



BUSINESS PAPER

**of the
Ordinary Meeting
to be Held
20 March 2023**

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

The Prayer

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

Amen

Acknowledgement of Country

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

Statement of Ethical Obligations

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

Oath or Affirmation of Office

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

Webcasting of Council Meetings

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

ORDER OF BUSINESS

OPENING WITH A PRAYER

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APOLOGIES

- Cr Gail Driscoll

MAYORAL MINUTE

Nil.

REPORT ON MAYORAL & COUNCILLOR ACTIVITIES

To be presented at the meeting.

URGENT MATTERS

Nil.

NOTICE OF MOTION

Cr Day has given notice that at the Council meeting to be held on 20 March 2023 she proposes to move the following motion:

“That Council consider celebrating International Day for People with Disability held annually on 3 December which aims to increase public awareness, inclusion, understanding and acceptance of people with a disability and celebrate their achievements and contributions to the community.

Cr Day proposes that Council invites people with disability and their families, friends and carers to come to a free fun morning/lunch in the Walter Day Park to celebrate the United Nations observed day which could include:

- Free barbeque (picnic lunch)
- Music entertainment
- Art therapy and wellness – demonstrations of art therapy, yoga, tai chi
- Guest speaker (stories from people with a lived experience of disability)

COMMITTEE REPORTS

1. **MINUTES OF THE MEETING OF THE LOCKHART SHIRE COUNCIL AUDIT, RISK AND IMPROVEMENT COMMITTEE HELD ON WEDNESDAY 8 MARCH 2023 AT 2.00PM** (GM: 23/2912)

1. **Present**

James Davis (Independent Chairperson) – remotely via MS Teams

Lloyd Hart (Independent Member) - remotely via MS Teams

Cr Andrew Rockliff (Lockhart Shire Councillor) – in person

2. **In Attendance**

Peter Veneris (General Manager) - in person

Craig Fletcher (Director Corporate and Community Services) - in person

Nadine Douglas (HR/WHS Coordinator) – part meeting only via MS Teams

Ian Roberts (Internal Auditor) – part meeting only remotely via MS Teams

Danielle McKenzie (Crowe) – part meeting only remotely via MS Teams

3. Apologies

Hong Wee Soh (Audit Office of NSW)

Luke Taberner (Independent Member)

4. Confirmation of Minutes

It was RESOLVED on the motion of Cr Rockliff and James Davis that the minutes of the meeting held on 10 November 2022, as printed and circulated, be confirmed as a true and correct record of the proceedings of that meeting.

5. Business Arising

Nil.

6. Internal Audit Reports

6.1 Recruitment and Staffing

The Chairperson invited the Internal Auditor, Ian Roberts, to present his report.

Mr Roberts gave a brief summary of his report and findings and advised that he approached the review by checking the Council's Procedure Manual for recruitment and selection and then reviewing the files of a number of recent recruitments to see how closely the Council's Procedure Manual was followed.

He noted that Council was very fortunate to have the services of a qualified HR specialist which is not always the case in smaller rural councils.

Referring once again to the Procedure Manual Mr Roberts said that it contained most of the provisions one would expect to find in such a document but identified some additional matters that should be included and these matters formed part of his recommendations.

He also noted that Council should ensure that all relevant information pertaining to a recruitment should be retained on file.

The Chairperson noted that management has accepted the Internal Auditor's recommendation.

It was RESOLVED on the motion of Cr Rockliff and Lloyd Hart that the Internal Auditor's Report and the recommendations contained therein be noted.

The Chairperson thanked Mr Roberts for his attendance.

The Internal Auditor and the HR/WHS Coordinator departed the meeting at this juncture.

7. Prior Internal Audit Recommendations – Status Report

The Chairperson referred to the prior internal audit recommendations relating to Council's Developer Contributions Plan and enquired as to when the Plan is due to expire.

The General Manager advised that the Plan was adopted by Council in August 2020 and is valid for five years. He noted that the internal auditor proposed that the recommendations be implemented at the time of the Plan's next review.

The Chairperson suggested that the review date be included in the Status Report in lieu of the comment "not commenced" as a better reflection of the current status.

Reference was also made to the status of the recommendation relating to Council's cyber security framework which was described as "ongoing" and suggested that in the circumstances and given the nature of the recommended actions it could be reported as "completed".

It was RESOLVED on the motion of Cr Rockliff and Lloyd Hart that the status of prior internal audit recommendations be noted.

8. External Audit Engagement Plan

The Chairperson invited Danielle McKenzie of Crowe to provide a brief outline of the Audit Engagement Plan (AEP) for the 2022/23 external audit. Ms McKenzie drew attention to the following matters in particular:

- A new auditing standard will apply which requires the auditor to take a different view of risk and how it is being managed within the organisation.
- IT risk will be the subject of particular focus in the 2022/23 audit.
- There will also be a focus on the impact of flood events on the financial statements e.g. whether any assets have been impacted and an impairment is required and whether government funding is being appropriately recorded.

The Director Corporate and Community Services referred to the section in the AEP regarding materiality and suggested that the Audit Office of NSW could enable some consistency across the local government sector by providing guidance and more clarity on the thresholds for materiality and also in relation to the appropriate accounting treatment of government funding received in response to natural disasters.

Lloyd Hart noted that the Office of Local Government (OLG) has released some guidelines regarding the treatment of disaster recovery funding e.g. revenue vs capital and advised that he will forward information to Council on this matter.

It was RESOLVED on the motion of Cr Rockliff and Lloyd Hart that the External Audit Engagement Plan for 2023 be noted.

The Chairperson thanked Ms McKenzie and she departed the meeting at this juncture.

9. Annual Review of Risk Register

The Chairperson referred to Risk 1.8 in the Risk Register and noted that the mitigation measures included a reference to Policy 3.7 relating to staff housing. He enquired whether Council had other types of property that also needed to be mentioned.

The General Manager confirmed that Council did own and lease other types of property however there was only a Council policy in place for staff housing.

He further advised that a Procedures Manual has been developed for the leasing and management of all commercial and residential property and that a reference to this document will be added as a mitigation measure in the Risk Register for Risk 1.8.

It was RESOLVED on the motion Lloyd Hart and Cr Rockliff that the Risk Register as tabled be noted.

10. Adoption of ARIC Work Plan for 2023/24

It was RESOLVED on the motion of Cr Rockliff and Lloyd Hart that the ARIC Work Plan for 2023/24 as presented be adopted.

11. OLG Guidelines for the Use And management of Credit Cards

It was RESOLVED on the motion of Cr Rockliff and Lloyd Hart that the *OLG Guidelines for the Use And Management of Credit Cards* be received and noted.

12. Notice of Reportable Incidents

The General Manager advised that there were no incidents to report.

13. General Business

Nil.

14. Date of Next Meeting

2.00pm Wednesday 5 July 2023.

There being no further business the meeting closed at 2.39pm.

James Davis
Chairperson

Recommendation: That the minutes of the Lockhart Shire Audit and Risk Improvement Committee meeting held on 8 March 2023 be received.

DELEGATES' REPORTS

1. POLICE AND COMMUNITY CONSULTATION GROUP MEETING HELD AT THE LOCKHART SHIRE COUNCIL ADMINISTRATION BUILDING ON TUESDAY 14 FEBRUARY 2023

(GM: 23/1900)

I report having attended the Police and Community Consultation Group meeting held in Lockhart on 14 February 2023.

The Police provided an updated in relation to Police matters and all Committee members provided updates in relation to their respective communities. The following issues were noted in particular:

- Sergeant Davies attended his first meeting as the newly appointed Sergeant at Lockhart.
- Police have identified drugs, motor vehicle incidents (motorists not driving to the conditions of the road) and mental health as issues for the district.
- Some security issues have been experienced at The Rock Showground and Golf Course.
- Police referred to The Rock Triathlon which was held recently and suggested that the host organisation needs to update its Traffic Management Plan for the event.
- St Joseph's School at Lockhart referred to the need for a school crossing in Ferrier Street.
- Local clubs were waiting on the aftermath of the NSW State election and the potential introduction of a cashless gaming card.

Cr Greg Verdon
Delegate

2. RIVERINA JOINT ORGANISATION (RIVJO) – 24 FEBRUARY 2023 AT WAGGA WAGGA

(GM: 23/2279)

I together with the General Manager attended a meeting of RIVJO in Wagga on 24 February 2023. A summary of the main issues addressed is set out below.

- With respect to advocacy the JO Board resolved to:
- Prepare a response to the Senate Inquiry into the Closure of Regional Banks; and
- Write to the Minister for Planning, after the NSW Government election to request that more work be undertaken on the Portal to make it more user-friendly for first-time users.
- The JO Board adopted a Code of Meeting Practice and a Code of Conduct

3. RIVERINA EASTERN REGIONAL ORGANISATION OF COUNCILS (REROC) – 24 FEBRUARY 2023 AT WAGGA WAGGA

(GM: 23/2279)

I together with the General Manager attended the REROC Board meeting in Wagga on 24 February 2023. A summary of the main issues addressed is set out below.

- Domonic Kennedy of the Department of Regional NSW was a guest speaker and gave a presentation on the Department's structure, roles and activities, particularly with respect to investment attraction.
- REROC has been successful in its bid for capacity building funding under the NSW government's Net Zero Acceleration Grant. REROC will receive \$155,000 to employ a staff member who is dedicated to implementing projects across the Member Councils that achieve energy efficiencies and progress towards net zero.
- REROC is considering lodging an application for funding for a project involving the identification of land zoned residential that is unlikely to be developed. The Department of Planning has indicated that they may have some funding to assist with this project, as a pilot.
- Draft membership contribution models for 2023/24 were discussed in anticipation of preparing a budget for next financial year. Previously REROC member contributions were based on a formula that incorporated a per capita component and consideration is now being given to introducing a flat membership fee. Due to RIVJO being placed in 'hiatus' an overall saving in combined membership fees is anticipated.

- The dates for the next REROC Energy and Innovation Conference have been set for 13-14 September 2023.
- The 2023 Take Charge Youth Leadership Forum will be held on 23 March at the Range in Wagga Wagga with two guest speakers and opportunities for students to participate in Capacity Building workshops.
- REROC continues to make representations on behalf of Lockhart regarding a Return and Earn Collection Point under the Container Deposit Scheme.

Cr G Verdon
Delegate

4. LOCAL GOVERNMENT NSW RURAL AND REGIONAL SUMMIT HELD AT SYDNEY ON 20 FEBRUARY 2023

(GM: 23/2656)

I attended the Rural and Regional Summit hosted by Local Government NSW in Sydney on 20 February 2023 together with the Director Engineering and Environmental Services.

Speakers at the Summit included:

- Minister for Local Government, Wendy Tuckerman MP
- Federal Minister for Regional Development, Local Government and Territories of Australia, Kristy McBain MP,
- Shadow Minister for Local Government, Veterans and Western Sydney, Greg Warren MP
- Minister for Women, Minister for Regional Health and Minister for Mental Health, Bronnie Taylor, MLC
- Shadow Minister for Health and Shadow Minister for Mental Health, Ryan Park MP
- Independent Member for Wagga Wagga, Dr Joe McGirr MP
- Minister for Regional Transport and Roads, Sam Faraway MLC
- Shadow Minister for Regional Transport and Roads, Jenny Aitchison MP
- Deputy Premier and Leader of the Nationals, Minister for Police and Minister for Regional NSW, Paul Toole MP

Common themes among the respective addresses were:

- Lack of housing in regional NSW and successful pilot projects in Albury and Forbes
- Lack of medical resources in regional NSW
- Need for further funding to maintain Council assets and grow businesses and communities
- Review of Code of Conduct policies for Councillors

Cr Greg Verdon
Delegate

5. COUNTRY MAYORS ASSOCIATION POLITICAL LEADERS FORUM HELD AT SYDNEY ON 21 FEBRUARY 2023

(GM: 23/2656)

I report having attended the Country Mayors Association (CMA) Political Leaders Forum held in Sydney on 21 February 2023 together with the Director of Engineering and Environmental Services.

The CMA presented the adopted Country Mayors State Election Priorities document which was provided to leaders of all current political parties. The priorities adopted are:

- Skills and Education
- Health Services
- Roads and Transport
- Water Security

- Housing
- Crime, Law and Order
- Telecommunications Blackspot Coverage
- Disaster Preparedness and Funding

Leaders or their representatives from the Coalition, Labor Party, Greens Party, One Nation, Shooters, Fishers and Farmers, and Animal Justice Party addressed the CMA members followed by a Q&A session. A summary of the topics covered by each speaker is set out below.

Jenny Aitchison - Shadow Minister for Regional Transport and Roads

- Support for Kids Helpline
- Increase TAFE places
- Medical resourcing
- Establish a NSW Energy Corporation

Paul Toole – Deputy Premier and Leader of the Nationals, Minister for Police and Minister for Regional NSW

- Continue grant funding programs

Mark Latham – One Nation Party

- Improve school results
- Address energy crisis

Alison Waters – Animal Justice Party

- All animals treated equally in legislation

Robert Borsak MLC – Shooters Fishers and Farmers Party

- Increase TAFE places
- Medical resourcing
- Disaster preparedness

Cate Fairman – NSW Greens Party

- Increase TAFE places
- Address RFS asset ownership
- Protect biodiversity
- Disaster preparedness

Cr Greg Verdon
Delegate

6. RIVERINA WATER COUNTY COUNCIL BOARD MEETING – 23 FEBRUARY 2023

(GM:23/2657)

To support the work of its Board members and provide regular information to its constituent councils, Riverina Water distributes a summary of the key reports from its six Board meetings per year.

The aim is to keep constituent councils informed of relevant matters including water usage, development and growth, documents and policies in development, strategies and plans and other major decisions.

The update relating to the Board meeting held on 23 February 2023 has been received and has been distributed separately to Councillors.

Recommendation: That the Delegates' Reports be received.

STATUS REPORT/PRÉCIS OF CORRESPONDENCE ISSUED

Status Report: Council Resolutions and Tasks to be finalised

Minute No:	Officer to Action	Council Resolution	Action Taken
Ordinary Council Meeting held 13 February 2023			
26/23	GM	<p>Proposed Acquisition of Land</p> <p>That subject to obtaining the landowner's consent, Council authorises the General Manager to prepare and submit a development application for the development of a car park on the land situated at Lot 2 DP1196082.</p>	DA requirements currently being determined
23/22	GM	<p>Passing of Peter Wilson</p> <p>That a message of condolence be sent to the family of Mr Wilson, thanking them for his service to the Shire community.</p>	Completed
22/23	GM	<p>Condolences – Passing of Doris Golder</p> <p>That a message of condolence be sent to the family of Doris Golder.</p>	Completed
21/23	GM	<p>2023/24 Operational Plan and Budget</p> <p>That Council:</p> <ol style="list-style-type: none"> 1. Endorse the timeline outlined in the report for the preparation of the 2023/24 Draft Budget and Operational Plan including the conduct of Councillor Workshops on 20 March and 17 April 2023 and a bus tour of the Shire on 20 March 2023. 2. Undertake a Community Satisfaction Survey prepared in-house similar to previous years as part of the 2023/24 budget preparation process. 3. Make provision in the 2024/25 Budget for outsourcing the conduct of a residents' survey to a specialised firm. 	<ol style="list-style-type: none"> 1. Councillor Workshop convened for 4.00pm on 20 March 2023. Bus tour of the Shire arranged for 20 March 2023. 2. Community Satisfaction Survey has been launched with a closing date of 6 April 2023. 3. Draft Budget to be presented to Councillor Workshop on 17 April 2023.
18/23	GM	<p>2024 Local Government Elections</p> <p>That:</p> <ol style="list-style-type: none"> 1. pursuant to section 296(2) and (3) of the Local Government Act 1993 (NSW) ("the Act") that an election arrangement be entered into by contract for the Electoral Commissioner to administer all elections of the Council. 2. pursuant to section 296(2) and (3) of the Act, as applied and modified by section 18, that a council poll arrangement be entered into by contract for the Electoral Commissioner to administer all council polls of the Council. 3. pursuant to section 296(2) and (3) of the Act, as applied and modified by section 18, that a constitutional referendum arrangement be entered into by contract for the Electoral Commissioner to administer all constitutional referenda of the Council. 	<p>NSW Electoral Commission acknowledged receiving Council's decision on 27 February 2023.</p> <p>Complete.</p>

*Lockhart Shire Council
Ordinary Meeting – 20 March 2023*

Minute No:	Officer to Action	Council Resolution	Action Taken
17/23	GM	Revision of Policy 1.25 Australian Citizenship Ceremonies Dress Code That Policy 1.25 Australian Citizenship Ceremonies Dress Code, be placed on public exhibition for a period of not less than 28 days and any submissions received be considered by Council prior to adoption of the Policy.	Exhibition period ends 20 March 2023. Report to be presented to the April Council meeting.
16/23	GM	Conflict of Interest Policy – Council Related Developments That Draft Policy 2.58 Conflicts of Interest – Council Related Developments be placed on public exhibition for a period of not less than 28 days and any submissions received be considered by Council prior to adoption of the Policy.	Exhibition period ends 20 March 2023. Report to be presented to the April Council meeting.
10/23	DEES	Lockhart Caravan Park Management Contract 1. Council invites proposals for the management of the Lockhart Caravan Park through an expressions of interest (EOI) process. 2. A further report be presented to Council following the close of the EOI advertising period.	1. Expressions of interest closed. 2. Report to be presented to the May Council meeting.
9/23	GM	Disaster Recovery Funding Arrangements In accordance with the outcome of the Councillor Workshop held earlier in the day, Council nominates the following projects for funding under the Local Government Recovery Grants Program: 1. Emily Street, The Rock – drainage improvements 2. Cole Street, Yerong Creek – drainage improvements 3. Green Street West, Lockhart – drainage improvements 4. Flood Detour Road – culvert installation 5. Waste Mgt Facilities Access Roads 6. Community information initiative (social media) 7. Access Road – Golf Club	Projects submitted to the Office of Local Government and response is awaited.
7/23	GM	Policy 1.27 Australia Day Awards Place Draft Policy 1.27 Australia Day Awards on public exhibition for a period of not less than 28 days and consider any submissions received.	Exhibition period ends on 20 March 2023. Report to be presented to the April Council meeting.
Ordinary Council Meeting held 19 December 2022			
267/22	DCCS	The Rock Medical Centre – Lease Renewal That Council negotiates a monthly rental at an amount of up to \$1500 per month.	In negotiations.

*Lockhart Shire Council
Ordinary Meeting – 20 March 2023*

Minute No:	Officer to Action	Council Resolution	Action Taken
266/22	GM	Opportunity to Purchase Commercial Property That Council accept the vendor's offer to purchase the property situated at 97 Green Street Lockhart.	Purchase has been finalised. Refer separate report to Council (item 9). Completed.
261/22	GM	Review of Organisation Structure That, subject to the successful recruitment of a Director Planning and Environment, Council adopts the three-directorate organisation structure based on the distribution of functions as shown in the attached organisation chart.	Recruitment process commenced.
Ordinary Council Meeting held 21 November 2022			
238/22	DEES	Lockhart Main Street Parking That Council: a) Allocate \$15,000 for the construction and installation of two disabled access ramps; b) Endorse the removal of the existing disabled car parking space on the south-western side of Green Street and move it to the south-eastern side; c) Remove the community parking space from the western end of Green Street and move it to in front of Valmar Community Services; and d) Liaise with Foodworks at The Rock to gauge their interest in jointly funding an all-abilities access ramp.	Work order issued. Ramps being installed March 2023.
237/22	DEES	Lockhart Airstrip That Council advertises, for 30 days, the closure of the Lockhart Airstrip and considers any submissions received.	Report being presented to March Council meeting.
Ordinary Council Meeting held 19 September 2022			
195/22	GM	Model Media Policy – Consultation Draft That the information be noted and consideration be given to adopting the Model Media Policy when Council's current Media Policy 1.2 is scheduled for review in October 2023.	Deferred for consideration in October 2023.
Ordinary Council Meeting held 15 August 2022			
160/22	DCCS	Lockhart Out of School Hours (OOSH) Care Service Council undertakes a 12-month trial period of Out of School Hours Care at Lockhart, under a single management structure for childcare services in the Shire.	Recruitment finalised. Working with Central School to set up Library.

*Lockhart Shire Council
Ordinary Meeting – 20 March 2023*

Minute No:	Officer to Action	Council Resolution	Action Taken
Ordinary Council Meeting held 18 July 2022			
147/22	GM	<p>The Rock Community Centre Council:</p> <p>a) Authorises the General Manager to purchase Lot 2, Section 17, DP758971 in accordance with the updated valuation advice received by Council, and</p> <p>b) Request the General Manager to further investigate the possible purchase of Lot 2, DP1196082 Burke Street, The Rock.</p>	<p>a) Council's acceptance of the asking price has been conveyed to the vendor. Awaiting confirmation from vendor.</p> <p>b) Superseded by minute no.26/23. Complete.</p>
141/22	GM	<p>Request for Council to Purchase Private Access Council agrees to the request in principle subject to Council and the applicants agreeing to a reasonable cost sharing arrangement.</p>	Agreement has been reached on a cost sharing arrangement. Surveyors have been engaged to commence survey of land to be transferred to Council.
Ordinary Council Meeting held 16 May 2022			
109/22	GM	<p>Tender – 109 Green Street Council declines to accept the tender received from ASCO Group (Aust) Pty Ltd for the provision of public toilets at 109 Green Street Lockhart and seek separate quotations for the individual components of the project for the following reasons:</p> <p>a) Seeking separate quotations and being able to negotiate with different contractors for the different components of the project will provide more flexibility in seeking the most cost-effective solution bearing in mind that the funding approved under Round 4 of the Stronger Country Community Fund is less than the amount for which Council applied.</p> <p>b) Accepting the one tender that has been received for the public toilets without a contract in place for the community space component of the project will prove problematic as the community space and landscaping is critical to providing access to the public toilets.</p>	<p>Unsuccessful tenderer notified of Council's decision.</p> <p>Local builder engaged for the public toilets and individual quotations currently being sought for the landscaping component.</p> <p>Landscaping initial cost estimations exceed funding available. Next step is to re-scope landscaping work.</p> <p>Toilets construction is scheduled to commence in the coming weeks.</p> <p>Modular outdoor furniture and seating prices have been sourced. Refer agenda item QBRS.</p>
Ordinary Council Meeting held 21 March 2022			
56/22	GM	<p>Development of Lockhart Industrial Estate Council prepares a subdivision application for the development of Stage 3 of the Lockhart Industrial Estate.</p>	Development application currently being prepared – surveyors engaged.
Ordinary Council Meeting held 18 October 2021			
180/21	TEDO	<p>Committee Minutes – TEDSC held 5 October 2021 Minutes of the Tourism and Economic Development Steering Committee held on 5 October 2021 be received and the recommendations contained therein be adopted with the exception that an information board be erected at Lockhart Caravan Park.</p>	<p>Information board at Caravan Park to be included in list of locations yet to be scoped.</p> <p>New maps and signs are being progressed.</p>

*Lockhart Shire Council
Ordinary Meeting – 20 March 2023*

Minute No:	Officer to Action	Council Resolution	Action Taken
Ordinary Council Meeting held 16 August 2021			
148/21	GM	<p>Proposed “Tim Fischer Way”</p> <p>Council to reinstate investigations into the erection of tourism signage indicating “Tim Fischer Way”.</p>	<p>Submission made to the Tourism Attractions Signs Assessment Committee.</p> <p>Plan to incorporate “Tim Fischer Way” touring route on new Visit Lockhart Shire website.</p> <p>New website now is live. Functionality to facilitate “Tim Fischer Way” touring route being developed.</p>
Ordinary Council Meeting held 19 April 2021			
63/21	GM	<p>Residential Development – Lockhart</p> <p>2) That Council proceed with the subdivision of Lots 62 and 90 Prichard Place Lockhart as outlined in the report.</p> <p>3) That the cost of subdividing the land be funded from the Infrastructure Reserve with the proceeds of any land sales to be returned to the Reserve.</p>	<p>The development application for Lot 62 (westernmost lot) has been approved. The application for Lot 90 has now also been approved.</p> <p>Subdivision works to be scheduled.</p>
Ordinary Council Meeting held 15 February 2021			
9/21	DCCS	<p>The Lockhart Recreation Ground Management Committee – Request for Financial Assistance</p> <p>Approve an interest-free loan to the Lockhart Recreation Ground Management Committee of up to \$70,000 with repayments being Year 1 \$4,200 and the remaining 14 years will be repayments of \$4,700 to support an application to Building Better Regions Fund – Infrastructure Projects Stream – Round Five.</p>	<p>Contracts signed, works to commence after Easter 11 April.</p>
Ordinary Council Meeting held 20 July 2020			
133/20	GM	<p>Naming of Bridges – Brookong Creek and Urana Lockhart Road</p> <p>1. Propose the bridge on Urana Lockhart Road be named Brookong Creek Bridge.</p> <p>2. Propose the culvert over Brookong Creek in Green Street, Lockhart, be named Greens Gonyah Bridge, Brookong Creek.</p> <p>3. Write to Transport for NSW advising of the proposed names for the bridge on Urana Lockhart Road and the new culvert over Brookong Creek, Lockhart.</p>	<p>Advice received on 3/8/22 from TfNSW regarding requirement for consultation with Wagga Local Aboriginal Lands Council. Information forwarded to Wagga LALC and awaiting response. Follow up email sent.</p> <p>Meeting with Transport for NSW and Wagga Local Aboriginal land Council arranged for 24 March 2023.</p>
Ordinary Council Meeting held 20 April 2020			
70/20	GM	<p>Review of Operational Land</p> <p>Council adopts the following actions in relation to the review of land classified as “operational land”:</p> <ul style="list-style-type: none"> • Approach the adjoining owner of the land situated at 2410 Albury Road, Urangeline regarding potential sale or transfer of the land. 	<p>A valuation report has been commissioned and made available to the adjoining landowner.</p> <p>Agreement has been reached for the sale of the land to the adjoining owner based on the market value as determined by the certified valuer.</p>

*Lockhart Shire Council
Ordinary Meeting – 20 March 2023*

Minute No:	Officer to Action	Council Resolution	Action Taken
Ordinary Council Meeting held 13 February 2023 – Councillor Questions & Statements			
Questions and Statements	DCCS	Cr Marston: Pony Club Stables Asked for an update on the progress of this project.	Contractor will commence works w/end of 18 March, dependent on staff availability.
	DCCS	Cr Marston: Recreation Ground Lighting Asked if the new lighting will be installed prior to the end of daylight savings?	Meetings have been held with two contractors to source quotes. Under the purchasing policy a third quote is required. Awaiting third quote.
	DCCS	Cr Driscoll: Refurbishment of Changerooms, The Rock Requested an update on the project.	DCCS advised he has sourced one quote and is attempting to source a second quote. The aim is to have the umpires' rooms completed prior to the season commencing and the netball changerooms could possibly be completed during the season.
	DCCS	Cr Sharp: Old Building, Pleasant Hills Recreation Ground Referred to an old building, possibly change rooms dating back to the 1950's, which have become dangerous, with loose roofing sheets etc. Cr Sharp asked if it can be demolished.	Councillor Sharp is to liaise with "management committee" volunteers to demolish old building.
	DEES	Cr Verdon: Drain, The Rock Central School Advised water is ponding in Ford Street, adjacent to the school, because the drain needs cleaning so water can get away to the creek.	The Director advised drain clearing will be undertaken.
Ordinary Council Meeting held 21 November 2022 – Councillor Questions & Statements			
Questions and Statements	DEES	Cr Verdon: Stormwater Drainage Has received complaints regarding the large sheds at the corner of Yerong and Urana Streets where the stormwater pipes drop straight out onto the ground causing run-off problems for neighbours in the rear lanes with water ponding. Extensions are happening to the caravan storage area and the owner appears to have installed a drain which requires investigation.	To be investigated.
	DCCS	Cr Verdon: The Rock Surgery Advised an external wall near the parking area at the doctor's surgery has been damaged and needs repair.	Contractor engaged to undertake repairs. Complete.
	DEES	Cr Verdon: Disability Access Referred to a letter received regarding access to The Rock main street for Emily Gardens residents and asked that the matter be given some attention.	Site meeting held. Work order issued to improve access.
	DEES	Cr Marston: Wetmores Lane Advised there is a damaged culvert about halfway down this road which is in need of repairs, similar to Grubben Road.	Barriers have been erected. Programmed when water dries out.

Lockhart Shire Council
Ordinary Meeting – 20 March 2023

Minute No:	Officer to Action	Council Resolution	Action Taken
	DEES	Cr Day: Access to Properties Asked how Council assists residents with responses to emergencies when properties are cut off by floodwaters. Cr Day particularly referred to a resident on Hollies Road who has been isolated by flooding several times recently.	Successful grant received to install culverts on Hollies Road. Signed Funding Deed returned to Transport for NSW. Complete.
	DEES	Cr Mathews: Housing Referred to a recent article regarding the issue of non-resident owners and vacant homes and asked if there is any way of finding out how many vacant residences are in the Shire, to assist with the housing shortage.	Three vacant properties identified by Council staff. Refer to Notice of Motion. Complete.
	DCCS	Cr Hunter: Tiled Wall outside The Rock Gym Referred to a problem with tiles on the external wall of The Rock Pool near the gym and asked what was being done to rectify the issue.	Contact has been made with builders, with no response received at this time.
	DEES	Cr Walker: Guardian Training (RFS) Asked if training was undertaken by Council staff and if the offer of assistance to complete the funding application eventuated.	The Director advised that training in how to use the system did occur. The Director will seek further assistance when the next funding round is open. Complete.
	DEES	Cr Walker: Roadside Drainage Referred to a table drain between the bike path to The Rock Nature Reserve and the road where water constantly sits out over the road and the area is not able to be mowed and asked what could be done to rectify the issue.	Table drain clearing programmed. Will be added to program for culvert installation.
	DEES	Cr Rockliff: Bidgeemia Road Advised there is a wash-away on this road just down from Bidgeemia Hall and he has been approached by a local resident to ask could Council put a culvert in when repairs are done.	Road being repaired. Will be added to program for culvert installation.
Ordinary Council Meeting held 17 October 2022 – Councillor Questions & Statements			
Questions and Statements	DCCS	Cr Mathews: Minimising Social Isolation Referred to a recent grant opportunity and advised he has spoken with some elderly residents who believe a lack of transport within Lockhart township, i.e. to access the supermarket etc, is a contributing factor to social isolation. Valmar have advised Cr Mathews they are unable to provide the service due to restrictions of the funding stream from Transport for NSW. Cr Mathews asked if there could be discussion with TfNSW to see if this might change.	The Director advised he would be happy to make representations to Valmar, and that a joint request to TfNSW could be possible. The Director also advised he could investigate other possible funding.
	DEES	Cr Hunter: Drainage Issue, Yerong Creek Mangoplah Road Referred to an issue with blocked drainage on Yerong Creek Mangoplah Road which caused problems in the rain event on Friday, 14 October and asked what action had been taken.	Funding allocated by Council, design will be prepared.

*Lockhart Shire Council
Ordinary Meeting – 20 March 2023*

Minute No:	Officer to Action	Council Resolution	Action Taken
	DEES	Cr Verdon: Drain in The Rock Recreation Ground Referred to a drain in The Rock Recreation Ground and asked that it be cleaned out.	Drain cleared. Complete.
	DEES/ DCCS	Cr Verdon: Disability Access Across the Shire Referred to Kurt Fearnley's speech at the recent Lockhart Community Bank branch birthday celebrations. The speech was a reminder that people with disabilities are entitled to access. Cr Verdon suggested an audit be carried out, with a view to improving access across the Shire, making sure all Council facilities are accessible to all residents.	Audit will be undertaken when resources permit.
Ordinary Council Meeting held 19 September 2022 – Councillor Questions & Statements			
Questions & Statements	DEES	Cr Walker: Carns Lane Reported that due to water on the road a local resident is unable to use the road to remove grain from his property and asked what can be done. He enquired whether securing an additional grader once the weather is more suitable was an option.	Carns Lane added to program. Complete.
	DEES	Cr Verdon: Aumanns Lane Acknowledged that Aumanns Lane is an unconstructed road. However, local landholders require it for access and Cr Verdon asked if it can be graded when dry.	Added to program for grading when weather permits and in line with surrounding roads. Complete.
Ordinary Council Meeting held 15 August 2022 – Councillor Questions & Statements			
Questions & Statements	DEES	Cr Walker – Vincent Road Advised this road is suffering badly from the ongoing wet weather and suggested Council could consider sealing the next 3-4km to alleviate some of the issues, possibly funded by future grant programs.	Included in most recent round of Fixing Country Roads program. Funding unsuccessful.
	DCCS	Cr Marston – The Rock Recreation Ground Referred to the drain behind the building at the Recreation Ground needs cleaning out, possibly as part of works for the Second Oval project. Cr Marston advised water is pooling in the drain and becoming stagnant.	Drain has been cleared. Complete.
Ordinary Council Meeting held 18 July 2022 – Councillor Questions & Statements			
Questions & Statements	DCCS/ DEES	Cr Marston – The Rock Pony Club Advised that pony clubs are now required to load and unload horses from their floats in an enclosed area and requested some minor improvements to facilitate this.	Meeting held with DEES, DCCS and Pony Club on 29 July. Cost estimate for minor works has been prepared.

Lockhart Shire Council
Ordinary Meeting – 20 March 2023

Minute No:	Officer to Action	Council Resolution	Action Taken
Ordinary Council Meeting held 20 June 2022 – Councillor Questions & Statements			
Questions & Statements	DCCS	<p>Cr Hunter – Yerong Creek Bowling Club</p> <p>Advised the Bowling Club are still awaiting receipt of an Occupation Certificate for the building.</p>	<p>An accredited certifier for Class 2-9 buildings has been engaged to review and identify outstanding works to be completed for the issue of an Occupation Certificate. Inspection completed and report has been received. Outstanding works being costed.</p>
Ordinary Council Meeting held 19 April 2022 – Councillor Questions & Statements			
Questions & Statements	DCCS	<p>Cr Hunter: Connectivity</p> <p>Asked if there were any outcomes from the recent meeting with the Regional General Manager of Telstra.</p>	<p>Council currently collating information on blackspots and connectivity issues across the Shire to provide to the NSW Telco Authority.</p> <p>A survey for this purpose has been distributed to Shire residents and made available on Council's website. Survey results to be presented to March 2023 Council meeting as part of TEDO's six-monthly presentation.</p>
	DEES (GM)	<p>Cr Driscoll: German Church Road "Davidsons Hill"</p> <p>Referred to the road being too narrow for heavy vehicles and the hill providing poor visibility. Cr Driscoll asked if something can be done on 500m of road in Lockhart Shire to where it meets the Wagga City Council boundary.</p>	<p>Cost estimate to be prepared and included in future budgets.</p>
	DEES	<p>Cr Verdon: Pedestrian Crossing</p> <p>Brought attention to the section of Urana Street at the post office, where heavy vehicles are causing major "shoves" impeding the travel of mobility scooters.</p>	<p>Requires substantial rectification works, to be included in heavy patching program.</p>
	DEES	<p>Cr Verdon: Roads Budget</p> <p>Asked that Council considers a widening project near "Ryans Hill" on The Rock Collingullie Road.</p>	<p>Submitted in most recent round of Fixing Country Roads. Funding unsuccessful.</p>
Ordinary Council Meeting held 10 January 2022 – Councillor Questions & Statements			
Questions & Statements	DCCS	<p>Cr Driscoll: Technology</p> <p>Referred to the address via Zoom by Council's auditor and asked if the equipment in the Council chamber could be upgraded to allow better connectivity for online participation in Council meetings.</p>	<p>Funds allocated in the 2022/23 Operational Plan Budget.</p> <p>Quotes are currently being assessed. Final quote received, being reviewed.</p>
Ordinary Council Meeting held 18 October 2021 – Councillor Questions & Statements			
Questions & Statements	DEES	<p>Cr Marston: Sign, The Rock Recreation Ground</p> <p>Referred to an information sign at the recreation ground which has information on both sides but can only be read from the footpath because of access issues, asked if the sign could be relocated nearer to the playground to allow both sides to be viewed.</p>	<p>Work to be programmed. Alternate proposal suggested by staff.</p>

*Lockhart Shire Council
Ordinary Meeting – 20 March 2023*

Minute No:	Officer to Action	Council Resolution	Action Taken
Ordinary Council Meeting held 21 June 2021 – Councillor Questions & Statements			
Questions & Statements	DEES	<p>Cr Driscoll: Community Reflection Space</p> <p>Asked if it was possible the park across the road from The Rock Central School could be utilised as a place of quiet reflection for the town, particularly for those suffering the loss of loved ones due to suicide, which has had an impact on the community in recent years.</p>	Design finalised. Quotations for work being sought.

Correspondence Received

Date sent to Councillors	From	Subject
15/2/2023	Executive Assistant	Forwarding LG NSW Weekly News of 15 February 2023.
27/2/2023	Executive Assistant	Forwarding ALGA/LGIU News & Policy Round-Up, 27 February 2023.
2/3/2023	Executive Assistant	Forwarding LG NSW Weekly News of 1 March 2023.
6/3/2023	Executive Assistant on behalf of the Mayor	Mayoral Update.
8/3/2023	Executive Assistant	Forwarding LG NSW Weekly News of 8 March 2023.
9/3/2023	General Manager	Invitation – Opening of Avondale Place Community Care, 22 March 2023.
9/3/2023	General Manager	Bus Tour – dress code recommendation.
13/3/2023	Executive Assistant	Forwarding ALGA/LGIU News & Policy Round-Up, 13 March 2023.
15/3/2023	Executive Assistant	Forwarding Local Government NSW Weekly News, 15 March 2023.

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

STAFF REPORTS

STRATEGIC DIRECTION A: A Connected and Resilient Community

1. THE GIG STATE PROJECT – IMPROVED INTERNET SERVICES AT PLEASANT HILLS AND YERONG CREEK

(GM: 23/2660)

Executive Summary

Advice has been received from the Department of Regional NSW and also contained in media releases issued by the Deputy Premier of NSW the Hon Paul Toole MP that two locations within the Lockhart Shire have been chosen to receive enhanced internet services as part of the NSW Government's Gig State project.

Report

The Gig State project aims to bring metro-equivalent internet price, quality of service and speeds to rural, remote, and regional NSW that rely on satellite internet services through investment in internet infrastructure and emerging technologies.

The NSW Government recently signed a \$50 million agreement with NBN Co to establish a network of 56 fixed wireless broadband towers, boosting internet connectivity with a faster and more reliable service.

This agreement with NBN Co is the first to be signed as part of the Gig State project's \$60 million grants program, which was announced late last year.

Within Lockhart Shire, Yerong Creek and Pleasant Hills are the two locations identified to receive the upgraded internet services.

The project will now enter a detailed planning phase, which will determine the final locations of the fixed wireless towers and the services provided in each location. The rollout of the towers is expected to start in late-2024, be implemented incrementally and be completed by the end of 2025. It is understood that NBN Co will provide communities with more details about the rollout in the coming months.

In the meantime, interested persons can register to receive regular updates about the project through www.nbnco.com.au/register.

Integrated Planning and Reporting Reference

- A2: Ensure that Lockhart Shire is well prepared to respond to adversity.
- A2: Promote community safety initiatives within the community.
- A2: Provide and advocate for services that respond to the needs of our community.
- B1: Advocate to improve television, mobile and internet coverage.

Legislative Policy & Planning Implications

Nil.

Budget & Financial Aspects

Nil.

Attachments

Nil.

Recommendation: That the information be noted.

2. CLASSIFICATION OF OPERATIONAL LAND – 97 GREEN STREET LOCKHART

(GM: 23/2661)

Executive Summary

Council recently resolved to purchase the property situated at 97 Green Street Lockhart. Council is required to classify the land as either “community” or “operational” in accordance with Chapter 6 of the Local Government Act.

Report

According to the Local Government Act, before a council acquires land, or within 3 months after it acquires land, a council may resolve that the land be classified as community land or operational land. Any land acquired by a council that is not classified is, at the end of the period of 3 months, taken to have been classified as community land.

A council has no power to sell, exchange or otherwise dispose of community land and limitations apply to the extent to which a lease or licence can be granted on community land. No such restrictions apply to land classified as operational land.

The property acquired by Council comprises a commercial building fronting Green Street described as Lot 1 in Deposited Plan 1016809 and situated at 97 Green Street Lockhart

Bearing in mind that the property includes a commercial building for which Council will require some flexibility in entering into any occupancy arrangements, it is proposed that the property be classified as operational land. Council is required to give public notice of its intention to classify or reclassify public land.

Integrated Planning and Reporting Reference

A1: Facilitate and support programs and projects within the community to make them accessible to people with all abilities.

A1: Strengthen mechanisms that support access and inclusion for our community.

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

Legislative Policy & Planning Implications

A council must give public notice of a proposed resolution to classify or reclassify public land.

The public notice must include the terms of the proposed resolution and a description of the public land concerned.

The public notice must specify a period of not less than 28 days during which submissions may be made to the council.

Budget & Financial Aspects

Council has previously resolved to fund the purchase of the subject property from the Future Infrastructure Development Reserve.

Attachments

Nil.

Recommendation: That Council give public notice on its website and in the Council Newsletter, which is distributed to all households in the Shire, that it proposes to pass a resolution to classify land situated at 97 Green Street Lockhart, comprising Lot 1 DP1016809 as operational land.

3. ANZAC DAY 2023 COMMEMORATIONS

(GM: 23/2843)

Executive Summary

Information has been received from the various RSL Sub-Branches in the Shire regarding arrangements for commemorating Anzac Day on 25 April 2023. It has been customary for Council representatives to attend and lay a wreath at the respective commemorations.

Report

Arrangements for the commemoration of Anzac Day will be as follows:

Lockhart

10.30am March departing from outside the Commercial Hotel to the cenotaph in Hebden Street

10.45am Commemoration & wreath laying service at Cenotaph.

Pleasant Hills

9.00am Commemoration Service at Pleasant Hills Public Hall, followed by morning tea.

The Rock

6.00am Dawn Service at Soldier Memorial, Urana Street, followed by gunfire breakfast at The Rock Memorial Bowling Club

10.15am Congregate for march in front of The Rock Memorial Bowling Club

10.30am March to cenotaph in Urana Street

12.30pm Luncheon at The Rock Memorial Bowling Club.

Yerong Creek

10.45am March departing from Delta Ag to Stanley Galvin Park

11.00am Anzac Service at Stanley Galvin Park

Following the service a bring-to-share lunch will be held at Yerong Creek Bowling Club.

Integrated Planning and Reporting Reference

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

A1: Build capacity, capability and partnerships to encourage sustainable community groups and clubs.

E2: Provide effective community engagement practices with the community.

E3: Promote strong and beneficial relationships between local government and service providers, other levels of government and the community.

Legislative Policy & Planning Implications

Nil.

Budget & Financial Aspects

Nil.

Attachments

Nil.

Recommendation: That Council determine its representatives to participate at the respective Anzac Day ceremonies and to lay a commemorative wreath on behalf of Council.

4. POLICY 1.28 CHILD SAFETY AND PROTECTION

(DEES: 23/3094)

Executive Summary

A new policy, Child Safety and Protection, is tabled for Council's consideration.

Report

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

However individual policies are reviewed and amended in advance of the scheduled review date when circumstances warrant. This may be prompted by factors such as a change in legislation, a change in

government policy or as a result of a need identified by the Council, management and staff or internal and external audit activities.

In December 2017 the Royal Commission into Institutional Responses to Child Sexual Abuse highlighted the need for action to make organisations across Australia safe for children. Among the recommendations from the Royal Commission is the development of standards to ensure a nationally consistent approach to embedding child safe cultures within organisations that engage with children, and act as a vehicle to give effect to all Royal Commission recommendations.

In December 1990 Australia was one of 194 countries that committed to the United Nations Convention on the Rights of the Child. This means that organisations and people working with children in NSW share responsibility for keeping children safe.

Ten standards were developed and have been legislated to ensure organisations are child safe and underline the premise that child safety is everyone's responsibility.

The Child-Safe Standards recommended by the Royal Commission provide a framework for ensuring organisations are safe for children. Based on extensive research and consultation, the Standards guide organisations to create cultures, adopt strategies and act to put the interests of children first, to keep them safe from harm and are specifically related to child sexual abuse.

The National Office for Child Safety developed National Principles for Child Safe Organisations which are derived from the Child Safe Standards, and addresses other forms of abuse (psychological, emotional and physical) and neglect.

Both the NSW Child Safe Standards and the National Principles provide guidance for child-safe practices. The OCG considers organisations in NSW that are implementing the National Principles will be simultaneously implementing the Child Safe Standards. Child safety is embedded in organisational leadership, governance and culture.

A copy of the new Policy is attached.

Integrated Planning and Reporting Reference

A3: Support our children and young people.

- Support the provision of pre-school, playgroup and childcare services within the community.
- Understand and respond to the needs of young people in the Shire through engagement and provision of a Youth Officer.
- Provide young residents with greater access to youth services.

Legislative Policy & Planning Implications

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

Budget & Financial Aspects

Nil.

Attachment

- Policy 1.28 Child Safety and Protection Policy

Recommendation: That Policy 1.28 Child Safety and Protection Policy, as presented, be adopted.

Staff Report 4: Attachment – Policy 1.29 Child Safety and Protection

1.28 Child Safety and Protection Policy

POLICY TITLE: CHILD SAFETY AND PROTECTION

FILE REF: 23/3095

REVIEW DATE: MARCH 2026

1. OBJECTIVES

The objective of this policy is to ensure compliance with child protection legislation, including mandatory reporting and responding to allegations of child abuse by staff and in the community.

This Policy also aims to:

- a) Promote the health, safety, welfare and wellbeing of children and young people in Council activities.
- b) Ensure that Council provides a safe environment for children and young people whilst on Council premises and utilising Council services.
- c) Ensure all workers engaged with Council in a child-related role have a valid Working with Children Check clearance number.
- d) Ensure workers are aware of their obligations in relation to the various child protection legislation and Council's policy.
- e) Ensure Council promptly implements procedures which are confidential and transparent when investigating and responding to allegations of "reportable conduct" as defined under the *Children's Guardian Act 2019*.
- f) Implement the Ten Child Safe Standards and what they mean to all Council employees, contractors, volunteers and Councillors.

2. POLICY STATEMENT

Lockhart Shire Council acknowledges and reflects the NSW Government's following social justice principles in its integrated planning and reporting process and the development of the Community Strategic Plan and Delivery Program in particular:

- a) Equity – there should be fairness in decision making, and prioritising and allocation of resources, particularly for those in need. Everyone should have a fair opportunity to participate in the future of the community. The planning process should take particular care to involve and protect the interests of people in vulnerable circumstances.
- b) Access – all people should have fair access to services, resources and opportunities to improve their quality of life.
- c) Participation – everyone should have the maximum opportunity to genuinely participate in decisions which affect their lives.
- d) Rights – equal rights should be established and promoted, with opportunities provided for people from diverse linguistic, cultural and religious backgrounds to participate in community life.

Lockhart Shire Council encourages children's participation in the services and activities the Council offers in line with the strategies and actions contained in the Community Strategic Plan and Delivery Program i.e.

"A3: Support our children and young people.

- *Support the provision of pre-school, playgroup and childcare services within the community.*
- *Understand and respond to the needs of young people in the Shire through engagement and provision of a Youth Officer.*
- *Provide young residents with greater access to youth services."*

Children's services and activities provided by Council include:

- a) Mobile library services
- b) TheRock OOSH (before and after school care)
- c) Lockhart OOSH (before and after school care)
- d) Sporting and recreational facilities

Ensuring Council has an appropriate child safety and protection policy in place is important in fostering an environment that responds to the views of young people and promotes children's participation in the services and activities provided by Council.

3. CHILD SAFE STANDARDS

In December 1990 Australia was one of 194 countries that committed to the United Nations Convention on the Rights of the Child. This means that organisations and people working with children in NSW share responsibility for keeping children safe.

Ten Standards were developed and have been legislated to ensure organisations are child safe and underline the premise that child safety is everyone's responsibility. The Standards guide organisations to create cultures, adopt strategies and act to put the interests of children first, to keep them safe from harm and are specifically related to child sexual abuse.

The Ten Child Safe Standards are:

1. Child safety is embedded in organisational leadership, governance and culture (refer sections 2 and 4).
2. Children participate in decisions affecting them and are taken seriously. This would most likely occur in the OOSH setting.
3. Families and communities are informed and involved. This would most likely occur in the OOSH setting.
4. Equity is upheld and diverse needs are taken in to account. (refer sections 2 and 4).
5. People working with children are suitable and supported (refer sections 4, 5 and 10).
6. Processes to respond to complaints of child abuse are child focused (refer section 6).
7. Staff are equipped with the knowledge, skills and awareness to keep children safe through continual education and training (refer section 5).
8. Physical and online environments minimise the opportunity for abuse to occur (refer section 8).
9. Implementation of the Child Safe Standards is continuously reviewed and improved (refer section 11).
10. Policies and procedures document how the organisation is child safe (refer section 11).

4. RECRUITMENT AND SELECTION

Lockhart Shire Council is committed to ensuring that all workers engaged in child-related work or come in contact with children in the community, are equipped with the knowledge, skills and awareness to keep children safe. Council will undertake a robust recruitment process, including role advertisement, pre-interview screening, reference checks and effective interviewing to assist in the recruitment of suitable workers.

Council has developed an Equal Employment Opportunity (EEO) Management Plan to ensure that all employees receive fair and equitable treatment in the workplace. Council will achieve this by ensuring that workplaces are free from all forms of unlawful discrimination and harassment through the implementation and co-ordination of programs, policies, and procedures.

Council will ensure the recruitment and selection process includes procedures that are in accordance with the *Child Protection Working with Children Act (2012)*, the *Child Protection (Working with Children) Regulation 2013* and the *Children and Young Persons Care and Protection Act 1998*. These procedures include:

- a) Relevant screening processes including Working with Children Checks and Police Checks
- b) Emphasising children's safety throughout recruitment including advertising, screening and reference checks

Induction will include clear explanation of the employee's child safety responsibilities, mandatory reporting obligations and procedures. Employees are provided with relevant documents to supporting induction including:

- a) Policy 1.4 Code of Conduct
- b) Policy 1.5 Privacy Plan and Privacy Code of Practice
- c) Policy 1.28 Child Safety and Protection Policy
- d) Policy 3.3 Bullying and Harassment
- e) Policy 3.6 Work Health and Safety

Breaches of the Code of Conduct and supporting policies may result in disciplinary action in accordance with the *Procedures for the Administration of The Model Code of Conduct for Local Councils* and the Local Government (State) Award.

5. TRAINING AND DEVELOPMENT

Council employees will be provided with training and development opportunities commensurate with their role and level of engagement with children in accordance with an Annual Training Plan and Policy 3.9 Training. This will begin with provision of relevant policies and procedures at induction, and continue through the provision of in-house training sessions, staff meetings as well as formal training that an employee may undertake through external providers.

6. COMPLAINTS MANAGEMENT

Complaints and allegations concerning the welfare, wellbeing and safety of children against Council workers will be managed in accordance with Council's policies and procedures including:

- a) Policy 3.14 Complaints Management
- b) Policy 3.15 Incident/Accident Investigation

7. REPORTING OBLIGATIONS

Where there are concerns that a child or young person is at risk of being neglected or physically, sexually or emotionally abused, staff who are 'mandatory reporters' are required to report this to Department of Communities and Justice by phoning the helpline on 132111.

Mandatory reporters should use the Mandatory Reporters Guide (<https://reporter.childstory.nsw.gov.au/s/>) to help decide whether a child is suspected to be at risk of significant harm. The Mandatory Reporters Guide covers eight key areas to help you understand if a report should be made and they include:

- a) Physical Abuse
- b) Neglect – Supervision; Environment; Food; Hygiene; Medical Care; Mental Health Care; Education - Not Enrolled
- c) Sexual Abuse – Child; Young Person; Problematic Sexual Behaviour Toward Others
- d) Psychological Harm
- e) Danger to Self or Others
- f) Relinquishing Care
- g) Carer Concern – Substance abuse; Mental Health; Domestic Violence
- h) Unborn Child

Mandatory reporters are defined as people who deliver services, wholly or partly, to children as part of their paid or professional work. This is regulated by the *Children and Young Persons (Care and Protection) Act 1998*. This includes, but not limited to, professionals working in health care; welfare; education; children's services; residential services and law enforcement.

Workers who are not mandatory reporters, as well as members of the community, can also report the suspected risk of significant harm to the Department of Communities & Justice helpline.

As a reporting body Council has obligations to report findings of sexual misconduct and serious physical assault involving children by a child-related worker to the Office of Children's Guardian.

Under the *Child Protection (Working With Children) Act 2012*, Council must investigate allegations of such conduct to make an informed finding as to whether or not the conduct occurred.

To determine whether or not the conduct meets the criteria, Council must consider the nature of the conduct itself and the context in which it occurred.

If the investigation results in a finding that sexual misconduct or serious physical assault occurred, Council must report this finding to the Office of the Children's Guardian.

8. RISK MANAGEMENT

Council will ensure that child safety is a part of the overall risk management approach. A risk assessment will be undertaken in facilities that have child related services and Council events.

Steps that must be taken to complete Council's Risk Assessment for child related services are:

- a) An activity will be identified.
- b) Hazards associated with that activity will then be recorded.
- c) A risk score for the hazards identified from the risk score matrix should be determined and recoded.

- d) Determine appropriate risk controls as reasonably practical for hazards identified and recorded.
- e) Finally determine the risk score after controls have been implemented for the hazards in which have been identified.

9. DOCUMENTATION AND RECORD KEEPING

Council's HR/WHS Co-ordinator will maintain records of Working With Children Checks, acknowledgement of the workers' understanding of their child protection responsibilities, inductions and training and development completed. Records will be electronic and be made available if requested for audit and monitoring purposes. All documentation and/or records of a confidential nature relating to allegations against workers will always be kept private and confidential.

10. SUPPORT AVAILABLE

Council provides an Employee Assistance Program (EAP) which is available to workers who have had allegations made against them and workers who have been involved in the investigative process, including those who have been involved in reporting the matter to the General Manager.

The EAP service is also available to workers and their families who may be experiencing personal difficulties including child abuse and/or allegations. The EAP is a free confidential and independent counselling service.

11. REFERENCE DOCUMENTS

In order to ensure that policies remain relevant a program of ongoing review of policies not later than every three years is maintained by Council in accordance with Policy 1.0 Policy Development and Review.

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

Legislation

Child Protection (Working with Children) Act 2012
Child Protection (Working with Children) Regulations 2013
Children and Young Persons (Care and Protection) Act 1998
Children's Guardian Act 2019
Civil Liability (Amendment (Organisation Child Abuse Liability) Act 2018
Commission for Children and Young People Act 1998
Crimes Act 1900
Local Government Act 1993
National Redress Scheme for Institutional Child Sexual Abuse Act 2018
NSW Child Safe Standards
NSW Children (Education and Care Services National Law Application) Act 2010

Policies

Policy 1.4 Code of Conduct
Policy 1.5 Privacy Plan and Privacy Code of Practice
Policy 1.28 Child Safety and Protection Policy
Policy 3,3 Bullying and Harassment
Policy 3.6 Work Health and Safety
Policy 3.10 Equal Employment Opportunity
Policy 3.14 Complaints Management
Policy 3.15 Incident/Accident Investigation
Out Of School Hours Care Service – Policies and Procedures & Guidelines

Local Government (State) Award

New Employee Handbook

Annual Training Plan

Resources available

<https://ocg.nsw.gov.au/>

<https://ocg.nsw.gov.au/our-resources>

Adopted by Council 20 March 2023

Refer minute no. xx/23

STRATEGIC DIRECTION B: A Dynamic and Prosperous Economy

Nil.

STRATEGIC DIRECTION C: An Environment that is Respected and Protected

5. PROJECT ENERGY CONNECT

(GM: 22/2662)

Executive Summary

An update is provided in relation to Project EnergyConnect involving the construction of a new 330 kilovolt above ground transmission line between Robertstown in South Australia and Wagga Wagga in NSW.

Report

Council will be aware from previous reports that Transgrid is constructing a 330 kilovolt above ground transmission line between Robertstown in South Australia and Wagga Wagga in NSW which passes through a number of local government areas including Lockhart Shire.

The contractor for the project, SecureEnergy has provided a construction update. It is noted that construction of the accommodation camp on the corner of the Lockhart Collingullie Road and County Boundary Road has commenced and is expected to be occupied by May 2023. Other information in relation to the project is contained in the Construction Update a copy of which is attached.

Integrated Planning and Reporting Reference

C1: Ensure responsible development practices are exercised.

Legislative Policy & Planning Implications

Project EnergyConnect has been declared Critical State Significant Infrastructure and as a result in terms of planning approvals the NSW section of the project was assessed and approved at a State Government level under the Critical State Significant Infrastructure process.

Budget & Financial Aspects

Nil.

Attachments

- SecureEnergy - Project EnergyConnect Construction Update

Recommendation: That the information be noted.

Staff Report 5: Attachment – Project Energy Connect Construction Update



Project EnergyConnect Construction Update

February 2023

Construction Activity

We are writing to update you on Project EnergyConnect, Australia's largest transmission project. The project will connect the electrical grids of New South Wales, South Australia and Victoria, improving reliability of our nation's energy supply.

SecureEnergy has been contracted by Transgrid to deliver part of EnergyConnect with the construction of 700km of new power lines from the SA border to the regional energy hub of Wagga Wagga (refer Image 1). The project is due to be completed by early 2025.

As part of EnergyConnect we will be constructing a worker accommodation camp at the corner of County Boundary Road, and Lockhart Collingullie Road, Lockhart which will house our workers during main construction activities. Before we can commence building the workers' accommodation at Lockhart, there are a few activities that need to be completed first.

Construction of the access point for Lockhart camp is scheduled to commence late February 2023 with clearing and grubbing activities of the camp site to follow.

Occupancy of the Lockhart camp is expected in May 2023. The camp will accommodate 240 project team members.

Enabling works

Enabling works are low-impact, pre-construction activities that enable the main construction activities to commence.

Construction of the access point for the Lockhart camp will include establishing vehicle access and egress points to ensure safe vehicle movements.

Our crews will be working daily as required, Monday to Sunday 7am to 7pm in approved Out of Hours Work.

You can expect to see our crews using equipment such as a grader, excavator, rollers, water truck and tipper trucks while they construct the access point into the camp site.

Approved roads

Our crews will be using the approved roads to carry out any works. Please see the list below.

State roads

- Sturt Highway

Regional roads

- The Rock-Collingullie Road
- East Street





- Reid Street
- Urana-Lockhart Road
- Brookong Creek Road

Local roads

- Bullenburg Road, The Rock
- County Boundary Road

Please take care when using these roads and be alert to construction traffic.

Water Point Access

We will also be accessing water during the construction of the access point. Our team will be using the existing water fill point located at East Street and Lockhart the Rock Road (Refer Image 2).

The establishment and use of water supply points are required early in the overall construction program to support road upgrades and pre-construction minor works, and to facilitate the commencement of substantial construction.

All work will be carried out in line with the project's Conditions of Approval and Construction Environmental Plan.

How we manage our work

The Project Team will use machinery that generates noise, light and vibration. To manage this work, we will:

- Minimise the number of plant/vehicles to be used
- All plant/vehicles to be maintained and serviced
- Machinery will be turned off when not in use
- All works will be undertaken during dayshift hours however if lighting is required, direct temporary lighting down and away from residents
- Fit equipment with devices to minimise noise, particularly reversing squawkers
- Monitor noise so we can manage any potential impacts and adjust our work as required.

Keeping you informed

We thank you for your patience and understanding during these construction activities.

Please feel free to contact us by phone 1800 49 06 66 or email community@secureenergyiv.com.au or logon to www.transgrid.com.au/energyconnect for further information about the project.



**6. LOCAL ENVIRONMENTAL PLAN REVIEW – LOCAL HOUSING AND EMPLOYMENT STRATEGY
(23/3143)**

Executive Summary

Council at its meeting held on 19 December 2022 resolved that the Draft Local Housing and Employment Strategy be placed on exhibition for public comment.

Council recently completed public exhibition of the Draft Strategy. The following report has now been submitted by the consultants engaged by Council to undertake the review of the Lockhart Local Environmental Plan (LEP). The purpose of this report is to respond to the submission received during the community consultation period and identify the next steps to finalise the Strategy.

Report

Lockhart Shire Council has engaged Habitat Planning to prepare the Lockhart Shire Local Housing and Employment Strategy (“the Strategy”). A copy of the Strategy has been separately distributed to Councillors.

The purpose of the Strategy is to guide the future development and use of residential and employment lands within Lockhart Shire for the next 20 years.

Upon completion, the Strategy will inform the preparation of an updated Local Environmental Plan, providing a community driven and expert led direction for targeted growth across the Lockhart LGA.

A constraints and opportunities analysis was undertaken as part of the preparation of the Strategy, as well as a review of demographic data and previous strategic planning investigations.

Key investigation sites were identified for future growth to cater for the long-term needs of the two main towns of Lockhart and The Rock, balancing the existing supply with the particular environmental and servicing constraints of new land identified for development.

Following Council’s adoption of the draft Strategy, it is recommended that the process be progressed to preparation of a Planning Proposal to formally implement the changes to the Lockhart Local Environmental Plan.

Community Consultation

At various stages throughout the development of the Strategy, the Council, community and relevant stakeholders were provided with opportunities to offer feedback and seek clarification.

Following the preparation of the Draft Strategy, Council placed the document on public exhibition from 9 January 2023 until 6 March 2023.

Copies of the Draft Strategy have been made available for viewing at the Council’s Administration Building, 65 Green Street Lockhart as well as The Rock, Yerong Creek and Pleasant Hills Post Offices.

A publicity campaign involved the following:

- Notice published in the Council newsletter.
- Static displays containing all exhibition material for viewing purposes in the Council’s Administration Building in Lockhart, as well as post offices in The Rock, Yerong Creek and Pleasant Hills.
- Consultant planning and Council planning staff available (on demand or by appointment or telephone) to assist with any inquiries relating to the Strategy.

Submissions

During this period, one submission from the general public was received. A copy of the submission received during the public exhibition period is attached.

A summary of the submission received during the public exhibition period and a response is provided below.

1. R5 Large Lot Residential at Lockhart

A submission has been received from the owner of residential lots within the R5 Large Lot Residential zone in South Lockhart and sought to have that land rezoned to RU5 Village zone and the minimum lot size to be reduced from two hectares to “1.9 acres”. After considering the submission, it has been determined that the desired outcome is broadly in line with the Strategy’s goals.

It is recommended the R5 Large Lot Residential zone in South Lockhart remains unchanged, though the Minimum Lot Size is reduced to from two hectares to a smaller lot minimum size of 7,500m². The draft Strategy has been updated to reflect this.

The lots identified in the submission were 126, 128, 129 and 130 in DP756429, addressed as Barton St, Lockhart, however it is noted that there is potential for similar opportunities on the land surrounding the submitter's properties.



Figure 1- Subject Lots

The cost of developing a lot for residential subdivision has recently been prohibitive in Lockhart due to the cost of construction and servicing when compared to the potential return from lot sales. Ability for privately initiated larger lot subdivision would indicate confidence in the sales potential of the lots for residential use as well as the success Council has achieved by earlier developing land.

While the submission suggests a zone change from R5 Large Lot Residential to RU5 Village, there is enough land supply in the existing RU5 Village Zone and smaller lot sizes, without adding surplus. Likewise, the outcome being sought by the submitter is appropriate within R5 zone with an altered minimum lot size.

Retaining the R5 Large Lot Residential Zone would also help to retain the character of the area and reflect an orderly transition from higher to lower density dwellings.

A balance of lot size and proportions, environmental constraints, lifestyle, access, servicing capacity and any other considerations set out in the Development Control Plan should be assessed during a proposal to reduce the minimum lot size.

The lots within the zone range from approximately 12,400m² to 44,200m² and will allow for a variety of lot configurations and orderly pattern of subdivision.



Figure 2 - Lot Size Analysis, subject zone

When calculating potential lot yield for the R5 Large Lot Residential zone, the strategy has assumed a 5,000m² lot size. Increasing the lot size to 7,500m² would reduce the potential yield by around fifty lots and ten years' supply.

Given the total supply available over the next twenty years, factoring both common growth and high growth scenarios, it is considered an acceptable outcome for the zone.

It is anticipated the existing infrastructure and the cost to extend it will guide the spread of future subdivision within the zone. Prior to reducing the minimum lot size, suitable testing should be performed to ensure the land's capacity for effluent disposal.

Road reserves exist within the area and depending on the location of any proposed subdivisions, sealed roads may have to be provided, likely with a spoon drain (rather than kerb and gutter).

Electricity is currently provided along Day Street and Barton Street and will have to be extended to service new subdivisions.

Water supply is currently provided along Day Street and Barton Street and will have to be extended to service any new subdivisions.

2. R5 Large Lot Residential at The Rock

Refer to pages 74 and 76 of the updated Strategy.

Feedback during consideration of the draft Strategy with Council and others has indicated that there is greater interest in the community for R5 Large Lot Residential land to accommodate future growth at The Rock. It is considered appropriate that the Strategy allow for variation in lot outcomes, including larger residential lots in appropriate locations.

Two areas are already zoned R5, at the northern and southern edges of the town, which were not included as key investigation sites in the draft Strategy. Initial reviews indicate that each of these sites are similarly serviced with roads, electricity and water supply.

During the consultation process, anecdotal information indicated sites north of Burkes Creek would not be preferred, due to flood risk. The Rock Flood Study (2014) also indicated a lack of suitable access via the singular road and the submerged Collingullie Road bridge during flood events, cutting the area off from the town.

This has led initially to the R5 zone in the south being the preferred site, although achieving future development outcomes will ultimately require further consideration of infrastructure availability and cost benefit analysis. Preference would be that development of the land would be a landowner or developer led process rather than Council funded.

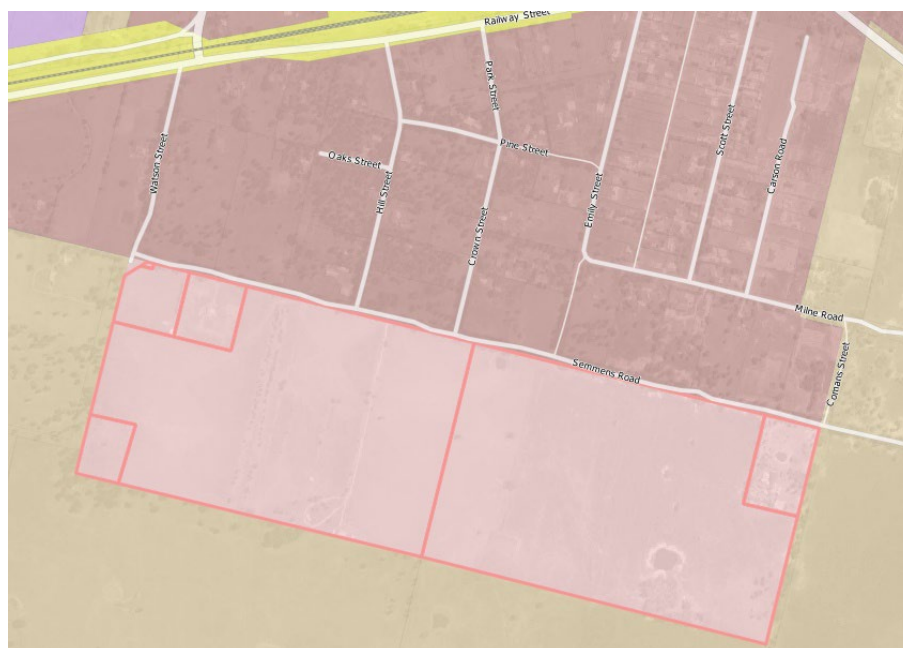


Figure 3 - R5 Large Lot Residential Zone at south of The Rock

A potential lot yield has been calculated, similarly assuming 7,500m² lots and reserving 20% for infrastructure, resulting in 85 lots.

It is anticipated the existing infrastructure and the cost to extend it will guide the spread of future subdivision within the zone.

Prior to reducing the minimum lot size, suitable testing should be performed to ensure the land's capacity for effluent disposal.

Sealed roads are provided to within approximately 200m of Semmens Road, at the northern boundary of the zone. Sealed roads may have to be provided, likely with a spoon drain (rather than kerb and gutter).

Electricity is currently provided up to Semmens Road and will have to be extended to service new subdivisions.

Water supply is currently provided along Semmens Road and will have to be extended to service any new subdivisions.

Conclusion

Having completed public exhibition of the Lockhart Shire Local Housing and Employment Strategy, it is recommended that:

- a) Council adopt the draft Lockhart Shire Local Housing and Employment Strategy with changes based on consideration of submissions.
- b) Council now progress with the preparation of a Planning Proposal process to formally implement the recommended planning actions of the Strategy into the Lockhart Local Environmental Plan 2012.

Integrated Planning and Reporting Reference

- C1: Our environmental practices are sustainable
- C2: Flora and fauna are protected across the Shire
- C3: Our open space and natural environment are protected for future generations
- D2: Our planning and development controls work to attract new residents and investment

Budget and Financial Aspects

Council has allocated funds in its 2022/23 budget to undertake the LEP review.

Attachments

- 1) Submission to the Draft Local Housing and Employment Strategy
- 2) The Local Housing and Employment Strategy has been separately distributed to Councillors.

Recommendation: That:

- 1) Council adopts the draft Lockhart Shire Local Housing and Employment Strategy with changes based on consideration of submissions.
- 2) Council now progresses with the preparation of a Planning Proposal process to formally implement the recommended planning actions of the Strategy into the Lockhart Local Environmental Plan 2012.

Staff Report 6: Attachment 1 – Submission to the Draft Local Housing & Employment Strategy

Received via email:

Hi David,

Thanks for your email and guidance on how to make a submission.

My submission is as follows:

I refer to the Lockhart Shire “Local Housing & Employment Strategy”(the Strategy) currently on exhibition. I make this submission in the capacity of being joint owner of Lots 126,128 129 and 130 in DP 756429 in Barton St, Lockhart.

I commend the Council for preparing and releasing the strategy. The development of the strategy is a very important step in the strategic planning for the towns and villages in Lockhart Shire Council.

We have purchased the abovementioned land in Lockhart for many of the very good reasons identified in the strategy and this submission requests that the Lockhart LEP be amended so that the four lots described above be rezoned to RU5 Village. Such a rezoning would make available additional land for residential housing. This objective aligns with the intent of Council to undertake a review of its 2012 LEP (refer page 16 of the Strategy)

Subject to the request rezoning progressing, my co-owners and I would lodge a DA to subdivide the 4 lots into 8 lots, each approximately 1.9 acres in size. Indeed, the entire portion of land comprising the four abovementioned lots as well as Lots 125 and 127 would be an appropriate landuse planning outcome and lead to more land being made available for residential development in Lockhart. Consideration could also be given to rezoning the land immediately to the west of Lots 126,128 and 130 (and across to Day St)

The location of the land lends itself to development in the short term for the following reasons:

- Water and electricity infrastructure exists in proximity to the parcels of land. Subject to the rezoning of the land and as a condition of subdivision, my co-owners and I would fund the provision of electricity and water to each lot
- 1.9 acre lots are cheaper as lifestyle lots and are more manageable to the owners. Such lots are in demand to a wide cross section of potential purchasers.
- 1.9 acre lots allow a large, single-story residence together with a 3 bay shed, pool and enough land area for an on-site septic system to discharge its treated effluent.
- The parcels of land are within 2 kilometres (3 minute drive) of the Lockhart CBD via all-weather roads.
- The parcels of land are flat and cheaper to develop and not subject to flooding.
- The southern side of Lockhart is a sought-after area in which to live as well as providing more land for the growth of Lockhart.
- The affordability of the lots would be a key part of marketing the subdivision (and it is expected that the land would be sought after in the same way that similar size lots (developed by LSC) in The Rock sold some three to four years ago.
- Such a subdivision would also align with one of the stated priorities of the Lockhart Tourism and Economic Development Strategy which is “attracting and retaining businesses and residents” (refer page 16 of the Strategy)
- The rezoning and subsequent subdivision would also assist Council to achieve “Planning Priority 7” of the Lockhart Shires Local Strategic Planning Policy” (refer page 15 of the Strategy which states in part “the LSPS notes a lack of housing diversity has resulted in mixed outcomes.

Thanks for taking the time to consider this submission and I look forward to hearing the outcomes of the submission.

Yours Sincerely

Clint Davies.

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

7. ENGINEERING AND ENVIRONMENTAL SERVICES REPORT

(DEES)

Executive Summary

Monthly report on engineering and environmental services matters.

Background Information

General

Council was successful in receiving grant funding under Fixing Local Roads to upgrade the concrete causeway at Hollies Road. Tree removal and table drain clearing has commenced.

Works

September Storm Event: Emergency works for the September 2022 storm event continue on rural and unsealed roads.

Working with Damage Control Project Management (DCPM) regarding funding for weather affected roads. Ongoing.

Lockhart Kywong Rd – Fargunyah Ln: Survey and design to be completed by end January.

Mittagong Yerong Creek Road: Culverts have been ordered and delivery is under way. Construction scheduled to commence April 2023, weather permitting.

Depot Improvements: Security gates for the Lockhart works depot have been ordered and installation will take place in May 2023. Currently seeking quotes for an office/lunchroom for The Rock depot.

Local Roads and Community Infrastructure Grants Program (LRCI):

- Lockhart Rec Ground: Sealing work in progress. Minor works to complete.
- Henty Pleasant Hills Rd: Clearing has been completed with rehabilitation to commence.

Bidgeemia Road: Heavy patching on Bidgeemia Road under the Fixing Local Roads Pothole Round.

Unsealed Road Maintenance of Shire gravel roads: Maintenance has been conducted on Webbs Lane, Barracluffs Lane, Mt Ulva Road, Chambers Lane, Boyds Lane, Humphries Lane, Edwards Lane.

Maintenance Crews: Maintenance crew have been attending to sign maintenance and building rock cages for culverts. Pram ramp construction has started at Emily Gardens The Rock. Table drain maintenance has begun in Lockhart village.

Parks & Gardens

Sculpture & Heritage Trail

“Get Around Back” by Stuart Spragg, and the Brookong Station fence, have been removed and stored while works on the site next to the Commercial Hotel are carried out. Both pieces will be included in the new landscaping.

Walter Day Park

A new style of swing has been installed at the playground thanks to the Lockhart Lions Club. The **Tango face-to-face swing seat** is a unique design promoting interaction and communication between generations during play, allowing an adult (or older child) to swing face-to-face with the toddler which enhances positive interaction whilst, of course, having fun.

Parks and Gardens

Garden maintenance has been stepped up to get weed growth back under control, efforts have been concentrated around high traffic areas. Irrigation systems are being checked regularly and maintained as required.

Weed Control

Weed control by mechanical and chemical methods is being conducted within urban areas as resources and conditions allow. Pesticides commonly used are Glyphosate and Dicamba. Signage will be placed at property entrance when spraying is in progress.

Mowing and Slashing

The summer mowing schedule has continued; due to high growth conditions most areas have needed to be mowed again after the Christmas break. Extreme weather conditions will be considered when scheduling slashing. Fortnightly mowing and edging is being scheduled for most irrigated areas.

Trees

Removal of Athel Pines on Council-controlled land has commenced with East St/Albury Rd.

Watering of trees planted in the last two years is being conducted weekly.

Lockhart Shires Street Tree Policy 2.44 states; 'Council is responsible for the planting and maintenance of street trees, including the selection of species, regular health, and safety checks, pruning, and removal and replanting requirements. Resident concerns regarding street trees, including species selection, maintenance and/or removal should be made in writing and addressed to the General Manager. Such issues will be resolved based on risk and available budget and resources.

Development Approvals

The following development applications were approved, with conditions, from 1 February to 28 February 2023.

DA/CDC No	Development	Applicant	Site of Development
DA34/23	Subdivision (two lots)	Steven Halligan	5 Hill St, The Rock
DA40/23	New dwelling	GJ Gardner	7 Cox St, Yerong Creek

Legislative Policy and Planning Implications

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

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

Integrated Planning and Reporting Reference

C2: Flora and fauna are protected across the Shire.

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

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

Budget and Financial Aspects

Will be conducted within Council's allocated budget.

Attachments

Nil.

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

8. LOCKHART AIRSTRIP

(DEES: 23/2947)

Executive Summary

Council leases part of Mr Alan Mulholland's land for use as an airstrip for Lockhart. The lease expired on 30 June 2020. Council can renew the contract for another five years or a differing term or cancel the lease.

Background

In 2005 Council, jointly with the Wagga Wagga Gliding Club (WWGC), entered into an agreement to lease land from Mr Alan Mulholland for use as an airstrip. In 2011 the WWGC advised that it had gone into recess, leaving Council as the sole lessee. On expiration of the lease Council investigated the option of cancelling the lease due to the cost of the lease and the ongoing maintenance. The low volumes of air traffic and prevalence of private airstrips were also factors in the discussion.

In June 2011 Council agreed to renew the lease for five years at a cost of \$2,000 p.a. indexed to CPI, which was again renewed in 2015. The budgeted maintenance cost is \$5,150 p.a. primarily for regular mowing.

One of the main drivers for the most recent extension in 2015 was for fire-fighting purposes. Feedback from the Rural Fire Service (RFS) has been received where they have advised that they are moving towards only operating firefighting aircraft out of registered airstrips; being Wagga Wagga and Griffith in the region. They have also advised that, if Council cancels the lease, they will write off the existing tanks due to their age rather than try to move them to another location.

Report

In October 2022 Council received a request from the current lessor requesting an inspection of the air strip due to the poor condition and stating that a plane was damaged on landing. Following the inspection and the need to complete upgrade works, a report on the lease was presented to the November Council meeting. Council resolved to advertise for 30 days, the closure of the Lockhart Airstrip and consider any submissions received. The submission period has now closed.

Submissions were received from the following parties:

- Sylvia Mulholland
- Jackson Strong
- Jim Morgan
- Simon Clarke
- Rodney McDonnell
- Robyn McDonnell
- Jessica McDonnell
- Lockhart Lions Club
- Wagga City Aero Club
- Richard Carn
- Chris Cox

The submissions were all in favour of retaining the airstrip, citing tourism benefits and emergency service use. The submissions have been distributed under separate cover. The Rural Fire Service, State Emergency Services and NSW Police were contacted and all stated they would not use the airstrip. Submissions also included proposals to lease the hangar at the airstrip, which Council has previously consented to.

Further investigations have been carried out into the status and maintenance requirements of the airstrip. The Australian Government Civil Aviation Safety Authority has two categories of aerodromes, certified aerodromes, and aircraft landing areas (uncertified aerodromes). Under Part 139 of the Civil Aviation Safety Regulations (CASR), it is the pilot's responsibility to determine the suitability of an uncertified aerodrome including monitoring obstacles. Aerodrome manuals, safety management systems, technical inspections or officer training are required. Considering this, no major upgrade works are proposed.

The current year amount paid to the lessor is \$2,575. The original lease provided 50 acres of Community Forest for grazing for a two-year term commencing 1 January 2005.

Integrated Planning and Reporting Reference

D1: Plan sustainable transport strategies.

Legislative Policy & Planning Implications

The airstrip is required to meet current Civil Aviation Safety Authority (CASA) regulations.

Budget & Financial Aspects

Council's budget currently includes the lease fee and maintenance.

Attachments

- Submissions, distributed under separate cover.

Recommendation: that Council:

- Prepares a new lease for the use of land being Certificate of Title Volume 15397 Folio 249 being Part Portion 49 for use as an airstrip for the amount of \$2,500;
- Renews the lease for a period of 12 months, during which time the use of the airstrip be monitored;
- Undertakes a review of the lease to ensure any clauses referring to the Community Forest comply with the gazetted use of that Crown reserve; and
- Investigates options for leasing the airstrip hangars to interested parties.

9. REVIEW OF ROAD CLASSIFICATION

(DEES: 23/3039)

Executive Summary

The review of the Lockhart Shire Council road classification has been completed. The proposed changes are presented to Council for endorsement.

Background Information

Council received several requests to reclassify roads with a view to either upgrade the road from a gravel road to a sealed road or to a higher classification of gravel road receiving a higher service level. Justification for reclassification of roads is difficult as Council's Policy 2.17 Local Roads Classification & Maintenance offers a local road classification based on asset typology e.g., whether a road is sealed or unsealed, rather than its function.

A review of the Lockhart Shire Council road classifications was undertaken to identify changes to the network to ensure the network meets the needs of the community and industry, within the available levels of funding.

At the March 2022 Council meeting Council resolved to:

1. *Establish a Road Classification Working Group to oversee a review of road classifications in the Shire; and*
2. *Nominate the following Councillors to participate in the Working Group*
 - A Ward Cr Rockliff*
 - B Ward Cr Sharp*
 - C Ward Cr Verdon*

The Working Group has met and agreed to proposed changes which was distributed to all councillors for comment.

The changes presented by Council staff and the working group are summarised in the table below:

NAME	Class 1 (km)	Class 2 (km)	Earth Formation (km)
Adams Lane	-2.7	2.7	
Albert Smiths Lane		3.2	-3.2
Aumanns Lane		1.8	-1.8
Bankvale Road	-5.2	5.2	
Bulloc Hill Road		1.7	-1.7
Carrolls Lane		2.4	-2.4
Clancys Lane		0.5	-0.5
Fargunyah Lane		3.2	-3.2
Frank Westblades Lane	8.2	-8.2	
Geddes Lane		1.0	-1.0
Gilmours Lane		1.2	-1.2
Illetts Lane	-2.5	5.1	-2.6
Janetskes Lane		3.8	-3.8
Krauses Lane		2.3	-2.3
McRories Lane	-5.9	5.9	
Mittagong Yerong Creek Road	-4.6	4.6	
Napier Road	-5.2	5.2	
Poverty Lane		2.7	-2.7
Rawson Park Road	-0.6	0.6	
Vincent's Road	8.7	-8.7	
Wetmores Lane	-6.2	6.2	
TOTAL	-16.0	42.4	-26.4

The total proposed was to change 16km of Class 1 (C1) to Class 2 (C2) and change 26.4km of Earth Formation (EF) to Class 2.

The proposal was distributed to all councillors via email. The feedback received is outlined below:

- Cr Mathews – no downgrade from Class 1 to Class 2
- Cr Marston – no downgrade of Wetmores Lane, Illets Lane, Mittagong Yerong Creek Road
- Cr Verdon – McRories Road
- Cr Hunter – McRories Road, Adams Lane

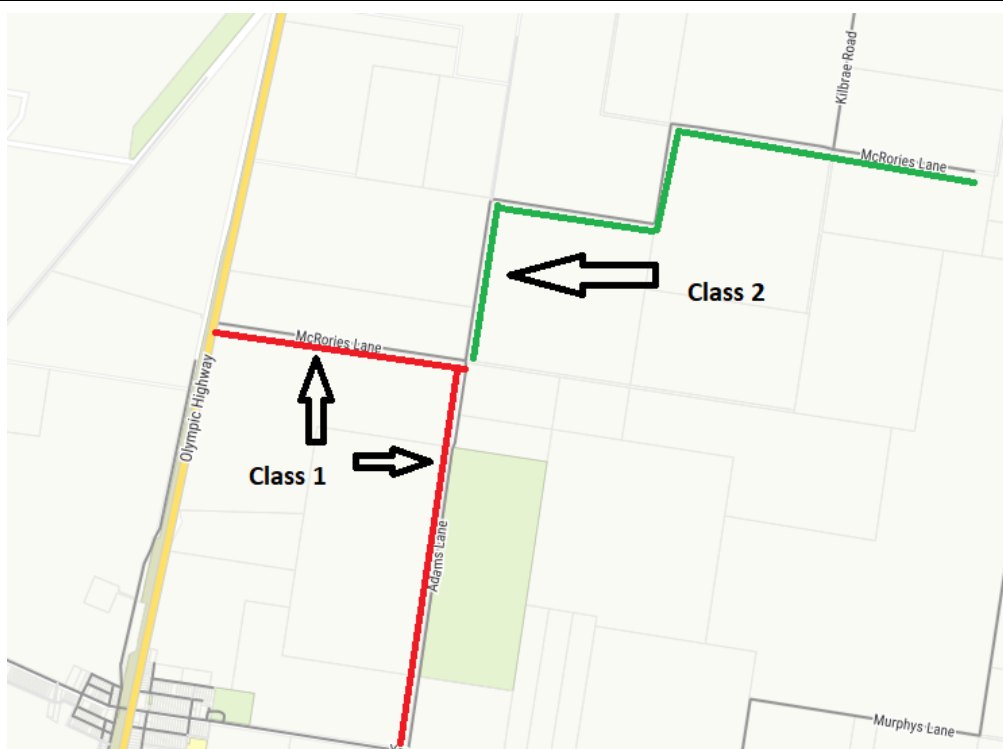
Based on the feedback the total changes proposed now are: change 5.9km of Class 2 to Class 1 and change 26.4km of Earth Formation to Class 2.

NAME	Class 1 (km)	Class 2 (km)	Earth Formation (km)
Adams Lane	0	0	0
Albert Smiths Lane		3.2	-3.2
Aumanns Lane		1.8	-1.8
Bankvale Road	-5.2	5.2	
Bulloc Hill Road		1.7	-1.7
Carrolls Lane		2.4	-2.4
Clancys Lane		0.5	-0.5
Fargunyah Lane		3.2	-3.2
Frank Westblades Lane	8.2	-8.2	
Geddes Lane		1.0	-1.0
Gilmours Lane		1.2	-1.2
Illets Lane		2.6	-2.6
Janetskes Lane		3.8	-3.8
Krauses Lane		2.3	-2.3
McRories Lane	0	0	0
Mittagong Yerong Creek Road	0	0	0
Napier Road	-5.2	5.2	
Poverty Lane		2.7	-2.7
Rawson Park Road	-0.6	0.6	
Vincents Road	8.7	-8.7	
Wetmores Lane	0	0	0
Total	5.9	20.5	-26.4

Considering Councils Policy 2.17 Local Roads Classification & Maintenance, the definition of a Class 1 gravel road is *“being gravel roads which, as well as providing access to individual properties, form essential connecting links for “through” traffic or are otherwise of strategic importance.”*

Based on the definition in the policy it is proposed to keep Adams Lane, Mittagong Yerong Creek Road and Wetmores Lane as Class 1 as suggested in the feedback.

With regard to the definition of Class 1, changes are proposed to McRories Lane to have the section past the intersection with Adams Lane as a Class 2 road. This would see McRories Lane and Adams Lane remain Class 1 as shown below.



The final proposed changes are detailed below:

NAME	Class 1 (Km)	Class 2 (Km)	Earth Formation (Km)
Adams Lane	0	0	0
Albert Smiths Lane		3.2	-3.2
Aumanns Lane		1.8	-1.8
Bankvale Road	-5.2	5.2	
Bulloc Hill Road		1.7	-1.7
Carrolls Lane		2.4	-2.4
Clancys Lane		0.5	-0.5
Fargunyah Lane		3.2	-3.2
Frank Westblades Lane	8.2	-8.2	
Geddes Lane		1.0	-1.0
Gilmours Lane		1.2	-1.2
Illetts Lane		2.6	-2.6
Janetskes Lane		3.8	-3.8
Krauses Lane		2.3	-2.3
McRories Lane	-4.1	4.1	
Mittagong Yerong Creek Road	0	0	0
Napier Road	-5.2	5.2	
Poverty Lane		2.7	-2.7
Rawson Park Road	-0.6	0.6	
Vincents Road	8.7	-8.7	
Wetmores Lane	0	0	0
Total	1.8	24.6	-26.4

This proposal has 1.8km of new Class 1, and 24.6km of new Class 2 roads.

The estimated costs to enable this improvement to the road classification is \$915,000. To achieve this improvement in service levels it is proposed to make the current casually employed grader crew to permanent staffing in the Engineering Directorate and roll out the upgrades over several financial years as aligned with the current gravel re-sheet program. An increase in Council unsealed roads budget will be required. Furthermore, it is proposed to delay the changes until such time as the Flood Recovery Grant money is spent by Council.

Legislative Policy and Planning Implications

Nil.

Integrated Planning and Reporting Reference

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

Budget and Financial Aspects

Nil changes to current year.

Attachment

Nil.

Recommendation: That Council endorse the changes to the Road Classification Hierarchy as per the following table:

NAME	Class 1 (km)	Class 2 (km)	Earth Formation (km)
Adams Lane	0	0	0
Albert Smiths Lane		3.2	-3.2
Aumanns Lane		1.8	-1.8
Bankvale Road	-5.2	5.2	
Bulloc Hill Road		1.7	-1.7
Carrolls Lane		2.4	-2.4
Clancys Lane		0.5	-0.5
Fargunyah Lane		3.2	-3.2
Frank Westblades Lane	8.2	-8.2	
Geddes Lane		1.0	-1.0
Gilmours Lane		1.2	-1.2
Illetts Lane		2.6	-2.6
Janetskes Lane		3.8	-3.8
Krauses Lane		2.3	-2.3
McRories Lane	-4.1	4.1	
Mittagong Yerong Creek Road	0	0	0
Napier Road	-5.2	5.2	
Poverty Lane		2.7	-2.7
Rawson Park Road	-0.6	0.6	
Vincent's Road	8.7	-8.7	
Wetmores Lane	0	0	0
Total	1.8	24.6	-26.4

STRATEGIC DIRECTION E: Strong Leadership and Governance

10. INVESTMENT AND BANK BALANCES REPORT – 28 FEBRUARY

(DCCS: 23/3096)

Executive Summary

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

Report

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

Cash at Bank

Opening Combined Cashbook Balance			902,886.73
Add: Total Receipts			
	Rates	561,402.91	
	Debtors	26,293.58	
	Miscellaneous	62,254.67	
	Interest	28,116.60	
	Apprenticeship Incentive	4,000.00	
	Dept Crown Lands - Brookong Creek Extension	7,150.00	
	Sale of Land - Industrial Park	55,677.11	
	DRFA 2022 Repair Grant	2,426,764.00	
	Library Subsidy	66,849.00	
	Sale of Plant	31,808.45	
	T/fer DEFT Downloads	250,000.00	
	3rd Qtr FAG	307,427.00	
	SCCF Round 5 Instalment 1	688,952.00	
			4,516,695.32
Less: Total Payments			2,806,545.16
	New Investments	0	0.00
Closing Combined Cashbook Balance			<u>2,613,036.89</u>
Closing Bank Statement Balance	Bendigo Bank	2,314,984.77	
	Macquarie Bank	157,628.31	
	Bendigo Bank-Prichard Trust	31,733.23	
			2,504,346.31
Add: Outstanding Deposits			110,790.58
			2,615,136.89
Less: Outstanding Cheques			2,100.00
Closing Combined Cashbook Balance			<u>2,613,036.89</u>
	Interest Rate per	Amount	% of Total
Investments:	Annum		
Bank of Queensland	3.95	500,000.00	5.14
Bendigo	on call	79,595.83	0.82
bendigo	3.75	500,000.00	5.14
bendigo	3.90	500,000.00	5.14
Bendigo	3.55	500,000.00	5.14
Bendigo	3.90	500,000.00	5.14
bendigo	4.05	250,000.00	2.57
Bendigo	4.10	400,000.00	4.11
Commonwealth Bank	4.24	500,000.00	5.14
Commonwealth Bank	3.74	500,000.00	5.14
Commonwealth Bank	4.03	500,000.00	5.14
Commonwealth Bank	4.07	500,000.00	5.14
Commonwealth Bank	4.22	500,000.00	5.14
MACQUARIE BANK	3.60	500,000.00	5.14
MACQUARIE BANK	4.26	500,000.00	5.14
MACQUARIE BANK	4.26	500,000.00	5.14
MACQUARIE BANK	4.26	500,000.00	5.14
NAB	3.72	500,000.00	5.14
NAB	3.50	500,000.00	5.14
NAB	4.05	500,000.00	5.14
NAB	4.15	500,000.00	5.14
		9,729,595.83	
			AMOUNT
	1490-3000-0000		147,280.62
Combined Sewerage	8490-3000-0000		2,434,023.04
Trust Fund	9991-3000-0000		31,733.23
		2,613,036.89	2,613,036.89
		12,342,632.72	
	TOTAL FUNDS HELD ARE:		

Integrated Planning and Reporting Reference

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

Legislative Policy and Planning Implications

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

Budget and Financial Aspects

Council's 2022/23 Operational Budget has forecast a total of \$39,750 income from interest on investments for General Fund & Sewer Fund combined. For the period July 2022 to February 2023, the average end of month balance of funds invested has been \$8.80 million and the average return on invested funds has been 3.20%. On these year to date figures, Council's budgeted income on investments will be achieved for the General Fund and Sewer Fund.

This will be monitored and if required adjusted at the next Quarterly Budget Review.

Responsible Accounting Officer Statement

I, Craig Fletcher, hereby certify that all investments listed in this report have been made in accordance with Section 625 of the Local Government Act 1993, Clause 212 of Local Government (General) Regulation and Council's Investment Policy. The Internal and External Reserve amounts and Unrestricted Funds are estimate valued only, they are subject to change and review in part with the audit of Council's Financial Statements and each Quarterly Budget Review.

Recommendation:

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

11. POLICY DEVELOPMENT AND REVIEW

(GM: 23/1910)

Executive Summary

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

Report

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

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

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

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

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

- Policy 1.0 Policies – Procedure for Consideration and Adoption
- Policy 1.6 Statement of Business Ethics
- Policy 3.12 Provision of Indoor Staff Uniform
- Policy 3.16 Drugs and Alcohol in the Workplace

With respect to Policy 3.16 documented procedures are in place regarding the use of random drug testing which are consistent with the guidelines endorsed by LGNSW. No changes are proposed to any of the Policies. Copies of the Policies are attached.

Integrated Planning and Reporting Reference

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

E1: Minimise Council's exposure to risk and promote a strong risk management culture within Council.

Legislative Policy & Planning Implications

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

Budget & Financial Aspects

Provision is made in Council's annual budget for any expenditure required in the implementation of the subject policies.

Attachments

- Policy 1.0 Policies – Procedure for Consideration and Adoption
- Policy 1.6 Statement of Business Ethics
- Policy 3.12 Provision of Indoor Staff Uniform
- Policy 3.16 Drugs and Alcohol in the Workplace

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

1. Policy 1.0 Policies – Procedure for Consideration and Adoption
2. Policy 1.6 Statement of Business Ethics
3. Policy 3.12 Provision of Indoor Staff Uniform
4. Policy 3.16 Drugs and Alcohol in the Workplace

Staff Report 11: Attachment 1 – Policy 1.0 – Policies – Procedure for Consideration and Adoption

1.0 Policies – Procedure for Consideration and Adoption

POLICY TITLE: POLICIES – PROCEDURE FOR CONSIDERATION AND ADOPTION

FILE REF: SC67

REVIEW DATE: March 2026

OBJECTIVES

To provide a process for the identification, development and review of appropriate policies and procedures that facilitates an effective governance and control environment.

Australian Standard AS 8000-2003 on Good Governance Principles states that *“The governance requirements created by the entity’s operations need to be identified, managed and where necessary policies and procedures established”*.

POLICY STATEMENT

Any policy proposal shall, as near as it is practicable to do, be committed to the standard format of the Council’s Policy Register before being submitted for formal consideration of the Council.

IDENTIFICATION OF POLICY NEEDS

Policy needs will continue to be identified by the Council, management and staff as well as any internal and external audit activities.

DEVELOPMENT AND ISSUE OF POLICIES

- (i) The development of new and amended policies is the responsibility of the General Manager in conjunction with the Management Executive.
- (ii) Any new or amended Policies that, in the Council’s opinion, may impact on residents and ratepayers and/or on the provision of services to the community, are to be placed on public exhibition for a period of not less than 28 days, and any submissions received will be considered by Council prior to adoption of the Policy.
- (iii) Sub-section (iv) will also apply to any Policies required by legislation to be placed on public exhibition prior to adoption e.g. Payment of Expenses and Provision of Facilities to the Mayor and Councillors.

DISSEMINATION OF COUNCIL POLICIES AND STAFF AWARENESS

- (iv) Subject to adoption by the Council, new and amended policies are to be disseminated to all staff and incorporated into the Policy Manual.
- (v) A current and up to date Policy Manual is to be maintained and be accessible to all staff.
- (vi) A copy of the Policy Manual will also made available on the Council’s Website.

POLICY UPDATE AND REVIEW PROCESS

- (vii) In order to ensure that policies remain relevant a program of ongoing review of policies not later than every three years will be developed and maintained.
- (viii) Individual policies will be reviewed and amended in advance of the scheduled review date when circumstances warrant. This may be prompted by factors such as a change in legislation, a change in government policy or as a result of a need identified by the Council, management and staff or internal and external audit activities.
- (ix) The General Manager is authorised to update those Policies that require only minor amendments that do not alter the substance or intent of the Policy. Some Policies for example only need a position title or the name of an Act referenced in the document to be updated.
- (x) Those Policies that require more significant changes will be subject to a separate report to Council.

*Confirmed by Council 20 March 2023
Refer minute xx/23*

Staff Report 11: Attachment 2 – Policy 1.6 Statement of Business Ethics

1.6 Statement of Business Ethics

POLICY TITLE: STATEMENT OF BUSINESS ETHICS

FILE REF: SC67

EXPIRY DATE: MARCH 2026

FOREWORD

This statement provides guidance for the private sector when doing business with Lockhart Shire Council.

It outlines Lockhart Shire Council's ethical standards and our expectation that goods and service providers and contractors will comply with these standards in all their dealings with us. The Statement also outlines what goods and service providers and contractors can expect of Lockhart Shire Council.

The protection of the public interest and the prevention of breaches of public trust are among Lockhart Shire Council's primary concerns.

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

Lockhart Shire Council's procurement policies and business ethics are designed to be consistent with State Government policy.

Lockhart Shire Council staff are expected to maintain high standards of integrity and ethical conduct, consistent with the positions of trust they hold and Lockhart Shire Council expects no less of the service providers and contractors that undertake work for Council.

This Statement is designed to ensure that business relationships between Lockhart Shire Council and private sector service providers and contractors are fair and productive for all.

OUR KEY BUSINESS PRINCIPLES

The principle of best value for money is at the core of all Lockhart Shire Council's business relationships with private sector suppliers of goods and services.

Best value for money does not automatically mean the lowest price. Rather, Lockhart Shire Council will balance all relevant factors including initial cost, whole-of-life costs, quality, reliability and timeliness in determining true value for money.

Part of obtaining best value also includes ensuring all our business relationships are honest, ethical, fair and consistent.

Our business dealings will be transparent and open to public scrutiny wherever possible.

WHAT YOU CAN EXPECT FROM US

Lockhart Shire Council will ensure that all its policies, procedures and practices related to tendering, contracting and the purchase of goods or services are consistent with best practice and the highest standards of ethical conduct.

Our staff are bound by the Council's Code of Conduct. When doing business with the private sector, Lockhart Shire Council staff are accountable for their actions and are expected to:

- Use public resources effectively and efficiently.
- Deal fairly, honestly and ethically with all individuals and organisations.
- Avoid any conflicts of interest (whether real or perceived).

In addition, all Lockhart Shire Council procurement activities are guided by the following core business principles:

- All potential suppliers will be treated with impartiality and fairness and given equal access to information and opportunities to submit bids.
- All procurement activities and decisions will be fully and clearly documented to provide an effective audit trail and to allow for effective performance review of contracts.
- Energy efficient equipment, products containing recycled materials and environmentally friendly products will be purchased wherever reasonably possible.
- Tenders will not be called unless Lockhart Shire Council has a firm intention to proceed to contract.

- Lockhart Shire Council will not disclose confidential or proprietary information.

WHAT WE ASK OF YOU

We require all private sector providers of goods and services to observe the following principles when doing business with Lockhart Shire Council:

- Comply with Lockhart Shire Council's procurement policies and procedures.
- Provide accurate and reliable advice and information when required.
- Declare actual or perceived conflicts of interest as soon as you become aware of the conflict.
- Act ethically, fairly and honestly in all dealings with Council.
- Take all reasonable measures to prevent the disclosure of confidential Lockhart Shire Council information.
- Refrain from engaging in any form of collusive practice, including offering Lockhart Shire Council employees inducements or incentives designed to improperly influence the conduct of their duties.
- Refrain from discussing Lockhart Shire Council business or information in the media.
- Assist Lockhart Shire Council to prevent unethical practices in our business relationships.

WHY IS COMPLIANCE IMPORTANT?

By complying with our Statement of Business Ethics, you will be able to advance your business objectives and interests in a fair and ethical manner. As all Lockhart Shire Council suppliers of goods and services are required to comply with this statement, compliance will not disadvantage you in any way.

Complying with Lockhart Shire Council's principles will also prepare your business for dealing with the ethical requirements of other public sector agencies, should you choose to do business with them.

You should also be aware of the consequences of not complying with Lockhart Shire Council's ethical requirements when doing business with Council. Demonstrated corrupt or unethical conduct could lead to:

- Termination of contracts.
- Loss of future work.
- Loss of reputation.
- Matters being referred to ICAC.
- Matters being referred for criminal investigation.

GUIDANCE NOTES

Gift and benefits

In general, Lockhart Shire Council expects its staff to decline gifts, benefits, travel or hospitality offered during the course of their work.

You should refrain from offering any such 'incentives' to Lockhart Shire Council staff.

Lockhart Shire Council only permits its staff to accept gifts if:

- It does not create a situation, real or perceived, that any person or body, through the provision of a gift, hospitality or benefits of any kind, is securing or attempting to influence or secure a favour from staff or the Council.
- Gifts are token and of nominal value.
- Refusing a gift is likely to be perceived as rude or offensive.

Gifts and benefits Register

- Council will maintain a Gifts and Benefits Register.
- Where a gift or benefit of more than token value is received in circumstances where it cannot reasonably be refused or returned, the details of the gift must be disclosed to your supervisor, General Manager or the Mayor (in the case of councillors) and recorded in the Gifts and Benefits Register held by Council. The gift or benefit must be surrendered to the Council unless the nature of the gift or benefit makes this impractical.

CONFLICTS OF INTEREST

All Lockhart Shire Council staff are required to disclose any potential conflicts of interest. The Lockhart Shire Council extends this requirement to all our business partners, contractors and suppliers.

Confidentiality

All Lockhart Shire Council information should be treated as confidential unless otherwise indicated.

Communication between parties

All communication should be clear, direct and accountable to minimise the risk of perception of inappropriate influence being brought to bear on the business relationship.

USE OF LOCKHART SHIRE COUNCIL EQUIPMENT, RESOURCES AND INFORMATION

All Lockhart Shire Council equipment, resources and information should only be used for its proper official purpose.

Contracting employees

All contracted and sub-contracted employees are expected to comply with Lockhart Shire Council's Statement of Business Ethics. If you employ sub-contractors in your work for Lockhart Shire Council you must make them aware of this Statement.

INTELLECTUAL PROPERTY RIGHTS

In business relationships with Lockhart Shire Council, parties will respect each other's intellectual property and will formally negotiate any access, license or use of intellectual property.

WHO TO CONTACT

If you have any questions regarding this Statement or to provide information about suspected corrupt conduct, please contact Lockhart Shire Council directly by letter, phone, fax or email at the contact details provided.

Public officials reporting corrupt conduct, maladministration or serious waste of public funds are protected by the Public Interest Disclosures Act 1994. This Act protects public officials disclosing corruption-related matters from reprisal or detrimental action and ensures disclosures are properly investigated and dealt with.

Lockhart Shire Council Contact Details

ADDRESS	65 Green Street, Lockhart NSW 2656
POSTAL	PO Box 21, Lockhart NSW 2656
EMAIL	mail@lockhart.nsw.gov.au
TELEPHONE	(02) 6920 5305
FACSIMILE	(02) 6920 5247
BUSINESS HOURS	8.30am – 5.00pm Monday to Friday
WEBSITE	www.lockhart.nsw.gov.au

REFERENCE DOCUMENTS

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

- Policy 1.4 – Code of Conduct
- Policy 1.18 – Public Interest Disclosures and Reporting System
- Policy 1.19 – Local Preference Purchasing Policy
- Policy 1.24 – Bribes, Gifts and Benefits Policy
- Policy 2.31 – Procurement Policy

Confirmed by Council 20 March 2023

Refer minute xx/23

Staff Report 11: Attachment 3 – Policy 3.12 Provision of Staff Uniform

3.12 Provision of Indoor Staff Uniform

POLICY TITLE: PROVISION OF INDOOR STAFF UNIFORM

FILE REF: SC67

EXPIRY DATE: MARCH 2026

OBJECTIVES

To make available a corporate uniform for indoor staff, which is comfortable to wear, promotes local government and Council's image and enhances employee morale.

POLICY STATEMENT

1. Application of the Policy

This section of the policy applies to all indoor administration and management staff, and any other approved staff as deemed appropriate by the General Manager.

2. Supply of Uniform

Council will contribute a one-off payment of up to \$250 towards the cost of any uniform garment that meets the requirements of the Approved Occupational Clothing Guidelines for each new staff member at the completion of their 6-month probation period.

Further, Council will contribute up to \$250 per annum (July to June) per existing employee towards the cost of any uniform garment that meets the requirements of the Approved Occupational Clothing Guidelines,

3. Supply of Personal Protective Equipment

All permanent and temporary indoor staff required to work outdoors from time to time on work sites are eligible for protective clothing and personal protective equipment in accordance with Policy 3.1 Provision of Protective Clothing/Equipment.

4. Standard Clauses

The wearing of a uniform by staff is not compulsory.

Each staff member is responsible for the cleaning and repair of their uniform.

*Confirmed by Council 20 March 2023
Refer minute xx/23*

Staff Report 11: Attachment 3 – Policy 3.16 Drugs & Alcohol in the Workplace

3.16 Drugs & Alcohol in the Workplace

POLICY TITLE: DRUGS & ALCOHOL IN THE WORKPLACE

FILE REF: SC67

REVIEW DATE: MARCH 2026

OBJECTIVE

The objective of this Policy is to deal with Alcohol and other Drugs and their effect on workers' fitness for work whilst performing duties at Lockhart Shire Council (the "Council") and to ensure that Council has a mechanism to appropriately manage the misuse of alcohol and other drugs in the workplace through training, education and where required, rehabilitation.

It is the goal of Council to:

- a) Eliminate the risks associated with the misuse of alcohol and other drugs, thereby providing a safer working environment.
- b) To reduce the risks of alcohol and other drugs impairment in the workplace; and
- c) To promote a supportive culture that encourages a co-operative approach between management and workers and builds on the shared interest in workplace health and safety.

DRUGS IN THE WORKPLACE

The use of unprescribed (illicit) drugs by employees is prohibited and will not be tolerated by Council in the workplace and/or in circumstances where it affects an employee's fitness for duty or work performance. Council's workplace includes council premises, parks, reserves, vehicles, plant or any council building or physical asset.

Council endorses the use of random drug testing in the workplace as a mechanism for reducing the risk of alcohol and drug impairment and ensuring a safe working environment.

ALCOHOL IN THE WORKPLACE

The use of alcohol by employees is prohibited and will not be tolerated by Council in the workplace and/or in circumstances where it affects an employee's fitness for duty or work performance. Council's workplace includes council premises, parks, reserves, vehicles, plant or any council building or physical asset. In instances where the Council Chambers is being used for post council meeting dinners, community meetings, civic or social functions this Policy shall not apply.

PRESCRIBED DRUGS OR MEDICATIONS

An employee/contractor must advise their Supervisor if they are taking any prescribed drug or medication that may affect their fitness for duty or work performance. It is important that the employee find out from their doctor or pharmacist what effects the prescribed drug will have on their work performance.

SUPERVISOR RESPONSIBILITIES

It is the responsibility of all Supervisors to ensure that no employee/contractor commences or continues work if they appear to be affected by alcohol, drugs, medication or other substances that may affect their fitness for duty or work performance.

EMPLOYEE RESPONSIBILITIES

Employees/contractors must ensure that they do not attend work in a condition that renders them unfit for their normal duties.

ALCOHOL AND OTHER DRUGS PROCEDURE

An Alcohol and Drugs Procedure has been developed which outlines how the objectives of the Policy will be met including details of the Council's random drug testing program.

RELATED DOCUMENTS

This policy should be read in conjunction with:

- a) Work Health & Safety Act 2011
- b) Work Health and Safety Regulation 2017
- c) Alcohol and Other Drugs Procedure PR016

*Adopted by Council – 20 March 2023
Refer Minute No. xx/23*

QUESTIONS AND STATEMENTS

CLOSED SESSION

Agenda

Nil.