sewerage system for transporting and treating liquid trade waste.

Many of the fees and charges are based on either the number of waste streams, characteristics and the volume of liquid trade waste discharged to the sewerage system and the level of risk. (The volume of liquid trade waste is determined by multiplying the water consumption through the water meter(s) servicing the property by a Trade Waste Discharge Factor (TWDF)).

The TWDF is dependent upon the type of activity generating the trade waste and is agreed to at the time of establishing the trade waste facility.

Requests for any water volume allowance due to operational processes, etc. will be considered by Council, but must be accompanied by supporting figures, documentation, etc.

Note 1:

As part of installing trade waste pre-treatment equipment, the owner is required to take out the necessary plumbing permits and arrange for inspections as required by Council's Planning and Economic Development Group. The fees and charges associated with the installation aspect do not form any part of the trade waste fees and charges. Refer also to Section 11.

Note 2:

The associated fees and charges for any cleaning/pumping out of the trade waste equipment, as part of approval/agreement process, is the responsibility of the owner.

Council's liquid trade waste fees and charges include:

4.1 For Category 1 Discharge:

- an application fee (once-off) (See Note 1 in Section 5);
- an annual trade waste administration fee (depends on the number of waste streams and includes one inspection);
- re-inspection fee (dependent on number of waste streams);
- noncompliance penalties where appropriate (See Section 5);
- dischargers listed in Table 1 are not required to pay the application fee; and
- Category 1 dischargers not having installed and maintained appropriate pre-treatment facilities will be required to pay that rate (R1) as noted in Council's Fees and Charges.

4.2 For Category 2 Discharge:

- an application fee (once-off) (See Note 1 in Section 5);
- an annual trade waste administration fee (depends on the number of waste streams and includes one inspection);
- a trade waste usage charge (i.e. a volume charge per kilolitre of waste);

The usage charge shall be = $Q \times TWDF \times U$ where:

Q = Metered water consumption (kL)

TWDF = Trade Waste Discharge Factor

U = Council's trade waste usage charge as stated in the annual fees and charges (\$/kL)

- re-inspection fee (dependent on number of waste streams);
- noncompliance penalties where appropriate (See Section 5); and
- Category 2 dischargers not having installed and maintained appropriate pre-treatment facilities will be required to pay that rate (R2) as noted in Council's Fees and Charges.

4.3 For Category 3 Discharge:

- an application fee (once-off) (See Note 1 in Section 5);
- an annual trade waste administration fee (depends on the number of waste streams and includes one inspection);
- an excess mass charge;
- re-inspection fee (dependent on number of waste streams);
- non-compliance charges and penalties where appropriate (See Section 5).

Excess mass charges are only applicable to dischargers of this Category. For those substances listed in Table 5, Category 3 dischargers will only pay the excess amount over the deemed domestic strength rate at the relevant \$/kg. For all other substances, excess mass charges will be applicable to the total load present as those substances are deemed not to be present in domestic sewage.

The deemed standard strength rates for each of the constituents used in determining excess mass charges are:

TABLE 5 - DEEMED CONCENTRATION OF SUBSTANCES IN DOMESTIC SEWAGE	
Biochemical Oxygen Demand (BOD ₅)	300 mg/L
Suspended Solids (SS)	290 mg/L
Oil and Grease (O&G)	50 mg/L
Total Kjeldahl Nitrogen (N)	43 mg/L
Total Phosphorus (P)	8.3 mg/L
Total Dissolved Solids (TDS)	1000 mg/L
Sulphate (SO ₄)	50 mg/L

Note Substances not listed in Table 5 are deemed not to be present in domestic sewage.

Therefore, to pay excess mass charges, the strength of the various constituents in the liquid trade waste must be above the relevant deemed domestic strength rate noted above, and only that amount above the strength rate is paid, refer example below.

The following equation (1) applies to all substances including BOD₅ concentration up to 600 mg/L (e.g. Suspended Solids, Oil and Grease, total Kjeldahl nitrogen, total phosphorus, metals etc.):

Excess Mass Charge (\$) = (S-D) x Q x TWDF x U/1000 (1) where:

TWDF	=	Trade Waste Discharge Factor
Q	=	Metered water consumption (kL)
U	=	Council's charging rate for the particular substance as stated in the annual fees and charges (\$/kg)
D	=	Deemed strength rates as noted in Table 6.2 (mg/L)
S	=	Tested concentration in sample (mg/L)

For example BOD₅: Tested BOD₅ level = 315 mg/L

Excess mass charge	=	(Tested BOD ₅ – 300 mg/L) x Q x TWDF x \$/kg of BOD ₅
	=	(315 – 300) x Q x TWDF x \$/kg (for BOD ₅)

If Council approves the acceptance limits for BOD₅ higher than 600 mg/L, an exponential type equation will be used for calculation of BOD₅ excess mass charges as shown in equation (2) below.

Excess mass charge for BOD₅ (\$) = Q x TWDF/1000 x (S-D) x 2 x U x (S-300)/600 x 1.05^{((S-600)/600)} (2)

The above equation does not apply to businesses that discharge high strength waste directly to a Wastewater Treatment Plant (that is, liquid trade waste is not transported by Council's reticulation or pump stations). For such activities the discharge shall be charged as for a Discharge Category 3 excepting that all of the discharge shall be charged by applying equation (1).

4.3.1 Non-Compliance Charges

Category 3 dischargers who fail to comply with limits specified in Council's approval Conditions (or the acceptance criterion listed in Council's Trade Waste Policy) for substances in liquid trade waste are required to pay non-compliance pH charges and non-compliance excess mass charges.

Non-Compliance pH charge

Where the discharge pH value is detected to be outside the range approved by Council, the charge according to the co-efficient (K) as set in the annual fees and charges will be applied for the period between the recorded breach and the previous monitoring test period where the pH range was acceptable (i.e. within the limits) and calculated by the following equation:

\$/kL = K x (actual pH - approved pH)* x 2^{(actual pH - approved pH)*} (3)
where * = absolute value

therefore the charge (\$) would be:

$$= Q \times \text{TWDF} \times K \times (\text{actual pH} - \text{approved pH})^* \times 2^{(\text{actual pH} - \text{approved pH})^*}$$

Non-Compliance excess mass charge

Where a discharge quality fails to comply with the approved concentration limits of substances specified in Council's approval (or the acceptance criterion listed in Council's Trade Waste Policy), Council incurs additional costs in accepting and treating that waste. Council may also face problems with effluent and biosolids management.

In order to recover Council's costs equation (4) shall apply for all non-compliant excess mass charges for all substances except BOD₅ (where equation (5) shall apply).

$$\frac{(S-A) \times Q \times \text{TWDF} \times 2U}{1000} + \frac{(S-D) \times Q \times \text{TWDF} \times U}{1000} \dots\dots\dots(4)$$

where:

- TWDF = Trade Waste Discharge Factor
- Q = Metered water consumption (kL)
- U = Council's charging rate for the particular substance as stated in the annual fees and charges (\$/kg)
- D = Deemed strength rates as noted in Table 6.2 (mg/L)
- S = Tested concentration in sample (mg/L)
- A = Maximum concentration of substance as specified in Council's Liquid Trade Waste Policy (Table 5)

Non-Compliance excess mass charge for BOD₅

These charges will be used where the discharger has failed to meet the approved BOD₅ limit as per Table 5 on two or more instances in the financial year and is calculated by the following equation (5):

Non Compliance Excess Mass Charge for BOD₅ (\$) =

$$\begin{aligned} & [(S-D) \times Q \times \text{TWDF}/1000 \times 2U \times (A-300)/600 \times 1.05^{((A-600)/600)}] \dots\dots\dots(5) \\ & + \\ & [4U \times (S-A)/600 \times 1.05^{((S-600)/600)}] \end{aligned}$$

where:

- TWDF = Trade Waste Discharge Factor
- Q = Metered water consumption (kL)
- U = Council's charging rate for BOD₅ as stated in the annual fees and charges (\$/kg)
- D = Deemed strength rates as noted in Table 6.2 (mg/L)
- S = Tested concentration in sample (mg/L)
- A = Maximum concentration of BOD₅ (mg/L) as specified in Council's Liquid Trade Waste Policy (Table 5)

The non-compliance excess mass charges shown in equations (4) and (5) are in lieu of the excess mass charges calculated by using equation (1) and (2).

Note:

Council will continue applying the above non-compliance excess mass charge until the quality of discharge complies with Council's approved quality (or Trade Waste Policy) limits, within the time frame determined by Council for remedying the problem. If the discharger fails to rectify the problem within this time frame, the discharger may be required to cease discharging liquid trade waste into Council's sewerage system and may be required to pay a non-compliance penalty as indicated in Section 5.

5 Non-Compliance Penalties

The non-compliance penalties may include:

- compensation for Council's costs relating to legal action, damage to infrastructure, incurred fines and other matters resulting from illegal, prohibited or non-approved liquid trade waste discharges;
- fines under the *Local Government Act 1993*, Sections 626 (failure to obtain an approval), 627 (failure to comply with an approval) and 628 (failure to comply with an order). Any person, who fails to obtain an approval or to comply with conditions of Council's approval, may be liable to a penalty as provided under the LG (General) Regulations 2005; and

- any costs incurred by Council in completing the monitoring program, as stated in the approval/agreement, (if not already being undertaken by the trade waste licensee).

6 Penalties

Any person, who fails to obtain an approval or to comply with conditions of Council's approval, may be liable to a penalty as provided under the LG (General) Regulations 2005.

Council reserves the right to disconnect the discharger from its sewerage system for any breach of its approval conditions. In this instance, Council will then give the discharger notice of intention to serve an order, which will require the discharger to provide reasons as to why Council should not disconnect within 21 days. If after this period Council is not satisfied with the discharger's response, disconnection will be effected and the approval revoked.

7 Responsibility for Payment of Fees and Charges

Property (land) owners are responsible for the payment of fees and charges for water supply, sewerage and liquid trade services provided by Council. Where another party (lessee) leases premises, any reimbursement of the lessor (property owner) for such fees and charges is a matter for the lessor and the lessee.

8 Testing Requirements

If specified in the approval/agreement, the discharger may be required to monitor the trade waste discharge and to pay for any flow measurement, sampling and testing of trade waste undertaken by the Council, in lieu of the discharger not arranging or being able to arrange for such works by a private organisation.

8.1 Discharge Categories 1 and 2

The volume of waste is to be determined as a percentage of water consumption or as agreed by the Council and the discharger, based on relevant information (e.g. water usage, flow monitoring, seating capacity of restaurant, number of meals prepared, etc.).

If monitoring shows that the discharge does not comply with the requirements of its category, it may be re-classified and/or be subject to the appropriate charges.

8.2 Discharge Category 3

The discharger will be required to carry out regular monitoring of the waste as per conditions, at his cost, to ensure compliance with the agreed conditions (i.e. take samples and perform laboratory analyses on specified pollutants listed in the approval).

If testing is not undertaken, Council will arrange for testing and the discharger will be required to reimburse Council all costs associated with these tests.

For this purpose, an inspection/sampling point, where the waste can be inspected and sampled, will be specified in the approval/agreement. This point will normally be just before the discharge to the sewer. The discharger should install a suitable method of flow measurement as described in the approval.

The Council may require the discharger to:

- measure the volume and flow rate using the flow measurement system permanently installed; and
- install a flow measurement device on a temporary basis and obtain enough data to determine a basis for assessing the flow rate and volume.

8.3 Trade Waste Testing Facility

A NATA registered or other recognised laboratory, approved by Council to ensure reliable and accurate results, shall undertake testing of samples for waste characteristics, regardless of the Category of discharger. Where the discharger is sampling the effluent, Council may randomly take duplicates to confirm the waste characteristics and integrity of laboratory results and these costs are to be reimbursed to Council by the applicant.

9 Monitoring and Cleaning

Council Officers will regularly inspect each pit to ensure that it is being maintained correctly. Correct maintenance will ensure that each pit is operating to its optimum capacity.

Frequency of cleaning can vary depending on the volume and type of discharge. Cleaning/pump-outs shall be carried out by a licensed liquid waste contractor approved by Council. Failure to properly maintain trade waste pits or comply with the conditions of the agreement may result in cancellation of discharge approval and disconnection from the sewer.

Note:

General discharge to sewer can be minimised by good "housekeeping" procedures. Benefits will be accrued in reduced cleaning costs (as arresters will not require as frequent cleanouts) and reduced trade waste charges.

10 Approval/Agreement to Discharge

The provisions of the Liquid Trade Waste Policy along with any associated conditions stipulated by Council in its approval documentation will in effect form the discharge agreement for Concurrence Classification A and B dischargers. For Concurrence Classification Category C dischargers, for which concurrence is obtained from the DWE, Council will require the applicant to acknowledge, in writing, receipt of the approval. Inherent in the receipt of approval is the acknowledgment of any specific clauses in the approval, thus finalising the formal discharge agreement protocol.

In addition, all approvals from the DWE are bound by the provisions and clauses of the Liquid Trade Waste Policy. Where clauses or provisions overlap, the provisions of the DWE approval will take precedence. The approval or discharge agreement will be for three years unless otherwise stated. Council can at any time extend the approval, presuming the discharge has remained as detailed on the application.

No discharge shall be made to the Council's sewer until approval has been granted and Council has received acknowledgment of conditions by the discharger.

11 Installation and Connection of Trade Waste Facilities

All plumbing and drainage work for installation and connection of Trade Waste facilities shall be done in accordance with the guidelines as set down in the Australian Standard (AS) 3500 and the NSW Code of Practice – Plumbing and Drainage.

Any facilities not covered in the above shall be considered individually on application to Council.

Standard drawings of the following are available from Council's Engineering and Environmental Services Department:

- Grease Trap;
- Coalescing Plate Separator;
- Cooling/Dilution pit;
- Grit Arrester; and
- Silt Trap.

The drawings of the above are not dimensioned but diagrammatical. Council will ascertain the appropriate unit to use and its relevant dimensions/size as part of the Trade Waste application/approval process.

12 Prevention of Waste of Water

Water must be used efficiently and must be recycled where practicable. It is an offence under section 637 of *the Local Government Act 1993* and its Regulation to waste or misuse water.

Dilution of trade waste with water from any non-process source including Council's water supply, bore water, groundwater and/or stormwater as a means of reducing pollutant concentration is therefore strictly prohibited.

13 Effluent Improvement Plans

Where the existing liquid trade waste discharged does not meet Council's requirements, the applicant may be required to submit an 'effluent improvement plan' setting out how Council's requirements will be met. The proposed plan must detail the methods/actions proposed to achieve the discharge limits and a timetable for implementation of the proposed actions.

Such actions may include more intensive monitoring and improvements to work practices and/or pre-treatment facilities to improve the effluent quality and reliability.

14 Due Diligence Programs and Contingency Plans

For Concurrence Classification A, a discharger is not required to submit either a due diligence program or a contingency plan.

A discharger may be required to submit a due diligence program and a contingency plan for Concurrence Classification B where it is considered that the discharge may pose a potential threat to the sewerage system. If required, a due diligence program and contingency plan must be submitted to Council within six months and three months respectively of receiving a liquid trade waste approval.

For Concurrence Classification C, a discharger may need to provide a due diligence program and contingency plan to Council within six months and three months respectively of receiving a liquid trade waste approval.

APPLICATION FORM AND CURRENT FEE STRUCTURE

For an example of an Application Form see Appendix A.

Rates for volume and pollutant charges are part of Council's Fees and Charges which are revised and adopted annually.

GLOSSARY OF TERMS

Biochemical Oxygen Demand (BOD ₅):	Biochemical Oxygen Demand (BOD ₅) is defined as the amount of oxygen utilised by micro-organisms in the process of decomposition of organic material in wastewater over a period of five (5) days at 20°C. In practical terms, BOD ₅ is a measure of biodegradable organic content of the waste.
Biosolids (Sludge):	Primarily organic solid product produced by sewage processing. Until such solids are suitable for beneficial use, they are defined as wastewater solids or sewage sludge.
Chemical Oxygen Demand (COD):	This is a measure of oxygen required to oxidise organic matter in wastewater by a strong chemical oxidant. COD is a measure of the total organic content, both biodegradable and refractory.
Council:	In this document, a reference to the Council means the elected body and where consistent with the text may include staff members authorised to act on the Council's behalf.
Director-General:	Director-General means the Director-General, Department Water and Energy (DWE).
Sewage of a Domestic Nature:	Includes human faecal matter and urine and waste water associated with ordinary kitchen, laundry and ablution activities of a household, but does not include waste in or from a sewage management facility.
Effluent:	The liquid discharged following a wastewater treatment process.
Heavy Metals:	Metals of high atomic weight, which in high concentrations can exert a toxic effect.
Nitrogen (N):	For the purpose of this document, nitrogen concentration is defined as Total Nitrogen not to be confused with Total Kjeldahl Nitrogen (TKN).
Phosphorus (P):	For the purpose of this document, phosphorus concentration is defined as 'Total Phosphorus'.
pH:	This is a measure of acidity or alkalinity of the waste, pH 7 is neutral, below seven (7) is acidic and above seven (7) is alkaline.
Sewerage System:	Sewerage system is the network of sewage collection, conveyance, treatment and disposal facilities owned and/or operated by the Council.
Suspended Solids (Non-Filterable Residue):	Suspended solids refer to the insoluble solid matter suspended in wastewater that can be separated by laboratory filtration and is retained on a filter.
Total Dissolved Solids:	Total dissolved solids refer to salts dissolved in wastewater.
Liquid Trade Waste:	Liquid trade waste means all liquid waste other than sewage of a domestic nature.

APPENDIX A
Application Form

APPLICATION FOR PERMISSION TO DISCHARGE LIQUID TRADE WASTES INTO A SEWER

I/We of (Business Name) being owners/occupiers of premises situated at hereby apply for permission to discharge into the sewer of Lockhart Shire Council liquid wastes from the processes mentioned in the schedule below:

Applicant's Signature: Date:
 Position of Signatory: Contact Phone No:
 Postal Address:
 Owner/s Name/s: Owner/s Phone No:
 Postal Address:
 Type of Business:

Process of Manufacture (detail each process that will generate a discharge)

1.
2.
3.
4.
5.
6.
7.

Add attachments if necessary. Where applicable chemical analysis of discharge should be attached.

Hours of operation (& days) which discharge will take place
 Temperature of waste°C
 Estimated maximum daily discharge in litres
 Estimated maximum rate of discharge in litres/hour

CAFES, RESTAURANTS, TAKE-AWAYS, HOTELS, MOTELS ETC. TO COMPLETE THIS SECTION

Seating Capacity	Floor Area:	Dining Room	m ²
No. of Persons Served		Kitchen	m ²
Total Capacity of Sinks		Dishwasher	Yes/No
No. of Staff			

Note: This application is to be accompanied by one (1) plan (A3 Size)

Plan to Show

(1) Site Plan (Location of buildings) Scale 1:500;	(2) Location of plant and equipment and/or plumbing fixtures
(3) Locality Plan	(4) Location of point of discharge to sewer

OFFICE USE ONLY

TWA No.	Plan attached	Yes/No	Discharge Details Complete: Yes/No
HDP No.	P /N		
	Ass. No.		

*Adopted by Council 18 December 2023
Refer Minute No. xxx/23*

*Adopted by Council 17 August 2020
Refer Minute No. 161/20*

*Adopted by Council – 19 October 2009
Refer Minute No. 380/09*

Staff Report 7: Attachment 4 – Policy 2.44 Street Trees

2.44 Street Trees

POLICY TITLE: STREET TREES
FILE REF: SC171
EXPIRY DATE: DECEMBER 2026

OBJECTIVE

This policy provides a framework for the controlled planting and maintenance of street trees within Lockhart Shire to:

- improve the coordination and aesthetics of urban streetscapes;
- ensure the health and safety of shire residents;
- alleviate issues regarding the legal responsibility of Council and residents in relation to street trees and urban landscapes; and
- avoid conflict over requests for removal of street trees and possible adverse effect on streetscape due to established street trees obstructing access to new or altered buildings or where general application is made for the removal of a tree.

POLICY

1. Associated Legislation

Roads Act 1993

Local Government Act 1993

2. Related Documents

Lockhart Shire Council Street Tree Plan and Procedures

3. Policy Content

3.1 Legal Obligations

Council is responsible for the planting and maintenance of street trees, including the selection of species, regular health and safety checks, pruning, and removal and replanting requirements.

Residents may assist Council by providing supplementary watering and mulching as required.

3.2 Street Tree Plan and Procedures

The Lockhart Shire Council Street Tree Plan and Procedures is a document created originally in 2003 following consultations between Lockhart Shire Council and various community groups. Information presented in the Plan and Procedures document allows Council staff to work towards developing attractive, uniform and congruent streetscapes, while providing straightforward procedures for shire residents in relation to all matters regarding street trees in Lockhart Shire, including information presented under sections 3.2.1 - 3.2.4.

3.2.1 Street Tree Planting

- i. Planting will be undertaken by Lockhart Shire Council Staff on a periodic basis, with consideration given to environmental conditions, progress of civic works, time and budgetary constraints.
- ii. Council will generally water new trees for the first two years after planting, at a rate of no more than one watering per week.
- iii. Standard frontage house blocks will be allocated one (1) tree, larger/double blocks will be allocated two (2) trees, and each side of a corner block is to be treated as a standard frontage, or as otherwise directed by a member of Council staff.

3.2.2 Street Tree Species List

The selection of appropriate street trees will be based on the following conditions:

- drought tolerance;

- potential to cause issues regarding occupational health and safety;
- potential to become invasive;
- appropriateness relative to dominance of existing street trees;
- past success of a species; and
- suitability relevant to soil type and climatic conditions.

3.2.3 Street Tree Removal

- i. Existing specimens that have died or had to be removed, and are not on the Street Tree Species List, will be replaced under the conditions set out in sections 3.2.1 and 3.2.2.
- ii. Trees will generally not be removed until they reach the end of their life; represent an occupational hazard, or as otherwise defined during periodic/random inspections by a qualified Council staff member.
- iii. Where residents have planted tree/shrubs on their nature strips without approval, Council reserves the right to remove the specimens without compensation, after written consultation with the resident.
- iv. The construction of any building, driveway or the like located in such a manner as to possibly be an interference to a tree on land controlled by the Council should not be approved without referral to Council's Director Engineering and Environmental Services or delegate. If a viable alternative regarding the location of proposed construction is available, then this should be pursued. Alternatively, conditional approval may be granted with the applicant being responsible for the payment for removal and/or replacement of the tree prior to a building approval being granted.
- v. That upon any general request for removal of street trees applicants be informed it is Council policy to only permit removal of street trees where good cause be shown and in cases where Council so determines subject to the applicant to be responsible for the full cost of such removal and/or replacement.

3.2.4 Trees of Significance

Several streets in the Shire contain trees that, although not on the Street Tree Species List, have a historical connection to the area. Such specimens may include Athel Pines, Peppercorns and Kurrajongs. In the instance, these specimens will be retained and not replaced until necessary, in which case their replacement will be defined by the conditions set out in 3.2.1 and 3.2.2.

3.3 Requests

Issues presented to residents regarding street trees, including species selection, maintenance and/or removal should be made in writing and addressed to the General Manager. Such issues will be resolved based on financial and time restraints, in cooperation with the information provided in the Street Tree Plan and Procedures.

*Adopted by Council – 18 December 2023
Refer Minute No. xxx/23*

*Adopted by Council – 17 August 2020
Refer Minute No. 161/20*

Adopted by Council – 22 March 2013

*Adopted by Council – 16 July 2012
Refer Minute No – 64/13*

Staff Report 7: Attachment 5 – Policy 2.57 Grants Management

2.57 Grants Management

POLICY TITLE: GRANTS MANAGEMENT

FILE REF: SC153

EXPIRY DATE: DECEMBER 2026

PURPOSE

The purpose of this policy is to clearly enunciate the steps that are generally to be followed to search out, apply for, accept, manage, report, acquit, claim for reimbursement, sign-off and finalise the processing of any government grant.

The policy also aims to assist Council in monitoring the progress of grant funded projects and managing the expenditure of grant it receives from external sources.

POLICY STATEMENT

Council will aim to maximise its opportunities to seek out and apply for grants that are relevant to its functions and within its capacity to deliver. Council acknowledges that grants are an important source of revenue and can assist Council in meeting the objectives contained in the Community Strategic Plan including the following:

- Our community services and facilities meet the needs of the community.
- Our shire is attractive and welcoming to businesses, industry, residents, and visitors.
- Our assets and infrastructure are well planned and managed to meet the needs of the community now and into the future.
- Council is strong, sustainable and able to stand alone.

SCOPE

This policy applies to grant programs which are announced from time to time and require Council to submit applications and/or project proposals for independent assessment against relevant criteria and grant program guidelines.

This policy does not apply to long established, recurring, and predetermined grants received by Council on an annual basis e.g. Financial Assistance Grants, Roads to Recovery grants, Regional Roads Block grants, Weeds Action Plan grants and the like.

GRANT MANAGEMENT PROCEDURES

Council will keep abreast of grant opportunities by subscribing to and/or receiving circulars from the Australian Local Government Association, Local Government NSW and Office of Local Government, media releases from government ministers, local parliamentarians and government departments, and specific grant platforms such as GrantGuru.

The Director of Community and Corporate Services will be responsible for maintaining a data base of community based not-for-profit organisations, including Council's section 355 committees, that will be used for distributing information regarding grant opportunities that may be applicable to community organisations.

Each Directorate within Council will be responsible for seeking out, applying for and, if successful, submitting progress reports and otherwise managing grants received from external sources that are relevant to the Directorate's functions.

Where a grant application requires a contribution from Council that is not incorporated in Council's adopted budget, the matter will be reported to Council.

Where the grant will result in the acquisition of a new asset, the report will include the financial impact of the acquisition on the Council's Annual Operational Plan and Budget, and Long-term Financial Plan.

RECORD KEEPING

Where Council has been successful in securing a grant a new Special Container will be created in Council's Electronic Document and Records Management System, Content Manager for the purposes of registering and recording all relevant documentation relating to that grant.

MONITORING AND COMPLIANCE

The General Manager will be responsible for maintaining a 'Grant Funded Projects Status Report' for the purposes of:

- Monitoring progress of grant funded projects.
- Monitoring and controlling expenditure of the grant funds.
- Ensuring compliance with any funding agreement and conditions of the grant funding.

The 'Grant Funded Projects Status Report' will be a standing agenda item for meetings of the Council's Management Executive (MANEX) and be tabled at a Council meeting on a quarterly basis.

*Adopted by Council 18 December 2023
Refer minute xxx/23*

*Adopted by Council 21 December 2020
Refer minute 268/20*

8. IPART REVIEW OF THE RATE PEG METHODOLOGY – FINAL REPORT

(GM: 23/14189)

Executive Summary

The Independent Pricing and Regulatory Tribunal (IPART) has released its final report on the review of the rate peg methodology with changes to apply from the rate peg for the 2024-25 financial year.

Report

The rate peg is the maximum percentage amount by which a council may increase its general income for the year. For most councils, general income consists entirely of rates income. The rate peg does not apply to waste collection, water and sewerage charges.

The rate peg applies to general income in total, and not to individual ratepayers' rates. As long as its general income remains within the set maximum increase, councils may increase categories of rates by higher or lower than the rate peg. Individual rates are also affected by other factors, such as land valuations, which can affect percentage changes to rates alongside the rate pegging process.

IPART describes the purpose of the rate peg as being twofold as follows:

- 1) *“It allows all councils to automatically increase their rates income each year to keep pace with the estimated change in the costs of providing their current services and service levels to households, businesses, and the broader community – that is, their base costs. This helps ensure that they can maintain the scope, quantity and quality of these services over time without undermining their financial sustainability.*
- 2) *It also limits the impact of these automatic increases on ratepayers, by ensuring that councils cannot increase their rates income by more than the estimated change in their base costs, and that they engage with their communities if they propose a step change in their rates income to fund improvements in the scope, quantity or quality of their services.”*

The previous Premier and Local Government Minister requested IPART to review its methodology to investigate and address concerns identified with the local government rate peg. On 9 November 2023, IPART released its Final Report for its review of the rate peg methodology.

IPART has made the decision to make major changes to the rate peg methodology to apply from the rate peg for the 2024-25 financial year. According to IPART the new method for setting the rate peg is simpler than the old method and will result in rate pegs that more accurately reflect changes in the costs NSW councils incur in providing their current services. IPART will use forward-looking measures of councils' base costs, and its changes also better capture the diversity of councils across the State.

Set out below are extracts from IPART's Final Report summarising its decisions on the new rate peg methodology.

“The new methodology for setting the rate peg will use forward looking measures of councils' base costs. This addresses the issue of using lagged data in a volatile economic climate. The new methodology will result in rate pegs that more accurately reflect changes in the costs NSW councils incur in providing their current services, and our changes also more accurately consider the diversity of councils across the State. Under the new rate peg methodology, we will:

- Measure the annual change in NSW councils' base costs for 3 groups of councils (instead of one that includes all NSW councils) to better account for the diversity of their base cost patterns. These groups are metropolitan, regional, and rural councils.
- Use a new, simpler model with forward-looking indicators to measure this change instead of the Local Government Cost Index (LGCI). This measure, the Base Cost Change (BCC), comprises 3 components that we consider better capture councils' costs:
 - *Employee costs (primarily wages, including superannuation guarantee) measured by the Local Government (State) Award.*
 - *Asset costs measured by the Reserve Bank of Australia's (RBA's) forecast change in the Consumer Price Index (CPI), adjusted to reflect the average difference between changes in the Producer Price Index (Road and bridge construction, NSW) and changes in the CPI.*
 - *All other operating costs (including administration, utility costs, insurance but excluding the Emergency Services Levy (ESL)) measured by the RBA's forecast change in the CPI.*

- Include a separate council-specific ESL factor, lagged by one year, that reflects the annual change in each council's ESL contribution. This provides for councils to fund their required contributions to support the NSW State Emergency Service, NSW Fire and Rescue and NSW Rural Fire Service without needing to reduce other council services or erode their financial sustainability. In addition, when changes in this contribution impact the rate peg, the approach will ensure this impact is transparent to councils, ratepayers and all stakeholders.
- Continue to add a population factor but use a refined approach to more accurately measure the change in councils' residential populations by deducting prison populations from the residential population in a council area and then calculating the growth in the non-prisoner residential population of a council area for the relevant year."

IPART will review its rate peg methodology at least every 5 years to ensure that its methodology remains up to date and fit for purpose.

IPART also believes it would be timely for the NSW Government to initiate an independent investigation into the financial model for councils in NSW, including broader issues highlighted in the consultation process throughout this review and has recommended that the NSW Government commission such a review.

Subsequent to the release of its Final Report on the review of the rate peg methodology, IPART announced the rate peg for 2024/25 based on the new methodology. The 2024/25 rate peg for Lockhart Shire Council is 7.2% and includes the following components:

- The Base Cost Change (BCC) for Lockhart Shire's council group (3.9%).
- A catch-up adjustment for past changes in the superannuation guarantee rate (0.4%).
- A separate ESL factor to reflect annual changes in council ESL contributions that differ from the changes to the council's BCC (-0.4%).
- A council-specific adjustment to reflect the increase in the ESL in the years when increases were not captured by the rate peg because they were subsidised by the NSW Government (0.6%).
- An annual population factor to adjust for the change in the residential population of the local government area (2.7%). According to IPART each council that receives a population factor will be able to spread the larger increase in general income over a growing number of ratepayers which helps reduce the impact on existing ratepayers and still provide councils with the increase in income required to fund services to a larger population.

Integrated Planning and Reporting Reference

E1: Advocate and prepare for the long-term sustainability of our Shire.

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

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

Legislative Policy & Planning Implications

Section 506 of the Local Government Act provides that the Minister may, by order published in the Gazette specify the percentage by which councils' general income for a specified year may be varied. IPART sets the rate peg as the delegate of the Minister for Local Government and has done so since 2010.

Budget & Financial Aspects

The changes announced by IPART will not impact on the current budget but will apply from 2024/25 and will be taken into consideration when preparing the 2024/25 draft budget. Council's income from ordinary rates will be permitted to increase by a maximum of 7.2% in 2024/25.

Attachments

Nil.

Recommendation: That the information be noted.

9. OFFICE CLOSURE – CHRISTMAS/NEW YEAR PERIOD

(GM: 23/14924)

Executive Summary

It is proposed to close Council's office over the Christmas/New Year period.

Report

It has been Council's practice to close its office for the three working days between Christmas and New Year. Industrial arrangements in place provide for staff to work up the time for these days through time accrued for rostered days off.

In accordance with previous practice Council's office will be closed from 4.30pm, Friday, 22 December 2023 to Monday, 1 January 2024 and will re-open for business on Tuesday, 2 January 2024.

Public notice will be given of the office closure and, as is routinely the case, staff will be available to cover for any emergencies which may occur over this period.

Integrated Planning and Reporting Reference

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

Legislative Policy & Planning Implications

The office closure over the Christmas/New Year period is in accordance with existing industrial arrangements.

Budget & Financial Aspects

Nil.

Attachments

Nil.

Recommendation: That the information be noted.

QUESTIONS AND STATEMENTS

CLOSED SESSION

Agenda

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

10. AUSTRALIA DAY AWARDS 2024

(GM: 23/13564)