



Lockhart Shire Council

Annual Report
2012

Introduction

The information provided in the 2012 Annual Report is designed to meet the requirements of Section 428 of the Local Government Act 1993. The following subsections are addressed:

- Financial Reports Section 428 (2) (a)
- Performance in terms of principal activities Section 428 (2) (b)
- State of the Environment Report Section 428 (2) (c) & General Reg. cl. 218 to 226
- Condition of public works Section 428 (2) (d)
- Legal proceedings Section 428 (2) (e)
- Elected members Section 428 (2) (f)
- Senior staff Section 428 (2) (g)
- Contracts awarded Section 428 (2) (h)
- Bush fire hazard reduction activities Section 428 (2) (i1)
- Multicultural services Section 428 (2) (j)
- Private works Section 428 (2) (k)
- Contributions/Donations Section 428 (2) (l)
- Human resource activities Section 428 (2) (m)
- EEO Management Plan Section 428 (2) (n)
- External bodies exercising Council functions Section 428 (2) (o)
- Controlling interest in companies Section 428 (2) (p)
- Partnerships, Co-operatives and joint ventures Section 428 (2) (q)
- Rates and Charges written off Section 428 (2) (r) & General Reg., cl. 132
- Overseas visits – Councillors and others Section 428 (2) (r) & General Reg., cl. 217(1)(a)
- Remuneration package – Senior Staff Section 428 (2) (r) & General Reg., cl. 217(1)(b)
- Children’s activities Section 428 (2) (r) & General Reg., cl. 217(1)(c)
- Access & Equity Activities to meet Residents Section 428 (2) (r) & General Reg., cl. 217(1)(d)(i)
- Needs (Social Plan) General Reg., cl. 217(1)(d)(i)
- Business activities of the Council Section 428 (2) (r) & General Reg.,cl.217(1)(d)(ii) to (ix)

Additionally, Council is required to include information relating to the Freedom of Information Act, 1989.

Council is also required to report on matters relevant to the application of the Privacy and Personal Information Act 1998 and Government Information (Public Access) Act 2009 (GIPA Act).

A full set of General Purpose Financial Reports, Special Purpose Financial Reports and Special Schedules for the year ended 30 June 2012 is attached as Appendix A. It is required by Section 428(2) (a).

Council has separately produced a “State of the Environment Report (Comprehensive) 2012”. This report is attached as Appendix B.

Due to the high cost of printing and circulation of such a voluminous document as this report Council provides a monthly newsletter to all ratepayers that includes parts of the information provided in this report. This report is also available on Council’s website and copies can be viewed at Council’s office.

The existence and content of this annual report will be notified to residents by advertisement.

C P Gallagher
General Manager

Section 428 (2) (a) – Financial details

The Local Government Act 1993 requires each Council to prepare financial reports for each year, and refer them for audit as soon as practicable after the end of that year. Under Section 416 (1) a council's financial reports for a year must be prepared and audited within four months after the end of year concerned.

Under Section 413 a council's financial reports must include:

- a) a general purpose financial report; and
- b) any other matter prescribed by the regulations; and
- c) a statement in the approved form by the Council as to its opinion on the general purpose financial report.

The Lockhart Shire Council's audited financial reports are attached hereto as Appendix A.

Developing and Achieving our Strategic Direction

Integrated Planning and Reporting

In June 2012, Lockhart Shire Council finalised its Integrated Planning and Reporting Documents. These documents were developed after extensive consultation with the community and stakeholders and will guide the strategic direction of Council over the coming years. The documents include the Community Strategic Plan; Delivery Program and Operational Plan; Asset Management Plan; Long term Financial Plan; and Workforce Plan.

The guide for the development of these documents was the Community Vision that was developed as part of the consultation process. This Vision encapsulates the priorities for the Lockhart Shire community for the year 2030:

“Built on a rich relationship with the land, our community is proud and resilient. We have diverse opportunities, a passion for innovation and a strong sense of community. Together we have built communities that are welcoming, vibrant and sustainable”

The consultation process allowed people from throughout the shire to participate – through surveys, meetings and workshops. People from all towns and of all ages gave their feedback and ideas for the future of the shire. Several hundred people joined in the process and Council greatly appreciates the time and effort people made to be involved.

The strategic priorities that were developed will guide Council as they work in partnership with the community, services providers and other levels of government to help achieve the Community Vision.

Strategic Direction 1: A connected and resilient community

Strategic Direction 2: A dynamic and prosperous economy

Strategic Direction 3: An environment that is respected and protected

Strategic Direction 4: Infrastructure for the long term needs of the community

Strategic Direction 5: Strong leadership and services

In early 2013, Council will again consult with the community and stakeholders to ensure that the documents continue to reflect the needs and priorities of the community. Revisions must be made and the documents again finalised by June 2013.

Lockhart Shire Council looks forward to continuing to work with the community, services providers and organisations throughout the implementation of the Integrated Planning and Reporting process.

Section 428 (2) (b) – Comparison of Actual Performance with Projected Performance for Council’s Principal Activities

3.1 ADMINISTRATION

3.1.1 CORPORATE SUPPORT SERVICES

Mission Statement To provide service to the Shire Community that is delivered by a well trained, motivated productive workforce and projects a professional and customer orientated approach.

Responsibility Director Corporate Services

Projected Performance	Actual Performance	Reasons for Variation
To provide a high level of customer service evidenced by a low incidence of complaints.	Prompt, courteous service given to all Council customers.	Achieved
Enhance effectiveness (i.e. processing, outputs and costing) of computer systems and hardware. Ensure ready access and non-duplication of computer based information. Assess long-term strategy for future requirements of computer systems.	Continuous enhancement of computer systems in place, both mainframe and PC based. Review and Investigate financial and other software packages. Review and implement software upgrade.	Achieved and ongoing Ongoing review
Further enhance the Council’s human resource management systems and procedures.	Review the salary system through the Consultative Committee to ascertain whether or not objectives have been achieved; Committee to recommend changes/ improvements.	Ongoing review

3.1 ADMINISTRATION

3.1.2 FINANCE

Mission Statement To provide sound financial and administrative support for the General Manager and Council on a timely basis.

Responsibility Director Corporate Services

Projected Performance	Actual Performance	Reasons for Variation
To meet all of the statutory accounting requirements.	Review Council's various financial systems to ensure that matters are kept up-to-date during the year.	Achieved
	Provide the council's staff with appropriate training by preparation of individual training plans.	Achieved
	Ensure annual financial reports submitted to Department of Local Government before due date.	Achieved
	Review Personnel Management Manual and Employees Information Handbook.	Achieved
To provide the General Manager and the Council with reports in an accurate and timely manner.	Provide monthly reports, quarterly financial reports and end-of-year reports to the Council by their respective due dates with no significant errors.	Achieved
To ensure the long-term financial viability of the Council.	Develop a long term financial plan (at least ten years) to be incorporated into Council's Delivery Program.	Achieved

3.1.3 COUNCIL & CIVIC ACTIVITIES

Mission Statement To provide administrative support to the Mayor and Councillors in the carrying out of their civic duties and the conduct of civic functions.

Responsibility General Manager

Projected Performance	Actual Performance	Reasons for Variation
To enhance the Council's image by professionally conducting civic receptions.	Plan and co-ordinate civic functions to the satisfaction of Councillors and the guests attending such functions.	Achieved
To provide timely and accurate information to the elected members of Council throughout the year both within Council reports and otherwise.	Prepare business papers for Council and Committee meetings and distribute by their respective due dates.	Achieved

3.1 ADMINISTRATION

3.1.4 ENGINEERING AND WORKS SUPPORT

Mission Statement To provide quality technical advice to the General Manager and Council and effective management and supervision of Council engineering and technical services.

Responsibility Director Engineering

Projected Performance	Actual Performance	Reasons for Variation
Achieve priority, programmed works within the scheduled period and within budget.	Prepare a prioritised works program for the functional areas of the department and utilise for estimate preparations. Implement and regularly review the annual works program to provide efficient use of resources. Report monthly to Council on the progress of the annual works program.	Achieved Achieved Achieved
To ensure stocks of material required for works are available as and when required for works.	Determine required levels of stores and storage space to support operations so that there is no delay experienced due to unavailability of materials or plant/manpower resources.	Achieved
To provide a safe workplace for both Council employees and the community.	Ensure compliance with Work Health & Safety legislative standards. Effective risk management.	Ongoing
To provide, maintain and improve depot facilities so that its appearance enhances an image of organisational efficiency.	Depot facilities kept in a tidy, well organised state.	Ongoing

3.1 ADMINISTRATION

3.1.5 FLEET MANAGEMENT

Mission Statement To analyse and recommend the most appropriate method of provision of plant and equipment for use on Council's works.

Responsibility Director Engineering

Projected Performance	Actual Performance	Reasons for Variation
To provide a viable, economic, reliable fleet of Council-owned, leased and hired plant and equipment.	<p>Review new equipment available on the market and relate to possible use by Council.</p> <p>Utilise contract and hire plant when necessary to meet plant requirements in excess of Council's capacity.</p>	<p>Achieved</p> <p>Achieved</p>
Ensure as high a standard as possible for the operation and maintenance of Council's plant.	<p>Timely and accurate weekly plant fleet reports.</p> <p>Review operating results on a quarterly basis and recommend any changes to the plant hire rates.</p> <p>Service all vehicles and plant at the presented service interval:</p> <p>(i) to ensure that there are no accidents caused by the poor condition of plant;</p> <p>(ii) to ensure that all plant and equipment complies with Work Health & Safety requirements;</p> <p>(iii) to minimise downtime to an acceptable level;</p> <p>(iv) to maximise resale value of plant.</p>	<p>Achieved</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>

3.2 PUBLIC ORDER & SAFETY

3.2.1 FIRE PROTECTION & EMERGENCY SERVICES

Mission Statement To liaise with the NSW Rural Fire Service and State Emergency Services to ensure provision of an efficient and effective volunteer Rural Fire Service network and appropriate village/town property protection as well as respond to certain emergency/crisis situations.

Responsibility Director Engineering

Projected Performance	Actual Performance	Reasons for Variation
Meet the annual cost of Council's contributions to the Rural Fire Service and State Emergency Services.	Ensure adequate funds are provided in Council's annual Operational Plan.	Achieved
Compliance with Rural Fires Act, other relevant legislation and with Council policy/direction.	Undertake actions as directed by Council and required by legislation.	Achieved

3.2.2 ANIMAL CONTROL

Mission Statement Statement on activities relating to enforcing and ensuring compliance with the provisions of the Companion Animals Act and other relevant Acts. Local Government (General) Regulations 2005 cl.217 (1) (f)
To respond to complaints about nuisance created by uncontrolled or straying animals to the extent of financial limitations set by Council.

Responsibility Director Environmental Services

Projected Performance	Actual Performance	Reasons for Variation
Investigate complaints expeditiously and take appropriate action.	Action 90% of animal complaints within 5 days.	Achieved
Improve the community's level of knowledge of the care and control of animals. Strategies to promote the de-sexing of dogs and cats	Provide timely advice and information to residents of the area regarding requirements for care and control of companion and other animals.	Achieved and ongoing
Maximise the number of registered animals.	Advise the community regarding the requirements to register companion animals, via media and personal approach where necessary.	Achieved and ongoing
Lodgement of pound data and dog attacks	Data lodged with Division of Local Government	Achieved
Strategies in place to comply with the requirements under s64 (Companion Animals Act) to seek alternatives to euthanasia for unclaimed animals.	Yes, use of contractors with animal rescue as first response.	Achieved
Off leash areas provided in council area.	Public Recreation Grounds	Achieved
Funding spent and received.	Regulated with Delivery Program.	Achieved

3.3 HEALTH

3.3.1 HEALTH INSPECTION & ADMINISTRATION

Mission Statement To ensure that prescribed/regulated premises are registered by Council and regular inspections are carried out to ensure compliance with legislative requirements.

Responsibility Director Environmental Services

Projected Performance	Actual Performance	Reasons for Variation
Premises are kept in accordance with statutory requirements and in a manner which does not create any public health danger.	Provide educational material/programs where necessary.	Ongoing
	All prescribed/regulated premises are monitored to ensure compliance with relevant Acts and Regulations.	Achieved
	Owners of premises are kept up to date with legislative requirements and education material is distributed where appropriate.	Ongoing
	A record of all prescribed premises is maintained as appropriate.	Achieved

3.3.2 FOOD INSPECTION

Mission Statement To ensure food sold in the Shire is of a high quality.

Responsibility Director Environmental Services

Projected Performance	Actual Performance	Reasons for Variation
To ensure that all food premises within the Shire comply with the requirements of the Food Act and Regulations.	Ensure that all food premises are inspected according to the risk posed by the foods offered for sale:	Achieved
	1. Medium to High risk – twice yearly and more often where appropriate to ensure compliance with legislative requirements, and	
	2. low risk – on report of incidents or complaints.	
	Maintain an up-to-date register and file record of all food premises.	Achieved
	Provide education to food handlers where appropriate.	Achieved and ongoing
Provide advice to food premises regarding food recalls.	Achieved and ongoing	

3.4 COMMUNITY SERVICES

3.4.1 YOUTH ACTIVITIES

Mission Statement To provide recreational, leisure and informative programs for the youth of the Council area.

Responsibility Director Corporate Services

Projected Performance	Actual Performance	Reasons for Variation
Liaise with development officer and youth steering committee to promote activities and programs.	Regular meetings with Youth Officer. Report any requests for resources to Council at the next available meeting of Council. Carry out the instructions of Council expeditiously.	Achieved and ongoing. Achieved Achieved
Provide on going support for youth within the Shire.	Support resource sharing of Youth Development Officers with neighbouring Councils.	Achieved and Ongoing
Facilitate youth activities within the Shire	Youth workers to organise and coordinate youth activities within the Shire. Whilst planning events encourage parents to be actively involved in the support of youth activities.	Achieved and Ongoing Ongoing

3.4.2 AGED CARE & HOUSING & DISABLED SERVICES

Mission Statement To strive to ensure that the housing and access needs of aged and disabled persons within the Shire community are satisfied.

Responsibility Director Environmental Services

Projected Performance	Actual Performance	Reasons for Variation
To encourage improved accessibility to community facilities for aged and disabled people.	Ensure maintenance and repair works to aged accommodation are carried out expeditiously and in a satisfactory manner Through the implementation of Council's policy "Disabled Persons Access" and other appropriate methods, increase the provision of access for aged and disabled persons.	Achieved Ongoing
To arrange an adequate supply of good quality accommodation to aged residents of the Shire within the Council's financial constraints.	Monitor the needs for aged accommodation in the Shire. Investigate options available to Council including funding for the provision of aged accommodation appropriate to the needs of the community.	Ongoing Ongoing
Support development of new and existing aged care facilities within the Shire.	Explore potential development opportunities. Encourage future development/advancement of current facilities.	Ongoing Ongoing

3.5 HOUSING & COMMUNITY AMENITIES

3.5.1 HOUSING

Mission Statement To provide adequate housing as an incentive to attract key staff and where appropriate fulfil other housing needs within the community.

Responsibility Director Environmental Services

Projected Performance	Actual Performance	Reasons for Variation
Maintain Council housing in good order and condition.	Monitor tenancy and carry out routine inspections where necessary.	Achieved
Manage Youth Flats and ensure they are maintained in good condition.	Carry out repairs and maintenance to Council dwellings in a timely and satisfactory manner and within budget.	Achieved
	Prepare a maintenance program for each dwelling to ensure buildings maintained in good condition.	All outstanding maintenance issues dealt with appropriately.

3.5.2 TOWN PLANNING

Mission Statement To formulate policies and strategies that guide and provide impetus for growth within the Lockhart Shire area taking into account environmental constraints and opportunities and expectations of the community. To ensure that all buildings erected in the Council area are of a standard that complies with relevant legislation, approved plans and specifications.

Responsibility Director Environmental Services

Projected Performance	Actual Performance	Reasons for Variation
Implementation of the Shire of Lockhart Local Environmental Plan (LEP) and review where necessary.	Make planning documents and publications readily and widely available to the public for inspection, information and education.	Achieved
Encourage responsible private development.	Provide timely and accurate advice on matters relative to development, planning and building.	Achieved
	The provisions of the Lockhart LEP are to be kept in an up-to-date form and applied to relevant development.	Funding has been granted to fund overall review of Council's LEP
Administer and review Council's Contribution Plan.	Ensure that the Developer Contributions Plan (Section 94) is correctly applied and administered.	Ongoing
Ensure the construction of buildings and other structures comply with appropriate standards.	Carry out inspections, as required, to ensure building works comply with approval granted.	Achieved and ongoing
Ensure that licensed premises, accommodation buildings, entertainment areas and public halls comply with relevant fire safety standards.	Carry out regular inspections of public buildings to ensure compliance with safety standards.	Achieved and ongoing

3.5 HOUSING & COMMUNITY AMENITIES

3.5.3 STREET & GUTTER CLEANING

Mission Statement To provide clean, aesthetically pleasing streets.

Responsibility Director Engineering

Projected Performance	Actual Performance	Reasons for Variation
Completion of annual maintenance program to budget including litter bin collection and street cleaning at peak periods at an acceptable level to the community.	Regular servicing of litter bins along streets and on reserves.	Achieved
	Regular cleaning of streets in commercial areas.	Achieved
	Provide sufficient street bins to service community needs.	Achieved
	Continue replacement of park/street bins with 240 litre "wheelie bins" where appropriate.	Achieved

3.5.4 URBAN STORMWATER DRAINAGE

Mission Statement To maintain and further develop as possible the Council's Urban Drainage Systems to ensure efficient operation within the limits of standards set by Council.

Responsibility Director Engineering

Projected Performance	Actual Performance	Reasons for Variation
Completion of annual maintenance program within budget and with minimal complaints from the community and ensuring no flooding problems associated with inadequate maintenance.	Ensure inlets, outlets and drains economically maintained.	Ongoing
Enhance drainage.	Develop a forward plan for the investigation and construction of urban stormwater drainage works to minimise flooding problems associated with insufficient infrastructure or inadequate planning within available budget.	Ongoing
	Complete flood studies and develop Floodplain Management Plans for The Rock and Lockhart	Ongoing

3.5 HOUSING & COMMUNITY AMENITIES

3.5.5 PUBLIC CEMETERIES

Mission Statement To maintain the Shire cemeteries in good order and condition and provide cemetery-related services with tact and dignity befitting these responsibilities.

Responsibility Director Engineering/Director Environmental Services

Projected Performance	Actual Performance	Reasons for Variation
Maintain and improve the appearance of cemeteries and liaison with stakeholders.	Ensure cemeteries are maintained within the budget allocated and with minimal complaints relating to public relations, appearance and maintenance practices.	Achieved
	Ensure no burials or monument works are carried out without approval.	Achieved
	Ensure funeral arrangements are facilitated via co-operation with undertakers and family members in order to maintain good public relations.	Achieved
	Ensure records are maintained in an up-to-date and accurate manner.	Achieved
	Mow each cemetery prior to Christmas, Easter, Anzac Day, Mother's/Father's Days and other special occasions.	Achieved

3.5.6 PUBLIC CONVENIENCES

Mission Statement To provide, maintain and improve public conveniences that meet the needs of the community.

Responsibility Director Environmental Services

Projected Performance	Actual Performance	Reasons for Variation
Maintain existing facilities in a clean and healthy condition and continue to upgrade public conveniences.	Regularly maintain and clean conveniences within approved budget and with minimal complaint from the public.	Achieved
	Develop and implement a long-term improvement and construction program for public conveniences within Council's financial constraints.	Upgrades commenced.

3.6 SEWERAGE SERVICES

3.6 SEWERAGE SERVICES

Mission Statement To convey and treat sewerage for disposal within recognised health standards by operating, maintaining and upgrading existing installations as necessary to meet community needs.

Responsibility Director Engineering

Projected Performance	Actual Performance	Reasons for Variation
Maintain methods/systems of recording sewerage infrastructure assets to meet Council and AAS27 requirements.	Record infrastructure on the Asset Management System and ensure that it meets AAS27 requirements.	Achieved
Maintain existing infrastructure to treat and dispose of effluent.	Complete sewerage services maintenance and improvements within budget and time allocations.	Achieved
Prepare and implement a maintenance program for the operation of each sewerage system	Ensure effluent at discharge point from treatment works meets licence requirements.	Achieved
	Monitor operation of the Lockhart Effluent Reuse Scheme. Ensure testing of effluent is carried out.	Achieved
Develop, maintain and implement a new works/upgrade program for Sewerage Services	Maintain/implement strategic business plans for Lockhart, The Rock and Yerong Creek sewerage schemes.	Development of program is ongoing

3.7 RECREATION & CULTURE

3.7.1 PUBLIC LIBRARIES

Mission Statement To provide and maintain adequate and suitable facilities for library purposes in close co-operation with the Riverina Regional Library.

Responsibility Director Corporate Services

Projected Performance	Actual Performance	Reasons for Variation
To maintain close contact with the Riverina Regional Library.	Assist the Regional Library by promptly paying Council contributions.	Achieved
To provide adequate access to the library services for residents of the Council area.	Submit any financial and statistical information required in support of Grant Applications by Regional Library by due date.	Achieved
	Council delegates to attend Regional Library Meetings.	Achieved
	Authorised Council delegates to attend annual conference of Country Public Libraries Association.	Achieved

3.7.2 MUSEUM & CULTURAL ACTIVITIES

Mission Statement To facilitate a range of cultural events, programs and activities that are accessible and responsive to the varied needs and interests of the Shire residents.

Responsibility Director Corporate Services/ Director Environmental Services and Tourism/Economic Development Officer

Projected Performance	Actual Performance	Reasons for Variation
Provide assistance to Lockhart Historical Society	Rates for Lockhart Museum met by Council by the due date.	Achieved
	Provide financial assistance to long-term restoration of the exhibits program at the Lockhart Museum as requested.	Achieved
Provide assistance to Lockhart Arts Council either directly or through the Eastern Riverina Arts Program.	Pay annual subsidy to Eastern Riverina Arts Program by 1 October each financial year.	Achieved
Assist in the initiation and facilitation of cultural events, programs and activities for the area.	Assist community organisations in the provision of cultural activities.	Achieved

3.7 RECREATION & CULTURE

3.7.3 SWIMMING POOLS

Mission Statement To provide, maintain, improve and promote safe swimming facilities to meet the needs of the community.

Responsibility Director Engineering

Projected Performance	Actual Performance	Reasons for Variation
To ensure effective management of Council's two pool complexes.	Provide and complete annual maintenance and improvement program within budget and on time.	Achieved
	Monitor pool operation to assess effectiveness of alternatives.	Achieved
	Ensure pool operators are suitably qualified and experienced in pool management.	Achieved
	Satisfactory shut down of pools at end of season.	Achieved
	Complaints regarding pool management kept to an acceptable level.	Achieved

3.7.4 SPORT & RECREATION FACILITIES

Mission Statement To provide, safe enjoyable and attractive parks, gardens, sports grounds and facilities that meet the active and passive recreational needs of Shire residents and visitors to the Council area.

Responsibility Director Engineering

Projected Performance	Actual Performance	Reasons for Variation
Improve the standard of sport and recreation facilities.	Develop a priority improvement program for all sport and recreation facilities.	Not achieved.
	Submit upgrade plans to Council prior to Delivery Program preparation.	Plans not yet completed.
	Refer all applications for grants/loans to the next available Council meeting for consideration.	Ongoing
	Continue development of plans of management for public open space.	Ongoing
Ensure all playground equipment conforms to appropriate standards.	No accidents due to unsafe playground equipment.	Achieved
Completion of Capital Works Program at defined times.	Develop, implement and review a Capital Works Program.	Achieved
Minimise complaints about standard of maintenance and preparation of recreational areas.	Ensure adequate liaison with management committees.	Achieved
	Complete an annual maintenance program within budget, on time and within an acceptable level of complaint.	Achieved
	Inspection regime maintained and details logged.	Ongoing

3.7 RECREATION & CULTURE

3.7.5 PUBLIC HALLS

Mission Statement Encourage and where possible assist the community to provide, maintain and improve public halls to meet the community demands.

Responsibility Director Environmental Services

Projected Performance	Actual Performance	Reasons for Variation
Assist the public hall management committees to maintain public halls to a standard acceptable to the community.	Liaise with public hall management committees to ensure the satisfactory issuing of orders for service delivery.	Achieved
	When requested provide advice, assist in the preparation of grant applications and attend meetings with public hall management committees.	Achieved
	Make an annual financial contribution to the various hall management committees within two months of the commencement of each financial year. (Subject to the receipt of financial information).	Achieved.

3.8 MINING, MANUFACTURING & CONSTRUCTION

3.8.1 QUARRIES AND PITS

Mission Statement To ensure that all mines, quarries and pits operate in accordance with relevant legislation and development approvals.

Responsibility Director Engineering /Director Environmental Services

Projected Performance	Actual Performance	Reasons for Variation
To operate gravel quarries in an effective and environmentally sound manner to obtain road making materials.	Prepare management plans for all Council operated mines, quarries and pits and ensure that inspection for noxious weeds and rehabilitation requirements are addressed.	Achieved and Ongoing
	Carry out/contract out the winning of gravel to ensure gravel store levels are sufficient to meet construction/maintenance needs and downtime minimised.	Achieved
	Minimise cost of winning gravel.	Achieved
	Gravel sales comply with Council's Private Works Policy for sale of gravel.	Achieved
Ensure that all operational quarries and pits are registered with the Council and that a register of pits is maintained. Ensure that all operational mines, quarries and pits have development consent.	Compliance with legislation and landowner conditions.	Achieved

3.9 TRANSPORT & COMMUNICATION

3.9.1 ROADS & STREETS

Mission Statement To provide and maintain an efficient and safe roads infrastructure consistent with currently accepted standards and funding limitations whilst endeavouring to meet community expectations.

Responsibility Director Engineering

Projected Performance	Actual Performance	Reasons for Variation
Improve methods/systems of recording all roads and street infrastructure assets to meet Council requirements.	Maintain Asset Maintenance Management Systems for roads, streets and associated infrastructure, including kerb and gutter, foot paving and drainage etc	Ongoing
Improve condition of Council's road network.	Council's works program priorities to be reviewed and determined annually for improvement works to meet existing deficiencies in standard or condition. Maintenance and construction programs completed on time and within budget. Measured improvement in associated infrastructure on roads and streets as indicated by measured conditions. Reduction in number and nature of complaints. Support the retention of rural and regional rail services.	Achieved Achieved Achieved Achieved and ongoing Achieved and ongoing
Improve effectiveness and efficiency of works on unsealed rural roads.	Minimise the average cost of gravel re-sheeting per unit of material placed. Investigate and implement new methods of roadwork where appropriate.	Achieved Achieved

3.9.2 BRIDGES

Mission Statement To provide and maintain an efficient and safe bridge infrastructure consistent with current accepted standards, whilst endeavouring to meet community expectations.

Responsibility Director Engineering

Projected Performance	Actual Performance	Reasons for Variation
Prepare and implement annual program for maintenance of bridges.	Determine maintenance or replacement needs. Routine maintenance program completed on time and within budget and within an acceptable level of complaint.	Achieved Achieved
Prepare and implement priority program for construction and replacement of bridges.	Inspect and document bridge structures and condition in Council's road system, reassess annually.	Ongoing

3.9 **TRANSPORT & COMMUNICATION**

3.9.3 **KERB & GUTTERING**

Mission Statement To provide and maintain effective drainage through the use of kerbing and guttering.

Responsibility Director Engineering

Projected Performance	Actual Performance	Reasons for Variation
Maintain existing kerb and gutter to an acceptable standard. Progressively remove crossover slabs and replace with pram ramps.	Maintenance program completed on time and within budget. Minimise the unit rate construction cost of kerb and gutter. Complaints regarding kerb and gutter infrastructure at an acceptable level.	Achieved Ongoing Achieved
Priority construction program developed.	Maintain ten-year forward works program for kerb and guttering construction. Construction program developed and completed on time and within budget. Authorised contributions sought from landowners.	Achieved Achieved

3.9 **TRANSPORT & COMMUNICATION**

3.9.4 **FOOTPATHS**

Mission Statement To provide and maintain safe and adequate footpaths for the movement of pedestrians including those with disabilities.

Responsibility Director Engineering

Projected Performance	Actual Performance	Reasons for Variation
Maintain existing footpath network to an acceptable standard; minimise trip hazards.	Maintenance and inspection program to minimise trip hazards completed on time, within budget and details logged. Minimise the unit rate of construction cost of footpaths. Complaints regarding footpaths at an acceptable level.	Achieved/Ongoing Achieved Achieved
Footpath to be progressively addressed through the development of a Pedestrian Access and Mobility Plan (PAMP).	Maintain ten-year priority forward plan for footpath construction. Continued construction/upgrade of pedestrian access. Construction programs developed and completed on time and within budget and landowner subsidy received.	Achieved Ongoing Achieved

3.9.5 **TREE PLANTING**

Mission Statement To enhance the streetscape by planting selected trees.

Responsibility Director Engineering

Projected Performance	Actual Performance	Reasons for Variation
Continue to assess the most appropriate street trees for planting within Lockhart Shire.	Street trees assessed, and proposed changes to street tree planting plans reported to Council.	Councils tree plan is under review and ongoing.
Street trees planted in accordance with relevant street tree planting plan.	Program completed on time and within budget and in compliance with street tree planting plans. Number of complaints in relation to street tree plantings and maintenance at an acceptable level.	Achieved Achieved

3.9 **TRANSPORT & COMMUNICATION**

3.9.6 **STREET LIGHTING**

Mission Statement To provide an acceptable level of street lighting within the villages of the Council area that ensures night safety and security for pedestrians and vehicular traffic.

Responsibility Director Engineering

Projected Performance	Actual Performance	Reasons for Variation
Assess/initiate requests for additional or improved street lighting.	Undertake night time reviews of street lighting in each village to assess adequacy.	Achieved
	Arrange necessary increases in lighting quality and quantity from Essential Energy as determined.	Achieved
	Low number of complaints regarding the adequacy of street lighting.	Achieved
Ensure payment of Essential Energy account.	Payments made to Essential Energy on time.	Achieved
Assess most appropriate arrangements for provision of power and infrastructure.	Optimise system availability and pricing acceptance.	Achieved

3.9.7 **AIRSTRIP**

Mission Statement To maintain the airstrip grounds and comply with safety regulations to ensure the safety of users of the facility.

Responsibility Director Engineering

Projected Performance	Actual Performance	Reasons for Variation
To regularly maintain the airstrip.	Ensure that regular mowing of the airstrip occurs on time and within budget.	Achieved
	Ensure that a fortnightly inspection of the airstrip is undertaken, details logged and necessary works implemented.	Achieved
	No accidents/incidents at the airstrip caused by quality of maintenance.	Achieved
	Monitor compliance of lease terms and conditions.	Achieved

3.10 ECONOMIC AFFAIRS

3.10.1 CARAVAN PARKS

Mission Statement To ensure that caravan park is operated and maintained to provide a clean, convenient and attractive facility for tourists and longer stay patrons.

Responsibility Director Engineering and Tourism/Economic Development Officer

Projected Performance	Actual Performance	Reasons for Variation
Maintain caravan park at an excellent standard.	Ensure caretaker carries out her responsibilities.	Achieved and ongoing
Ensure caravan parks comply with the licensing requirements and regulations	Regularly mow caravan park and carry out other maintenance work as required.	Achieved
	Complaints regarding the operation of the caravan park kept at an acceptable level.	Achieved
Encourage the use of caravan park.	Place advertisements in appropriate publications to maximise patronage.	Achieved

3.10.2 TOURISM AND AREA PROMOTION

Mission Statement To maximise the opportunities presented by the natural and man-made resources in the Shire and to acknowledge the importance of tourism in expanding the economic base of the Shire.

Responsibility Tourism/Economic Development Officer

Projected Performance	Actual Performance	Reasons for Variation
Keep abreast of/contribute towards tourism activities in the Riverina region.	Maintain membership of Riverina Regional Tourism.	Achieved
	Council's delegate to attend meetings of Riverina Regional Tourism.	Achieved
Thoroughly investigate all avenues of promoting tourism to Lockhart Shire as opportunities arise.	Consideration of Lockhart Shire Council's strategic tourism directions by continued investigation into resource sharing with other Councils.	Tourism/Economic Development Officer engaged.
	Assist as required with tourism promotions organised by local groups and organisations.	Achieved & ongoing
Display promotion materials to ensure that people within and outside the area are aware of the Shire's facilities and potential as a tourist destination.	Local tourism material distributed to neighbouring Tourism Information Centres.	Achieved & ongoing
Participate in the development of a regional cultural plan through REROC.	Regular attendance and contribution at REROC meetings.	Achieved & ongoing
Formation of a Tourism/Economic Development Steering Committee to develop new ideas and attractions across Lockhart Shire.	Regular attendance and contribution at Steering Committee meetings.	Achieved & ongoing
Promotion of Lockhart Shire as a suitable relocation destination.	Become member of "Country Change", a Regional Development Australia initiative	Achieved & ongoing

3.10 ECONOMIC AFFAIRS

	Assist with enquiries relating to relocation	Achieved & ongoing
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3.10.3 SHOPS AND OFFICES

Mission Statement To ensure Council's rental properties are adequately maintained and provide appropriate returns on investment having regard to community welfare objectives.

To ensure that medical facilities within the Shire meet the current and future needs of its residents.

Responsibility Director Environmental Services

Projected Performance	Actual Performance	Reasons for Variation
Maintain shops and offices in good order and condition.	Ensure routine and emergency maintenance/repairs are carried out in a satisfactory manner and within budget.	Achieved
	Carry out inspections to monitor use and condition of premises and assess rental for adequacy of return to Council.	Achieved
	Encourage the restoration of historical/significant buildings.	Achieved
Improve health facilities within Lockhart Shire.	Periodically undertake a check of health services in local area in conjunction with GMAHS.	Ongoing

3.10.4 PRIVATE WORKS

Mission Statement To provide Council resources for Private Works, thus maximising the use of vehicles and plant.

Responsibility Director of Engineering

Projected Performance	Actual Performance	Reasons for Variation
Determine competitive private works charges reflecting market rates.	Ensure appropriate Private Works' charges are set at Delivery Program preparation time.	Achieved
Integrate private works into Council's Works Program.	Ensure private works are undertaken with required documentation in accordance with Council's procedures, policies and statutory reporting obligations.	Achieve
	Maintain a satisfactory level of profit from private works.	Achieved

3.10 ECONOMIC AFFAIRS

3.10.5 REAL ESTATE

Mission Statement To facilitate provision of residential and industrial land in line with current market demands.

Responsibility General Manager

Projected Performance	Actual Performance	Reason for Variation
To facilitate the sale of developed residential and industrial land.	Assist with all enquiries for residential and industrial land.	Achieved
	Advertise, as appropriate, land that is developed and ready for sale.	Achieved
	Attend to all administrative marketing requirements.	Achieved
To have land available for residential purposes.	Program any construction work into annual works program.	Achieved and Ongoing

3.11 ENVIRONMENTAL PROTECTION

3.11.1 NOXIOUS PLANTS & PEST CONTROL

Mission Statement Suppress noxious weeds within the Council area. Eradicate rabbits and other pests where discovered.

Responsibility Director Engineering

Projected Performance	Actual Performance	Reason for Variation
Inspect, identify and eradicate all noxious weeds. Implementation of annual noxious plant control program.	Develop weed database to accurately pinpoint outbreak locations for management purposes. Noxious plant control program completed at appropriate time and within budget. Number of outbreaks of noxious weeds on Council controlled property kept to an acceptable level.	Achieved Achieved Achieved
Compliance with Noxious Weeds Act, other relevant legislation and Council policy/direction.	Report and make recommendations to Council regarding classifications of noxious weeds as required.	Achieved
Provide information to increase public awareness of the impact of noxious weeds.	All new landowners contacted and made aware of control requirements within three months of occupancy.	Achieved
Continue and increase landholder co-operation and participation in the effective implementation of a noxious weed control program.	Inspect all rural properties and public lands for noxious weed infestations at least once every two years.	Ongoing

3.11.2 WASTE MANAGEMENT

Mission Statement To ensure the satisfactory collection and disposal of putrescible waste and litter at approved sites in accordance with Legislative requirements, thus providing a healthy environment for the community and to provide a disposal service for commercial, industrial and residential waste.

Responsibility Director Engineering /Director Environmental Services

Projected Performance	Actual Performance	Reason for Variation
Ensure that garbage is removed from premises in an effective and efficient manner.	Investigate the possibility of expanding existing domestic garbage collection. Effective administration of waste collection contract; ensure contract is updated as required.	Ongoing Achieved
Develop policies and priorities regarding the extraction of recyclable waste from the garbage mainstream.	Review recycling within Council's area and provide advice/support where appropriate.	Achieved
Ensure that rubbish tips are safe, comply with environmental requirements and aesthetically acceptable.	Prepare Landfill Environmental Management Plans for all depots developed. Maintain management/operation strategy for the operations of rubbish tips. Ensure that Council complies with relevant legislation.	To be Undertaken Achieved Achieved

3.11 ENVIRONMENTAL PROTECTION

3.11.3 LANDCARE & CATCHMENT MANAGEMENT

Mission Statement To promote the protection of our water catchment and riparian zones via interaction with catchment management and Landcare groups and other relevant agencies with a view to establishing management plans and practices.

Responsibility Director Environmental Services/ Director Engineering

Projected Performance	Actual Performance	Reason for Variation
The preparation of vegetation studies and associated management plans for roadside and other significant areas as appropriate.	Make necessary applications and pursue grant funding for the carrying out of remnant vegetation studies and associated management plans for roadside and other significant areas. Oversee the Lockhart Roadside Remnant Vegetation Program.	Achieved Achieved
Liaise with relevant groups and agencies to ensure that all parties are kept up-to-date in regard to current programs.	Seek the involvement of the general community and any interested groups in regard to landcare programs or vegetation studies. Provide timely and accurate advice and assistance to Landcare groups regarding the submission of funding applications, the preparation and implementation of management programs and other conservation works.	Achieved Achieved
Ensure environmental health of Shire waterways.	Monitor effluent discharge volumes into creeks.	Achieved

3.11.4 ENVIRONMENTAL MONITORING

Mission Statement To provide education regarding environmental issues and to protect the environment by continual monitoring to detect possible breaches of relevant legislation or standards and to pursue such breaches or complaints to satisfactory results.

Responsibility Director Environmental Services.

Projected Performance	Actual Performance	Reason for Variation
Promptly investigate and report on matters considered having significant environmental impact whether or not a complaint is received.	All complaints to be investigated and relevant action taken within 10 days. Consult with Government/statutory bodies where appropriate for advice and/or action.	Achieved Achieved
Ensure the preparation of the State of the Environment Report having regard to the principles of ecologically sustainable development within the timeframe contained in the Local Government Act.	Carry out necessary gathering of data to ensure the preparation of the State of the Environment Report within the timeframe set out in the Local Government Act.	Achieved
Raise the level of awareness within the community of environmental issues.	Timely advice and information is to be provided to the public on ways and means to enhance or protect the environment and prevent pollution.	Achieved
Monitor on-site sewage management against adopted strategy.	Undertake routine inspections as appropriate.	Achieved

Section 428A – Report as to the state of the environment

The provisions of the subject section of the Local Government Act 1993 require each Council to prepare an annual State of Environment Report. The Lockhart Shire Council State of Environment Report 2012 has been prepared as a separate report and is attached hereto as Appendix B.

The report has been prepared with consideration to the guidelines issued by the Department of Local Government and the heads of consideration contained in Section 428(2) (c) of the Local Government Act 1993.

Section 428 (2) (d) – Report on the condition of public works

Condition of Public Buildings

Site	Condition at end of 2011/2012	Estimate of cost to bring to satisfactory standard (current \$ value)	Estimate of annual cost to maintain standard (current \$ value)	Maintenance program for 2012/2013
Football Club House, Lockhart Recreation Ground	Satisfactory		\$ 2,000	As estimated by Council
Tennis Club House, Lockhart Recreation Ground	Excellent		\$ 0.00	As estimated by Council
Grand Stand, Lockhart Showground & Racecourse	Excellent		\$ 500	As estimated by Council
Pavilion, Lockhart Showground & Racecourse	Satisfactory		\$ 1,000	As estimated by Council
Outdoor Stage, Lockhart Showground & Racecourse	In need of maintenance		\$ 2,000	As estimated by Council
The Harold Howard Hall, Lockhart Showground & Racecourse	Excellent		\$ 1,000	As estimated by Council
Amenities & Office, Lockhart Swimming Pool	Satisfactory		\$ 2,000	Maintenance – \$2,500
30m Pool	Satisfactory		\$ 20,000	Maintenance - \$15,000
Pump Shed, Lockhart Swimming Pool	Satisfactory		\$ 3,000	Maintenance – \$2,500
Baby Pool 13x6m, Lockhart	Satisfactory		\$ 2,000	Maintenance – \$2,500
Administration Building, Lockhart	Excellent		\$ 2,000	Maintenance – \$15,000
Memorial Hall, Lockhart	Satisfactory		\$ 1,500	As estimated by Council
Lockhart Museum	Satisfactory		\$ 3,000	As estimated by Council
Club House, The Rock Recreation Ground	Satisfactory		\$ 4,000	As estimated by Council
Old Club House, The Rock Recreation Ground	Satisfactory		\$ 1,000	As estimated by Council

Site	Condition at end of 2011/2012	Estimate of cost to bring to satisfactory standard (current \$ value)	Estimate of annual cost to maintain standard (current \$ value)	Maintenance program for 2012/2013
Office/Shop & Dressing Sheds, The Rock Swimming Pool	Unsatisfactory	\$100,000	\$ 2,000	Maintenance – \$1,000
Pump Shed, The Rock Swimming Pool	Satisfactory		\$ 2,000	Maintenance – \$1,000
Pool 25x9m, The Rock	Satisfactory		\$ 14,000	Maintenance –\$11,000
Baby Pool 9x6m, The Rock	Satisfactory		\$ 2,000	Maintenance – \$2,000
Hall, The Rock	Satisfactory		\$ 4,000	As estimated by Council
Pavilion, Yerong Creek Recreation Ground	Satisfactory		\$ 1,000	As estimated by Council
Tennis Club House, Yerong Creek Rec Grd	Satisfactory		\$ 1,000	As estimated by Council
Change Rooms, Yerong Creek Rec Ground	Satisfactory		\$ 1,000	As estimated by Council
Hall, Pleasant Hills	Satisfactory		\$ 1,800	As estimated by Council
Hall, Milbrulong	Satisfactory		\$ 1,350	As estimated by Council
Dressing Shed, Osborne Recreation Ground	Satisfactory		\$ 1,500	As estimated by Council
Pavilion, Osborne Recreation Ground	Satisfactory		\$ 1,000	As estimated by Council
Tennis Club House, Osborne Recreation Ground	Satisfactory		\$ 100	Not in use.
Hall, Bidgeemia	Satisfactory		\$ 1,000	As estimated by Council
FPTC Hall, French Park	Satisfactory		\$ 0	Not in use.
Hall, Tootool	Satisfactory		\$ 1,000	As estimated by Council

Condition of Public Roads

Asset	Condition at end of 2011/2012	Estimate of Cost to bring to satisfactory standard (current \$ value)	Estimate of Cost to maintain standard (current \$ value)	Maintenance Program for 2012/2013
Urban Roads (Urban Sealed & Urban Unsealed)	Satisfactory		\$100,500	Maintenance – \$70,000
Rural Unsealed Roads (Earth formation, Gravel Class 1 & 2)	Satisfactory		\$650,000	Maintenance – \$470,000
Rural Sealed Roads (Local sealed roads and regional roads)	Satisfactory		\$600,000	Maintenance – \$471,000
Rural Bridges	Satisfactory		\$2,000	Maintenance – \$2,000
Urban Ancillary (Small culverts, causeways, signs, kerb & gutter, footpaths)	Satisfactory		\$21,000	Maintenance – \$20,000
Rural Ancillary (Small culverts, causeways, signs)	Satisfactory		\$20,000	Maintenance – \$20,000

Condition of Sewerage Works – Lockhart Sewerage System

Asset	Condition at end of 2011/2012	Estimate of Cost to bring to satisfactory standard (current \$ value)	Estimate of Annual Cost to maintain standard (current \$ value)	Maintenance Program for 2012/2013
Gravity mains	Satisfactory		\$ 13,000	Maintenance – \$18,000
Rising Mains	Satisfactory		\$ 4,000	Maintenance – \$2,600
Pump Stations	Satisfactory		\$ 9,000	Maintenance – \$9,000
Treatments Works (incl. effluent reuse)	Satisfactory		\$ 65,000	Maintenance – \$56,000

Condition of Sewerage Works – The Rock Sewerage System

Asset	Condition at end of 2011/2012	Estimate of Cost to bring to satisfactory standard (current \$ value)	Estimate of Annual Cost to maintain standard (current \$ value)	Maintenance Program for 2012/2013
Gravity Mains	Satisfactory		\$ 10,000	Maintenance – \$11,700
Rising Mains	Satisfactory		\$ 2,000	Maintenance – \$2,000
Pump Stations	Satisfactory		\$ 13,000	Maintenance – \$21,000
Treatment Works	Satisfactory		\$ 30,000	Maintenance – \$33,000

Condition of Sewerage Works – Yerong Creek Sewerage System

Asset	Condition at end of 2011/2012	Estimate of Cost to bring to satisfactory standard (current \$ value)	Estimate of Annual Cost to maintain standard (current \$ value)	Maintenance Program for 2012/2013
Gravity Mains	Satisfactory		\$ 2,000	Maintenance – \$3,500
Pump Stations	Satisfactory		\$ 4,000	Maintenance – \$3,200
Treatment Works	Satisfactory		\$ 3,000	Maintenance – \$3,300

Condition of Drainage Works

Asset	Condition at end of 2011/2012	Estimate of Cost to bring to satisfactory standard (current \$ value)	Estimate of Annual Cost to Maintain Standard (current \$ value)	Maintenance Program for 2012/2013
Storm Water Drainage System	Satisfactory		\$ 3,000	Maintenance – \$4,500

Section 428 (2) (e) – Legal Proceedings

There were no legal proceedings during this financial year.

Section 428 (2) (f) – Mayoral and Councillors Fees

During the period 1 July 2011 to 30 June 2012 the following expenses were incurred:

Mayoral Allowance	\$ 14,810.40
Councillor Fees (9 Councillors)	\$ 68,040.00
Provision of Facilities	\$ 0.00
Communication exp. (phone, fax etc)	\$ 0.00
Conference/Seminar expenses	\$ 6,205.41
Training and skills development	\$ 390.91
Spouse/partner expenses	\$ 198.00
Intrastate travel	\$ 5,949.35
Interstate travel	\$ 0.00
Overseas travel	\$ 0.00
Care and other related expenses	\$ 261.87
	<u>\$ 95,855.94</u>

These payments were made in accordance with the annual fees determined by the Local Government Remuneration Tribunal, Council's policy for the Payment of Councillors and Mayoral Fees, Expenses and Facilities and with the Local Government Act 1993.

Council's policy on the provision of facilities for use by Councillors and the payment of Councillor's expenses is as follows:

1.1 Payment of Councillors and Mayoral Fees, Expenses & Facilities

POLICY TITLE: PAYMENT OF COUNCILLORS AND MAYORAL FEES, EXPENSES & FACILITIES

FILE REF: C85-030

EXPIRY DATE: REVIEWED BY COUNCIL ANNUALLY

PART 1 – PURPOSE OF THE POLICY

The purpose of this policy is to ensure that there is accountability and transparency in the reimbursement of expenses incurred or to be incurred by the Mayor and Councillors. The policy also ensures that the facilities provided to assist the Mayor and Councillors to carry out their civic duties are reasonable. Reference in this policy to the Mayor and Councillors includes Administrators.

DEFINITIONS

Definitions in this policy are as follows:

- "Accompanying person" shall mean spouse, partner or accompanying person.
- "Act" shall mean the Local Government Act 1993 (as amended).
- "Conference" shall mean any conference, seminar, congress, forum, workshop, course, meeting, deputation, information and training session or events related to the industry of local government, and held within Australia.
- "Policy" shall mean "Policy Payment of Expenses and Provision of Facilities to the Mayor and Councillors".
- "Regulation" shall mean the Local Government (General) Regulation 2005.

OBJECTIVES AND COVERAGE OF THE POLICY

- (i) to provide for the fair and equitable payment and re-imburement of certain expenses not considered to be included in the annual fees payable to the Mayor and Councillors, where such expenses are incurred by the Mayor and Councillors in discharging the functions of civic office;
- (ii) to provide adequate facilities for use by the Mayor and Councillors to enable them to discharge the functions of civic office; and
- (iii) this Policy is separate to the payment of Annual Fees to the Mayor and Councillors.

MAKING AND ADOPTION OF THE POLICY

This policy is made and adopted in accordance with the requirements of the Act, Chapter 9, Part 2, Division 5, Sections 252-254A. (For details refer to Appendix A.)

Section 428(2)(f) of the Act requires the Council to include in its Annual Report:

- The total amount of money expended during the year on Mayoral fees and Councillor fees;
- The Council's policy on the provision of facilities for use by Councillors and the payment of Councillor's expenses; and
- A statement of the total amount of money expended during the year on the provision of such facilities and the payment of such expenses.

Additional reporting requirements in accordance with the Local Government Act may be introduced as follows:

- The cost of phone calls including mobiles, home-located landlines, facsimile and internet services;
- Spouses/partners/accompanying person's expenses;
- Conference/seminar expenses;
- Training and skill development expenses;
- Interstate travel expenses;
- Overseas travel expenses; and
- Care and other related expenses.

And also the provision of facilities as follows:

- The cost of the provision, including dedicated office equipment allocated to Councillors on a personal basis such as laptop computers, mobile phones, telephones and facsimile machines, and internet installed in the Councillors' homes. This item does not include the cost of using this equipment, such as calls.

LEGISLATIVE PROVISIONS

This policy is made under Sections 252 to 254A of the Act, which requires that the Council must annually adopt such a policy (refer APPENDIX A for details).

OTHER GOVERNMENT POLICY PROVISIONS RELATED TO THIS POLICY

- Department of Local Government Guidelines for payment of expenses and provision of facilities.
- Model Code of Conduct.
- Department of Local Government Circulars to Councils.
- ICAC Publications.

APPROVAL ARRANGEMENTS

All approvals under this Policy shall be made by resolutions of the Council or, if in extenuating circumstances, jointly by the Mayor or Deputy Mayor and the General Manager.

PART 2 – PAYMENT OF EXPENSES

ANNUAL FEES – MAYOR, DEPUTY MAYOR AND COUNCILLORS

2.1 Fees Payable to Councillors

That the Council shall, prior to 30 June each year, set by resolution the annual fees to be paid, monthly in arrears, to a Councillor for the following year commencing 1 July, provided that such fee shall be within the range for the Council determined annually by the Local Government Remuneration Tribunal. Such payment shall be subject to Section 254A of the Regulations and any specific resolution of the Council under Section 254A.

2.2 Fees payable to the Mayor

The Council shall, prior to 30 June each year, set by resolution the annual fee to be paid to the Mayor for the following year commencing 1 July provided that such fee shall be within the range for the council determined annually by the Local Government Remuneration Tribunal.

2.3 Fees payable to the Deputy Mayor

The Deputy Mayor shall be paid a daily pro-rata fee equivalent to the daily Mayoral fee calculated under Clause 2.2, for the periods of time when the Mayor advises that he/she is prevented by absence, illness or otherwise from acting in, or when the Mayor requests the Deputy to act in, the office of the Mayor. The amount of the fee so paid to the Deputy Mayor shall be deducted from the Mayor's annual fee.

2.4 No deduction under this Policy from fees

Unless otherwise provided, the payment of, or reimbursement of, expenses and the facilities which may be provided under this Policy, shall be provided without reduction from the annual fees payable to the Mayor and Councillors, as determined by the Council under 1, 2 or 3 above.

PAYMENT OF EXPENSES GENERALLY

2.5 Fees to Administrators

This will be determined by the Minister for Local Government.

2.6 Allowances and expenses

No allowances other than those expressly contained in this policy are payable to the Mayor or Councillors.

2.7 Reimbursement and reconciliation of expenses

- a) All reimbursements are subject to the provision of receipts and are on a per Councillor basis.
- b) Advanced payment must be reconciled by the Councillor and acquitted for by receipts or refund.
- c) In the event of any dispute regarding the payment of expenses or use of facilities, the matter will be referred to the Mayor or Deputy Mayor and General Manager for resolution.
- d) Council will not reimburse any expenses incurred by Councillors attending political fund-raising functions.
- e) Council will not reimburse expenses of a general nature – expenses must be ancillary to Councillors performing their functions as a Councillor.
- f) If a Councillor wishes to provide a gift or benefit to some person/s such will be provided by the individual Councillor and not reimbursed by the Council.

Council has available some Lockhart Shire Council badges, books and the like which can be provided to Councillors if required.

ESTABLISHMENT OF MONETARY LIMITS AND STANDARDS

Monetary limits or standards of facilities are specified in this policy.

Spouse, partner and accompanying persons' expenses

2.8 The Council shall meet the following costs of an accompanying person:

- a) Local Government and Shires Association's Annual Conferences
The costs of registration and any official conference dinners of the Mayor's or Councillor's accompanying person in attending the annual conference of the Local Government and Shires Associations, but excluding any travel expenses, additional accommodation expenses and any optional personal tours which shall be the personal responsibility of the individual Councillor.
- b) Official Council Functions within Lockhart Shire Council area
Costs incurred by the Mayor or a Councillor on behalf of, or by, an accompanying person in attending official Council functions of a formal and ceremonial nature within the Lockhart local government area, such as Australia Day Awards ceremonies, Citizenship ceremonies, Mayoral receptions and charitable functions formally supported by the Council.
- c) Official Local Government Functions outside the area
Expenses associated with the attendance of the accompanying person of the Mayor or of a Councillor when they are representing the Mayor in attending an official function of the Council or carrying out official ceremonial duties, whilst accompanying the Mayor outside the Lockhart local government area, but within New South Wales.

2.9 Other Conferences

- a) Where the Mayor or Councillor is accompanied at a conference, other than the Local Government and Shires Associations' annual conference, and any other conferences under 2.7 above, all costs for, or incurred by, the accompanying person, including travel, any additional

accommodation costs, breakfast, meals, registration and/or participation in any conference programs, are to be borne by the Mayor, Councillor or accompanying person and not by the Council.

- b) Accompanying person's registration or accompanying person's program fees are to be paid to the conference organiser, etc. and paid at the time of registration.
- c) Where the Council meets, on account, any expenditure or cost on behalf of an accompanying person attending a conference, such expenditure must be repaid to the Council by the Mayor or Councillor/accompanying person, within 14 days of being invoiced for such expenditure.

SPECIFIC EXPENSES FOR MAYOR AND COUNCILLORS

Conferences and Training Courses held in Australia

The Mayor and Councillors may be nominated and authorised to attend conferences and training courses by:

- a) the Council, through resolution duly passed in each open session at a Council meeting;
- b) the Mayor or Deputy Mayor and General Manager jointly, in the event of extenuating circumstances; or
- c) the Mayor or Deputy Mayor and General Manager jointly, where such conference is for one day or less, or does not involve an overnight stay.
- d) Council is mindful of the need to provide continuous training and development to Councillors and will continue to provide in its Annual Budget sufficient funds to allow Councillors to attend Training and Development courses. The attendances at these courses will be authorised in accordance with the requirements of this Policy.

2.10 Substitute Attendee

By the adoption of this Policy authority is hereby delegated to the Mayor or Deputy Mayor and General Manager jointly to nominate and authorise a substitute Councillor to attend any conference in lieu of the Mayor or a nominated and authorised Councillor.

What Conferences may be Attended

The conferences to which this Policy applies shall generally be confined to:

- Local Government and Shires Associations of NSW (LGSA), Local Government Women's Association (LGWA), and Australian Local Government Association (ALGA) conferences, NSW Public Libraries Conference and other special "one-off" conferences called for or sponsored by any of those Associations;
- Annual conferences of the major professions in Local Government;
- Regional Organisation of Council's conferences;
- Conferences which further training and development efforts of the Council and of Councillors, or which relate to or impact upon the Council's functions; and
- Conferences or meetings of organisations or bodies to which a Councillor has been elected, or appointed as a delegate or member of the Council.

PART 3 – CONFERENCE COSTS

The Council shall pay or reimburse the Mayor or a Councillor:

3.1 Registration

All normal registration costs, including costs relating to official luncheons, dinners and tours/inspections which are relevant to the interests of the Council.

3.2 Accommodation

Accommodation costs to the value of \$250 per evening including the night before and/or after the conference where that is necessary due to travel and/or conference timetables. In the event it is found that \$250 per evening is insufficient, the Mayor or Deputy Mayor and General Manager jointly may authorise a higher accommodation cost. Council will normally meet the cost of accommodation by a Council order. However, if a Councillor meets this cost, reimbursement will be made on the production of receipts.

3.3 Travel

- a) All reasonable travel costs to and from the conference location and venue by aircraft or suitable Council vehicle, or if they are not available or if it is more convenient, by the use of a private vehicle.

- b) Where travel is by motor vehicle it should be undertaken by Council vehicle or by private vehicle subject to prior approval jointly by the Mayor or Deputy Mayor and General Manager.
- c) Where private vehicle is used under (b) above, the Mayor or Councillor may claim the “kilometre” allowance at the date of travel as per the Local Government (State) Award.
- d) Hire cars, taxi fares and parking costs are reasonably required in attending conferences.

3.4 Out-of-pocket Expenses

Out-of-pocket expenses to the value of \$100 per day associated with the attendance at a conference upon presentation of a claim and receipts for the following:

- a) Any hotel/motel charges associated with the conference other than accommodation;
- b) All telephone or facsimile calls related to Council business;
- c) Reasonable lunches, dinners and other meals incurred whilst travelling to or from the conference and other meals occurring during the conference but not included in the conference registration fee;
- d) Incidental expenses, e.g. parking, taxi fares, motorway or bridge tolls; and
- e) Any option activity in a conference program but excluding any pre- or post-conference activities.

In extenuating circumstances the Mayor or Deputy Mayor and General Manager may approve additional out-of-pocket expenses associated with attending a conference on Council's behalf.

3.5 Travel Bonus and Loyalty Points Schemes

The Mayor and Councillors shall not be entitled to claim travel bonus or other loyalty points relating to air travel or other expenses incurred by them. The Mayor or Councillor must surrender any bonus or points to the airline or service provider before reimbursement of the expense by Council.

3.6 Conference Costs – Payment in Advance

- a) The Council will normally pay registration fees, accommodation costs and airline tickets direct to conference organisers/ travel agents in advance. Where this is not possible a cash advance equivalent thereto may be paid in advance to the attendee for payment to the appropriate party.
- b) Any cash advance must be properly accounted for and reconciled with receipts on the prescribed voucher form within one (1) month after such conference.

LOCAL TRAVEL COSTS – WITHIN LOCKHART LOCAL GOVERNMENT AREA

If available, a suitable vehicle or vehicles will be provided by the Council for use on official duties connected with the office of Councillor.

3.7 Use of Private Vehicles by Councillors

A Councillor who elects to use a registered, private vehicle may claim a kilometre allowance in accordance with the Local Government (State) Award for use of a private vehicle when used to attend a conference and official engagements and functions where the Councillor has been authorised by the Council to do so or is deputising the Mayor.

TRAVEL COSTS OUTSIDE OF LOCKHART LOCAL GOVERNMENT AREA – USE OF MAYOR'S AND COUNCILLORS' PRIVATE VEHICLES

The Mayor, or a Councillor, who elects to use a registered private vehicle may claim a kilometre allowance for use of private vehicles when used by the most direct route to travel between their place of residence within Lockhart local government area, and return, to:

- a) Attend any conference as defined in the Policy held outside the Lockhart local government area and return, where use of the private vehicle is authorised by the Mayor or Deputy Mayor and General Manager.
- b) Kilometre rates for use of a private vehicle under this Policy will be paid at the rate set by the Local Government (State) Award, as at the date of travel. Such rate shall be deemed to cover and include any claims for accidental damage or repairs to a vehicle and any loss of no claim bonus and any excess not covered by insurance.
- c) Payment is subject to a claim on the prescribed claim form being lodged by the Mayor or Councillor, and made no later than three (3) months after the travel occurred. Claims lodged for travel occurring more than three (3) months before the claim is lodged shall not be paid.
- d) The driver will be responsible for any traffic or parking fines while travelling in a private or Council vehicle when on Council business.

TELEPHONE COSTS AND EXPENSES

Council will reimburse the reasonable cost of landline and mobile telephone expenses where it can be identified that the cost of the telephone calls were related to Council business up to a maximum of \$20.00 per month.

INTERNET

Council will not meet the cost of any internet connections nor costs associated therewith.

PART 4 - CARE AND OTHER RELATED EXPENSES

4.1 Child and carers costs – Councillors

- a) Council will reimburse the Councillor's cost to a maximum of \$80 to cover a four (4) hour engagement of a "baby-sitter" or carer where required to allow the Councillor to attend any Council, Standing Committee, Advisory Committee Meeting or a Council workshop (as defined in the Code of Meeting Practice).
- b) The four (4) hours period shall include the period of 30 minutes prior to and after the conclusion of the meeting or workshop.
- c) An additional hourly rate of up to \$15 per hour will be paid for meetings and workshops that go beyond the 4 hours engagement period referred to above.
- d) Reimbursement claims under this clause must be supported by receipts.

PART 5 - INSURANCE EXPENSES AND OBLIGATIONS – MAYOR AND COUNCILLORS

The Mayor and Councillors will receive the benefit of insurance cover to the limit specified in Council's insurance policies for the following:

5.1 Personal Accident

Personal accident and sickness whilst the insured person is engaged in or on any activity directly or indirectly connected with or on behalf of the Council including whilst travelling directly to and from such activity. Personal accident insurance also provides specified benefits for lost income arising from total disablement and partial disablement. The Policy also provides limited cover for a Councillor's accompanying partner/spouse. The cover does not include medical expenses.

5.2 Councillors' and Officers' Liability (Including Employment Practices Liability)

Applies to cover expenses incurred by Councillors in respect of claims made against them for any alleged wrongful acts arising out of their official capacities (but excludes cover for statutory penalties).

5.3 Statutory Liability

Applies to cover penalty and defence costs payable by Councillors to any regulatory authority pursuant to any Act for a (not deliberate) wrongful statutory breach, whilst acting within the scope of their duty.

5.4 Industrial Special Risk - Personal Effects - Council Premises

Councillors are covered for limited loss or damage of personal effects stored on Council's premises subject to the terms and exclusions of the Council's Industrial Special Risks Policy and an excess to be paid by Council.

5.5 Commercial Motor Vehicles Policy - Personal Property; Travelling

Councillors are provided with limited cover for personal property and private baggage, whilst travelling on authorised Council business. A number of restrictions and sub-limits apply.

- 5.6 Indemnity of each insured person(s) (Mayor/Councillors) for all costs, charges, expenses and defence costs but excluding fines and penalties incurred in relation to any prosecution (criminal or otherwise) of any insured person(s), attendance by any insured person(s) at any official investigation, examination, inquiry or other proceedings ordered or commissioned during the period of insurance by any official body or institution that is empowered to investigate the affairs of the Council by reason of any wrongful act wherever or whenever committed or allegedly committed by the insured person(s) in their capacity as insured person(s), but subject to any limitations or conditions set out in the policy of insurance which is, at the direction of the Council.
- 5.7 Legal assistance for Mayors and Councillors
- a) Legal Assistance for Mayor and Councillors. Subject to 5.7 b)(III) below, legal assistance will be provided to the Mayor and Councillors in the event of an enquiry, investigation or hearing, into the conduct of a Councillor by:
- The Independent Commission Against Corruption.
 - The Office of the Ombudsman.
 - The Department of Local Government.
 - The Police.
 - The Director of Public Prosecutions.
 - The Local Government Pecuniary Interest Tribunal
 - Conduct Review Committee/Reviewer
- b) Subject to 5.7 b)(III) below
- (i) Legal assistance will be provided to the Mayor and Councillors in respect of legal proceedings being taken by or against them arising out of or in connection with the Mayor and Councillor's performance of their civic duties or exercise of their functions as a Mayor or Councillor.
- (ii) Council by resolution may reimburse the Mayor and such Councillor after the conclusion of the enquiry, investigation, hearing or proceeding, for all legal expenses properly and reasonably incurred, given the nature of the enquiry, investigation, hearing or proceeding, on a solicitor/client basis.
- (iii) Legal assistance and reimbursement as specified above will only be provided upon resolution of the Council and subject to the following conditions:
- The amount of such reimbursement shall be reduced by the amount of any moneys that may be or are recouped by the Mayor or Councillor on any basis and
 - The enquiry, investigation, hearing or proceeding results in a finding substantially in favour of the Mayor or Councillor and
 - The amount of such reimbursement is limited to the equivalent of the fees being charged by the Councillors' Solicitors.

PART 6 - ADDITIONAL MAYORAL EXPENSES

The Mayor shall be entitled to receive the benefit of the following facilities, and payment of and reimbursement of expenses:

- 6.1 Transport
- a) (i) The Mayor will not be provided with a Mayoral vehicle. In the event of the Mayor requiring a vehicle to attend to his civic duties on request to the General Manager, the General Manager will provide a Council owned vehicle to the Mayor for this purpose.
- (ii) Car Allowance – where the Mayor elects to provide his/her own vehicle for any functions related to the Office of Mayor for the Mayoral term, he/she is entitled to claim payment of a car allowance in accordance with the Local Government (State) Award.
- b) Where the Deputy Mayor, at any time, is required to act in the Office of Mayor, the provisions of Part 6.1 apply.
- 6.2 Office accommodation within the Council Chambers.
- 6.3 Secretarial Services including typing, photocopying, printing, postage, facsimile, computer and telephone facilities.
- 6.4 Administrative assistance associated with any Council functions, meetings, publications and the like.
- 6.5 Office, Council and Standing Committee meetings, and Civic and Mayoral Reception refreshments.

- 6.6 Entrance costs and complimentary tickets including that of an accompanying person for official functions where the Mayor has been invited to that function in his/her capacity as Mayor.
- 6.7 Home telephone rental and all Council related telephone costs subject to submission of appropriate documentation.

PART 7 - PROVISION OF FACILITIES

Councillors are entitled to payment of expenses or re-imburement of the following expenses, and to receive the benefit of the following facilities generally:

- 7.1. Reasonable refreshments associated with Council and Council Committee meetings and meetings with the Mayor or Councillors with Parliamentary representatives, visiting dignitaries and other delegations.
- 7.2. Stationery comprising business cards, letterheads, envelopes, writing pads and pens.
- 7.3. A corporate sports coat, one of, during the four year term of the Council.
- 7.4. Secretarial services to facilitate the discharge of functions of civic office.
- 7.5. Entrance cost and complimentary tickets including that of an accompanying person for official functions (where invited as a Councillor).
- 7.6. Meals and Refreshments including meals on evenings of Council meetings and official dinners, light refreshment at committee and working party meetings.

PART 8 - PROVISION OF EQUIPMENT AND FACILITIES FOR MAYOR AND COUNCILLORS

- 8.1. No other equipment and facilities will be made available to the Mayor and Councillors apart from what is contained in this policy.

PART 9 - OTHER MATTERS

ACQUISITION AND RETURN OF FACILITIES AND EQUIPMENT BY COUNCILLORS

All equipment provided to Councillors under this policy shall remain the property of the Council and be returned in good order to the Council upon the Mayor or Councillor ceasing to hold civic office.

STATUS OF THE POLICY

*Amended by Council - 21 July 2008
Refer Minute No. 209/08*

*Confirmed by Council – 12 February 2007
Refer Minute No. 28/07*

*Confirmed by Council – 17 July 2006
Refer Minute No. 237/06*

*Confirmed by Council – 19 April 2004
Refer Minute No. 24057*

*Reviewed by Council – 20 March 2000
Refer Minute No. 22137*

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

*Amended by Council – 9 August 2010
Refer Minute No. 255/10*

APPENDIX A

(This Appendix does not form part of the Policy but is provided for information purposes)

PROVISIONS OF LOCAL GOVERNMENT ACT 1993 (AS AMENDED)

- A. *Section 252 – Payment of expenses and provision of facilities*
 - (1) Within 5 months after the end of each year, a council must adopt a policy concerning the payment of expenses incurred or to be incurred by, and the provision of facilities to, the mayor, the deputy

mayor (if there is one) and the other Councillors in relation to discharging the functions of civic office.

- (2) The policy may provide for fees payable under this Division to be reduced by an amount representing the private benefit to the mayor or a councillor of a facility provided by the council to the mayor or councillor.
- (3) A council must not pay any expenses incurred or to be incurred by, or provide any facilities to, the mayor, the deputy mayor (if there is one) or a councillor otherwise than in accordance with a policy under this section.
- (4) A council may from time to time amend a policy under this section.
- (5) A policy under this section must comply with the provisions of this Act, the regulations and any relevant guidelines issued under section 23A.

B. Section 253 – Requirements before policy concerning expenses and facilities can be adopted or amended

- (1) A council must give public notice of its intention to adopt or amend a policy for the payment of expenses or provision of facilities allowing at least 28 days for the making of public submissions.
- (2) Before adopting or amending the policy, the council must consider any submissions made within the time allowed for submissions and make any appropriate changes to the draft policy or amendment.
- (3) Despite subsections (1) and (2), a council need not give public notice of a proposed amendment to its policy for the payment of expenses or provision of facilities if the council is of the opinion that the proposed amendment is not substantial.
- (4) Within 28 days after adopting a policy or making an amendment to a policy for which public notice is required to be given under this section, a council is to forward to the Director-General:
 - (a) a copy of the policy or amendment together with details of all submissions received in accordance with subsection (1), and
 - (b) a statement setting out, for each submission, the council's response to the submission and the reasons for the council's response, and
 - (c) a copy of the notice given under subsection (1).
- (5) A council must comply with this section when proposing to adopt a policy each year in accordance with section 252 (1) even if the council proposes to adopt a policy that is the same as its existing policy.

C. Section 254 – Decision to be made in open meeting

The council or a council committee all the members of which are councillors must not close to the public that part of its meeting at which a policy for the payment of expenses or provision of facilities is adopted or amended, or at which any proposal concerning those matters is discussed or considered.

LOCAL GOVERNMENT (GENERAL) REGULATION 2005

D. Clause 403 – Payment of expenses and provision of facilities

A policy under section 252 of the Act must not include any provision enabling a council:

- (a) to pay any councillor an allowance in the nature of a general expense allowance, or
- (b) to make a motor vehicle owned or leased by the council available for the exclusive or primary use or disposition of a particular councillor other than a mayor.

E. Clause 404 – Circumstances in which councillors' annual fees may be reduced or not paid

For the purposes of section 254A of the Act, a prescribed circumstance for the non-payment or reduction of a councillor's annual fee is the circumstance where both of the following conditions are satisfied:

- (a) the payment of the annual fee adversely affects the councillor's entitlement to a pension, benefit or allowance, under any legislation of the Commonwealth, a Territory or a State (including New South Wales);
- (b) the councillor agrees to the non-payment or reduction.

*Amended by Council -21 July 2008
Refer Minute No. 209/08*

*Confirmed by Council – 12 February 2007
Refer Minute No. 28/07*

*Confirmed by Council – 17 July 2006
Refer Minute No. 237/06*

*Confirmed by Council – 19 April 2004
Refer Minute No. 24057*

*Reviewed by Council – 20 March 2000
Refer Minute No 22137*

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

*Amended by Council – 9 August 2010
Refer Minute No. 255/10*

Section 428 (2) (g) – Senior Staff

The position of General Manager is the only one classified as senior staff. This position was occupied by Mr Christopher Gallagher for the 2011/2012 financial period.

The total amount of money payable in respect of the employment of the General Manager including money payable for salary, for the provision of fringe benefits and for all other on-costs connected with their employment was \$158,565.00.

Section 428 (2) (h) – Contracts Awarded

During the period 1 July 2011 to 30 June 2012 Council awarded the following contracts in excess of \$150,000:

<u>Name of Contractor</u>	<u>Goods/Services Provided</u>	<u>Amount</u>
Downer EDI	Spray sealing	\$ 1,099,434.70
Turners	Gravel Crushing	\$ 1,984,540.10
Burgess	Plant Hire	\$ 1,558,968.70

Section 428 (2) (i1) – Report on the bush fire hazard reduction activities during 2011/2012

Council is a member of the Riverina Zone of the NSW Rural Fire Service which incorporates Lockhart, Coolamon, Junee, Urana and Wagga Wagga local government areas.

The five councils make a financial contribution to the operations of the zone activities and now the vast majority of bush fire related activities rest with the RFS.

Council has an obligation under the relevant Act to undertake certain bush fire reduction activities and such activities are reported to the regular meetings of the zone management committee.

Section 428 (2) (j) – Promotion of services and access to services for people with diverse cultural or linguistic backgrounds

The residents of Lockhart Shire are, in the vast majority, English-speaking. There is no large ethnic population base in this area.

In the 2011 Census the estimated resident population of Lockhart Shire was 2,998. Of this figure 77 were of Aboriginal and/or Torres Strait Islander descent. This represents 2.6% of the total Shire population.

As over 85% of the Shire's population are Australian born, Lockhart Shire Council has not undertaken any services or activities specifically for people with diverse cultural and linguistic backgrounds. It looks to the regional centres of Wagga Wagga and Albury to support people with diverse cultural or linguistic backgrounds.

Section 428 (2) (k) – Subsidised Private Work

During the period 1 July 2011 to 30 June 2012 Council did not undertake any subsidised work on private land in terms of Section 67 of the Local Government Act 1993.

Section 428 (2) (l) – Contributions/Donations made under Section 356 of the Local Government Act 1993

During 2011/2012 Council provided assistance totalling \$65,031.98 to community groups such as recreation ground and hall management committees under Section 356 of the Local Government Act 1993.

Section 428 (2) (m) – Human Resource Activities

The following major human resources activities or projects have been undertaken during 2011/2012:

- During 2011/2012 the majority of Council's efforts by its Human Resources Officer have concentrated on the further development and enhancement of its Risk Management systems, coordinating the changes to Council's existing Occupational Health and Safety Management System to comply with new Model Work Health and Safety Act and Regulations which came into force in NSW from 1 January 2012, and in addition to day to day human resources activities associated with the running of Council.
- Council continues to conduct annual performance appraisals for all staff who were not on Step 5 of their Grade as per the Local Government (State) Award 2010. These have been performed by Department Directors and Supervisors in accordance with Council's existing Salary and Performance Management System.
- Training plans for all staff so appraised were reviewed as part of the performance appraisal process, in an effort to ensure necessary and relevant training is provided and succession planning considered.
- The Employee Information Handbook was again reviewed and a number of minor changes made to enhance the document and reflect changes in legislation and Council policy.

Section 428 (2) (n) – Equal Employment Opportunity activities

Lockhart Shire Council is committed to the principle of EEO whereby all employees and potential employees are treated equitably and fairly, regardless of their race, sex, marital status, disability etc when applying for jobs or promotions, training opportunities, and in their working conditions.

Lockhart Shire Council, in accordance with Section 345 of the Local Government Act 1993, has adopted an Equal Employment Opportunity Plan to implement EEO principles and practices. The implementation and co-ordination of the EEO Management Plan is the responsibility of the EEO Officer. The EEO Officer for Lockhart Shire Council is the Director Corporate Services.

Council's Consultative Committee is responsible for recommending and reviewing the Equal Employment Opportunity Management Plan. (Council does not have a specific EEO Committee.) The Consultative Committee had no recommendations put forth by members to amend the existing EEO Management Plan.

The EEO Management Plan in place for 2011/2012 had eight major strategies. They were:

- Communication and Awareness Raising
- Consultation
- Recruitment and Selection
- Appointment, Promotion & Transfer
- Training & Development
- Conditions of Service
- Grievance Procedures
- Evaluation & Review of EEO Management Plan

Strategy 1 – Communication & Awareness Raising

The EEO statement "Lockhart Shire Council is an equal employment opportunity employer" has continued to be included in jobs advertised during the first half of the financial year.

All new staff commencing with Council between July 2011 and June 2012 have been inducted on the principles of EEO. They have also been provided with a copy of Council's EEO Policy and Council's Grievance Procedure for Discrimination and Sexual Harassment.

A copy of Council's EEO Policy has been displayed in all staff rooms and on Council's public notice boards.

Strategy 2 – Consultation

All employee groups, union, etc and the employer are represented on the Consultative Committee. This Committee provides opportunity for comment and input into the EEO Management Plan. No EEO issues were raised by employees during 2011/2012.

Strategy 3 – Recruitment & Selection

Recruitment and selection procedures are included in Council's Personnel Management Manual. These procedures are reviewed annually to ensure they continue to provide a systematic process for ensuring that all appointments to Council are conducted in a professional, equitable and non-discriminatory manner.

Strategy 3.1 – Preparation & Questioning in Interviews

The Personnel Management Manual clearly outlines how questioning by the interview panel is to proceed to ensure that all questions are relevant to the selection criteria and comply with the EEO principles. One standard question relating specifically to EEO principles is included in all interviews.

Strategy 3.2 – Interviewee EEO Responses

All interviewees who attend Council interviews are questioned on their understanding of EEO principles. This allows council to gauge the interviewees understanding of EEO and explain how it will affect them if successful in gaining a position with Council.

Strategy 4 – Appointment, Promotion & Transfer

The procedures outlined in the Personnel Management Manual for appointment, promotion, transfer and career mobility were reviewed in 2011/2012 with no significant changes occurring. All Council's promotions and appointments have been in accordance with Council's Personnel Management Manual and incorporated EEO principles.

Strategy 4.1 – Appointment, Promotion & Transfer – Higher Grades

Formal procedures are included in the Personnel Management Manual for employees relieving/acting in higher positions. This procedure has ensured that all employees have the opportunity to obtain experience in more highly classified positions and therefore assist in their career development. Formal procedures will reduce the likelihood of discrimination in the workplace and promote equity between employees.

An example of this during 2011/2012 has been a Concrete Labourer acting in the higher grade position of Concrete Ganger. This was necessary as a result of staff turnover and absenteeism and allowed staff to gain additional skills and knowledge to assist in their career development.

Strategy 4.2 – Appointment, Promotion & Transfer – People with Physical Disabilities

There is little opportunity for people with physical disabilities to undertake outdoor employment with Council, as most of this work involves operating plant and heavy manual work.

Some barriers which were identified in providing people with physical disabilities employment within Council are:

- no disabled toilets
- no ramps/rails for access into/out of a number of building(s); however good access to the administration building
- small doorways
- small work areas
- no specialised transport available

The construction and occupation of the new administration building has addressed most of the barriers listed above.

Strategy 4.3 – Appointment, Promotion & Transfer – Promotion & Career Path Development

There were a number of appointments and promotions made during 2011/2012 to the following positions:

- Roller Operator X 2
- Wastewater Operator
- Parks & Urban Maintenance Groundsman (The Rock)
- Parks & Urban Maintenance Ganger (Lockhart)
- Grader Operator
- Workshop Supervisor (Mechanic)
- Manager Works
- Director of Engineering

- Parks & Urban Maintenance Apprentice X 2 (The Rock and Lockhart)

These positions were externally advertised in accordance with Council's recruitment and selection procedures outlined in the Personnel Management Manual.

Barriers identified to people gaining promotion and career path development with Council included:

- Very little staff turnover
- Location provides limited educational and course availability
- Limited financial resources
- Small staff, which means a relatively narrow range of positions
- No formal job rotation scheme in place

Training plans for each staff member are reviewed during annual performance appraisals. Training Plans have assisted staff with multi-skilling and career development in an effort to remove some barriers regarding appointment, promotion and transfer within Council.

Strategy 4.4 – Appointment, Promotion & Transfer – Part-time Positions

There is potential for some positions to become part-time/job share positions within Council. Council will consider all requests by employees to work part-time or job share and try to accommodate these requests to the best of its ability if by doing so does not cause major problems for its business. Council is supportive of flexible work arrangements. All reasonable requests are considered. During 2011/2012 Council had four persons undertaking part time hours, these included the position of Clerical Assistant (Environmental Services), Finance/Administration Officer, Engineering Administration Officer and Assets/Mapping Officer. The position of Executive Secretary has not been filled after the transfer of the person to Assets/Mapping Officer and the duties of the Executive Secretary have been shared among other position holders.

Strategy 4.5 – Appointment, Promotion & Transfer – Trainee positions for people under 21 years

Council has identified a number of occupations that have potential to become traineeships/apprenticeships, while still providing opportunity for career advancement within Council.

- Receptionist traineeship
- Secretarial traineeship
- Horticulture apprenticeship/traineeship
- Mechanical apprenticeship/traineeship
- Engineering assistant traineeship
- Health/Building traineeship

Council currently has three apprentice horticulturalists, all mature age.

Strategy 5 – Training and Development

Training Plans for all staff members were revised during annual performance appraisals held in 2010. Staff training planned for 2011/2012 was completed. This included both "core training" which is necessary to perform their job and "additional training" which they would like to complete, but is not necessary to competently perform their job.

Council reviewed its existing training policy in 2009

Strategy 6 – Conditions of Service

Conditions of Service for Council staff are documented in the Local Government (State) Award 2010, Salary & Performance Administrative Procedures Manual, and Employee Information Handbook. Additionally, Council has the following policies which support EEO principles and outline conditions of service:

- Provision of Protective Clothing and Equipment
- Provision of Staff Uniform
- Telephone Rents & Charges – Staff Residences
- Private Use of Motor Vehicles
- Return-to-Work Program
- Occupational Health & Safety
- Rental of Staff Dwellings
- Conference Expenses – Senior Officers
- Training Policy

- Equal Employment Opportunity
- Smoke-Free Workplace
- Drug & Alcohol Policy
- Employee Assistance Program & Trauma Counseling
- Bullying and Harassment

The Employee Information Handbook was reviewed in 2011/2012 to ensure that it remained relevant and up to date. All policies and procedures continue to adhere to EEO legislation with no grievances being received from staff regarding their conditions of service.

All new staff that commenced employment in 2011/2012 were taken through the induction process to familiarise them with their conditions of service. They were also provided with an Employee Information Handbook that clearly outlines the conditions, requirements, policies and practices of Council to ensure they have a smooth and safe entry into their workplace.

Strategy 7 – Grievance Procedures

Council adheres to the model dispute resolution clause 31 of the Local Government (State) Award 2010. There is also additional commentary and procedural details provided in the Personnel Management Manual. The Grievance Procedure includes:

- Promotions
- Development & Training
- Higher duties
- Victimisation
- Discrimination
- Harassment (including sexual harassment)
- Preferential treatment and
- Any other matters which may be the cause of some concern to an employee for reasons of equity or opportunity

Strategy 8 – Evaluation and Review of EEO Management Plan

The EEO Management Plan has been reviewed annually since its implementation in June 1994. No modifications to the EEO Management Plan occurred during 2011/2012.

Part of the requirements of this strategy is this very report which is to be included in Council's Annual Report for 2011/2012.

Section 428 (2) (o) – External bodies exercising Council functions

Lockhart Shire Council has a number of Management Committees delegated the care, control and management of functions of Council. Those operatives during 2011/2012 are listed below:

Australia Day Celebrations Co-ordinating Committee
 Bidgeemia Public Hall Committee
 Lockhart Showground & Racecourse Committee
 Lockhart Recreation Ground Committee
 Lockhart & District Historical Society Museum Committee
 Milbrulong Hall & Recreation Ground Committee
 Osborne Recreation Ground Committee
 Pleasant Hills Public Hall Committee
 Pleasant Hills Recreation Reserve Committee
 The Rock Public Hall Committee
 The Rock Recreation Ground Committee
 The Rock Showground & Golf Course Committee
 Tootool Recreation Reserve Committee
 Tourism/Economic Development Steering Committee
 Yerong Creek Public Hall Committee
 Yerong Creek Recreation Ground Committee

The function/activity delegated is obvious from the name of the committee.

Section 428 (2) (p) – Companies in which Council had a controlling interest

Lockhart Shire Council did not hold any controlling interests in any company in the period 1 July 2011 to 30 June 2012.

Section 418 (2) (q) – Partnerships, co-operatives or other joint ventures to which Council was a party

Lockhart Shire Council is a member of the Riverina Regional Library, a body set up to provide library services to nine (9) councils in the Riverina area. Council appoints two delegates to the organisation. Council is not involved in any business ventures as such with external organisations.

Section 428 (2) (r) – Rates and charges written off during the year (Clause 132 – Local Government (Rates & Charges) Regulation 2005)

A total of \$38,052.93 was abandoned during 2011/2012 for the following reasons:

Pensioner Abandonment's – Mandatory	\$ 38,052.93
Miscellaneous other reasons*	\$ <u>0.00</u>
	\$ 38,052.93

* Other reasons for abandoning rates and charges include sale of land for overdue rates – portion not recoverable, crown leases that terminate and corrections of rates and charges raised in error.

Section 428 (2) (r) – Overseas Visits (Clause 217(1) (a) Local Government (General) Regulation 2005)

No overseas visits were undertaken by Councillors, Council staff or other persons representing the Council during the 2011/2012 year. This includes trips sponsored by other organisations.

Section 428 (2) (r) – Remuneration Packages of Senior Staff (Clause 217(1) (b) Local Government (General) Regulation 2005)

Lockhart Shire Council employed one (1) senior staff person during the 2011/2012 period as General Manager. The General Manager position is, under terms of the Local Government Act, the only Senior Staff position. The General Manager received a salary package of \$158,565.00 that comprised salary, superannuation, non-cash benefits and fringe benefits tax on those non-tax benefits.

Section 428 (2) (r) – Children's Activities (Clause 217(1) (c) – Local Government (General) Regulation 2005)

Council undertook the following activities to develop and promote services and programs that provide for the needs of children:

- The Council provides a number of parks and playgrounds throughout the Shire. Playground equipment is checked for quality and condition as part of Council's risk management practices.
- The Council has swimming pools at Lockhart and The Rock. Council encourages Swim Safe programs.
- Council staff participates in careers advice activities, etc. at schools within the Shire area.
- Council assists in promoting Youth Week activities.
- Council organised youth activities throughout the year, including Loud & Proud youth festival during NSW Youth Week, Against the Grain Drama Camp and Motivational Media Presentation/Workshop-Resilience Building.

Section 428 (2) (r) – Access & Equity Activities to meet Residents' Needs (Clause 217(1) (d) (i) – Local Government (General) Regulation 2005)

In accordance with the requirements of the Local Government (General) Amendment (Community and Social Plans) Regulation 1998 the Council included in its Delivery Program a Social Plan Executive Summary and an Access & Equity Summary.

SOCIAL PLAN SUMMARY

Lockhart Shire Council initiated the development of its first Social Plan in response to the changes to the NSW Local Government Act. The Lockhart Shire Council Social Plan promotes partnership and collaborative approaches to enhance the quality of life and well being of the community.

The Social Plan comprises:

- demographic data which recognises the diversity and unique characteristics of the local community;
- a human needs assessment which has examined the well-being of the people of the area and the unmet needs of the community across a range of priority issues;
- a list of recommended actions that will enable Council to choose priority initiatives to include in its next management and/or business unit plan (Department of Local Government, 1998).

Key outcomes of the Social Plan include:

- making communities better places to live by enhancing community identity and spirit
- providing services and facilities effectively
- building community self-help and participation
- creating supportive places to live and work
- sharing the costs and benefits of community life equitably
- ensuring access for all to community goods thereby increasing social justice and promoting a fairer community, and
- developing co-operative action between the three spheres of government, the community and private sector and the community itself (Menzies, 1996).

Preparation of the plan comprised the following stages:

- identification of issues, literature review, collation of relevant data
- assessment of need through community consultations
- development of recommendations and action plans
- public exhibition of drafts; and
- preparation of final Social Plan

The preparation of the community profile and the current social/community infrastructure, also included in the plan, were prepared and provided by the NSW Department of Community Services Riverina Murray Area office.

Council's Management Plan 2011/2014 was formulated in accordance with the Social Plan including its equity and access activity recommendations.

ACCESS AND EQUITY ACTIVITY SUMMARY

The following activities were undertaken during 2011/2012 to address access and equity issues.

1. Prioritisation of Activities identified in the Social Plan – in the Delivery Program 2012/2016.

During the year the Council considered which issues had the higher priority. The following access and equity activities were included in the Management Plan 2002/2005. Please note that the reference numbers refer to Section 5 of the Social Plan.

5.1 Community Wide Issues

5.1.1 Transport, roads and traffic

- Undertake review processes on footpath access and address these according to planning/budget priorities.
- Lobby relevant Government Departments for increased funding for road maintenance.
- Continue to investigate and address the road safety concerns for school children.

5.1.2 Housing

- Undertake further investigation on the housing needs of the community in the Lockhart Shire.

5.1.3 Education, training and employment

- Consider other ways to address the concerns of access to education and training (e.g. adopting a rural/regional approach).

5.1.4 Health

- To support relevant stakeholders, where possible, in the recruitment and retention of medical/health professionals.
- Investigate appropriate action to ensure the safe disposal of syringes.
- Undertake further investigation, as required, on the health needs of the community in the Lockhart Shire.

5.1.6 Crime and safety

- Continue to make representation, where required, on the lack of Police presence.

5.2 Life Cycle Groups

5.2.1 Young People

- Identify the need to establish local support mechanisms for young people to access, when required
- Undertake further investigation, where required, on the needs of young people in the Lockhart Shire and ensure these are genuinely reflected in local planning and development processes.
- Council contributes to the services provided by a Youth Officer.

5.2.2 Families and children

- Undertake further investigation, where required, on the needs of families/children in the Lockhart Shire and ensure these are genuinely reflected in planning processes.

5.2.3 Older/aged persons

- Ongoing investigations into the needs of older/aged persons in the Lockhart Shire and ensure these are genuinely reflected in local planning and development processes.
- Undertake review processes on physical infrastructure (including footpaths and entrances to business houses) and address these according to planning/budget priorities.

5.3 Groups with special needs

5.3.4 People with disabilities

- Ensure appropriate reviews are undertaken to address access concerns regarding physical infrastructure.

5.3.5 Residents in outlying areas

- Further investigate access to activities in Wagga Wagga for all young people.
- Undertake further investigation, where required, on the needs of residents in outlying areas and ensure that these are genuinely reflected in local planning and development processes.
- Continue to promote the participation of communities living in outlying areas in local planning and development processes, where possible (eg. Shire newsletter is distributed on a monthly basis)

2. Communication of Social Plan

A copy of the social plan and/or its executive summary was available viewing at Council's office after its adoption. Copies of the Social Plan can be purchased for \$25 whilst copies of the Social Planning Executive Summary are free.

Section 428 (2) (r) – Business Activities of the Council (Clause 217(d) (ii) to (ix) – Local Government (General) Regulation 2005)

National Competition Policy has been applied to government businesses at all levels throughout Australia.

Category 1 Business Activities (Clause 217(1) (d) (ii) – Local Government (General) Regulation 2005)

Category 1 businesses have an annual sales turnover in excess of \$2 million. Lockhart Shire Council does not have any Category 1 business activities.

Category 2 Business Activities (Clause 217(1) (d) (iii) – Local Government (General) Regulation 2005)

The Council has recognised its sewerage services and domestic waste management services as Category 2 businesses.

Expenses, Revenues and Assets relating to each Category 1 Business (Clause 217(1) (d) (iv) – Local Government (General) Regulation 2005)

As there are no Category 1 businesses there are no expenses, revenues or assets to report under this clause of the Regulation.

Competitive Neutrality Principles (Clause 217(1) (d) (v) – Local Government (General) Regulation 2005)

The principles of competitive neutrality, i.e. the concept of a level playing field, are recognised by the Council.

Competitive Neutrality Pricing for Category 1 Businesses (Clause 217(1) (d) (vi) – Local Government (General) Regulation 2005)

As there are no Category 1 businesses there is no statement on competitive neutrality pricing.

With regard to its Category 2 business, Council has adopted full cost attribution for its Sewerage Service and Domestic Waste Management Services. It has not made any subsidies to the Sewerage Service or Domestic Waste Management Service but will make any subsidies explicit should it make subsidies. Council has adopted the principles of "Best Practice" for sewerage charges.

Complaints Handling Mechanism for Competitive Neutrality Complaints (Clause 217(1) (d) (vii) – Local Government (General) Regulation 2005)

A computerised complaints-handling system for handling competitive neutrality complaints has been established and is working efficiently.

The Council does not take any specific action to publicise its competitive neutrality complaints system apart from this Annual Report.

Comparison of Performance – Category 1 Businesses (Clause 217(1) (d) (viii) – Local Government (General) Regulation 2005)

Not applicable; no Category 1 businesses.

Summary of Competitive Neutrality Complaints (Clause 217(1) (d) (ix) – Local Government (General) Regulation 2005)

The Council has not received any competitive neutrality complaints in regard to its Sewerage Services or its Domestic Waste Management Service as at 30 June 2012.

Annual Statistical Reporting – Section 68 Freedom of Information Act 1989

During the period 1 July 2011 to 30 June 2012 Council received no applications under the Freedom of Information Act.

Privacy and Personal information Protection Act, 1998 (PPIPA)

The Privacy and Personal Information Protection Act 1998 (PPIPA) commenced on 1 July 2000. That Act provides for the protection of personal information and privacy of individuals generally.

The Act applies to all public sector agencies in NSW, with regard to Councils it applies to the work of Councillors, Council employees, consultants and contractors of the Council, Council owned businesses and Council committees (including Section 355 Committees).

As part of the implementation of the Act, Council has adopted a Privacy Management Plan, which is based on the NSW Privacy code of Practice principles.

During the year ended 30 June 2012, Council received no complaints in respect of its application of the requirements of the Act.

Code of Conduct

Councils Code of Conduct is based on the Division of Local Government Model Code. This Code states that Councillors, administrators, Council staff, conduct reviewers, members of Council committees and delegates of Council must comply with the applicable provisions. Complaints received during 2011/2012, the nature of the complaints and issues raised together with the outcomes are outlined below.

<u>Category</u>	<u>Nature of Issues</u>	<u>Outcome</u>
Councillor Complaint	Alleging a Councillor has breached the Code of Conduct by not declaring a Conflict of Interest	Assessed by General Manager and Councillor counselled
Councillor Complaint	Alleging a Councillor had acted in an intimidatory manner, not disclosed a Conflict of Interest and breached the Code of Conduct	Assessed by General Manager and Code of Conduct not breached
Councillor Complaint	Alleging a Councillor had breached the Code of Conduct by inferring another Councillor had breached the Code of Conduct	Assessed by General Manager and Councillor counselled
Councillor Complaint	Alleging a Councillor had not considered a matter on its merits as required under the Code of Conduct	Assessed by General Manager and Code of Conduct not breached
Councillor Complaint	Alleging a Councillor had not declared a Conflict of Interest in a matter	Assessed by General Manager and Code of Conduct not breached
Councillor Complaint	Alleging a Councillor had not declared a Conflict of Interest	Assessed by General Manager and Code of Conduct not breached
Councillor Complaint	Alleging two Councillors had not declared a Conflict of Interest in matter	Assessed by General Manager and Code of Conduct not breached
Ratepayer Complaint	Alleging a Councillor had spoken to the ratepayer in a loud and aggressive manner and therefore breached the Council Code of Conduct	Referred to an External Reviewer. Complainant did not proceed with complaint.

Public Interest Disclosure Act 1994

Council for the period January 2012 to June 2012 did not have any Public Interest Disclosures to report.

1. Statistical information on PIDs

	Jan 2012 – June 2012
Number of public officials who made PIDs	0
Number of PIDs received	0
Of PIDs received, number primarily about:	
Corrupt conduct	0
Maladministration	0
Serious and substantial waste	0
Government information contravention	0
Local government pecuniary interest contravention	0
Number of PIDs finalised	0

2. Commentary on PID obligations

2.1. Whether your public authority has established an internal reporting policy Yes

2.2. Whether the head of your public authority has taken action to meet their Yes

staff awareness obligations and, if so, how staff have been made aware.

Training provided to new staff during induction, links on NSW Ombudsman's web site, messages in staff newsletter, messages on bulletin board, messages in payslips and statement of commitment from the head of the organisation.

Government Information (Public Access) Act 2009 (GIPA Act)

Council in the 2011-2012 reporting period had received 1 application under the Government Information Public Access Act.

Statistical information about access applications to be included in annual report

	Access granted in full	Access granted in part	Access refused in full	Information not held	Information already available	Refuse to deal with application	Refuse to confirm/deny whether information is held	Application withdrawn
Media								
Members of Parliament								
Private sector business								
Not for profit organisations or community groups								
Members of the public (application by legal representative)	1							
Members of the public (other)								

* More than one decision can be made in respect of a particular access application. If so, a recording must be made in relation to each such decision. This also applies to Table B.

	Access granted in full	Access granted in part	Access refused in full	Information not held	Information already available	Refuse to deal with application	Refuse to confirm/deny whether information is held	Application withdrawn
Personal information applications*								
Access applications (other than personal information applications)	1							
Access applications that are partly personal information applications and partly other								

* A **personal information application** is an access application for personal information (as defined in clause 4 of Schedule 4 to the Act) about the applicant (the applicant being an individual).

Reason for invalidity	No of applications
Application does not comply with formal requirements (section 41 of the Act)	
Application is for excluded information of the agency (section 43 of the Act)	
Application contravenes restraint order (section 110 of the Act)	
Total number of invalid applications received	
Invalid applications that subsequently became valid applications	

Table D: Conclusive presumption of overriding public interest against disclosure: matters listed in Schedule 1 to Act	
	Number of times consideration used*
Overriding secrecy laws	
Cabinet information	
Executive Council information	
Contempt	
Legal professional privilege	
Excluded information	
Documents affecting law enforcement and public safety	
Transport safety	
Adoption	
Care and protection of children	
Ministerial code of conduct	
Aboriginal and environmental heritage	

* More than one public interest consideration may apply in relation to a particular access application and, if so, each such consideration is to be recorded (but only once per application). This also applies in relation to Table E.

Table E: Other public interest considerations against disclosure: matters listed in table to section 14 of Act	
	Number of occasions when application not successful
Responsible and effective government	
Law enforcement and security	
Individual rights, judicial processes and natural justice	
Business interests of agencies and other persons	
Environment, culture, economy and general matters	
Secrecy provisions	
Exempt documents under interstate Freedom of Information legislation	

Table F: Timeliness	
	Number of applications
Decided within the statutory timeframe (20 days plus any extensions)	1
Decided after 35 days (by agreement with applicant)	
Not decided within time (deemed refusal)	
Total	

Table G: Number of applications reviewed under Part 5 of the Act (by type of review and outcome)			
	Decision varied	Decision upheld	Total
Internal review			
Review by Information Commissioner*			
Internal review following recommendation under section 93 of Act			
Review by ADT			
Total			

* The Information Commissioner does not have the authority to vary decisions, but can make recommendations to the original decision-maker. The data in this case indicates that a recommendation to vary or uphold the original decision has been made by the Information Commissioner.

Table H: Applications for review under Part 5 of the Act (by type of applicant)	
	Number of applications for review
Applications by access applicants	
Applications by persons to whom information the subject of access application relates (see section 54 of the Act)	