



BUSINESS PAPER
of the
Ordinary Meeting
to be Held
20 May 2024

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

The Prayer

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

Amen

Acknowledgement of Country

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

Statement of Ethical Obligations

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

Oath or Affirmation of Office

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

Webcasting of Council Meetings

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

ORDER OF BUSINESS

OPENING WITH A PRAYER

ACKNOWLEDGEMENT OF COUNTRY

STATEMENT OF ETHICAL OBLIGATIONS

WEBCASTING OF COUNCIL MEETING

APOLOGIES

REQUESTS FOR LEAVE OF ABSENCE OR ATTENDANCE VIA AUDIO VISUAL LINK

CONFIRMATION OF MINUTES OF THE ORDINARY MEETING, 15 APRIL 2024

DECLARATIONS OF PECUNIARY & NON-PECUNIARY INTEREST

MAYORAL MINUTE.....3

REPORT ON MAYORAL & COUNCILLOR ACTIVITIES3

URGENT MATTERS3

NOTICE OF MOTION3

COMMITTEE REPORTS3

DELEGATES' REPORTS.....3

1. NSW Country Mayors Association Housing Forum - 8 and 9 April 2024 at Forbes3
2. Riverina Eastern Regional Organisation of Councils (REROC) – 19 April 2024 at Wagga Wagga4
3. Riverina Water County Council Board Meeting – 18 April 20244
4. LGNSW Rural and Regional Summit, and NSW Country Mayors Association General Meeting – 9 and 10 May 2024.....5
5. Police and Community Consultation Group - 14 May 2024 at The Rock.....6

STATUS REPORT/PRÉCIS OF CORRESPONDENCE ISSUED7

STAFF REPORTS 15

STRATEGIC DIRECTION A: A Connected and Resilient Community 15

1. Australia Day Award Categories 15

STRATEGIC DIRECTION B: A Dynamic and Prosperous Economy..... 16

STRATEGIC DIRECTION C: An Environment that is Respected and Protected 16

STRATEGIC DIRECTION D: Infrastructure for the Long-Term Needs of the Community 16

2. Engineering Report.....16
3. Planning and Environment Report17
4. Trial Waste Voucher System for 2024/2518
5. Matthews Street Bus Stop19
6. DA61/24 – Installation of Carport and Verandah at 9 Hayes Street, Lockhart.....20
7. DA60/24 – Installation of Colorbond Shed at 27 Hebden Street, Lockhart.....24

STRATEGIC DIRECTION E: Strong Leadership and Governance	32
8. Investment and Bank Balances Report – April 2024.....	32
9. Policy Reviews	33
10. 2024 Local Government Elections Update.....	49
11. Draft Operational Plan Budget 2024/25 and Forward Estimates 2025/26 – 2027/28.....	49
12. Lockhart Child Care.....	51
13. Quarterly Budget Review – March 2024	52
14. Fees Payable to the Mayor And Councillors	54
QUESTIONS AND STATEMENTS.....	55
CLOSED SESSION.....	55
15. Prichard Place Lockhart - Residential Subdivisions - Determination of Lot Prices.....	55
16. Lockhart Industrial Estate	55
17. Evaluation of Tenders – Lockhart Community Gymnasium.....	55

MAYORAL MINUTE

Nil.

REPORT ON MAYORAL & COUNCILLOR ACTIVITIES

To be presented at the meeting.

URGENT MATTERS

Nil.

NOTICE OF MOTION

Nil.

COMMITTEE REPORTS

Nil.

DELEGATES' REPORTS

1. NSW COUNTRY MAYORS ASSOCIATION HOUSING FORUM - 8 AND 9 APRIL 2024 AT FORBES (24/4293)

I report having attended the NSW Country Mayors Association's Housing Forum held on 8 and 9 April 2024 at Forbes together with the Deputy Mayor, Cr Peter Sharp, and the General Manager. The following speakers presented at the Forum:

- Erin Cassie, Assistant Secretary, Commonwealth Department of Infrastructure, Transport, Regional Development, Communications and the Arts regarding the Housing Support Program.
- Kiersten Fishburn, Secretary, NSW Department of Planning, Housing and Infrastructure. Problems with the Planning Portal were emphasised in feedback provided by delegates to the Secretary.
- Elizabeth Grice, Tiny Houses Spokesperson from the Goulburn Community Action Group regarding tiny homes on trailers and tiny homes on skids.
- The Hon Kristy McBain MP, Commonwealth Minister for Regional Development, Local Government and Territories.
- The Hon Sam Faraway MLC.
- The Hon Rose Jackson MLC, NSW Minister for Housing, Minister for Homelessness, Minister for Mental Health, Minister for Youth and Minister for the North Coast.
- Rebecca Pinkstone, CEO of Homes NSW.
- Philip Donato MP, Independent Member for Orange.
- The Hon Scott Farlow MLC, Shadow Minister for Planning and Public Spaces, Shadow Minister for Housing, Shadow Minister for Cities and Shadow Minister for the Hunter and the Central Coast.
- Tom O'Dea, Head of NBN Local, NSW Regional Development Engagement.

We also participated in the following bus tours that were arranged as part of the Forum:

- Forbes Housing Development
- Forbes Central West Industrial Park
- Forbes Central West Livestock Exchange

Cr Greg Verdon
Delegate

2. RIVERINA EASTERN REGIONAL ORGANISATION OF COUNCILS (REROC) – 19 APRIL 2024 AT WAGGA WAGGA

(24/4964)

I together with the General Manager attended the REROC Board meeting in Wagga on 19 April 2024. A summary of the main issues addressed is set out below.

- In terms of advocacy REROC is making representations in relation to the following issues:
 - The New Cemetery and Crematorium Tax where councils will be required to pay a tax to the Government for the bureaucracy that administers the NSW Regulator. The Interment Industry Levy is about \$156 per burial. LGNSW has commenced lobbying over the arrangements, seeking an exemption for Local Government. REROC will be writing to the NSW Premier, requesting that Local Government be exempted from applying the levy to internments in council-owned cemeteries and crematoriums.
 - Amendments made to the Local Government (General) Regulation that impact on tendering for waste services. The Lockhart Shire Council General Manager and Director Engineering together with the REROC CEO met with Dr Joe McGirr MP about the issue on 23 April 2024
 - A workshop to develop REROC’s response to the Parliamentary Committee on State Development Inquiry on Local Government Financial Sustainability, as well as the Public Accounts Committee Inquiry into the assets, premises and funding of the NSW Rural Fire Service, was held after the Board meeting.
- The President and CEO of LGNSW, Cr Darriea Turley and David Reynolds, addressed the meeting by audio visual link.
- The Build a Bridge Camp will be held on 29-30 April and 1 May. Recruitment has been completed with 24 students, of which 6 are female, having registered to participate.
- The Youth and Community Network’s Take Charge Youth Leadership Forum has been a success with 155 students from 16 schools attending including from Lockhart and The Rock.
- The restaurants at the Lockhart Ex-Servicemen’s Club, and The Rock Memorial Bowling Club have registered to participate in the Bin Trim grant funded project. The project aims to increase the capture of food waste from large hospitality businesses like pubs and clubs. The project involves the four REROC member councils which have a FOGO processing facility of which Lockhart is one
- The 2024 No Time to Waste Conference 2024 will be held on 30 & 31 October at the Rules Club, Wagga.

**Cr G Verdon
Delegate**

3. RIVERINA WATER COUNTY COUNCIL BOARD MEETING – 18 APRIL 2024

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 18 April 2024 has been distributed separately to Councillors.

4. LGNSW RURAL AND REGIONAL SUMMIT, AND NSW COUNTRY MAYORS ASSOCIATION GENERAL MEETING – 9 AND 10 MAY 2024

I report having attended the LGNSW Rural and Regional Summit and the NSW Country Mayors Association General Meeting held in Sydney on 9 and 10 May 2024 together with the General Manager. Highlights from the two events include the following:

LGNSW Rural and Regional Summit

- Speakers at the Summit included:
 - Address by The Hon Chris Minns MP Premier of New South Wales
 - The Hon Ron Hoenig MP Minister for Local Government and Leader of Government Business
 - Wendy Tuckerman MP Shadow Minister for Local Government and Shadow Minister for Small Business
 - CEO NSW Reconstruction Authority
- Panel Discussion Sessions were held on:
 - Ability of Councils to fund infrastructure and services involving:
Carmel Donnelly PSM, Chair of Independent Pricing and Regulatory Tribunal (IPART)
Professor Joseph Drew, Professor of Local Government Economics, University of Newcastle
Brett Whitworth, Deputy Secretary Office of Local Government (OLG)
 - Renewable Energy Transition – making it work for Rural and Regional NSW involving:
Dr Sheridan Coakes, National Social Practice Lead, Umwelt Australia
Cr Sam Coupland, Mayor Armidale Regional Council
Cr Des Kennedy, Mayor Mid-Western Regional Council
 - Vision for rural and regional NSW involving:
Tara Moriarty MLC, Minister for Agriculture, Minister for Regional New South Wales and Minister for Western New South Wales
Dugald Saunders MP, Shadow Minister for Regional NSW and Shadow Minister for Agriculture and Natural Resources
Dr Joe McGirr MP, Independent Member for Wagga Wagga

NSW Country Mayors Association General Meeting

- Presentations were given by:
 - The Hon Jenny Aitchison, Minister for Regional Transport and Roads and Member for Maitland
 - Professor Joseph Drew, Professor of Local Government Economics, Institute for Regional Futures
 - Karen Taylor, NSW Audit Officer
- Panel Discussion Session with:
 - Kiersten Fishburn, Secretary of the Department of Planning, Housing and Infrastructure
 - Brett Whitworth, Secretary of the Department of Local Government
 - Nerida Mooney, Executive Director of Digital Analytics and Insights

Cr Peter Sharp
Delegate

5. POLICE AND COMMUNITY CONSULTATION GROUP - 14 MAY 2024 AT THE ROCK

A quarterly meeting of the Police and Community Consultation Group was held at The Rock Bowling Club on Tuesday, 14 May 2024.

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

- Police representatives provided a report on crime statistics for the Police District including number of break and enters, assaults, domestic violence incidents and malicious damage.
- An update was provided regarding the installation of CCTV cameras.
- A response to Council's representations regarding ambulance services for The Rock-Yerong Creek was tabled noting that the area meets the criteria for a Community Emergency Response Team.
- "Coffee with a Cop" was held at Lockhart and a similar event is planned for The Rock.
- The issue of speeding through the 50km/h speed zone at Yerong Creek and the use of roadside speed boards was discussed.

**Cr G Verdon
Delegate**

Recommendation: That the Delegates' Reports be received and noted.

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 15 April 2024			
65/24	GM	<p>Housing Initiatives and Opportunities for Council</p> <ol style="list-style-type: none"> 1. Development applications be prepared for the construction of two x three-bedroom units on an allotment in each of the two proposed subdivisions in Prichard Place Lockhart. 2. A development application be prepared for the construction of a single dwelling house on 65 Nicholas Street The Rock for staff accommodation. 3. Council endorses an approach being made to Transport for NSW regarding availability to purchase Lots 4/5 and 7/8 Section 14 Nicholas Street The Rock. 4. Council enquires whether a preliminary investigation has been undertaken with respect to contamination in relation to the property situated at 50 Urana Street The Rock. 	<ol style="list-style-type: none"> 1. Plans to support a DA to be prepared. 2. Plans to support a DA to be prepared. 3. Approach made to TfNSW, waiting a response. 4. Enquiries have been made and the selling agent has confirmed that no investigation has been undertaken with respect to contamination on the land.
64/24	GM	<p>Evaluation of Tenders – The Rock Community Centre</p> <p>That Council accept the tender from J & J Building & Construction in the amount of \$602,789 including GST for the construction of The Rock Community Centre.</p>	<p>The tenderers have been advised of the outcome and contracts signed with the successful tenderer.</p> <p>Complete.</p>
61/24	GM	<p>Policy Reviews</p> <p>That the following policies, as presented, be adopted:</p> <ol style="list-style-type: none"> 1. Policy 1.26 Naming of Roads, Bridges, Public Places and Buildings 2. Policy 2.51 Event Management 3. Policy 2.6 Public Arts 	<p>Policy Register updated and available on Council's website.</p> <p>Complete.</p>
58/24	DE	<p>Engineering Report</p> <p>That Council:</p> <ol style="list-style-type: none"> a) notes the information provided in the Engineering Services report; and b) undertakes a community survey regarding Council's pools, to be advertised in Council's newsletter. 	<p>Survey to be distributed in May Council newsletter.</p>
57/24	DE	<p>Brookong Creek Masterplan</p> <p>That Council implements the improvements that form part of the Brookong Creek Masterplan and are outlined in this report, utilising the grant funding received under Round 5 of the Stronger Country Communities Fund.</p>	<p>Quotes currently being sourced.</p>

*Lockhart Shire Council
Ordinary Meeting – 20 May 2024*

Minute No:	Officer to Action	Council Resolution	Action Taken
56/24	DCCS	<p>Requests for Financial Assistance</p> <p>That Council provides the following financial assistance for the purposes outlined in the report:</p> <ol style="list-style-type: none"> \$2,000 to the Lockhart Lions Club. \$4,327 to The Rock Regional Observatory Management Committee 	<p>Recipients advised of Council's decision.</p> <p>Complete.</p>
51/24	GM	<p>Mayoral Minutes – Bondi Junction Tragedy</p> <p>That Council write to the Mayor of Waverley City Council extending its condolences on behalf of the Lockhart Shire Community.</p>	<p>Correspondence forwarded to Mayor of Waverley City Council and acknowledgement received.</p> <p>Complete.</p>
Ordinary Council Meeting held 18 March 2024			
48/24	GM	<p>Audit Risk & Improvement Committee</p> <p>That Council:</p> <ol style="list-style-type: none"> Note the update in relation to Council's compliance with the "Guidelines for Risk Management and Internal Audit for Local Councils in NSW" issued by the Office of Local Government. Allocate an amount of \$53,000 in the 2024/25 Budget for the operation of Council's Audit Risk and improvement Committee in compliance with the Guidelines. 	<ol style="list-style-type: none"> Complete. An allocation will be included in the Draft Budget to be tabled at the May 2024 Council meeting. <p>Complete.</p>
Ordinary Council Meeting held 19 February 2024			
25/24	GM	<p>IPART Review of Local Government Financial Model</p> <ol style="list-style-type: none"> That the information be noted. That Council make a submission to the IPART review of the NSW local government financial model at the appropriate time. 	<p>IPART has confirmed that the Terms of Reference for the Review have been withdrawn by the Premier and the IPART Review will not be proceeding in favour of another review to be conducted by a Parliamentary Committee.</p> <p>Submissions have been lodged with the Inquiries being held into Local Government Sustainability by the NSW Standing Committee on State Development and the House of Representatives Standing Committee on Regional Development.</p> <p>Complete.</p>
22/24	GM	<p>External Audit Arrangements – 30 June 2024 and Beyond</p> <p>That Council make a submission to the IPART review of the Local Government financial model at the appropriate time and express concern at the spiralling audit fees in addition to any other matters to be raised in the submission.</p>	<p>IPART has confirmed that the Terms of Reference for the Review have been withdrawn by the Premier and the IPART Review will not be proceeding in favour of another review to be conducted by a Parliamentary Committee.</p> <p>Refer minute 25/24 above.</p> <p>Complete.</p>

*Lockhart Shire Council
Ordinary Meeting – 20 May 2024*

Minute No:	Officer to Action	Council Resolution	Action Taken
19/24	DE	<p>Tootool Roadside Rest Stop That Council:</p> <p>a) Takes over the mowing of the Tootool Roadside Rest Stop.</p> <p>b) Increases the budget by \$10,400 from the March 2024 quarterly budget review.</p> <p>c) Requests further information regarding the Section 355 Management Committee's continuing activities</p>	<p>a) Complete.</p> <p>b) Adjustment to be made at next quarterly budget review.</p> <p>c) Committee have advised they will continue to maintain toilets with Council attending to mowing. Complete.</p>
18/24	DE	<p>Matthews Street Bus Stop That Council seeks feedback from all stakeholders on a proposal to relocate the bus stop and shelter in Matthews Street, Lockhart.</p>	Refer Staff Report 5.
17/24	DE	<p>Community Energy Upgrades Fund That Council:</p> <p>a) endorse a submission under the Community Energy Upgrades Fund to install energy saving infrastructure at Council's Lockhart Depot and 109 Green Street, and</p> <p>b) if successful include Council's 50% contribution in the 2024/25 budget.</p>	Application submitted. Complete.
Ordinary Council Meeting held 18 December 2023			
235/23	GM	<p>Policy Reviews</p> <p>1. That the following Policies, as presented, be adopted:</p> <p>a) Policy 1.9A Records Management</p> <p>b) Policy 1.9B Records Management (Councillors)</p> <p>c) Policy 2.40 Liquid Trade Waste</p> <p>d) Policy 2.44 Street Trees</p> <p>e) Policy 2.57 Grants Management</p> <p>2. That expressions of interest be invited from section 355 management committees for one representative from each committee to complete a grant writing course funded by Council.</p>	<p>1. Policy Register updated. Complete.</p> <p>2. EOIs were invited at workshops convened with Section 355 committees on 14 May 2024 to roll out the updated Section 355 Committee Information Handbook and explain the Grant Guru platform. Complete.</p>

*Lockhart Shire Council
Ordinary Meeting – 20 May 2024*

Minute No:	Officer to Action	Council Resolution	Action Taken
Ordinary Council Meeting held 18 September 2023			
163/23	GM	<p>Magnolia Lodge and Youth Flats</p> <p>1) Concept plans be prepared for the development of additional accommodation on the Magnolia Lodge site in Green Street and the Youth Flats site in Drummond Street Lockhart to facilitate further investigation and negotiation with the NSW Land and Housing Corporation; and</p> <p>2) A further report be presented to Council at a future meeting regarding the Prichard Place Lockhart residential developments and the proposal to withhold from sale one or two lots for the purposes of developing them for rental accommodation.</p>	<p>NSW Land and Housing Corporation advised of Council's decision.</p> <p>Concept plans have been prepared and forwarded to the NSW Land and Housing Corporation for feedback.</p>
Ordinary Council Meeting held 13 February 2023			
26/23	GM	<p>Proposed Acquisition of Land</p> <p>That, subject to obtaining the landowner's consent, Council authorises the General Manager to prepare and submit a development application for the development of a car park on the land situated at Lot 2 DP1196082.</p>	<p>Development application has been lodged with landowner's consent and awaiting determination. Further information required. Lighting consultant engaged to prepare plan. Lighting plan has been lodged. A report regarding the determination of the DA will be tabled at the June 2024 Council meeting.</p>
9/23	GM/DE	<p>Disaster Recovery Funding Arrangements</p> <p>In accordance with the outcome of the Councillor Workshop held earlier in the day, Council nominates the following projects for funding under the Local Government Recovery Grants Program:</p> <ol style="list-style-type: none"> 1. Emily Street, The Rock – drainage improvements 2. Cole Street, Yerong Creek – drainage improvements 3. Green Street West, Lockhart – drainage improvements 4. Flood Detour Road – culvert installation 5. Waste Mgt Facilities Access Roads 6. Community information initiative (social media) 7. Access Road – Golf Club 	<p>Approval received to access funds for Emily Street The Rock drainage works. Tenders for work being sought.</p>
Ordinary Council Meeting held 18 July 2022			
141/22	GM	<p>Request for Council to Purchase Private Access</p> <p>Council agrees to the request in principle subject to Council and the applicants agreeing to a reasonable cost sharing arrangement.</p>	<p>Consent has now been received from both mortgagee banks and the survey plan, titles etc have been lodged by the Surveyor at the Land Titles Office for registration of the plan.</p>

*Lockhart Shire Council
Ordinary Meeting – 20 May 2024*

Minute No:	Officer to Action	Council Resolution	Action Taken
Ordinary Council Meeting held 16 May 2022			
109/22	GM	<p>Tender – 109 Green Street</p> <p>Council declines to accept the tender received from ASCO Group (Aust) Pty Ltd for the provision of public toilets at 109 Green Street Lockhart and seek separate quotations for the individual components of the project for the following reasons:</p> <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>George the Friesian Bull has been moved into place. Paving completed. Seating and lighting installed. Sealing of carpark completed May 2024.</p> <p>Complete.</p>
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>Functionality to facilitate “Tim Fischer Way” touring route being developed is part of Phase 2 of the new website to be progressed in 2023/24.</p> <p>TEDO to continue scoping the project and report back to the TEDSC in mid-2024.</p>
Ordinary Council Meeting held 19 April 2021			
63/21	GM	<p>Residential Development – Lockhart</p> <p>1) That Council proceed with the subdivision of Lots 62 and 90 Prichard Place Lockhart as outlined in the report.</p> <p>2) That the cost of subdividing the land be funded from the Infrastructure Reserve with the proceeds of any land sales to be returned to the Reserve.</p>	<p>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. Quotes from contractors being sought.</p> <p>Sewer design currently being prepared.</p>
Ordinary Council Meeting held 15 April 2024 – Councillor Questions & Statements			
Questions & Statements	DE	<p>Cr Verdon: Pedestrian Crossings, The Rock Bowling Club</p> <p>Enquired as to the width of the pedestrian crossings being installed for access to The Rock Bowling Club. The crossings do not appear wide enough for a motorised gopher.</p>	<p>Crossings have been inspected and meet standard width.</p> <p>Complete.</p>

Lockhart Shire Council
Ordinary Meeting – 20 May 2024

Minute No:	Officer to Action	Council Resolution	Action Taken
		Cr Marston: Access to Waste Facilities for 355 Committees Asked if there was any opportunity for Section 355 Committees of Council to get free access to the tips for the disposal of waste from activities carried out by the committees?	Refer to Staff Report 4. Complete.
	GM	Cr Mathews: Australia Day Award Nomination Categories Suggested that to encourage more nominations for future Australia Day Awards consideration could be given to including a new category for a Student Achiever Award.	A separate report has been included in the Business Paper for the May Council meeting (refer Staff Report 1). Complete.
Ordinary Council Meeting held 18 March 2024 – Councillor Questions & Statements			
Questions & Statements	DE	Cr Rockliff: Laneway rear Green/Ferrier Streets Referred to this laneway, which is in need of repair, particularly behind the Valmar building.	Works carried out. Complete.
	DCCS	Cr Driscoll: Umpire and Netball Sheds, The Rock Thanked the Director of Corporate & Community Services for the now completed works and asked where works on the netball sheds are up to.	Netball changerooms builder has encountered issues with partitions. Waiting on delivery of replacement partitions
	DCCS	Cr Day: Costing for Recognition of Volunteers Referred to her question at a previous meeting and asked where this costing information might be up to.	The cost to put on an event to recognise volunteers would be minimal, under \$1,000 and could be funded from 3 rd Quarterly Budget Review. Complete.
	DE	Cr Marston: Streetsweeper Advised that it appears the street sweeper is not actually sweeping the gutter areas, leaving a lot of dust behind. Cr Marston asked if an inspection could be carried out after the street sweeper next visits, to ensure the service is being provided to a suitable standard.	Council has ceased using the contracted sweeper and Council's new sweeper will alternate between Lockhart and The Rock on a regular basis. Complete.
	DE	Cr Verdon: Laneway, rear Emily Gardens Advised he has been approached by a resident who needed a replacement tyre due to a large hole in the laneway at the rear of Emily Gardens.	Contractor has been engaged to attend to the pothole, as well as rear lanes, with works completed. Complete.

*Lockhart Shire Council
Ordinary Meeting – 20 May 2024*

Minute No:	Officer to Action	Council Resolution	Action Taken
Ordinary Council Meeting held 19 February 2024 – Councillor Questions & Statements			
Questions & Statements	DPE	Cr Hunter: Biodiversity Referred to an initiative being implemented by the Moorabool Shire Council in Victoria to enhance the area's biodiversity by distributing plants and trees to residents and requested that the matter be referred to the Council's Environmental Officer for consideration, perhaps used as a feelgood story and show to Council's commitment to protecting the Shire's biodiversity (refer to website at ABC News - Moorabool Shire - Native Trees Giveaway).	Environmental Officer is investigating options and a report will be prepared for a future meeting. National Tree Day to be included in the report. Refer Staff Report 3. Complete.
	DE	Cr Rockliff: Fairy Lights, Lockhart Main Street Asked if the fairy lights in the shopping precinct can be repaired and/or reinstated?	The General Manager advised that he believed the power supply, and in particular the conduit under Green Street, is the main issue but that options to address the problem will be investigated.
	DPE	Cr Mathews: Brookong Creek Noted that there were cats in and around the creek and requested that the matter be referred to the Compliance Officer.	An item will be included in Council's May newsletter advertising a trapping program.
Ordinary Council Meeting held 18 December 2023 – Councillor Questions & Statements			
Questions & Statements	DEES	Cr Rockliff: Drain to Creek, Urana Street, Lockhart Mentioned this drain is overgrown with pine trees etc and requires cleaning out.	Investigations have confirmed the drain is located on private property but the pollutant trap and related infrastructure has been installed by Council. Arrangements are being made for Council to undertake cleaning of Council's asset subject to consultation with the landowner.
Ordinary Council Meeting held 20 November 2023 – Councillor Questions & Statements			
Questions & Statements	DEES	Cr Mathews: Councillor Dress Suggested an option somewhere between the blazer and a polo shirt might be appropriate for attending conferences etc.	Executive Assistant is sourcing appropriate short-sleeved options. The shirt currently worn by female Councillors is no longer in production.
Ordinary Council Meeting held 16 October 2023 – Councillor Questions & Statements			
Questions & Statements	DCCS	Cr Sharp: Pleasant Hills Tennis Courts Asked if there was a timeframe for repairs to the tennis courts to be carried out?	Quotes being sourced for synthetic surface on top two courts. Contractor engaged to be completed by 30 June 2024.
Ordinary Council Meeting held 18 September 2023 – Councillor Questions & Statements			
Questions & Statements	GM	Cr Mathews: Veterinary Services Referred to Council's efforts to procure veterinary services for Lockhart and advised a mobile veterinary service that may be available. Cr Mathews asked if this could please be investigated.	Enquiries have been made with the Animal Welfare League NSW mobile veterinary Animal Care Truck. Advice has been received that a trip is being planned in October to Wagga Wagga, with dates and times to be confirmed.

Lockhart Shire Council
Ordinary Meeting – 20 May 2024

Minute No:	Officer to Action	Council Resolution	Action Taken
	DEES	Cr Verdon: Entrance laneway, The Rock Bowling Club Advised there are potholes in this laneway which require attention.	Works request created. Will be included in future sealing program. Contractor has carried out works. Complete.
Ordinary Council Meeting held 21 November 2022 – Councillor Questions & Statements			
Questions & Statements	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.	Builder has advised tiler on site week commencing 13/5/2024 to measure up and work is scheduled to commence later the same week. Waiting on quote for Council to fund as requested.
Ordinary Council Meeting held 17 October 2022 – Councillor Questions & Statements			
Questions & Statements	DPE/ 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.	BEST have been engaged to undertake the audit. BEST to commence with an initial inspection over the coming weeks. Contractor will conduct the audit in June.

Correspondence Received

Date sent to Councillors	From	Subject
1 May 2024	The Mayor (via Executive Assistant)	Mayoral Update.

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

STAFF REPORTS

STRATEGIC DIRECTION A: A Connected and Resilient Community

1. AUSTRALIA DAY AWARD CATEGORIES

(GM: 24/5440)

Executive Summary

At the meeting held on 15 April 2024 it was suggested that consideration be given to including a new Australia Day Award category for a student achiever award in order to encourage more Australia Day Award nominations. Accordingly a report outlining Council's current Australia Day Awards Policy and Award categories is tabled for Council's information.

Report

Council, at its meeting held on 19 December 2022, endorsed the recommendations of the Australia Day Awards Committee with respect to the 2023 Australia Day Awards and resolved that a review of the award criteria and nomination form be undertaken prior to the 2024 nominations being called.

To this end a new policy was developed setting out the arrangements for receiving and assessing nominations for the annual Australia Day Awards and for determining the recipients of the Awards. The policy was drafted having regard to the Australia Day Council's award criteria and the approach taken by other councils. The revised policy was adopted by Council in April 2023 after being publicly exhibited.

At the meeting held on 15 April 2024 it was suggested that consideration be given to including a new Australia Day Award category for a student achiever award in order to encourage more Australia Day Award nominations.

A copy of the current policy is attached. It will be noted that the Policy provides for the following Award categories:

- a) Australia Day Award
- b) Sportsperson of the Year
- c) Young Citizen of the Year (under 30 years of age)
- d) Citizen of the Year (30 years of age and over)

Enquiries revealed that the National Australia Day provide resources specifically aimed at schools regarding Australia Day events and activities and the NSW Australia Day Council facilitate a schools' forum which enables school students to hear firsthand from Australian of the Year Award recipients. However, neither had information in relation to student awards specifically.

It is noted that Federation Council presents Student Achiever Awards annually on Australia Day along with its other Australia Day Awards.

Integrated Planning and Reporting Reference

- A1: Facilitate and support our community to deliver vibrant and dynamic community events.
E1: Promote the increased participation of local people in local government and the community.
E2: Provide effective community engagement practices with the community.

Legislative Policy & Planning Implications

Nil.

Budget & Financial Aspects

Provision is made in Council's Annual Operational Plan Budget for the hosting of the annual Australia Day celebrations and Awards ceremony.

Attachments

Nil.

Recommendation: That Council approach the schools in the Shire to determine the level of support for the introduction of Student Achiever Awards as part of Council's annual Australia Day Award presentations.

STRATEGIC DIRECTION B: A Dynamic and Prosperous Economy

STRATEGIC DIRECTION C: An Environment that is Respected and Protected

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

2. ENGINEERING REPORT

(DE)

Executive Summary

Monthly report on engineering matters.

Background Information

Lockhart Common Levy Bank

Council has prepared a grant application under the Crown Reserves Improvement Fund (CRIF) to address scouring of the levy bank on the Lockhart Common. According to the CRIF website announcements of successful applications are expected in May.

Works

Local Sealed Roads: Vegetation removal, drain and shoulder clearing has occurred on Lockhart Boree Creek Road, The Rock Bullenbong Road and Yuluma Road.

Unsealed Roads: Maintenance of Shire gravel roads has been conducted on Ryan Stock Route, Albert Smiths Lane, Vincent Road, Benders Lane, Terlichs Lane.

Maintenance Crews: Bitumen crew have been kept busy with routine maintenance on our Local and Regional Roads. Maintenance crews have been assisting with the shoulder widening on the Boree Creek-Kywong Road and Mittagong-Yerong Creek Road extending and installing box culverts.

Culvert repair has been undertaken on Wetmores Lane.

Parks & Gardens

- General maintenance of the Shire's garden beds continues including mulching, pruning, weeding and fertilisers are being added where required.
- Safety Bollards have been installed at The Rock Recreation Ground to add a safety barrier between pedestrians and traffic.
- Staff have been busy planting out the new Avenue of Honour extension at The Rock with the addition of lighting, Women in War silhouettes, and additional plantings to follow.
- The carpark at 109 Green Street has been sealed and planting out of the garden beds is under way.
- Staff will be carrying out street cleaning of kerb and gutter in the following weeks.

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

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

Will be conducted within Council's allocated budget.

Attachment

Nil

Recommendation: That Council notes the information provided in the Engineering Report.

3. PLANNING AND ENVIRONMENT REPORT

(DPE)

Executive Summary

Monthly report on Priority Weeds, environmental matters and development approvals.

Background Information

a) Biosecurity

Weeds Control Program

Priority has been given to the control of Bathurst burr (*Xanthium spinosum*) and Noogoora burr (*Xanthium occidentale*) on roadside reserves and council-managed land.

Bathurst burr (*Xanthium spinosum*) was controlled on Western Road, Jack Blights Lane and Whittys Lane.

Noogoora burr (*Xanthium occidentale*) was controlled on Whittys Lane.

Pests – Autumn Fox Baiting Program

Autumn fox baiting commenced on 2 May with bait distribution occurring on Galore Hill Scenic Reserve and Kincaids Reserve.

b) Biodiversity Initiatives

It has previously been raised about what initiatives Council can implement to promote biodiversity throughout the Local Government Area and below are some options:

1. Issuing a \$100.00 voucher for new homeowners to spend at a nursery to encourage people to plant native trees and plants. This voucher would be issued at the time of the issuing of an Occupation Certificate for a new house and the voucher can be set up so only suitable native trees and plants can be purchased using the voucher.
2. Contact the schools throughout the Local Government Area to ascertain interest in participating in the National Tree Day. Depending on interest, Council can support by supplying trees to plant.

Council has \$6,000 within the budget allocated for environmental programs and it is envisaged that the above initiatives would fit into this budget allocation.

c) Development Approvals: This report advises of the Development Application Approvals for April 2024

DA/CDC No.	Development	Site of Development	Applicant	Value
33/24	Verandah & Carport	22 Green Street, Lockhart	Kim Smith – Llandilo NSW	\$40,000
49/24	New Detached Shed	6 Bond Street, Lockhart	Michael Cunningham	\$18,945

*Lockhart Shire Council
Ordinary Meeting – 20 May 2024*

DA/CDC No.	Development	Site of Development	Applicant	Value
50/24	New Detached Shed	Day Street, Lockhart	Peter Hahn	\$56,000
54/24	Commercial Shed + Office & 2 x Shipping Containers	14 Harry Davies Drive, Lockhart	Peter Ingmire	\$580,000
55/24	Shed & internal bathroom, demolition of existing shed	40 King Street, The Rock	Craig Whitby	\$63,720
56/24	Rural Workers Dwelling	105 Wandella Lane, Cullivel	Davis Sanders Homes	\$435,000
			Total	\$1,153,665

Legislative Policy and Planning Implications

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

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

Integrated Planning and Reporting Reference

C2: Flora and fauna are protected across the Shire.

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:

- a) That Council notes the information provided in the Planning and Environment report, and
- b) The biodiversity initiatives as outlined in the report be implemented by Council staff.

4. TRIAL WASTE VOUCHER SYSTEM FOR 2024/25

(DPE: 24/5924)

Executive Summary

This report provides further details on how the trial waste disposal voucher system will work. At the April Council meeting it was asked whether Section 355 committees of Council can also receive vouchers to dispose of waste at the Council waste facilities and this report will also discuss this.

Background

At the November 2023 Council meeting it was resolved that Council commence an annual voucher system for the disposal of waste in 2024/25 to replace the kerbside bulky waste collection service that Council has previously provided each year.

Report

Whilst it was resolved at the November 2023 Council meeting that Council would trial the voucher system, specific details of this system were not discussed. Council will need to consider how many vouchers will be issued to each ratepayer, how much waste can be disposed of with each voucher and the types of waste that can be disposed of utilising a waste voucher.

Box trailers, tandem trailers, skip bins and small trucks are considered suitable sizes to allow for disposal of waste by residents using a voucher. A total of two (2) vouchers per ratepayer per year is considered a suitable number of vouchers to provide. The waste types that will be excluded and will not be able to be disposed of using the vouchers are building and construction waste, asbestos, mattresses, contaminated soil and tyres. The vouchers will be issued with the rates notices.

Section 355 committees of Council may also benefit from receiving vouchers to dispose of waste from the buildings and/or facilities that they maintain. As these committees assist with maintaining Council-owned or managed land it is considered appropriate that vouchers be provided to them at least for a trial period in 2024/25. A similar setup as outlined above with the ratepayer vouchers would also suffice.

Integrated Planning and Reporting Reference

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

Legislative Policy & Planning Implications

Nil.

Budget & Financial Aspects

Council is anticipated to save approximately \$25,000 by not providing a kerbside bulky waste collection. There is no direct cost to Council providing vouchers to ratepayers and the Section 355 Committees, but Council should expect less of an income from tipping fees.

Attachments

Nil.

Recommendation: That Council provide two (2) vouchers for the disposal of waste in 2024/25 to each ratepayer and to all Section 355 Committees.

5. MATTHEWS STREET BUS STOP

(DE: 24/5954)

Executive Summary

Council has been asked to consider reinstating the access ramp in Matthews Street for the Post Office. Due to the current location of the bus zone reinstatement is not appropriate. Relocating the bus stop from in front of the Post Office would be required. Council resolved to seek feedback from all stakeholders. The results of the feedback are presented in this report.

Background

At the March 2024 Council meeting Council resolved:

That Council seek feedback from all stakeholders on a proposal to relocate the bus stop and shelter in Matthews Street, Lockhart.

Report

Members of the Lockhart Local Traffic Committee (LTC) and the bus operators were contacted. A proposed site in front of the Memorial Hall was presented as an alternative option. Written responses were received from Transport for NSW (as LTC member and on behalf of one bus operator), NSW Police, school bus operator, and one resident.

The four responses were in favour of retaining the current bus stop location.

General statements made include:

“the current bus stop is a safe, central, well-known location for passengers, parents and students”

“the current stop is away from the main street and allows the coach to pull up closer to the kerb”

“the current Lockhart bus stop beside the post office is in the ideal location for Lockhart residents”

Integrated Planning and Reporting Reference

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

Legislative Policy & Planning Implications

Nil.

Budget & Financial Aspects

Nil.

Attachments

Nil.

Recommendation: That no changes be made to the location of the bus stop and shelter in Matthews Street, Lockhart.

**6. DA61/24 – INSTALLATION OF CARPORT AND VERANDAH AT 9 HAYES STREET, LOCKHART
(DPE: 24/6086)**

Executive Summary

Council have received a request for variation to the building controls in the Lockhart Development Control Plan 2016 (DCP), for the proposed installation of a carport and verandah located at 9 Hayes Street, Lockhart.

Report

In conjunction with Development Application 61/24, Council have received a request for variation to the building line setback control applied by the Lockhart Development Control Plan 2016 (DCP), for the installation of a 7 metre by 6.8 metre carport and a 3.5 metre by 8.245 metre verandah at 9 Hayes Street, Lockhart.

The Lockhart Development Control Plan provides for efficient development controls that positively respond to the character of existing villages. The 'Residential and Village Development' chapter applies building line setbacks to allow for correct siting of buildings relative to each other, the public domain and natural features, while also maintaining safety, privacy, noise amelioration, views, streetscape, provision of services, retention of vegetation and protection of sensitive areas.

Section 2.1 of the DCP states that the following front setbacks apply to a new dwelling house with frontage to a primary road:

- *The average distance of the setbacks of the nearest two dwelling houses having a boundary with the same primary road and located within 40 metres of the lot on which the dwelling house is to be erected;*
- *In the case where two dwelling houses are not located within 40m of the lot:*
 - *A front setback of 4.5 metres applies, if the lot has an area of at least 450m² but less than 900m² and any attached garage is setback a minimum of 1 metre behind the front of the dwelling; or*
 - *A front setback of 6.5 metres applies, if the lot has an area of at least 900m² but less than 1500m²; or*
 - *A front setback of 10 metres, if the lot has an area of 1500m² or greater.*

The application proposes the carport to be setback 3.2 metres from the front boundary. There are not two dwellings within 40 metres of the site that front the same primary road. The site is 674m² in size. In accordance with the above DCP requirement the minimum front setback required for the site is 4.5 metres. The reasoning for the variation is that the owners require a carport on site to park their cars and there are no other suitable locations on the site.

Before determining the request, Council should consider the aims of the DCP in applying building line setbacks, as well as the following:

Precedence

As there are no other houses in the vicinity on the side of the road that front Hayes Street there is no precedence with regards to front setback. The house and shed on the neighbouring allotment have a setback off Hayes Street of approximately 2.5 metres. Even though the house fronts Green Street and Hayes Street is the secondary frontage for this site, allowing the proposed development to vary the front setback will be consistent with the setbacks of the neighbouring property.

As the subject site is the only site in the vicinity on the side of the road that fronts Hayes Street, permitting the variation will not create a precedence and any future applications will require sufficient justification to enable a variation to be approved. It is noted that a similar application was recently refused by Council. The difference with that application is that varying the front setback would have created precedence for the whole street and there was no existing precedence in the immediate vicinity of the site.

Impacts on street aesthetics

The proposed carport and verandah will likely improve the street aesthetics and is unlikely to have a negative impact to the streetscape. There is also an existing tree at the front of the site that provides some screening between the carport and the street.

Objectives of the control requirements

The proposed carport and verandah are minor development and is not expected to have any significant impact with respect to the public domain and natural features, safety, privacy, noise amelioration, views, provision of services, retention of vegetation and protection of sensitive areas.

Compliance Options

The construction of the carport has already commenced and did so without the required approvals in place. If Council does approve the application, it is appropriate to issue the owners with a penalty infringement notice of \$1,500 for carrying out development without consent. If Council does refuse the application, then the owner will be required to remove the carport and it would be appropriate that no penalty infringement be issued.

Council cannot consider that the carport is already built so the application must be approved, as this will potentially encourage people in similar situations to carry out works without approval and then apply to Council after the works have been completed to seek consent. Council has authority under the *Environmental Planning and Assessment Act 1979* to Order the owners to remove the carport.

Integrated Planning and Reporting Reference

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

Legislative Policy & Planning Implications

The Lockhart Shire Development Control Plan 2016 is pursuant to Division 6 of the *Environmental Planning & Assessment Act 1979* and sets out Council's controls for building and development in conjunction with the Lockhart Local Environmental Plan 2012.

Budget & Financial Aspects

Nil.

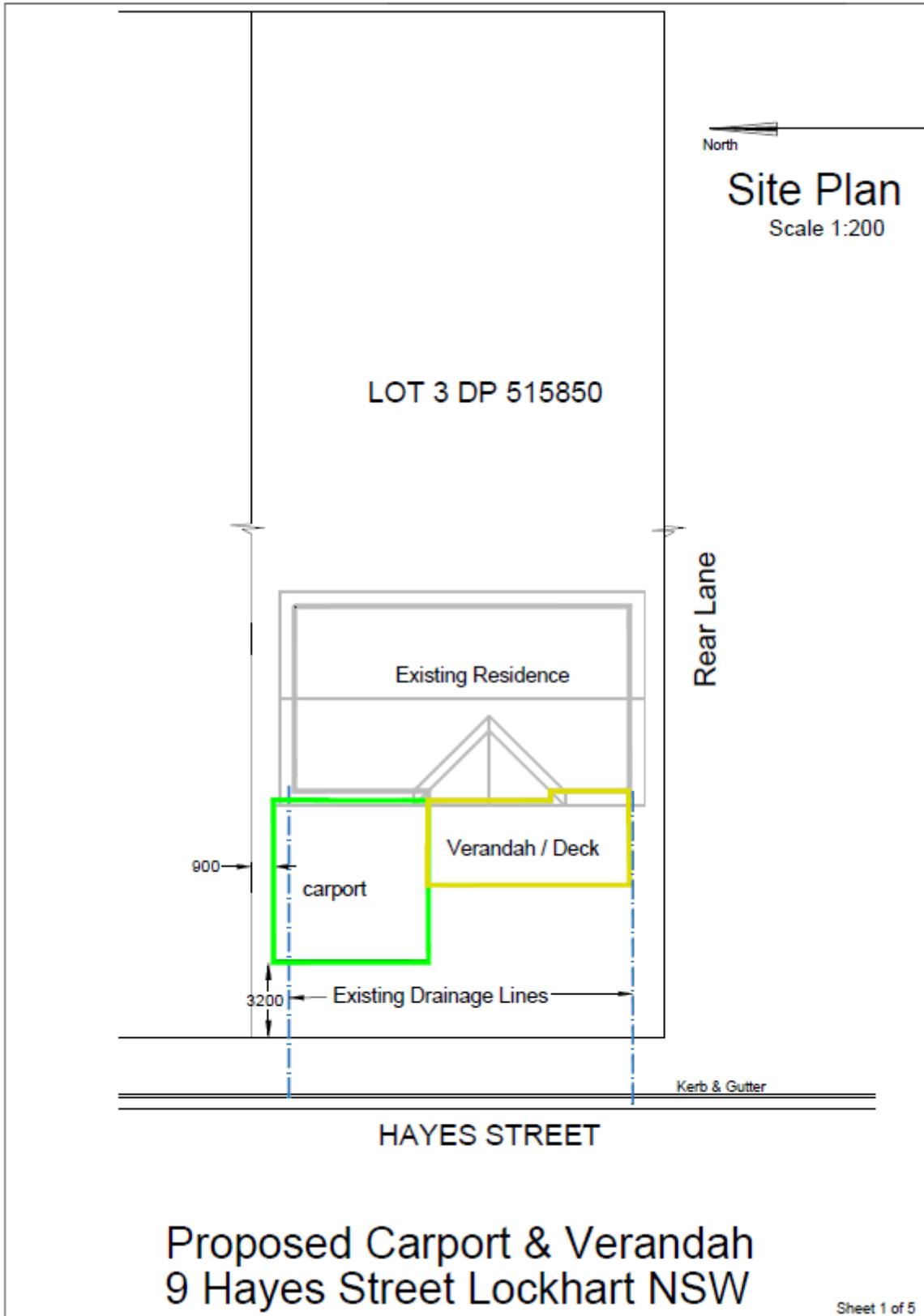
Attachments

- Site Plan
- Elevation Plan
- Section 4.15 Assessment Report

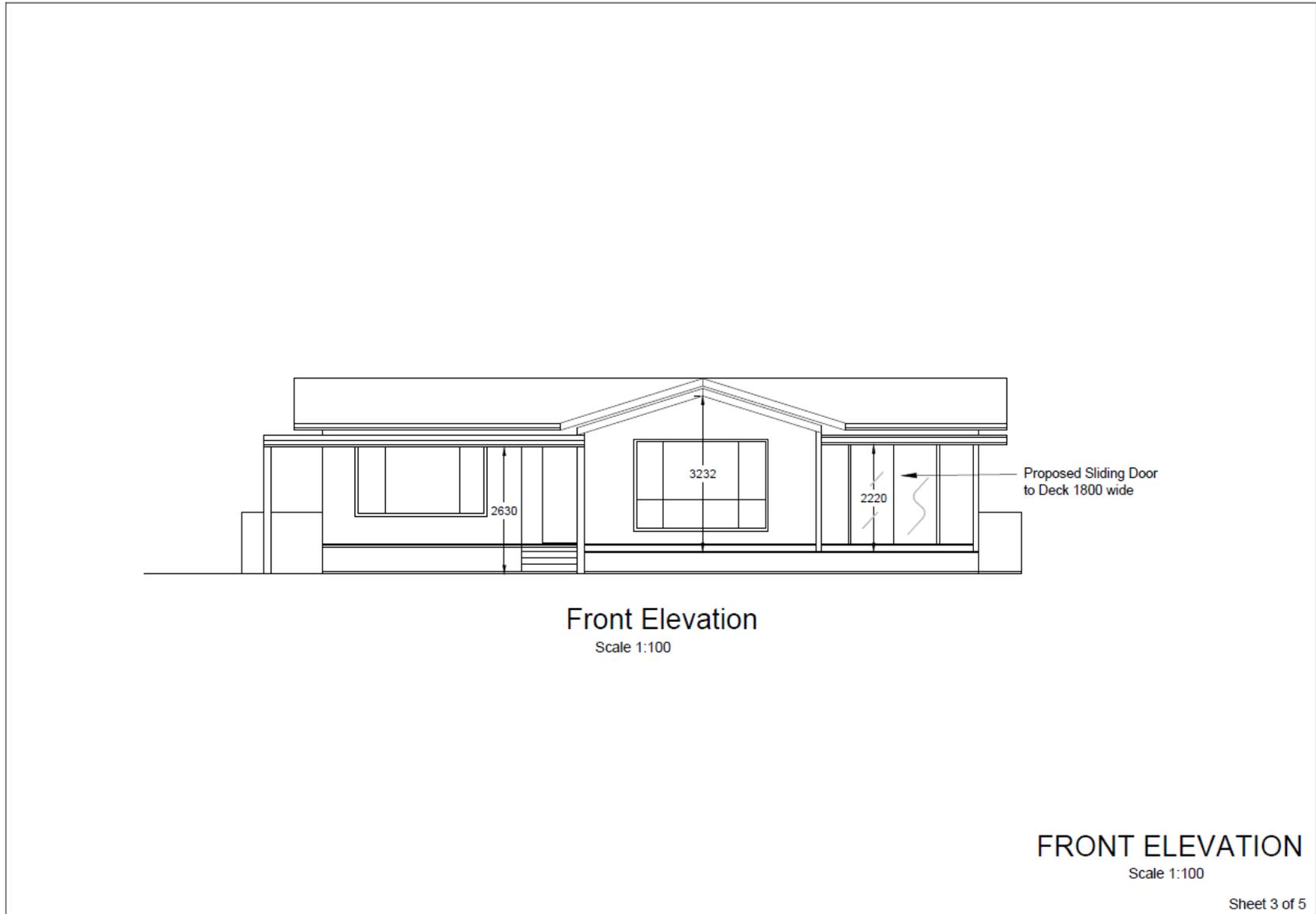
Recommendation: That:

1. Council approve Development Application 61/24 for the new carport and verandah at 9 Hayes Street, Lockhart; subject to the conditions as outlined in the attached Section 4.15 Assessment Report; and
2. Council issues a \$1,500 penalty infringement notice to the owners for carrying out development without development consent.

Staff Report 6: Attachment 1 – Site Plan – 9 Hayes Street



Staff Report 6: Attachment 2 – Front Elevation – 9 Hayes Street



**7. DA60/24 – INSTALLATION OF COLORBOND SHED AT 27 HEBDEN STREET, LOCKHART
(DPE: 24/6091)**

Executive Summary

Council have received a request for variation to the building controls in the Lockhart Development Control Plan 2016 (DCP), for the proposed installation of a shed located at 27 Hebden Street, Lockhart.

Report

In conjunction with Development Application 60/24, Council have received a request for variation to the building height control applied by the Lockhart Development Control Plan 2016 (DCP), for the installation of a shed with a proposed wall height of 4.15m and total height of 5.03m with a roof pitch of 10 degrees. The DCP restricts the wall height to 3.10m and overall height to 4.50m.

The Lockhart Development Control Plan provides for guidance and efficient development controls that positively respond to the character of existing villages. The 'Residential and Village Development' chapter applies shed heights to allow for residential use such as storage of motor vehicles, gardening equipment, and the like. In this case the increased shed height will allow primarily for the storage of a caravan. It is noted that in recent years a lot more residential sheds required a variation to the DCP due to the storage of caravans and motorhomes, which require a minimum door height of 3.6m plus 500mm head room space for the roller door, therefore, the wall height requires a minimum height of 4.10m.

Section 4 of the DCP states that:

- *Sheds must not be used as places of temporary accommodation;*
- *Sheds must be sheeted with prefinished steel walls (e.g. Colorbond), or have walls painted to a professional standard;*
- *The height of sheds is to be a maximum of 3.1 metres, measured from the surrounding finished ground level to the top of the gutter, and 4.5 metres, measured from the surrounding finished ground level to the highest point of the shed;*
- *The maximum roof pitch is to be 22 degrees;*
- *While no maximum floor area is stipulated, it should be borne in mind that these sheds are for uses associated directly with a single dwelling house. These uses include the storage of motor vehicles, recreational equipment, gardening equipment, and the like. The use of such sheds for commercial or industrial use is not permitted under this policy without the separate specific written consent of Council.*
- *Facilities which may be provided in sheds are toilets and associated wash basins; and showers may be approved with Council authority. No cooking facilities may be installed; and*
- *Any applications to Council for sheds outside the provisions of this Chapter will be referred to Council for determination.*

Before determining the request, Council should consider the aims of the DCP in applying sheds in residential areas, as well as the following:

Council has received one (1) submission that was received after the notification period. The submission raises concerns regarding drainage impacts from the proposed shed and also refers to the stormwater drainage and overflow onto their property from the existing roof over the BBQ area. If the application is approved, Council can insert conditions of consent requiring the applicant to install stormwater drainage in accordance with the relevant Australian Standard (AS3500) to the new shed and existing structures on the site.

Precedence

There are several sheds within the vicinity of the subject development site that have been approved for construction. However, none of the sheds appear to be the size of the proposed shed and permitting the variation will make it difficult to refuse any similar applications in the future.

Impacts on street aesthetics

The site of development is a 1011sqm residential allotment within the RU5 Village zone. The proposed shed is to be located in the rear yard. The land is serviced by a rear lane access which the applicant intends to make full use by providing vehicular access into the proposed building. Rear and site setbacks are compliant with the DCP. The proposed shed will likely have minor visual influence on the street scape, due to its height.

Objectives of the control requirements

The proposed shed is an ancillary development to an existing dwelling and is not expected to have any significant impact with respect to the public domain and natural features, safety, privacy, noise amelioration, views, provision of services, retention of vegetation and protection of sensitive areas. The applicant requires the varied height to be able to store a caravan.

Integrated Planning and Reporting Reference

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

Legislative Policy & Planning Implications

The Lockhart Shire Development Control Plan 2016 is pursuant to Division 6 of the Environmental Planning & Assessment Act 1979 and sets out Council's controls for building and development in conjunction with the Lockhart Local Environmental Plan 2012.

Budget & Financial Aspects

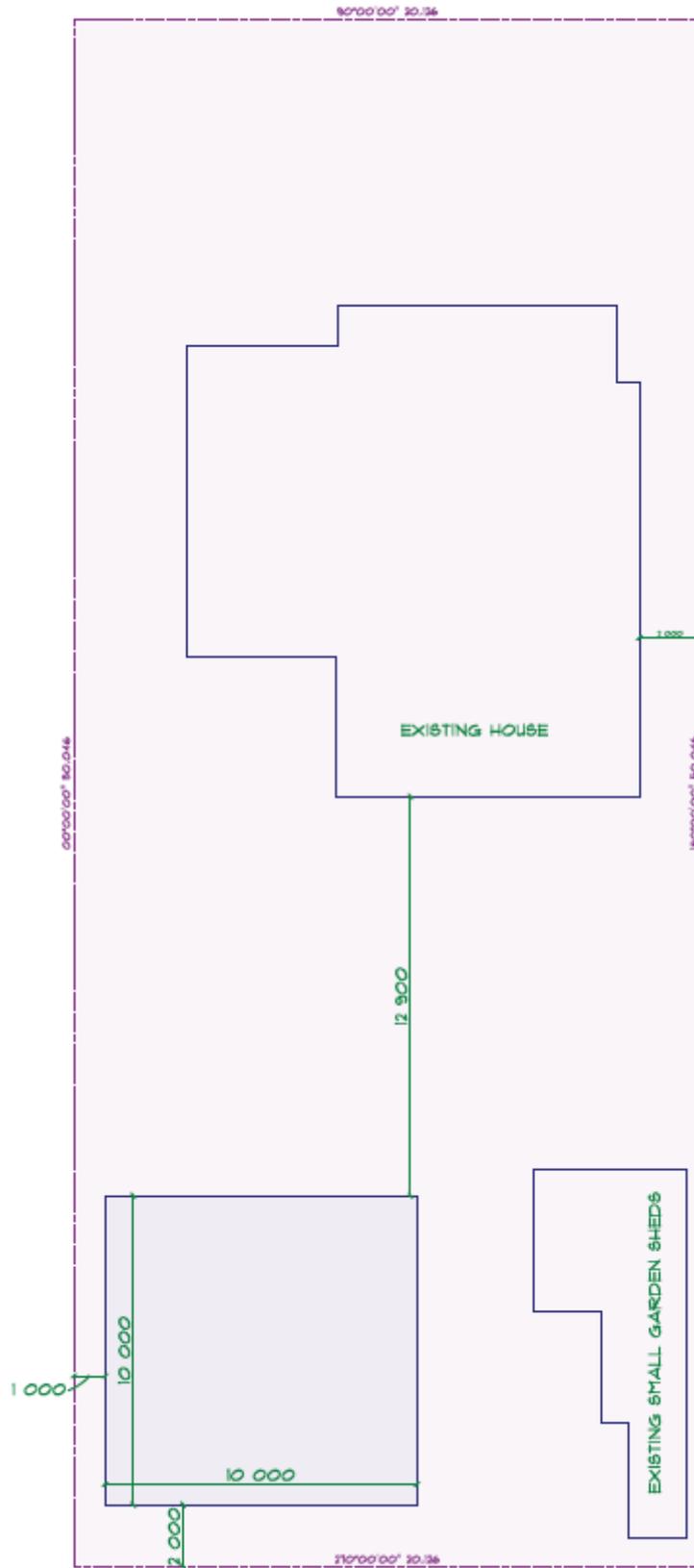
Nil.

Attachments

- Site Plan and Elevation Plan
- Submission
- Letter of support
- Section 4.15 Assessment Report

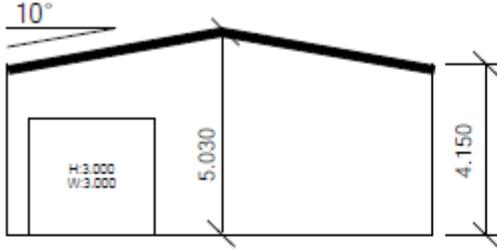
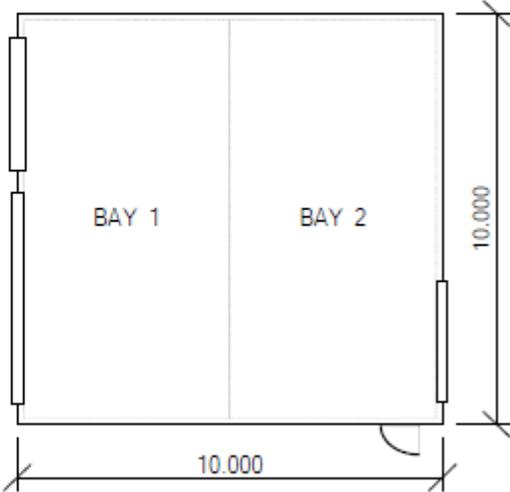
Recommendation: That Council approves Development Application 60/24 for the installation of a new colorbond shed at 27 Hebden Street, Lockhart, subject to the conditions outlined in the attached Section 4.15 Assessment Report.

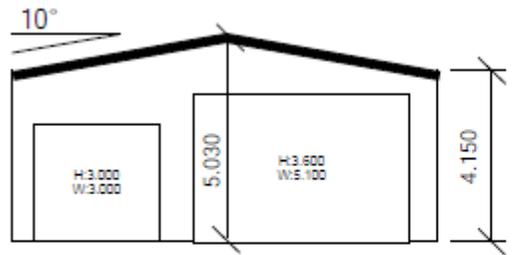
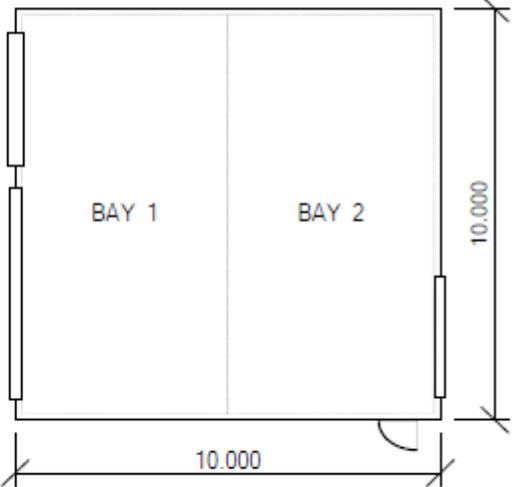
Staff Report 7: Attachment 1 – Site Plan and Elevations



21 HEBDEN ST LOCKHART

Elevations

6 / BASE : 240 : WIDE : 160 : HOLES C/C ; PUNCH : 35 , 135 3 / APEX : 144 : LONG : 35 , 109 .	TOMO : 45 mm , JAYDE : 60 mm , SCOOTER : 5 mm 6 / EAVE PLATES : 250 long , 35,125,215,		
 <p>EAST ELEVATION</p>	 <p>SOUTH ELEVATION</p>		
 <p>PLAN</p>			
WALL SHEETING: Zinc			
ROOF SHEETING: Zinc			
GUTTER TYPE: Zinc			
BARGE CAPPINGS: Zinc			
Roller Door : Zinc			
SIGNED BY OWNER.....			
BATTENS :150 , POSTS :250			
DESIGN AND SYSTEM BY CANGO SHEDS			
SIGNED.....			
CANGOSHEDS FRAME LAYOUT	/ 1	DATE: 13-MAY-24	ADDRESS: 27 Hebden St , Lockhart , 2656

6 / BASE : 240 : WIDE : 160 : HOLES C/C ; PUNCH : 35 , 135 3 / APEX : 144 : LONG : 35 , 109 .	TOMO:45 mm , JAYDE :60 mm , SCOOTER :5 mm 6 / EAVE PLATES : 250 long , 35,125,215,		
 <p>WEST ELEVATION</p>	 <p>NORTH ELEVATION</p>		
 <p>PLAN</p>			
WALL SHEETING: Zinc			
ROOF SHEETING: Zinc			
GUTTER TYPE: Zinc			
BARGE CAPPINGS: Zinc			
Roller Door : Zinc			
SIGNED BY OWNER.....			
BATTENS :150 , POSTS :250			
DESIGN AND SYSTEM BY CANGO SHEDS			
SIGNED.....			
CANGOSHEDS FRAME LAYOUT	/ 1	DATE: 13-MAY-24	ADDRESS: 27 Hebden St , Lockhart , 2656

Staff Report 7: Attachment 2 – Submission

Notification of proposed development -DA60/24.

Dear Sir/Madam

We received this invitation on the 17th/4/2024. We are in our 80's, and find it hard to explain things in letters. As such we contacted the Lockhart Shire Offices and spoke to Jesse Rapley who later attend our address where we explained our concerns. He noted our concerns and he stated he would look into it and get back to us. Our concern is that the new building may cause further flooding of our property if the building codes are not complied with. We have not heard anything back from the Shire since his visit.

There is already a structure at 27 Hebben Street, Lockhart, on the Eastern side of our address. This structure has been built abutting the fence between the two blocks. The Spout of the structure extends over the fence line and is fitted with a smaller than required down pipe. We believe that this building was built without a permit and does not comply with current Building codes.

As a result of this building being so close to our fence, every time it rains the small down pipe is inadequate to cope with the water which then causes the spouting to over flow directly on to out property flooding our back yard.

We have spoken to the resident at 27 Hebben Street to no avail and we have reported it to the Shire but again no action has been taken.

We are aware that this written response (written by my son) will be received after the dead line of 1 May 2024 but ask that some consideration be given to this response.

We would also like to see some action to remedy the situation with the over flowing spouting as it directly effects access to areas of our back yard when flooding including possible water damage into my workshop.

We are disappointed that Mr Rapley has not got back to use and we do hope that he has bought our concerns to the appropriate people at the Shire for considering this proposed Development.



27 HEBDEN ST LOCKHART

Staff Report 7: Attachment 3 – Letter of Support

14 May 2024

to the Planning + Environmental
Services, Lockhart Shire Council

Ref DA 60/24 Shed

I, _____ of 25 Hebdon ST
Lockhart, have no objections
to the proposed development at
27 Hebdon ST, Lockhart.

Regards

STRATEGIC DIRECTION E: Strong Leadership and Governance

8. INVESTMENT AND BANK BALANCES REPORT – APRIL 2024

(DCCS: 24/5828)

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		576,925.87
Add: Total Receipts		
	Miscellaneous	5,559.64
	Rates	150,474.06
	Debtors	133,911.58
	Interest on Investments	16,887.51
	Caravan Park Takings	12,134.75
	Return of Investment	1,017,744.57
	Rockoosh CCS & Inclusion Support Payments	5,317.73
	Development Applications	19,539.75
	Rockoosh Payments	3,692.90
	April BAS Refund	38,364.00
	Climate Change Funding	430,990.00
	Transport NSW Fixing Local Rds - Hollies	172,425.00
	NSW RFS - BRIMS Q3	21,184.90
	Tip Fees	2,865.00
	Companion Animals Funding	65,980.00
		2,099,600.20
Less: Total Payments		1,656,207.42
	New Investments	0
Closing Combined Cashbook Balance		<u>1,020,318.65</u>
Closing Bank Statement Balance		
	Bendigo Bank	914,468.97
	Macquarie Bank	68,715.43
	Bendigo Bank-Prichard Trust	31,881.26
		1,015,065.66
Add: Outstanding Deposits		7,395.11
		1,022,460.77
Less: Outstanding Cheques		2,142.12
Closing Combined Cashbook Balance		<u>1,020,318.65</u>

Investments:	Interest Rate per Annum	Amount Invested	% of Total
Bank of Queensland	4.95	700,000.00	7.17
Bendigo Bank	4.90	1,000,000.00	10.24
Bendigo Bank	4.76	500,000.00	5.12
Bendigo Bank	at call	66,072.20	0.68
Commonwealth Bank	4.75	500,000.00	5.12
Commonwealth Bank	4.92	1,000,000.00	10.24
IMB Limited	4.80	500,000.00	5.12
Macquarie Bank	4.80	500,000.00	5.12
Macquarie Bank	4.80	1,000,000.00	10.24
Macquarie Bank	4.80	500,000.00	5.12
Macquarie Bank	4.80	500,000.00	5.12
National Australia Bank	5.05	500,000.00	5.12
National Australia Bank	5.05	500,000.00	5.12
National Australia Bank	5.05	1,000,000.00	10.24
National Australia Bank	5.05	500,000.00	5.12
National Australia Bank	5.05	500,000.00	5.12
		9,766,072.20	100.00
			AMOUNT
	1490-3000-0000		(1,630,540.28)
Combined Sewerage	8490-3000-0000		2,618,977.67
Trust Fund	9991-3000-0000		31,881.26
		1,020,318.65	1,020,318.65
TOTAL FUNDS HELD ARE:		<u>10,786,390.85</u>	

Integrated Planning and Reporting Reference

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

Legislative Policy and Planning Implications

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

Budget and Financial Aspects

Council's 2023/24 Operational Budget has forecast a total of \$401,000 income from interest on investments for General Fund & Sewer Fund combined. For the period July 2023 to April 2024, the average end of month balance of funds invested has been \$12.1 million and the average return on invested funds has been 4.89%. On these year to date figures, Council's budgeted income on investments will be achieved for the General Fund and Sewer Fund.

Responsible Accounting Officer Statement

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

Recommendation:

- a) That the April 2024 Investment and Bank Balances Report be received and noted.
- b) That the Responsible Accounting Officer Statement be noted, and the report be adopted.

9. POLICY REVIEWS

(GM: 24/3626)

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 20 March 2023, Council endorsed "Policy No. 1.0 Policies – Procedure for Consideration and Adoption" which set out a process for the systematic review of Council policies and the development of new policies.

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

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

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

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

1. Policy 3.21 Risk Management
2. Policy 3.25 Payment of Interview and Removal Expenses
3. Policy 3.26 Computer, Internet, Email and Social Media

4. Policy 3.27 Remote and Isolated Work
5. Policy 3.28 Safe Driving

No significant changes have been made to the above policies with the exception of Policy 3.21 which was the subject of an internal audit review, the report and recommendations of which were tabled at the Audit, Risk and Improvement Committee meeting held on 6 March 2024.

The internal audit report noted that the Risk Management Policy references the previous version of the Australian Standard 31000:2009 and recommended that Council review and update the Risk Management Policy to align with the principles contained in Australian Standard AS/NZ ISO31000:2018. Accordingly, Policy 3.21 has been reviewed having regard to the current version of the relevant Standard.

Integrated Planning and Reporting Reference

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

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

Legislative Policy & Planning Implications

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

Budget & Financial Aspects

Nil.

Attachments

1. Policy 3.21 Risk Management
2. Policy 3.25 Payment of Interview and Removal Expenses
3. Policy 3.26 Computer, Internet, Email and Social Media
4. Policy 3.27 Remote and Isolated Work
5. Policy 3.28 Safe Driving

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

1. Policy 3.21 Risk Management
2. Policy 3.25 Payment of Interview and Removal Expenses
3. Policy 3.26 Computer, Internet, Email and Social Media
4. Policy 3.27 Remote and Isolated Work
5. Policy 3.28 Safe Driving

Staff Report 9: Attachment 1 – Policy 3.21 Risk Management

3.21 Risk Management

POLICY TITLE: RISK MANAGEMENT

FILE REF: SC67 AND SC228

EXPIRY DATE: MAY 2027

INTRODUCTION

This Policy has been formulated having regard to AZ/NZS ISO 31000:2018. The International Standard acknowledges that, whilst it provides generic guidelines, it is not intended to promote uniformity of risk management across organisations and that the design and implementation of risk management frameworks need to take into account, and be tailored to, the varying objectives, functions and operations of specific organisations.

PURPOSE

Lockhart Shire Council is committed to the development of a robust risk aware and safety culture. Council recognises that risk is inherent in all of its activities and that effective management of risk is necessary in order to protect its employees, assets, liabilities and the general community against potential losses.

This policy aims to ensure that risk management practices are integrated into Council's WHS and Risk Management System (plan) and Council's strategic and operational planning processes.

SCOPE

The scope of risk management at Lockhart Shire Council will be 'enterprise wide'. This means that Council recognises that it is exposed to a diverse and complex array of potential risks due to the nature of its activities and the natural, social and business environment in which it operates. Council will consider risks across all Council strategies, plans, activities and processes.

This policy applies to all Councillors, management, staff, contractors and volunteers across all Council activities.

DEFINITIONS

- "Risk" – the effect of uncertainty on objectives.
- "Risk management" – the co-ordinated activities to direct and control an organisation with regard to risk.
- Risk Management Policy – a statement of the overall intentions and direction of an organisation related to risk management.
- Risk Management System (plan) – specifies the approach, the management components and resources to be applied to the management of risk.
- "Event" – the occurrence or change of a particular set of circumstances.
- "Likelihood" – the chance of something happening.
- "Consequence" – the outcome of an event.

ORGANISATIONAL CONTEXT

Existing Strategic Plans and Corporate Objectives

Council's Integrated Planning and Reporting (IP&R) framework comprises its 10-year Community Strategic Plan, four-year Delivery Program, Annual Operational Plan as well as its Resourcing Strategy which includes its Long Term Financial Plan, Workforce Management Plan and Asset Management Plans.

Key actions contained in Council's 2017-2021 Delivery Program and relevant to its risk management framework include:

- "Continue to enhance sound financial management policies and practices".
- "Continue the development of asset management strategy and plans.

- *Meet all governance and regulatory requirements in the conduct of Council operations.*
- *Minimise Council's exposure to risk and promote a strong risk management culture within Council.*
- *Ensure appropriate IT systems are in place to support service delivery and accountability requirements.*
- *Maintain and develop a Records Management System that meets the needs of the organisation, the community and legislative requirements.*
- *Attract and retain a quality workforce".*

RISK MANAGEMENT RATIONALE AND POLICY PRINCIPLES

Lockhart Shire Council is committed to ensuring a strong risk management culture exists. Council's commitment aligns with the Community Strategic Plan, specifically:

"E1: Plan for the long-term sustainability of the Shire.

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

Council will undertake a range of activities to help promote and embed enterprise-wide risk management policies by:

- Managing risk based on AZ/NZS ISO 31000:2018 Risk Management and other relevant guidelines and standards.
- Maintaining policies that complement risk management such as fraud prevention, business continuity planning, WH&S, good governance and code of conduct.
- Aligning risk management to Council's existing planning and operational processes.
- Allocating sufficient funding to risk management activities.
- Providing Council staff with sufficient and appropriate training.
- Including risk management information and updates in Council reports and on Council intranet/internet sites.
- Maintaining WHS practices and procedures.
- Making informed judgements concerning the level and costs of risk involved in achieving cost-effective outcomes.

The Council recognises that while some risks encourage innovation and better performance, uncontrolled risks can lead to adverse exposure or loss, thus preventing the Council from effectively and efficiently meeting its goals. Council supports the following principles as listed in AS/NZS ISO 31000:2018:

- Risk management creates and protects value.
- Risk Management contributes to the demonstrable achievement of objectives and improvement of performance on, for example, human health and safety, security, legal and regulatory compliance, public acceptance, environmental protection, product and service quality, project management, efficiency in operations, governance, and reputation.
- Risk management is an integral part of all Council processes.
- Risk management is not a stand-alone activity that is separate from the main activities and processes of Council. Risk management is part of the responsibilities of management and an integral part of all Council's processes, including strategic planning and all project and change management processes.
- Risk management is a part of decision-making.
- Risk management helps decision makers make informed choices, prioritise actions and distinguish among alternative courses of action.
- Risk management explicitly addresses uncertainty.
- Risk management explicitly takes account of uncertainty, the nature of that uncertainty, and how it can be addressed.
- Risk management is systematic, structured and timely.
- A systematic, timely and structured approach to risk management contributes to efficiency and consistent, comparable and reliable results.
- Risk management is tailored.
- Risk management is aligned with Council's external and internal context and risk profile.
- Risk management considers human and cultural factors.
- Risk management recognises the capabilities, perceptions and intentions of external and internal people that can facilitate or hinder achievement of Council's objectives.

- Risk management is transparent and inclusive.
- Risk management is dynamic, interactive and responsive to change.
- Risk management continually senses and responds to change. As internal and external events occur, context and knowledge change, monitoring and review of risks takes place, new risks emerge, some change and others disappear.
- Risk management facilitates continual improvement of Council.
- Council should develop and implement strategies to improve their risk management maturity alongside all other aspects of Council.
- Risk management is based on the best available information.

Appropriate and timely involvement of stakeholders and, in particular, decision makers at all levels of Council, ensures that risk management remains relevant and up to date. Involvement also allows stakeholders to be properly represented and to have their views taken into account in determining risk criteria.

The inputs to the processes of managing risk are based on information sources such as historical data, experience, stakeholder feedback, observation, forecasts and expert judgement. However, decision makers should inform themselves of, and should take into account, any limitations of the data or modelling used or the possibility of divergence among experts.

RESPONSIBILITY

The risk management framework to be effective needs to ensure that there is accountability and authority for implementing and maintaining the risk management process. The allocation of roles and responsibilities for the risk management process in the organisation are outlined below:

- Council – endorse the risk management policy, allocate appropriate resources for risk management, review Risk Register and risk assessments prepared by management and determine risk appetite.
- Audit Risk and Improvement Committee – oversee risk management program and the internal reporting process in particular and provide independent assurance, advice and assistance to Council on risk management, control and governance.
- General Manager - ensure that a risk management process is established, implemented and maintained in accordance with this Risk Management Policy.
- Management Executive (MANEX) – chaired by the General Manager and including all directors is responsible for oversight of the risk management process, for determining an acceptable level of risk and for monitoring Council's overall risk profile and risk treatment strategies.
- Managers/Team Leaders - responsible for the implementation of the Risk Management Policy and WHS policies and procedures within their respective areas of responsibility including the identification, assessment and recording of risks identified, preparation of risk assessments and development and implementation of risk mitigation activities.
- Employees, Contractors and Volunteers – identifying potential risks and for the effective management of risk.

EXISTING POLICIES AND PROCEDURES

Council maintains a register of adopted policies and procedures to facilitate an effective governance and control environment. A Policy Review Timetable has also been established in order to ensure that policies remain subject to ongoing review.

The Policy Review Timetable is premised on all policies being reviewed not later than every three years. However 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 the Council's operating environment, 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.

RISK ASSESSMENTS

Risk is often characterised by reference to potential events and consequences and expressed in terms of a combination of the consequence of an event and the associated likelihood of occurrence.

Identified risks (potential events) are recorded in a Risk Register.

For the purposes of the Council's risk management framework these criteria and the resultant risk analysis matrix is outlined in Schedule 1.

INTERNAL REPORTING, MONITORING AND REVIEW

Internal reporting and oversight of the risk management process will include the following key elements depending on the nature of the risk:

- Regular reporting to MANEX (Human Resources/ Enterprise Risk Manager)
- Reporting and certification to Council and the Audit Risk and Improvement Committee (MANEX)
- Internal audit assurance and conduct of internal audit reviews (Internal Auditor)
- External audit assurance and conduct of performance audits (NSW Auditor-General).

ORGANISATION WIDE REVIEW OF RISK

It is important that periodically an organisation wide review of risk is undertaken to provide assurance that all key risks have been identified. Such a review will assist in identifying emerging risks, particular if there are changes to the Council's operating environment.

An organisation-wide review should be undertaken at least every three years or whenever Council embarks on the delivery of a new service not previously provided or there is a significant change to the Council's role or operating environment.

REFERENCE DOCUMENTS

This policy should be read in conjunction with the following Council policies and procedures:

Policy 1.0 Policies – Procedure for Consideration and Adoption

Policy 1.4 Code of Conduct

Policy 1.7 Fraud Control Policy

Policy 1.18 Public Interest Disclosures and reporting

Policy 1.20 Related Party Transactions

Policy 1.22 Legislative Compliance

Policy 1.23 Cyber Security and Information Systems Security

Policy 1.24 Bribes, Gifts and benefits

Policy 2.54 Contract Management

Policy 3.5 Return to Work Program

Policy 3.6 Work Health & Safety Policy

Policy 3.15 Incident/ Accident Investigation

Policy 3.16 Drugs and Alcohol in the Workplace

Policy 3.17 Work Health & Safety Consultation Policy

Adopted by Council on 20 May 2024

Refer Minute No. xx/24

Adopted by Council on 19 April 2021

Refer Minute No. 58/21

Adopted by Council on 16 April 2018

Refer Minute No. 100/18

Adopted by Council 17 August 2009

Refer Minute No. 283/09

Adopted by Council – 21 August 2006

Refer Minute No. 268/06

Staff Report 9: Attachment 2 – Policy 3.25 Payment of Interview and Removal Expenses

3.25 Payment of Interview and Removal Expenses

POLICY TITLE: PAYMENT OF INTERVIEW AND REMOVAL EXPENSES

FILE REF: SC67

REVIEW DATE: MAY 2027

OBJECTIVE

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

POLICY STATEMENT

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

INTERVIEW EXPENSES

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

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

REMOVAL EXPENSES

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

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

*Reviewed by Council – 20 May 2024
Refer Minute No. xxx/24*

*Reviewed by Council – 17 May 2021
Refer Minute No. 81/21*

*Reviewed by Council – 21 May 2018
Refer Minute No. 139/18*

Staff Report 9: Attachment 3 – Policy 3.26 Computer, Internet, Email and Social Media

3.26 Computer, Internet, Email and Social Media

POLICY TITLE: COMPUTER, INTERNET, EMAIL AND SOCIAL MEDIA

FILE REF: SC67

REVIEW DATE: MAY 2027

OBJECTIVE

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

GENERAL PRINCIPLES

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

POLICY STATEMENT

Computer Software Purchase and Usage

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

Internet Usage

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

Email Communications

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

Use of Social Media

- 1) Council acknowledges that social media can be an effective means of communication and community engagement if used responsibly.
- 2) Social media tools include:
 - a) Social networking sites such as Facebook and Instagram.
 - b) Video and photo sharing websites like Flickr and YouTube.
 - c) Micro-blogging sites like X (formerly Twitter).
 - d) Forums and discussion boards such as Whirlpool, Yahoo! Groups or Google groups.
 - e) Online encyclopedias such as Wikipedia.
- 3) The Policy does NOT apply to personal use when no reference or inference is made to Council, Councillors, related issues or its staff.
- 4) Council recognises that Councillors and staff may wish to use social media in their personal lives. The Policy does not intend to discourage nor unduly limit personal expression or online activities. However, users should recognise the potential for

damage to be caused (either directly or indirectly) to the Council in certain circumstances via personal use of social media when the user can be identified as a Council representative.

- 5) Only employees authorised by the Director Corporate and Community Services to do so may upload or post information on social media on Council's behalf, including on the community-owned Lockhart Shire Facebook page. In this regard authorised employees should:
 - a) Only comment on topics within their own area of responsibility and only if they have delegated authority to do so.
 - b) Ensure any Council related content that is published is factually accurate and compliant with Council policies and management directives (e.g., on confidentiality, privacy and copyright).
 - c) Not reveal confidential or commercially sensitive information about Council and only disclose publicly available information.

- 6) An employee's access to and use of the above tools outside the course of employment is a private matter for the employee and councillor, however issues may arise where Council is mentioned on-line or where it is possible to link employees and councillors with their employment at Council. In such cases, the following rules apply:
 - a) Do not mix the professional and personal issues in ways that are likely to compromise the interests and reputation of Council;
 - b) Do not imply Council endorsement of your personal views;
 - c) Councillors and staff should be aware of the laws covering libel, defamation, privacy and the protection of intellectual property;
 - d) Councillors and staff should familiarise themselves with Council's Code of Conduct. Councillors and staff who are identified as an employee of Council, and post comments or pictures on social media that negatively impact on Council's reputation may be in breach of the Code of Conduct.
 - e) Users are personally responsible for the content published in a personal capacity on any form of social media platform.

Use of Non-Council Owned Mobile Devices

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

Recording and Monitoring of Activity on Council's Computer System

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

- 2) Computer surveillance occurs in relation to:
- a) Storage volumes;
 - b) Internet sites – every web site visited is recorded including the time of access, volume downloaded and the duration of access;
 - c) Suspected malicious code or viruses;
 - d) Emails – the content of all emails received, sent and stored on the Computer Network. (this also includes emails deleted from the Inbox);
 - e) Computer hard drives – Council may access any hard drive on the Computer Network;
 - f) Text messages - Council may access any text messages stored on a User's handheld device and the User must provide Council with the device for the purpose of allowing such access; and
 - g) Mobile telephone records – Council may access the records of a User's handheld device that has been provided by Council.
 - h) Council retains logs, backups and archives of computing activities, which it may audit. Such records are the property of Council, are subject to State and Federal laws and may be used as evidence in legal proceedings, or in workplace investigations into alleged misconduct.
- 3) Council may retain, use and/or disclose the computer records where the retention, use or disclosure is:
- a) For a purpose related to the employment of any employee; or
 - b) Related to Council's business activities; or
 - c) To a law enforcement agency in connection with an offence;
 - d) In connection with legal proceedings.
 - e) Related to maintenance of the computer network in terms of storage volumes, disk capacity and the like;
 - f) In compliance with the State Records Act and Council's records management obligations.

*Reviewed by Council 17 May 2024
Refer Minute No. xx/24*

*Reviewed by Council 17 May 2021
Refer Minute No. 81/21*

Staff Report 9: Attachment 4 – Policy 3.27 Remote and Isolated Work

3.27 Remote and Isolated Work

POLICY TITLE: REMOTE AND ISOLATED WORK

FILE REF: SC67

REVIEW DATE: MAY 2027

PURPOSE

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

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

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

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

POLICY STATEMENT

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

Personal duress devices

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

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

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

Use of personal duress devices

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

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

Procedure testing

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

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

Responsibilities

Council's General Manager is accountable for:

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

Directors, managers and supervisors are accountable for:

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

Employees are responsible for:

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

Office Based Employees

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

*Reviewed by Council 20 May 2024
Refer Minute No. xx/24*

*Reviewed by Council 17 May 2021
Refer Minute No. 81/21*

Staff Report 9: Attachment 5 – Policy 3.28 Safe Driving

3.28 Safe Driving

POLICY TITLE: SAFE DRIVING

FILE REF: SC67

REVIEW DATE: MAY 2027

PURPOSE

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

SCOPE

This Policy applies to all staff operating Council Vehicles.

DEFINITIONS

1. Safe Driving

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

2. Low Risk Attitudes

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

3. Low Risk Behaviours Preparation

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

4. Safe Driving

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

5. Evaluation

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

POLICY CONTENT

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

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

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

As a minimum, staff are to:

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

Mobile Phones

- Mobile phones not secured in an approved cradle must only be used with hands-free/Bluetooth capabilities.

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

Drugs and Alcohol

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

RESPONSIBILITY

1. Directors, Managers and Supervisors
- Communicate safe driving policy and guidelines to staff.
 - Ensure occupation-specific safe driving record requirements are met where this is a condition of employment.
 - Implement appropriate counter measures for identified trends in unsafe road use, such as training and review of a driver's authority to drive council vehicles.
 - Consult with drivers when resolving driving safety related issues.
 - Ensure all staff, managers and supervisors receive an induction in road user safety.
 - Conduct assessment on road use risks and assess training needs of staff.
 - Provide on-going education, awareness and training.
 - Ensure that in-vehicle driver training is done by an approved assessor.
 - Review driver ability every three years for drivers operating in high risk driving conditions.
 - Managers and staff must actively manage workloads involving driving to minimise fatigue, including providing support in managing fatigue.
 - Comply with CoR laws including management of Chain of Responsibility through compliance with speed, fatigue, mass, dimension, loading and vehicle standards.

2. Drivers

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

3. WH&S/Risk Management Staff

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

4. Plant Supervisor

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

5. Road Safety Officer

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

RELEVANT LEGISLATION

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

Reviewed by Council – 20 May 2024

Refer Minute No. xx/24

10. 2024 LOCAL GOVERNMENT ELECTIONS UPDATE

(GM: 24/5360)

Executive Summary

An update is provided in relation to the forthcoming Local Government Elections, particularly with respect to pre-poll voting.

Report

The next Local Government Elections will be held on Saturday, 14 September 2024.

In accordance with a previous resolution of Council, LGNSW has been engaged to deliver an online candidate information briefing to ensure that candidates for the upcoming elections are fully aware of the role and responsibilities of elected members. The session will be held on Wednesday, 22 May 2024 at 5.30pm.

In the meantime, the NSW Electoral Commission (NSWEC), which will be conducting the election, has advised that the Minister for Local Government intends to legislate a one-week period for pre-poll voting at the September 2024 elections. The pre-poll voting period has previously extended to two weeks.

With the change in the pre-poll period from 2 weeks to 1 week and with the trend in the number of pre-poll voters increasing, the NSWEC is currently analysing the data to determine if there will be a need to provide additional pre-poll venues in some areas.

Based on the proposed legislative change pre-poll voting will now open on Saturday, 7 September 2024 in all areas. It is proposed to draw attention to this change in the Council Newsletter.

Integrated Planning and Reporting Reference

E1: Promote the increased participation of local people in local government and the community.

Legislative Policy & Planning Implications

Council has entered into a service contract with the NSWEC for the conduct of the 2024 elections.

Legislative provisions regarding the conduct of Local Government Elections, including rules about the information that candidates and their supporters can publish or distribute, are contained in the Local Government Act 1993 and the Local Government (General) Regulation 2005.

Budget & Financial Aspects

Provision has been made in the 2024/25 draft Budget for the conduct of the council elections based on an estimate to be provided by the NSWEC.

Attachments

Nil.

Recommendation: That the information be noted.

11. DRAFT OPERATIONAL PLAN BUDGET 2024/25 AND FORWARD ESTIMATES 2025/26 – 2027/28
(DCCS: 24/5950)

Executive Summary

A Draft Operational Plan Budget for 2024/25 and forward estimates for 2025/26 to 2027/28 are tabled for Council's consideration and endorsement for public exhibition.

Report

The Draft Operational Plan Budget 2024/25 and forward estimates 2025/26 to 2027/28 have been prepared in accordance with Sections 404 and 405 of the Local Government Act 1993 and are tabled for consideration and endorsement by Council for public exhibition. Subject to Council's endorsement it is proposed to publicly exhibit the draft documents for a period of not less than 28 days before tabling them again, together with any submissions received, at the June 2024 Council meeting for adoption.

General Fund Report

The following table provides a summary of General Fund expenditure for 2024/25.

Total Operating Expenditure (excl. Depreciation)	8,860,252
Total Depreciation	5,045,000
Total Capital Expenditure	3,853,935
Total Expenditure	17,759,187

The Draft 2024/25 Budget estimates for the General Fund provide for a budget with a **surplus of \$5,088.00**.

The Draft Budget is as presented at the Budget Workshop prior to the April 2024 Council meeting, with main variables and additions being:

- Applying the full Rate Peg for Lockhart Shire of 7.2%.
- Local Government Award increase of 3.5%.
- External Audit fees increase of \$30,000.
- Riverina Regional Library contribution increase of \$35,000.
- Consultants increase of \$125,000 for Community Satisfaction Survey, asset revaluations and Disability Access Audit
- Audit, Risk and Improvement Committees (ARIC) compliance of \$37,000.

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

The rate peg for the 2024/25 rating year was announced by IPART NSW at 7.2% for Lockhart. Council has applied the full 7.2% rate peg to the General Rates for the Draft Budget.

Interest on overdue rates: The Office of Local Government (OLG) has advised the maximum amount of interest that can be charged on overdue rates during the period 1 July 2024 to 30 June 2025 will be 10.5%.

Fees & Charges: Council's main fees & charges are for waste management services and sewerage services:

- Waste management service charges have increases ranging from 4.0% to 4.3%.
- Sewer charges have increases ranging from 5.0% to 5.1%.

Council's complete list of Fees & Charges will be provided under separate cover prior to the May Council meeting.

Sewer Fund Report

The following table provides a summary of Sewer Fund expenditure for 2024/25.

Total Operating Expenditure (excl. Depreciation)	576,116
Total Depreciation	258,000
Total Capital Expenditure	135,514
Total Expenditure	969,630

The Draft 2024/25 Budget estimates for the Sewer Fund provide for a budget with a **surplus of \$8,570.00**.

Integrated Planning and Reporting Reference

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

Legislative Policy and Planning Implications

Council is required to adopt its Operational Plan and Budget by 30 June after first having publicly exhibited Draft Plans for 28 days and considering any submissions received.

Budget and Financial Aspects

The Draft Budget and Operation Plan will be prepared by Council officers within existing resources.

Attachments

1. Draft Operational Plan Budget 2024/25 and forward estimates 2025/26 to 2027/28 incorporating the Revenue Policy.
2. Proposed Fees and Charges for 2024/25 (to be provided under separate cover prior to meeting).

Recommendation: That:

- a) Council endorses, for the purpose of public exhibition, the Draft Operational Plan Budget 2024/25 and forward estimates 2025/26 to 2027/28 incorporating the Revenue Policy and Fees and Charges.
- b) Following the 28-day public exhibition period, Council further consider the Draft documents at the Council meeting to be held on 17 June 2024, in conjunction with any public comments or submissions received, for the purpose of adoption prior to 30 June 2024.

12. LOCKHART CHILD CARE

(GM: 24/5702)

Executive Summary

An update is provided in relation to the availability of childcare for working parents in Lockhart.

Report

Councillors will be aware that the availability of childcare services in Lockhart has been the subject of recent media publicity as a result of the privately operated and only long day care centre in Lockhart giving notice to client parents that it will be closing its doors. The centre closed in early May.

The closure of the centre has consequences not only for working parents but also for the broader community from an economic development perspective in view of the degree to which facilities such as schools and hospitals as well as local businesses rely on the availability of childcare to be able to attract and retain staff.

Representations have been made by parents to both the Council and to the Member for Wagga Wagga, Dr Joe McGirr MP, in the hope of identifying potential solutions to the issue. To this end a Working Group has been established comprising parents, councillors and council staff, Dr Joe McGirr MP and representatives of his office, Department of Regional NSW and Lockhart Preschool.

Discussions have also been held with the Department of Education (Early Childhood Outcomes), existing operators of childcare centres in the region, and the Business Council of Cooperatives and Mutuals.

To date the discussions have focused on three main areas as follows:

- 1) Identifying suitable sites including existing buildings capable of being converted to a compliant childcare centre and potential greenfield sites for the establishment of a new centre, as well as possible temporary premises whilst a permanent, longer term solution is pursued.

- 2) Exploring various management options for operating any new childcare centre including privately owned and operated, owned and operated by council, a community based not-for-profit incorporated entity and a childcare cooperative.
- 3) Availability of government funding for 1) and 2) above.

At the time of finalising this report arrangements were being made for representatives of the Department of Education (Early Childhood Outcomes) to visit Lockhart and inspect potential sites and meet with the Working Group. A verbal update on the outcomes of that visit will be provided at the Council meeting.

Integrated Planning and Reporting Reference

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

Legislative Policy & Planning Implications

The NSW Department of Education - Early Childhood Outcomes (ECO) division is responsible for ensuring all children make a successful transition to school through the funding of programs to support more children to access quality early childhood education and care across the state.

The ECO division also leads the delivery of new early learning and child development initiatives to support all children in the critical first 5 years of life.

The Department of Education - Early Childhood Education Directorate (ECED) is the Regulatory Authority in NSW responsible for regulating early childhood education and care services in NSW.

Budget & Financial Aspects

Whilst Council operates a before and after school care service at The Rock, and has trialled a similar service at Lockhart, Council has never operated a long day care centre and there is no provision in the current Budget, or the Draft 2024/25 Budget, for extending Council's involvement in children's services beyond the existing arrangements.

Attachments

Nil.

Recommendation: That the information be noted.

13. QUARTERLY BUDGET REVIEW – MARCH 2024

(DCCS: 24/5959)

Executive Summary

In accordance with the Local Government Act, 1993, a review of Council's Budget position as at 31 March 2024 has been undertaken and the following is submitted for Councillors consideration.

Report

General Fund

When Council adopted the 2023-2024 Operational Plan Budget in June 2023 Council budgeted for a deficit of **\$72,666.00**. The Budget Review as at 31 March 2024 indicated an estimated **SURPLUS of \$93,345.00** as at 30 June 2024 after taking into account movements in revenue and expenditure for the third quarter.

Adjustments of note in the third Quarterly Budget Review:

Roads R&M and capital Budget - \$1.445m of Roads R&M budget has been transferred to Roads Capital works. Significant funds have been spent on reseals for this financial year. With Council's works crews spending the majority of their time on repairs under **Regional and Local Roads Repair Program** and **Disaster Recovery Funding Arrangements Program** Council has had to engage contractors to

undertake reseals to assist in achieving the required expenditure to meet the criteria under the **Roads to Recovery Program**.

Internal Reserves: Disaster Reserve – This reserve was established in 2011 to eliminate Council’s need to effect flood insurance. Council’s current insurance covers for flood, so this reserve is now not required. It is recommended these internally restricted funds of \$418,000 be re-allocated to the Plant Replacement Reserve.

Internal Reserves: Plant Replacement Reserve – The Plant Replacement Reserve will require to be drawn on to assist in funding next year’s Operational Budget and plant scheduled for replacement in next year’s budget to the amount of \$355,000 due to the “spikes” in the funds required when some major plant items are due for replacement. This requires internal funds as the Operational Budget does not have the discretionary budget capacity to fund these ‘spikes’ out of its normal income. It is recommended to allocate a further \$355,000 to the Plant Replacement Reserve from Unrestricted funds, thereby reducing the balance of unrestricted funds to \$2.193m.

Private Works – there has been a significant increase in demand for gravel, mainly from rural landowners.

Roads “Disaster” Funding: Council has expended significant grant funds on repair works, year to date approximately \$4.8m.

Sewer Fund

When Council adopted the 2023-2024 Operational Plan Budget in June 2023 Council budgeted for a surplus of **\$11,044.00** for the Sewer fund operations. For the Budget Review at 31 March 2024 the budget adjustments resulting in an estimated **SURPLUS of \$9,356.00** as at 30 June 2024 after taking into account movements in revenue for the third quarter.

Adjustments of note in the third Quarterly Budget Review:

- 8405-1310-0000 Sewer Connection Fees increase from \$25,000 to \$69,042
- 8405-2331-0000 Sewer Mains R&M increase from \$75,000 to \$95,000

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.

Legislative Policy & Planning Implications

Clause 203 (1) of the Local Government (General) Regulation states that “not later than 2 months after the end of each quarter (except the June quarter), the responsible accounting officer of a council must prepare and submit to the council a budget review statement that shows, by reference to the estimate of income and expenditure set out in the statement of the council’s revenue policy included in the operational plan for the relevant year, a revised estimate of the income and expenditure for that year.

Budget & Financial Aspects

Fund	Adopted Budget @ 1 July 2023	Amendments @ 30 Sept 2023	Amendments @ 31 Dec 2023	Amendments @ 31 Mar 2024	Revised Estimates @ 30 June 2024
General Fund	(\$72,366.00)	\$ 158,252.00	(\$3,008.00)	\$ 10,467.00	\$ 93,345.00
Sewerage Fund	\$ 11,044.00	\$ 4,704.00	(\$6,392.00)	(\$365.00)	\$ 8,991.00
Net Consolidated Budget Surplus/(Deficit)	(\$61,322.00)	\$ 162,956.00	(\$9,400.00)	\$ 10,102.00	\$ 102,336.00

Attachments

- Quarterly Budget Review Statement for the period 01/01/24 to 31/03/24 will be provided under separate cover.

Recommendation: That:

- a) The information be noted, and
- b) The adjustments in income, expenditure and reserves in the March 2024 Quarterly Budget Review be adopted.

14. FEES PAYABLE TO THE MAYOR AND COUNCILLORS

(GM: 23/13829)

Executive Summary

The Local Government Remuneration Tribunal (LGRT) issued an Annual Report and Determination on 29 April 2024. Fees payable to the Mayor and Councillors are required to be within the range set by the LGRT.

Report

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

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

Lockhart Shire Council has been categorised by the LGRT as “Rural”. This category comprises councils with a population of less than 10,000.

The LGRT has determined a 3.75 per cent per annum increase in the minimum and maximum fees applicable to each category from 1 July 2024, after taking into consideration a range of factors including the Consumer Price Index, Wage Price Index, Full-time Adult Average Weekly Ordinary Time Earnings, NSW Public Sector increases and Local Government Stater Award increases. It also considered the Base Cost Change model used by IPART in setting the rate peg for 2024/25.

The new maximum and minimum amounts payable to the mayors and councillors of “Rural” councils, including Lockhart Shire Council, from 1 July 2024 are as follows:

Annual Fee - Councillor		Annual Fee - Mayor	
Minimum Fee	Maximum Fee	Minimum Fee	Maximum Fee
\$10,220	\$13,520	\$10,880	\$29,500

The fees currently being paid for the period 1 July 2023 to 30 June 2024 were determined by Council at its meeting held on 15 May 2023. The fees are currently \$11,440 per annum for Councillors and \$28,430 per annum for the Mayor after the Council resolved at that meeting to adopt the midpoint between the minimum and maximum allowable for councillors and the maximum amount allowable for the Mayor.

Integrated Planning and Reporting Reference

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

E1: Promote the increased participation of local people in local government and the community.

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

Legislative Policy & Planning Implications

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

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

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

Budget & Financial Aspects

The fees payable to the Mayor and Councillors for the period 1 July 2024 to 30 June 2025 as resolved by Council will be incorporated into the 2024/25 Operational Plan Budget.

Attachments

Nil.

Recommendation: That Council determine the annual fees payable to the Mayor and Councillors for the period 1 July 2024 to 30 June 2025.

QUESTIONS AND STATEMENTS

CLOSED SESSION

Agenda

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

15. **PRICHARD PLACE LOCKHART - RESIDENTIAL SUBDIVISIONS - DETERMINATION OF LOT PRICES**
(GM: 24/5347)
16. **LOCKHART INDUSTRIAL ESTATE**
(GM: 24/5369)
17. **EVALUATION OF TENDERS – LOCKHART COMMUNITY GYMNASIUM**
(DCCS: 24/5695)