



**BUSINESS PAPER**  
of the  
**Ordinary Meeting**  
to be Held  
**19 August 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

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## MAYORAL MINUTE

Nil.

## REPORT ON MAYORAL & COUNCILLOR ACTIVITIES

The Mayor reports undertaking the following activities:

- 19 July Along with Cr Driscoll and the Project Manager attended a project meeting for The Rock Community Centre.
- 24 July Along with the General Manager, met with Gordon Hinds and John Globird regarding the renewable energy project.
- 26 July Along with Crs Sharp and Marston farewelled the General Manager.
- 8 August Along with members of REROC and RAMJO met with Federal Local Govt Minister Kristy McBain in Wagga.
- 9 August Along with Cr Sharp attended the Country Mayors Meeting Sydney
- 10 August Along with Crs Sharp, Day and Mathews, officiated at the opening of the refurbished Blue Harper Pavilion with Dr Joe McGirr MP.
- 15 August Along with Cr Sharp met with the new General Manager.
- 15 August Attended Volunteer of the Year Awards at Wagga

**Recommendation:** that the Report on Mayoral and Councillor activities be received.

## URGENT MATTERS

Nil.

## NOTICE OF MOTION

Nil.

## COMMITTEE REPORTS

Nil.

## DELEGATES' REPORTS

### 1. RIVERINA WATER COUNTY COUNCIL BOARD MEETING, 7 AUGUST 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 7 August 2024 has been distributed separately to Councillors.

### 2. COUNTRY MAYORS ASSOCIATION MEETING – 9 AUGUST 2024

The Deputy Mayor and I attended the Country Mayors Conference in Sydney on 9 August. The major topic being Health

Guest speakers included Paul Pisanos Deputy Commissioner of Police who spoke on serious youth crime, the impact of the new Bail Act for repeat & serious offenders. He noted that 50% of current arrests the offenders were currently on bail. He also commented on the number of illegal tobacco seizures in the Riverina and new recruitment drive called Local Cop in your town which allows applicants to nominate where they want to serve.

ALGA President Linda Scott gave her final address as President and gave an update on new Housing initiatives.

Bronny Taylor gave her last address as Shadow Rural Health Minister to ensure CMA retained its focus on rural and allied health and to embrace Virtual health.

Richard Colbrand from the Rural Doctors Network chaired a panel on Health Access. The key areas being community solutions, workforce solutions and support, business support and sector advancement.

Dr Joe McGirr spoke about making the role of GP attractive again through an alliance with State/Federal governments.

Dr Michael Holland Parliamentary Secretary for Health spoke on the \$2.5b for staffing and pay rises and an additional 2500 paramedics, incentives for hard to fill positions and a program to promote the wider distribution of Automated External Defibrillators (AEDs).

Michelle Maxwell gave an update on the recommendations of the Rural Health Inquiry stating that 25 of the 44 recommendations have been completed with another five to be completed this year. She also spoke about MPS and how they can provide sustainable health and aged care services.

Former Wiggles member Greg Page spoke about Heart of the Nation which is a program aimed at increasing the number of AEDs in the community and making those that are there more visible.

**Cr Greg Verdon**  
**Mayor**

**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
<b>Ordinary Council Meeting held 17 June 2024</b>			
125/24	DPE	<p><b>Planning Proposal for Existing R5 Large Lot Residential Land at South Lockhart</b></p> <p>Council:</p> <p>a. Endorses the Planning Proposal and forward it to the Minister for Planning seeking an Amendment to the Lockhart Local Environmental Plan 2012 and request that a Gateway Determination be issued, including the delegation of Plan making powers, so as to enable the public exhibition of the Planning Proposal pursuant to the Environmental Planning &amp; Assessment Act 1979;</p> <p>b. Upon receipt of a Gateway Determination under Section 56 of the Environmental Planning &amp; Assessment Act 1979, places the Planning Proposal and any supporting material on public exhibition pursuant to any requirements of the Gateway Determination and Section 57 of the Environmental Planning &amp; Assessment Act 1979; and</p> <p>c. Subject to the conditions of the Gateway Determination, undertakes those actions necessary to address outstanding matters.</p>	The Planning Proposal has been submitted to the Department of Planning, Housing and Infrastructure and Council are now awaiting receipt of a Gateway Determination.
124/24	DPE	<p><b>DA44/24 –Construction of four (4), two (2) storey dwellings – 2 Hebden Street, Lockhart</b></p> <p>That Council approves Development Application 44/24 for the construction of four (4), two-storey dwellings at 2 Hebden Street, Lockhart, subject to conditions as outlined in the attached Section 4.15 Assessment Report.</p>	Notice of Determination has been issued to the applicant. Complete.
121/24	DE	<p><b>Management of Council's Swimming Pools</b></p> <p>That Council calls for proposals from interested parties for a three-year lease to operate Council's swimming pools at The Rock and Lockhart.</p>	Advertisements have been placed. Completed.
120/24	GM	<p><b>Naming of 109 Green Street, Lockhart</b></p> <p>That Council invites naming proposals from the general community for the public open space at 109 Green Street, Lockhart.</p>	Proposals invited up to 23 August 2024.

*Lockhart Shire Council  
Ordinary Meeting – 19 August 2024*

Minute No:	Officer to Action	Council Resolution	Action Taken
119/24	GM	<p><b>Policy 1.27 Australia Day Awards</b> that:</p> <ol style="list-style-type: none"> <li>1. Council Policy 1.27 Australia Day Awards, be amended to incorporate the following additional awards:               <ol style="list-style-type: none"> <li>a) Student Achiever Award that recognises students who:                   <ul style="list-style-type: none"> <li>▪ Are developing leadership skills and skills of active citizenship.</li> <li>▪ Have shown either consistent or outstanding qualities of kindness, honesty and/or service to their school community.</li> <li>▪ Have demonstrated community spirit and integrity when participating in sporting, cultural or recreational activities.</li> </ul> </li> <li>b) Discretionary Awards                   <ul style="list-style-type: none"> <li>▪ To be awarded at Council's discretion when the Council resolves that the circumstances warrant.</li> </ul> </li> </ol> </li> <li>2. That, in addition to presenting a Student Achiever Award in accordance with a) above, Council also acknowledges those students that have excelled academically as determined by the respective schools i.e. school Duxes on Australia Day.</li> <li>3. The amended Policy 1.27 Australia Day Awards be placed on public exhibition for a period of not less than 28 days and any submissions received be considered prior to adoption of the policy.</li> </ol>	<p>See Staff Report 1. Complete.</p>
118/24	GM	<p><b>Riverina Regional Library – Deed of Agreement 2022-2026</b> That authority be granted for the amended Riverina Regional Library 2022-2026 Deed of Agreement to be executed under Council's seal.</p>	<p>Riverina Regional Library will forward the Deed of Agreement for execution in the near future.</p>
<b>Ordinary Council Meeting held 17 June 2024</b>			
107/24	DCCS	<p><b>Lockhart Long Day Care Services</b> That, as the approved provider for childcare services operated from the Lockhart Central School library, Council meets the cost of modification and improvement works required for the purposes of extending the existing licence obtained for the Lockhart OOSH to include a long day care service.</p>	<p>Resolution 107/24 approved funding of modifications. Dept of Education Asset Management Unit have put the scope of works out to tender.</p>

*Lockhart Shire Council  
Ordinary Meeting – 19 August 2024*

Minute No:	Officer to Action	Council Resolution	Action Taken
106/24	GM	<p><b>Lockhart Shire Audit, Risk and Improvement Committee - Appointment of Independent Chair and Independent Member</b></p> <p>1) Nick Tobin be appointed Independent Chair of the Lockhart Shire Council Audit, Risk and Improvement Committee (ARIC) for a four-year term.</p> <p>2) Kylie McRae and Raffaele D'Angelo be appointed independent members of the Lockhart Shire Council ARIC for a term of four years and two years respectively.</p> <p>3) Council appoints a Councillor as a non-voting member of the ARIC at the first meeting of the newly elected Council following the forthcoming Local Government Elections.</p> <p>4) Section 4 of the ARIC Charter be amended to reflect the new composition of the ARIC and that a broader review of the Charter be undertaken by the ARIC once the new appointees are in place.</p>	<p>1) Independent chair and independent members have been advised of their appointment. Complete.</p> <p>2) Independent chair and independent members have been advised of their appointment. Complete.</p> <p>3) To be determined at the October Council meeting.</p> <p>4) Charter amended. Complete.</p>
<b>Ordinary Council Meeting held 20 May 2024</b>			
76/24	DPE/ DCCS	<p><b>Trial Waste Voucher System for 2024/25</b></p> <p>That Council provides two (2) vouchers for the disposal of waste in 2024/25 to each ratepayer and to all Section 355 Committees.</p>	<p>In progress. Vouchers will be distributed with rate notices in late July.</p> <p>Vouchers to be distributed to Section 355 Committees by the end of August.</p> <p>Complete.</p>
<b>Ordinary Council Meeting held 15 April 2024</b>			
65/24	GM	<p><b>Housing Initiatives and Opportunities for Council</b></p> <p>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.</p> <p>2. A development application be prepared for the construction of a single dwelling house on 65 Nicholas Street, The Rock for staff accommodation.</p> <p>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.</p> <p>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.</p>	<p>1. Plans to support a DA to be prepared.</p> <p>2. Plans to support a DA to be prepared.</p> <p>3. Approach made to TfNSW, awaiting a response.</p> <p>4. Enquiries have been made and the selling agent has confirmed that no investigation has been undertaken with respect to contamination on the land.</p>



*Lockhart Shire Council  
Ordinary Meeting – 19 August 2024*

<b>Minute No:</b>	<b>Officer to Action</b>	<b>Council Resolution</b>	<b>Action Taken</b>
57/24	DE	<b>Brookong Creek Masterplan</b> 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.	Quotes being assessed and evaluated. New electricity meter being installed.
<b>Ordinary Council Meeting held 18 September 2023</b>			
163/23	GM	<b>Magnolia Lodge and Youth Flats</b> 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 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.	NSW Land and Housing Corporation advised of Council's decision. Concept plans have been prepared and forwarded to the NSW Land and Housing Corporation for feedback.
<b>Ordinary Council Meeting held 13 February 2023</b>			
26/23	GM	<b>Proposed Acquisition of Land</b> 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.	Determination of the DA has been referred to a neighbouring council in accordance with Policy 2.58 Conflicts of Interest – Council Related Developments.
9/23	GM/DE	<b>Disaster Recovery Funding Arrangements</b> In accordance with the outcome of the Councillor Workshop held earlier in the day, Council nominates the following projects for funding under the Local Government Recovery Grants Program: 1. Emily Street, The Rock – drainage improvements 2. Cole Street, Yerong Creek – drainage improvements 3. Green Street West, Lockhart – drainage improvements 4. Flood Detour Road – culvert installation 5. Waste Mgt Facilities Access Roads 6. Community information initiative (social media) 7. Access Road – Golf Club	Projects nominated as per resolution. Approval received to access funds for Emily Street. No update regarding remaining projects has been received. Department emailed 8 August 2024 and phoned. Design completed and materials have been ordered. Designs completed for Cole Street, Green Street West. Flood Detour Road in progress.

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Minute No:	Officer to Action	Council Resolution	Action Taken
<b>Ordinary Council Meeting held 18 July 2022</b>			
141/22	GM	<p><b>Request for Council to Purchase Private Access</b></p> <p>Council agrees to the request in principle subject to Council and the applicants agreeing to a reasonable cost sharing arrangement.</p>	<p>Subject land has been transferred to Council and dedicated as public road. Payment has been received from landowners in accordance with agreed cost sharing arrangement.</p> <p>Upgrading of the road to be scheduled.</p>
<b>Ordinary Council Meeting held 16 August 2021</b>			
148/21	GM	<p><b>Proposed “Tim Fischer Way”</b></p> <p>Council to reinstate investigations into the erection of tourism signage indicating “Tim Fischer Way”.</p>	<p>Complete.</p> <p><a href="https://www.visitlockhartshire.com.au/tim-fischer-way/">https://www.visitlockhartshire.com.au/tim-fischer-way/</a></p>
<b>Ordinary Council Meeting held 19 April 2021</b>			
63/21	GM	<p><b>Residential Development – Lockhart</b></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>Road and sewer designs being finalised.</p> <p>Complete.</p>
<b>Ordinary Council Meeting held 15 July 2024 – Councillor Questions &amp; Statements</b>			
	DE	<p><b>Cr Hunter: Status Report – Roads Requiring Works</b></p> <p>Asked how items are kept on the Status Report for completion and referred to a previous query regarding roads in the east of the shire which require works.</p>	<p>During “Questions and Statements”, generally those questions and/or statements requiring an action are detailed in the Status Report so progress and updates can be reported at future Council meetings.</p> <p>Statements that do not require an action are not placed on the Status Report. They are included in the Minutes under Questions and Statements.</p> <p>The previous query referred to was taken as a statement that Council needs to allocate future grant funding toward road works. Any future grant programs will be the subject of a Councillor workshop to allocate funds.</p> <p>Complete.</p>
	DE	<p><b>Cr Sharp: Henty Pleasant Hills Road</b></p> <p>Drew attention to a section of road approaching Henty where the road surface has deteriorated and needs repairs.</p>	<p>Works carried out.</p> <p>Completed.</p>
	DE	<p><b>Cr Marston: Parking, Opp. The Rock Central School</b></p> <p>Asked if any works in this area were planned to coincide with the current school holiday period.</p>	<p>Works carried out.</p> <p>Complete.</p>

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<b>Minute No:</b>	<b>Officer to Action</b>	<b>Council Resolution</b>	<b>Action Taken</b>
	DE	<b>Cr Marston: Back Lanes, The Rock</b> Acknowledged that work has been completed on some back lanes in The Rock and asked if there were any plans to complete works on the remaining lanes.	Director Engineering requested Cr Marston to provide list of back lanes being referred to.
<b>Ordinary Council Meeting held 20 May 2024 – Councillor Questions &amp; Statements</b>			
Questions & Statements	DE	<b>Cr Sharp: Grading Works, Wide Lane</b> Has received positive comments regarding grading works carried out on Wide Lane and has also received requests for “Dry Weather Only” signs to be placed at each end of this road to minimise damage in wet weather.	Works programmed.
<b>Ordinary Council Meeting held 20 May 2024 – Councillor Questions &amp; Statements</b>			
Questions & Statements	GM	<b>Cr Mathews: Empty Shops, Green Street</b> Suggested Council could consider subsidising rent to encourage businesses to take up tenancies.	Council’s investment Attraction Incentives Policy would need to be revised. Complete.
	GM	<b>Cr Mathews: Border Trust</b> Advised that he, along with the General Manager and Director of Corporate and Community Services met with Ms Sue Gold, Executive Officer of the Border Trust. Cr Mathews suggested Ms Gold could be invited to address a future meeting of Council and believes membership of the Trust could be advantageous.	Border Trust has been contacted with a view to making arrangements to address the newly elected council in several months’ time.
<b>Ordinary Council Meeting held 18 March 2024 – Councillor Questions &amp; Statements</b>			
Questions & Statements	DCCS	<b>Cr Driscoll: Umpire and Netball Sheds, The Rock</b> 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. Building works completed. Complete.
<b>Ordinary Council Meeting held 19 February 2024 – Councillor Questions &amp; Statements</b>			
Questions & Statements	DE	<b>Cr Rockliff: Fairy Lights, Lockhart Main Street</b> Asked if the fairy lights in the shopping precinct can be repaired and/or reinstated?	Fairy lights west of lamp posts not able to be repaired and need replacing. Quotes being sourced.
<b>Ordinary Council Meeting held 20 November 2023 – Councillor Questions &amp; Statements</b>			
Questions & Statements	DE	<b>Cr Mathews: Councillor Dress</b> Suggested an option somewhere between the blazer and a polo shirt might be appropriate for attending conferences etc.	Held over until commencement of new council in September 2024.
<b>Ordinary Council Meeting held 16 October 2023 – Councillor Questions &amp; Statements</b>			
Questions & Statements	DCCS	<b>Cr Sharp: Pleasant Hills Tennis Courts</b> Asked if there was a timeframe for repairs to the tennis courts to be carried out?	Bottom two courts were completed by 30 June 2024. Top two courts require excavation and levelling work.

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Minute No:	Officer to Action	Council Resolution	Action Taken
<b>Ordinary Council Meeting held 18 September 2023 – Councillor Questions &amp; Statements</b>			
Questions & Statements	DE	<b>Cr Verdon: Lodge Road</b> Advised this road, which provides access to The Rock Cemetery, is deteriorating rapidly and requires attention.	Surfaced prepared for seal. Works to be completed when weather allows.
<b>Ordinary Council Meeting held 21 November 2022 – Councillor Questions &amp; Statements</b>			
Questions & Statements	DCCS	<b>Cr Hunter: Tiled Wall outside The Rock Gym</b> 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.	Retiling wall has commenced. A further verbal update will be provided at the Council meeting.
<b>Ordinary Council Meeting held 17 October 2022 – Councillor Questions &amp; Statements</b>			
Questions & Statements	DPE/ DCCS	<b>Cr Verdon: Disability Access Across the Shire</b> 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.	Onsite visit completed week of 3 June. Report received, Directors reviewing report (183 pages). Complete.

**Correspondence Received**

Date sent to Councillors	From	Subject
8 August 2024	Executive Assistant	Forwarding Letter from the Chief Commissioner of the ICAC re: Integrity Issues and the 2024 Local Government Elections
22 July 2024	REROC via Executive Assistant	Invitation to attend the REROC 30 <sup>th</sup> Anniversary Dinner

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

## STAFF REPORTS

### Strategic Direction A: A Connected and Resilient Community

**1. POLICY 1.27 AUSTRALIA DAY AWARDS**

**(GM: 24/9816)**

Executive Summary

At the Council meeting held on 15 July 2024 it was resolved to amend Policy 1.27 Australia Day Awards to incorporate a Student Achiever Award and other discretionary Awards, and to place the amended Policy on public exhibition and consider any submissions received before adopting the Policy.

The amended Policy has been publicly exhibited in accordance with Council's resolution and is now presented for adoption by Council.

## Report

Council at its meeting held on 15 July 2024 resolved that:

1. *“Council Policy 1.27 Australia Day Awards, be amended to incorporate the following additional awards:*
  - a) *Student Achiever Award that recognises students who:*
    - *Are developing leadership skills and skills of active citizenship.*
    - *Have shown either consistent or outstanding qualities of kindness, honesty and/or service to their school community.*
    - *Have demonstrated community spirit and integrity when participating in sporting, cultural or recreational activities.*
  - b) *Discretionary Awards*
    - *To be awarded at Council’s discretion when the Council resolves that the circumstances warrant.*
2. *That, in addition to presenting a Student Achiever Award in accordance with a) above, Council also acknowledges those students that have excelled academically as determined by the respective schools i.e. school Duxes, on Australia Day.”*
3. *The amended Policy 1.27 Australia Day Awards be placed on public exhibition for a period of not less than 28 days and any submissions received be considered prior to adoption of the policy.*

The amended Policy has been publicly exhibited in accordance with Council’s resolution and is now presented for adoption by Council.

No submissions were received within the exhibition period.

The amended Policy 1.27 as publicly exhibited and reflecting the above changes is attached.

## 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

Policy 1.27 Australia Day Awards

**Recommendation:** That Council Policy 1.27 Australia Day Awards, as publicly exhibited, be adopted.

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## Staff Report 1: Attachment – Policy 1.27 Australia Day Awards

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### 1.27 Australia Day Awards

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POLICY TITLE: Australia Day Awards Policy

FILE REF: SC221

EXPIRY DATE: JULY 2027

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#### OBJECTIVE

The objective of this Policy is to outline the arrangements for receiving and assessing nominations for Lockhart Shire Council's annual Australia Day Awards and for determining the recipients of the Awards. The Awards aim to recognise outstanding contributions to the Lockhart Shire community in the year immediately prior to receiving the award, as well as their past achievements and ongoing contribution to the community.

#### GENERAL PRINCIPLES

There are many in the community who volunteer their time and effort to support others and contribute to the overall wellbeing of the community and whilst not doing it in expectation of receiving any recognition or reward, recognising these efforts enhances the pride and self-esteem of the community and encourages volunteerism. Recognising the valuable contribution people make to their community is also consistent with the following strategies contained in the Lockhart Shire's Community Strategic Plan and the Council's Delivery Program:

- a) *'E1: Promote the increased participation of local people in local government and the community.'*
- b) *"E2: Provide effective community engagement practices with the community."*

#### AUSTRALIA DAY AWARD CATEGORIES

1. Nominations will be invited from the community on an annual basis for the following Award categories, with the exception of the Student Achiever Award for which all schools in the Shire will be invited to submit nominations:
  - a) Australia Day Award
  - b) Sportsperson of the Year
  - c) Young Citizen of the Year
  - d) Citizen of the Year
  - e) Student Achiever Award
  - f) Discretionary Award
2. All Australia Day Award nominees who meet the eligibility criteria and who, based on the assessment criteria are considered worthy, shall receive an Australia Day Award.
3. The Citizen of the Year and Young Citizen of the Year shall be selected from among the Australia Day Award recipients as the one(s) considered most worthy having regard to the assessment criteria.
4. Council may in exceptional circumstances Award joint Citizen of the Year, Young Citizen of the Year and Sportsperson of the Year Awards.
5. In addition to presenting a Student Achiever Award to a school student in accordance with Assessment Criteria Section 3 of this Policy, Council will on Australia Day also acknowledge those students that have excelled academically in the preceding year as determined by the respective schools i.e. school duxes.

#### ELIGIBILITY CRITERIA

Nominees for all categories must:

1. Be an Australian citizen
2. Fall within the following age categories for the respective Awards:
  - a) Young Citizen of the Year: Under 30 years of age
  - b) Citizen of the Year: 30 years and over

Note: the age of the nominee must fall into the applicable category as at 26 January in the year the Award is given.

3. Reside in the Lockhart Shire Local Government Area at the time of nomination, or if not living in the shire must have contributed to the shire for a period of twelve (12) months or longer and who has demonstrated a record of providing beneficial services, to the Lockhart Shire community.
4. Unsuccessful nominees may be re-nominated in subsequent years.
5. Self-nominations will not be accepted.
6. Sitting state and federal politicians and current councillors are not eligible.
7. Retired politicians and former councillors are eligible however consideration of their nomination would be for their work over and above their official duties.
8. Persons who have been awarded a Citizen of the Year Award may not be re-nominated for an award for a period of five (5) years.
9. Council will not award a Citizen of the Year Award to the same person until five years has elapsed.
10. Awards will not be granted posthumously

#### **ASSESSMENT CRITERIA**

1. In determining recipients of the Australia Day, Citizen of the Year and Young Citizen of the Year Awards nominees will be assessed against the following criteria:
  - a) The activities undertaken have a positive purpose and benefit to the community.
  - b) Outstanding achievement in a specific field, including but not limited to environmental, community engagement, welfare, arts and culture, leadership, charitable activities and civic responsibility.
  - c) The level of voluntary contribution beyond paid employment.
  - d) The length of activity or service.
  - e) The degree of challenges faced in a role and ability to go above and beyond.
2. The Sportsperson of the Year nominees will be assessed against the following criteria:
  - a) Demonstrated achievement in one or more of the following:
  - b) Good practice in sport and being a positive role model in sporting and recreational pursuits
  - c) Encouraging membership and participation in sport
  - d) Contributing to the outstanding management or administration of sporting activities
  - e) Participating in official sporting or recreational duties in a voluntary capacity
3. The Student Achiever Award will be assessed against the following criteria as applied by the respective school submitting the nomination and which recognises students who:
  - a) Are developing leadership skills and skills of active citizenship.
  - b) Have shown either consistent or outstanding qualities of kindness, honesty and/or service to their school community.
  - c) Have demonstrated community spirit and integrity when participating in sporting, cultural or recreational activities.
4. Discretionary awards are to be awarded at Council's discretion when the Council resolves that the circumstances warrant.

#### **DETERMINATION OF AWARD RECIPIENTS**

1. An Australia Day Awards Committee shall be convened by Council each year for the purposes of assessing the nominations received and making a recommendation to Council as to the Award recipients.
2. The Committee shall comprise at least one councillor from each Ward.
3. The Committee's recommendation shall be presented to the December ordinary meeting of Council preceding Australia Day.
4. The Award recipients shall be determined by resolution of Council in closed session.
5. The Award recipients will be announced on Australia Day.

*Adopted by Council xx Xxxxx 2024  
Refer minute xxx/24*

*Adopted by Council 17 April 2023  
Refer minute 59/23*

2. REQUEST FOR FINANCIAL ASSISTANCE – EXPLORERS RIFLE CLUB

(DCCS: 24/10555)

Executive Summary

A request for financial assistance has been received from the Lockhart based Explorers Rifle Club.

Report

On 7 and 8 September 2024, the Explorers Rifle Club will be holding its annual shooting competition at the Lockhart Rifle Range. The Club advises that its event has proven to be one of the more popular shooting events in NSW Country regions and it expects attendance by over 60 shooters from within the Riverina, Northern Victoria & other parts of NSW.

The Club is seeking Council's consideration in becoming a supporter or sponsor of this competition with any donation to be expended on trophies and prizes for the event.

Council received a similar request in 2021 from the Explorers Rifle Club. On that occasion Council resolved to contribute \$300 towards the event.

Council also has a number of Events Resources available for free to organisations holding events.

Integrated Planning and Reporting Reference

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

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

A1: Provide support and advice to community groups, clubs and volunteers.

Legislative Policy & Planning Implications

Pursuant to Section 356 of the Local Government Act Council may, in accordance with a resolution of the Council, contribute money or otherwise grant financial assistance to persons for the purpose of exercising its functions.

Budget & Financial Aspects

There are sufficient funds within Council's 2024/25 Budget allocation for financial assistance granted pursuant to Section 356 of the Local Government Act, to accede to this request.

Attachments

Nil.

**Recommendation:** That Council contribute an amount of \$500 towards the Explorers Rifle Club Annual Shooting Competition and that the contribution be funded from the 2024/25 budget allocation for Section 356 contributions.



## **STRATEGIC DIRECTION B: A Dynamic and Prosperous Economy**

Nil.

## **STRATEGIC DIRECTION C: An Environment that is Respected and Protected**

Nil.

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

### **3. ENGINEERING REPORT**

(DE)

#### Executive Summary

Monthly report on engineering matters.

#### Background Information

#### **Major Projects**

Council has submitted its five-year plan under the Roads to Recovery Program.

2024/25 Osborne Yerong Creek Road (12.9-13.9km from Albury Rd)  
Reconstruction and widening

2025/26 The Rock Lockhart Road (12-14km from The Rock)  
Reconstruction and widening

2026/27 Osborne Yerong Creek Road (13.9-15km from Albury Rd)  
Reconstruction and widening

2027/28 The Rock Lockhart Road (10-12km from The Rock)  
Reconstruction and widening

2028/29 Yerong Creek Mangoplah Road (3.6-5.4km from Yerong Creek)  
Reconstruction and widening

Designs for Emily Street, Prichard Place and Cole Street have been prepared. Flood Detour Road is in progress.

Culverts have been ordered for Emily Street.

Culverts for Hollies Road have been ordered.

Flood damage restoration is ongoing.

#### **Works**

a) Regional Roads - Various Locations

Continuation of routine spot patching to maintain road surface safety and quality.

b) Local Sealed Roads

**Tootool Mittagong Road/Yerong Creek Road:** Progressing with the enhancement of culvert and drainage systems to reduce flood risks and ensure efficient water flow. Culvert works are finalised, with road pavement and guardrail installation programmed for the month of August.

c) Line marking

- Line marking completed on the Lockhart The Rock Road starting at the bridge in Urana St, The Rock to Vincents Road
- The Rock Bullenbong Road 1km from Urana St, The Rock Intersection.

d) Various Locations

- Ongoing routine maintenance and spot patching to uphold the integrity and safety of the road network.

e) Local Unsealed Roads

- Focused efforts on repairing flood damage identified in the 1001 and 1034 flood events, prioritising critical areas.

f) Updated List of Roads Pending Completion

Albert Smiths Road	Jaricks Lane	Rawson Park Road
Alf Freemans Lane	Jim Mahedy Lane	Robertsons Lane
Bahrs Road	Jim McDonnells Lane	Saint Helena Lane
Barry Bowyers Lane	John Alexander Road	Scheuners Lane
Bond Lane	Judds Lane	Schirmers Lane
Boyds Road	JR Smiths Lane	Seberrys Lane
Braithwaites Lane	Kingstons Lane II	Seeligers Lane
Bryan Westblade Lane	Krauses Lane	Shaws Lane
Carrolls Lane	Lallarook Lane	Shippards Lane
Chaplin Lane	Lehdeys Lane	Showground Road
Commera Wilson Lane	Leitch Lane	Sielers Lane
Days Lane	Lieschkes East Road	Slys Lane
Edwards Lane	Lieschkes Lane	Stolz Lane
Ferndale Boundary Road	Long Park Road	Stoney Park Road
Forcks Lane	Lynchs Lane	Tenison Lane
Forest Lane	McRaes Lane	Tootool Mittagong Road
Galore Hill Reserve – Firetrail 1	McRories Road	Tuttys Lane
Galore Hill Reserve - Firetrail 2	Milbrulong Forest Road	Vennells Lane
Gap Road-Access	Milbrulong Tip Road	Weillys Lane
Hamsons Lane	Montagues Back Road	Whittys Lane I
Hebden Lane	Moores Bus Route Road	Whittys Lane II
Hillcrest Lane	Morgans Lane	Wide Lane I
Hollies Road	Noskes Lane 1	Wide Lane II
Jack Blights Lane	Old French Park	Willis Lane
Jack Mitchells Lane	Bullenbong Road	Wrathall School Lane
	Pat Gollashes Lane	
	Poverty Lane	

- Maintenance grading will be performed as part of the flood recovery efforts.

g) Summary

Council teams and contractors are working intensively to improve road safety and infrastructure resilience. Efforts are concentrated on repairing flood damage, upgrading drainage systems, and maintaining both local and regional roads through systematic patching, sealing, and upkeep.

**Parks & Gardens**

The addition of a rose garden has been completed at the entrance of the SES/Rural Fire station at The Rock.

Winter maintenance and repairs are continuing at The Rock and Lockhart pools.

Annual street tree pruning is nearing completion, we will then focus on clearing vegetation from laneways.

Solar lighting will be installed in the coming weeks at the Avenue of Honour.

Staff will be busy completing mulching and general garden maintenance of Council's many parks/gardens prior to a busy spring season.

Legislative Policy and Planning Implications

Nil.

Integrated Planning and Reporting Reference

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

Budget and Financial Aspects

Will be conducted within Council's allocated budget.

Attachment

Nil

**Recommendation:** That Council notes the information provided in the Engineering report.

#### 4. PLANNING AND ENVIRONMENT REPORT

(DPE)

Executive Summary

Monthly report on priority weeds, environmental matters and development approvals.

Background Information

a) **Biosecurity**

**WEEDS**

**Property Inspections**

Inspections were carried out on rural properties by request, and on land managed by Council.

The most commonly found weeds were Coolatai grass (*Hyparrhenia hirta*), St. Barnaby's thistle (*Centaurea solstitialis*), Galvanised burr (*Sclerolaena birchii*), and African boxthorn (*Lycium ferocissimum*) respectively.

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

**Control Program**

Priority has been given to the control of Wild radish (*Raphanus raphanistrum*) on roadside reserves and council managed land. Wild radish was controlled at the railway crossing on East Street and on the nature strip in Day Street, Lockhart.

**ENVIRONMENTAL**

**National Tree Day**

In conjunction with Eastern Riverina Landcare Group and The Rock Division of Scouts NSW, Lockhart Shire Council sponsored the distribution of 80 native plants to The Rock residents for National Tree Day. This undertaking was a trial project. Council's Planning and Environment staff envision a larger distribution of local native plants at various locations within the shire for National Tree Day 2025 and propose to involve local school students in the distribution process.

- c) **Development Approvals:** This report advises of the Development Application Approvals for July 2024.

Development Activity Table

DA/CDC No.	Development	Site of Development	Applicant	Value
DA74/24	Dwelling	15 King Street, The Rock	Hotondo Homes	\$ 767,763.00
DA75/24	Additions to existing Dwelling	40 King Street, The Rock	C Whitby	\$ 86,000.00
DA44/24	Multi Dwelling	2 Hebden Street, Lockhart	L Hoffmann	\$ 2,055,600.00
DA79/24	Shed	22 Macconochie Street, Yerong Creek	M Pitman	\$ 42,277.00
			<b>Total</b>	<b>\$ 2,951,640.00</b>

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:** That Council notes the information provided in the Planning and Environment report.

## 5. HIRE (DRY AND WET) PLANT AND EQUIPMENT

(DE: 24/10314)

Executive Summary

The purpose of this report is for Council to approve the list of hire companies for Miscellaneous Plant Hire (Dry Hire) and suitably qualified contractors for hire (wet) plant and equipment, for the period 1 September 2024 to 30 June 2025.

Background Information

Every year Council invites submissions from companies for the hire of plant (dry) and suitably qualified contractors for hire (wet) plant and equipment.

A request for a schedule of rates was sent to selected companies for the dry hire of plant and an advertisement was placed in the local newspapers and on Council's website for the submission of wet hire plant and equipment. Council received responses from the following:

1. R & L Holyoake
2. I Holyoake
3. Campo's Earthworks
4. Boots Civil
5. Orange Hire
6. Smallmon Bros

7. Lockhart Hardware & Hire
8. Quillo (D Norton)
9. Kennards Hire
10. Rollers Pty Ltd
11. Coates
12. Solomon Provisions Pty Ltd (Mulholland)
13. Burkinshaw Ag (C Burkinshaw)
14. Kennedy Bros
15. JM Kirk Civil

Council is not bound to accept the lowest rates, or any rates submitted. The criteria used for assessing and selecting plant for dry hire include:

- a) Quoted hire rate
- b) Currency of insurances
- c) Compliance with WHS regulations
- d) Capacity to undertake the works
- e) Condition and age of plant and/or equipment
- f) Plant and operator performance/competencies
- g) Proximity and availability
- h) Service and support.
- i) Hire terms.
- j) Local preference.

The Council may undertake an ongoing evaluation of the hire company's performance. The evaluation may be considered in the assessment of future requests for services of a similar nature. A copy of any such evaluation will be forwarded to the company. If the company disagrees with the evaluation, they may forward a request to Council's Manager of Works for a review along with reasons why it should be reviewed. The Council's decision will be final. Council reserves the right to terminate agreements/contracts if the company's performance has been identified as unsatisfactory and the company fails to rectify this. Once hired a daily equipment hire order including a safety check must be completed.

Appointment of a contractor will depend on the availability of plant and equipment required for a specific period as well as current insurances and Work, Health and Safety Systems in place.

#### Legislative Policy and Planning Implications

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

#### 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

Council's auditors advised that 'Management should review expenditure on an annual basis to identify goods or services where expenditure regularly exceeds \$250,000 annually and assess whether these should be subject to a competitive tender process.

Council may hire (wet & dry hire) plant on occasions when it is unable to provide plant from its own fleet. Although every effort will be made to minimise the cost of plant hire and keep the cumulative cost per hire company below \$250,000, circumstances may arise where the \$250,000 limit may be exceeded. Irrespective whether the expenditure is spread over several projects it is proposed that Council approves the contractors for the hire (wet and dry) of plant and equipment for the 2024-25 financial year to satisfy the recommendation by Council's auditors.

Attachments

Nil.

**Recommendation:** That Council approves the following companies for Miscellaneous Plant Hire (Dry Hire and Wet Hire) for the period 1 September 2024 to 30 June 2025:

- R & L Holyoake
- I Holyoake
- Campo's Earthworks
- Boots Civil
- Orange Hire
- Smallmon Bros
- Lockhart Hardware & Hire
- Quillo
- Kennards Hire
- Rollers Pty Ltd
- Coates
- Solomon Provisions Pty Ltd
- Burkinshaw Ag
- Kennedy Bros
- JM Kirk Civil

## **STRATEGIC DIRECTION E: Strong Leadership and Governance**

### 6. INVESTMENT AND BANK BALANCES REPORT – JULY 2024

(DCCS: 24/10511)

#### 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

<b>Opening Combined Cashbook Balance</b>		5,546,042.08
Add: Total Receipts		
	Miscellaneous	17,784.00
	Rates	101,351.07
	Debtors	151,379.00
	Interest on Investments	18,380.30
	Caravan Park Takings	14,682.50
	Return of Investment - ComBank	500,000.00
	Rockoosh CCS & Inclusion Support Payments	21,805.00
	Development / Planning Applications	14,203.80
	Rockoosh Payments	4,635.37
	BAS Refund - June 2024	73,256.00
	Tip Fees	2,715.00
	ATO - GST - 14 Harry Davies Drive - Lockhart	6,000.00
		926,192.04
Less: Total Payments		5,285,949.38
	New Investments	0
<b>Closing Combined Cashbook Balance</b>		<b>1,186,284.74</b>
<b>Closing Bank Statement Balance</b>		
	Bendigo Bank	1,047,230.51
	Macquarie Bank	106,012.75
	Bendigo Bank-Prichard Trust	31,912.98
		1,185,156.24
Add: Outstanding Deposits		1,157.50
		1,186,313.74
Less: Outstanding Cheques		29.00
<b>Closing Combined Cashbook Balance</b>		<b>1,186,284.74</b>

Investments:	Interest Rate per Annum	Amount Invested	% of Total
Bank of Queensland	4.90	700,000.00	8.22
Bank of Queensland	5.30	500,000.00	5.87
Bendigo Bank	4.74	1,000,000.00	11.74
Bendigo Bank	4.79	500,000.00	5.87
Bendigo Bank	5.10	250,000.00	2.94
Bendigo Bank	5.25	1,000,000.00	11.74
Bendigo Bank	at call	66,072.20	0.78
Beyond Bank	5.10	500,000.00	5.87
IMB	4.85	500,000.00	5.87
Macquarie Bank	4.78	1,000,000.00	11.74
National Australia Bank	5.00	500,000.00	5.87
National Australia Bank	5.00	500,000.00	5.87
National Australia Bank	5.00	500,000.00	5.87
National Australia Bank	5.00	500,000.00	5.87
National Australia Bank	5.40	500,000.00	5.87
		<b>8,516,072.20</b>	<b>100.00</b>

			<b><u>AMOUNT</u></b>
General Fund	1490-3000-0000		(1,364,389.90)
Combined Sewerage	8490-3000-0000		2,518,761.66
Trust Fund	9991-3000-0000		31,912.98
		<b>1,186,284.74</b>	<b>1,186,284.74</b>
<b>TOTAL FUNDS HELD ARE:</b>			<b>9,702,356.94</b>

#### 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 2024/25 Operational Budget has forecast a total of \$408,000 income from interest on investments for General Fund & Sewer Fund combined. For the period July 2024, the average end of month balance of funds invested has been \$8.52 million and the average return on invested funds has been 5.02%. 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 July 2024 Investment and Bank Balances Report be received and noted.
- b) That the Responsible Accounting Officer Statement be noted, and the report be adopted.

## **7. LOCAL GOVERNMENT ELECTIONS UPDATE AND DELEGATIONS**

**(GM: 24/6994)**

#### Executive Summary

Council has an opportunity to put in place appropriate delegations to cover the period from 14 September 2024, when the current term of office expires, and the third week of October 2024 when the first meeting of the new Council will be held to elect a Mayor and Deputy Mayor.

#### Report

Council elections will be held on 14 September 2024. The NSW Electoral Commission (NSWEC) which is conducting the election has advised that the declaration of results will take place during the first week of October 2024. This means that the September Council meeting will not be able to proceed as scheduled on the third Monday of the month i.e. 16 September 2024.

Councils that elect their mayor (as opposed to councils that have a popularly elected mayor) are required to hold a mayoral election within three weeks of the election results being declared. Council's October meeting is scheduled to be held on 21 October which will be within the required three-week period.

The Office of Local Government (OLG) has prepared a *Pre-Election Guide for Councils*. The Guide provides updated and comprehensive guidance to councils on key tasks that need to be completed prior to the council election. An extract from the Guide is reproduced below.

*"Prior to the election, councils should ensure that appropriate delegations are in place for their general managers so that they can continue to exercise the functions of the council as required in the period between election day and the first meeting of the council following the election.*

*Councils may wish to consider delegating all delegable functions to the general manager at the last meeting before the election for the period between election day and the first meeting of the council following the election.*



*Councils that elect their mayors will not have a mayor in the period between election day and the first meeting after the election when the mayoral election is held.*

*There is nothing to prevent councils from authorising the general manager to exercise the civic and ceremonial functions normally exercised by the mayor during this period in the absence of a mayor.*

*OLG is aware that some councils that elect their mayors have expressed a preference that the outgoing mayor should continue to exercise the functions of mayor in the period between election day and the holding of the mayoral election after the election.*

*There is nothing to prevent councils from authorising the outgoing mayor to continue to exercise the civic and ceremonial functions normally exercised by the mayor during this period in the absence of a mayor should they wish to do so (even though the outgoing mayor will have ceased to hold any civic office in the council as of the day of the election).*

*Given the possibility that the outgoing mayor may not be re-elected at the election and may therefore cease to be accountable to the council and the community, councils should refrain from making any delegations to the outgoing mayor.”*

#### Integrated Planning and Reporting Reference

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's operation.

#### Legislative Policy & Planning Implications

Section 77 of the Local Government Act states that:

*“A council may, by resolution, delegate to the general manager or any other person or body (not including another employee of the council) any of the functions of the council under this or any other Act...”*

According to section 226 of the Act the role of the mayor is as follows:

- a) *“to be the leader of the council and a leader in the local community,*
- b) *to advance community cohesion and promote civic awareness,*
- c) *to be the principal member and spokesperson of the governing body, including representing the views of the council as to its local priorities,*
- d) *to exercise, in cases of necessity, the policy-making functions of the governing body of the council between meetings of the council,*
- e) *to preside at meetings of the council,*
- f) *to ensure that meetings of the council are conducted efficiently, effectively and in accordance with this Act,*
- g) *to ensure the timely development and adoption of the strategic plans, programs and policies of the council,*
- h) *to promote the effective and consistent implementation of the strategic plans, programs and policies of the council,*
- i) *to promote partnerships between the council and key stakeholders,*
- j) *to advise, consult with and provide strategic direction to the general manager in relation to the implementation of the strategic plans and policies of the council,*
- k) *in conjunction with the general manager, to ensure adequate opportunities and mechanisms for engagement between the council and the local community,*
- l) *to carry out the civic and ceremonial functions of the mayoral office,*
- m) *to represent the council on regional organisations and at inter-governmental forums at regional, State and Commonwealth level,*
- n) *in consultation with the councillors, to lead performance appraisals of the general manager,*
- o) *to exercise any other functions of the council that the council determines.”*

Budget & Financial Aspects

Not applicable.

Attachments

Nil.

**Recommendation:** That Council delegate the mayoral functions in accordance with Section 226 (a) (b) (h) (i) (l) and (m) listed below, to the General Manager, with the delegation to remain in force until such time as a mayoral election is held by the newly elected council:

- *“to be the leader of the council and a leader in the local community*
- *to advance community cohesion and promote civic awareness*
- *to be the spokesperson of the governing body, including representing the views of the council as to its local priorities*
- *to promote the effective and consistent implementation of the strategic plans, programs and policies of the council*
- *to promote partnerships between the council and key stakeholders*
- *to carry out the civic and ceremonial functions of the mayoral office*
- *to represent the council on regional organisations and at inter-governmental forums at regional, State and Commonwealth level.”*

## 8. POLICY REVIEWS

(GM: 24/8784)

Executive Summary

Policy 2.45 Stock Movement and Grazing Policy is scheduled for review in accordance with the three-year cycle referred to in Policy No. 1.0 Policies – Procedure for Consideration and Adoption.

Report

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

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

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

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

The following policies are now scheduled for review:

1. Policy 2.45 Stock Movement and Grazing
2. Policy 3.31 Health and Wellbeing

No significant changes are proposed to be made to either of the policies.

However, it is also a provision of Policy No. 1.0 Policies – Procedure for Consideration and Adoption that any policies that have the potential to impact on residents and ratepayers be publicly exhibited and submissions invited before being adopted or reaffirmed and it is considered appropriate that this approach be taken in respect of the Stock Movement and Grazing Policy.

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 2.45 Stock Movement and Grazing
2. Policy 3.31 Health and Wellbeing

**Recommendation:** That:

1. Policy 2.45 Stock Movement and Grazing Policy, be place on public exhibition for a period of not less than 28 days and any submissions received be considered prior to adopting the policy.
2. Policy 3.31 Health and Wellbeing, as presented, be adopted.

## Staff Report 8: Attachment 1 – Policy 2.45 Stock Movement and Grazing

### 2.45 Stock Movement and Grazing

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POLICY TITLE: STOCK MOVEMENT AND GRAZING

FILE REF: SC67 and SC557

REVIEW DATE: AUGUST 2027

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#### OBJECTIVE

This policy sets out Council's intention to monitor the grazing and movement of stock on Council roadsides in an attempt to protect and enhance roadside vegetation and associated ecological communities.

#### POLICY

1. Associated Legislation

Local Land Services Act 2013

2. Policy Statement

2.1 Designated Travelling Stock Reserves

Stock movement and grazing on Travelling Stock Reserves (TSRs) comes under the jurisdiction of Local Land Services (LLS).

In accordance with the Local Land Services Act 2013 ('The Act'), a permit is required from LLS in order to move stock on or between reserves.

Similarly, grazing of stock on TSRs will be permitted upon receiving a permit from LLS.

2.2 Movement of stock along Council road reserves between properties

To service both Council and LLS, ratepayers and landholders must, under Section 78(2)(c) of The Act, apply for a permit from LLS for the movement of stock along roadsides between private properties.

LLS may issue a stock permit authorising a person to:

- a) Enter a controlled travelling stock reserve with stock,
- b) Remain on a controlled travelling stock reserve with stock,
- c) Walk stock on a public road or travelling stock reserve,
- d) Graze stock on a public road or controlled travelling stock reserve.

A stock permit cannot be issued authorising a person to graze stock on a public road without the concurrence of Council as the road authority.

2.3 Grazing of stock along Council road reserves

Following Council permission, LLS will issue permits to landholders to graze stock along road reserves immediately fronting their properties only.

Permission will be granted following request from the landholder in writing to the General Manager, stating the conditions, and a valid copy of the applicants' public liability insurance.

Consideration will be given to infrastructure and environmental preservation, and conversely, vegetation management, in accordance with Council's Roadside Vegetation Survey and Guidelines.

2.4 Conditions of Permits

Permission from Lockhart Shire Council to move or graze stock will be issued subject to the following conditions:

*Lockhart Shire Council  
Ordinary Meeting – 19 August 2024*

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- Any stock that are killed, injured or die must be removed by the permit holder within 24 hours.
- Stock warning signs must be displayed from both directions when approaching stock.
- The permit must be produced upon request and covers only the stock mentioned.
- Stock movements must start and end during daylight hours.

*Adopted by Council – 19 August 2024  
Refer Minute No. xxx/24*

*Adopted by Council – 16 August 2021  
Refer Minute No. 147/21*

*Adopted by Council – 15 April 2013  
Refer Minute No. 103/13*

## Staff Report 8: Attachment 2 – Policy 3.31 Health and Wellbeing

### 3.31 Health and Wellbeing

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POLICY TITLE: HEALTH AND WELLBEING

FILE REF: SC67

REVIEW DATE: AUGUST 2027

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#### 1. OBJECTIVE

- a) This purpose of this Policy is to provide a framework for dealing with health and wellbeing leave as set out in the *Local Government (State) Award 2023* (the “Award”).
- b) Lockhart Shire Council (“Council”) provides health and wellbeing leave in accordance with the Award and this Policy, as varied from time to time.

#### 2. COMMENCEMENT OF POLICY

This Policy will commence on the day the Policy was first adopted by Council (16 September 2019).

#### 3. APPLICATION OF THIS POLICY

This Policy applies to eligible employees of Council, excluding casuals. It does not form part of any employee’s contract of employment.

#### 4. DEFINITIONS

- a) “Accrued sick leave” means a balance of the employee’s untaken sick leave.
- b) “Eligible employee” means an employee who is entitled to request leave in accordance with clause 5 of this Policy.
- c) “Health and wellbeing leave” means leave taken by an employee in accordance with this policy and leave which is deducted from an employee’s accrued sick leave balance.
- d) “Ordinary rate of pay” means ordinary pay as defined in clause 4(viii) of the Award.

#### 5. ELIGIBILITY FOR HEALTH AND WELLBEING LEAVE

An employee, other than a casual employee, will be eligible for up to two (2) days per calendar year of health and wellbeing leave if:

- a) The taking of health and wellbeing leave will not leave the employee with an accumulated sick leave balance of less than two (2) weeks; and
- b) Takes leave for the purpose of health and wellbeing activities; and
- c) Has applied for and has prior approval from Council for such leave.

#### 6. ENTITLEMENT TO LEAVE

Leave shall be granted at the discretion of Council and in making their decision Council shall take into consideration factors including but not limited to:

- a) Whether the activity is a health and wellbeing activity for the purposes of this Policy
- b) The operational requirements of Council
- c) Whether there is likely to be a benefit to Council.

#### 7. HEALTH AND WELLBEING ACTIVITIES

For the purpose of this policy, an activity for approval is at Council’s discretion and the list below is simply a guide and is not an exhaustive list of acceptable activities and Council may consider other activities. Council will consider health and wellbeing leave for the purposes of participating in the following activities:

- a) Work related health activities and/or team building exercises

- b) Annual check-ups (e.g. general physical, dental, optical, hearing)
- c) Annual cancer screenings (e.g. skin cancer, bowel, breast, pap smear, prostate)
- d) Mental health (e.g. counsellor, psychologist, psychiatrist)
- e) Physical health (e.g. physiotherapist, chiropractor, podiatrist)
- f) Pre-arranged specialist medical appointments (e.g. scans, tests, follow-up medical appointments)
- g) Pregnancy related medical appointments (e.g. ultrasound, blood work, amniocentesis, glucose tolerance test)
- h) Educational programs (e.g. nutrition)
- i) Other preventative health and wellbeing activities as otherwise approved by the General Manager that are generally consistent with the above activities.

8. APPLICATION FOR LEAVE

- a) Employees can only make a request for health and wellbeing leave where the granting of the request will not leave the employee with less than two (2) weeks accrued sick leave. In the event that a leave application is made where the employee would be left with less than two (2) weeks accrued sick leave, then the application shall be automatically declined.
- b) Employees are required to complete a leave form requesting health and wellbeing leave, at least seven (7) days prior to the requested leave. If an application is made less than seven (7) days prior to the requested leave, then Council may approve such leave in exceptional circumstances.
- c) Leave shall not be taken by an employee unless prior approval has been given by Council.
- d) In approving an application, Council will consider positive health and performance benefits to be achieved to both council and employee. Where an application being made involves physical activity, Council will give consideration to whether it is a work-related health and/or wellbeing activity that promotes team building, networking and engagement with other Local Government employees.
- e) Retrospective applications for health and wellbeing leave shall not be approved.

9. EVIDENCE

- a) An employee may be required to provide proof of attendance in the health and wellbeing activity. Where this evidence can be provided prior to the leave, then it should be attached to the leave application form.
- b) Where the evidence of participation or attendance is required by Council, then payment shall not be made until such evidence has been provided.

10. PAYMENT OF HEALTH AND WELLBEING LEAVE

- a) Where health and wellbeing leave has been granted, it shall be paid at the employee's ordinary rate of pay.
- b) Health and wellbeing leave is paid from accrued sick leave and it shall not be paid out upon termination of employment.

11. FORMS

The forms referred to in this Policy can be obtained from the Human Resources Co-ordinator.

12. HELPFUL LINKS

Schedule 1 Links to assist council implement health and wellbeing programs at the workplace.

**Schedule 1 – Helpful Links**

TOPIC	ORGANISATION	LINK
Health and Wellbeing programs	Healthways Australia NSW Government	<a href="https://getthehealthyatwork.com.au/">https://getthehealthyatwork.com.au/</a> <a href="http://www.health.nsw.gov.au/healthyworkers">www.health.nsw.gov.au/healthyworkers</a>
General	NSW Government Healthways Australia Heart Foundation	<a href="http://www.health.nsw.gov.au/healthyworkers">www.health.nsw.gov.au/healthyworkers</a> <a href="http://www.getthehealthynsw.com.au/workplaces">www.getthehealthynsw.com.au/workplaces</a> <a href="http://www.heartfoundation.org.au">www.heartfoundation.org.au</a>

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<b>TOPIC</b>	<b>ORGANISATION</b>	<b>LINK</b>
	National Wellness Institute of Australia Stroke Foundation Asthma Australia	<a href="http://www.nwia.idwellness.org/">www.nwia.idwellness.org/</a> <a href="http://www.strokefoundation.com.au">www.strokefoundation.com.au</a> <a href="http://www.asthmaaustralia.org.au">www.asthmaaustralia.org.au</a>
Smoking	Quitline Cancer Council	<a href="http://www.13quit.org.au">www.13quit.org.au</a> <a href="http://www.cancercouncil.com.au">www.cancercouncil.com.au</a>
Drugs and Alcohol	Beyond Blue	<a href="http://www.beyondblue.org.au/">www.beyondblue.org.au/</a>
Mental Health	Beyond Blue Black Dog Institute	<a href="http://www.beyondblue.org.au">www.beyondblue.org.au</a> <a href="http://www.blackdoginstitute.org.au">www.blackdoginstitute.org.au</a>
Healthy Eating	Australian Government Department of Health Live Life Well	<a href="http://www.healthyactive.gov.au">www.healthyactive.gov.au</a> <a href="http://www.livelifewell.nsw.gov.au">www.livelifewell.nsw.gov.au</a>
Success Stories	Healthways Australia	<a href="http://www.gethealthynsw.com.au/success-stories">www.gethealthynsw.com.au/success-stories</a>

*Adopted by Council 19 August 2024  
Refer minute xxx/24*

*Adopted by Council 18 November 2019  
Refer minute 340/19*



9. **AUDITED FINANCIAL STATEMENTS – 2023/2024**

(DCCS: 24/10489)

Executive Summary

The purpose of this report is to address the requirement for Council and Management to make a statement as to the preparation and content of the General Purpose and Special Purpose Financial Statements for the 2023-24 financial year.

Report

The Local Government Act 1993 (The Act) requires Council to produce General Purpose Financial Statements and Special Purpose Financial Statements for inclusion in Council's Annual Report. These statements are to be externally audited prior to being adopted by Council for publication.

The Act also requires Council to resolve prior to submission to the external auditor that the accounts have been prepared in accordance with the Act and the Australian Accounting Standards to fairly represent Council's financial position. Senior staff are also required to certify the accounts to this effect. General Purpose Financial Statements and Special Purpose Financial Statements are to be signed by Councillors and Management after being adopted at the Council meeting to be held on 21 October 2024.

Integrated Planning and Reporting Reference

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

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

Legislative Policy & Planning Implications

Section 413 (2) (c) of the Local Government Act 1993 states that a council's financial reports must include a statement in the approved form by the council as to its opinion on the general purpose financial report.

Budget & Financial Aspects

Reporting on Council's financial performance for the 2023-2024 financial year.

Attachments

To be provided under separate cover, prior to Council meeting:

1. Statement by Councillors and Management – General Purpose Statements
2. Statement by Councillors and Management – Special Purpose Statements
3. Schedule of restricted funds by Council as at 30 June 2024
4. Draft General Purpose and Special Purpose Financial Statements:
  - a) Income Statements
  - b) Balance Sheet/Financial Position
  - c) Cash Flow (General Purpose/Consolidated)

**Recommendation:** That Council certify in its opinion the General Purpose Financial Statements and the Special Purpose Financial Statements as prepared, are in accordance with the attached certificates and that the certificates be completed by the Mayor, Deputy Mayor, General Manager and Responsible Accounting Officer.

## 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)(c) of the Act and should be dealt with as part of the meeting closed to the media and public.

**10. VOLUNTARY PURCHASE SCHEME**

**(DE: 24/10445)**