



**BUSINESS PAPER**  
of the  
**Ordinary Meeting**  
to be Held  
**25 November 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

### URGENT MATTERS

Nil.

### NOTICE OF MOTION

Cr Robert Mathews has given notice that at the Ordinary Council Meeting to be held on Monday 25 November 2024, he proposes to move the following motion:

*Request our elected councillors to vote to support a concept plan and costing be prepared to enable us to be shovel ready when grants become available.*

#### Background Information

Good Evening Councillors

Below is my concept for a re development of the Brookong St (Southern End) of the Lockhart Recreation ground.

Currently visitors and travellers entering Lockhart are confronted by a eye sore of dilapidated tennis courts (unused for many years) run down junior cricket pitch and practice nets, a virtual stubble paddock for the Little Athletics discus competition (Lockhart is a central location for Little Athletics carnivals where crowds of 300 plus are a regular occurrence) plus a second bare patch of soil that was a disused second tennis court. Finally, an existing Little Athletics long jump runway while we need two runways to cope with the regular carnivals.

I have spoken to a sports designer to get some ideas that I have presented to the Recreation Committee and received approval to proceed to the concept stage.

The concept is:

- Cricket nets and practice pitches (grants of up to 40k cricket NSW plus funding from poker machine grants)
- Resurfacing discus area
- Basketball court (3x3) and practice Pickle ball/tennis court
- Plus relevant lighting.
- New long jump runway

## COMMITTEE REPORTS

1. **MINUTES OF THE TOURISM AND ECONOMIC DEVELOPMENT STEERING COMMITTEE MEETING HELD ON 14 NOVEMBER 2024 IN THE COUNCIL CHAMBERS, LOCKHART**

<b>Date &amp; Time</b>	Thursday 14 <sup>th</sup> November 2024 – 6 pm
<b>Location</b>	Lockhart Shire Council Chambers – Lockhart
<b>Attendees</b>	Cr Erica Jones (Chair), Heather Trevaskis (Timekeeper), Matt Holt (TEDO - Secretary), Navneet Choujar, Debbie Bender, Joel Sim, and Fiona Beckett
<b>Apologies</b>	Rachel Viski, Mandy Strong, Cr James Walker.
<b>1 &amp; 2.</b>	The meeting opened with a Welcome from the Secretary and an Acknowledgment of Country.
<b>3. Declarations of Interest</b>	Nil
<b>4. Election of Office Bearers</b>	
<b>Minutes</b>	<p>Matt - declared all three positions vacant. The committee decided to have open nominations.</p> <p>Election of Office Bearers</p> <ul style="list-style-type: none"> <li>• Chair – Cr Jones was nominated by Debbie Bender and 2<sup>nd</sup> by Heather Trevaskis. Cr Jones accepted and was elected unopposed.</li> <li>• Deputy Chair – Fiona Beckett was nominated by Heather Trevaskis and 2<sup>nd</sup> by Joel Sim. Fiona Beckett accepted and was elected unopposed.</li> <li>• Timekeeper – Heather Trevaskis was nominated by Fiona Beckett and 2<sup>nd</sup> by Debbie Bender. Heather Trevaskis accepted and was elected unopposed.</li> </ul>
	<p><b>Recommended</b> on the motion by Debbie Bender and Joel Sim that the Council accept the above committee members to the executive positions of the TEDSC.</p> <p>Congratulations to all three committee members. Matt handed the meeting over to the Chair, Cr Jones.</p>
<b>5. Confirmation of the minutes for the meeting on Tuesday 4<sup>th</sup> June 2024 – 6 pm</b>	
<b>Resolution:</b>	<b>Recommended</b> on the motion of Joel Sim and Heather Trevaskis that the minutes of the meeting held on Tuesday 4 <sup>th</sup> June 2024 circulated, be confirmed as a true and correct record of the proceedings.
<b>6. Action from previous minutes - TEDO</b>	
<b>Minutes:</b>	<p><b>Actions from previous meetings</b></p> <ul style="list-style-type: none"> <li>• Water Tower Way/Tim Fischer Way – <b>Complete.</b></li> <li>• Walk of Fame - <b>Complete</b></li> <li>• Committee to hold over nomination for Deputy Chair until the next meeting – <b>Outstanding.</b></li> <li>• The Rock Railway Station – Create a list of questions/proposals and organize a Zoom meeting with the contact of the Dept of Regional Transport and Rach Viski – New Highway Traffic Count undertaken – <b>Matt to organise meeting.</b></li> <li>• Summary of LGNSW Visitor Economy Conference to me sent to members – <b>Complete.</b></li> <li>• TEDO to complete membership process for Lockhart Shire to join Visit Riverina, Visit Albury Wodonga, and Country Change – <b>Complete</b></li> <li>• Esplanade Questions – Direct response made to Cr Sharp and Fiona Beckett – <b>Complete</b></li> <li>• Toilets at Walter Day Park – Spoke to Director we are aware that toilets across the Shire are receiving some “extra attention.” Council is monitoring the situation. <b>Complete</b></li> </ul>

<b>Actions:</b>	Matt and members to continue to work on outstanding items and action the above
<b>Resolution:</b>	<b>Recommended</b> on the motion by Debbie Bender and Fiona Beckett that the Council note the completed actions and the TEDO action the outstanding items.
<b>7. Current Projects – Priority 1 - TEDO</b>	
<b>Minutes:</b>	<ul style="list-style-type: none"> <li>• Murrumbidgee Trails Visitor Guide – At Printers, looking at a December launch possibility at Narrandera. <b>So close</b></li> <li>• The Rock Observatory Brochure – <b>collaborating with the Committee.</b></li> <li>• Former Lockhart Entrance Town signs – <b>slowly progressing,</b></li> <li>• Visitor Information Boards – <b>slowly progressing.</b></li> <li>• New Residents Information - Webpage and guide – <b>slowly progressing.</b></li> <li>• Transgrid Partnership Projects – <b>list of projects will be submitted in December.</b></li> <li>• Connectivity Project – <b>Ongoing – Shire-wide upgrades to 4G undertaken. Radio frequencies upgraded for community emergencies from NSW Telco Authority. Seeking a timeline for the new 5G Towers at Yerong Creek and Pleasant Hills.</b></li> <li>• Drought Resilience Plan (Wagga and Lockhart Shire) – Community Consultation Sessions and Survey Complete, 70 Surveys received, 50 from Lockhart Shire - <b>progressing.</b></li> </ul>
<b>Actions:</b>	Matt to continue to work on outstanding items
<b>Resolution:</b>	<b>Recommended</b> on the motion by Debbie Bender and Joel Sim that the TEDO continue to work on the priority one projects.
<b>8. Projects - Priority 2 - Share Drive – Updates in Share Drive</b>	
<b>9. Projects – Potential – Share drive – Updates in Share Drive</b>	
<b>10. Resignations/End-of-Term Appointments</b>	
<b>Minutes:</b>	Resignation received since last meeting – Shiree Gillies. We also have Cr Sharp; Cr Marston, Cr Day, and Cr Matthews see their delegation period by Council to the TEDSC complete.
<b>Actions:</b>	Matt to send appreciation letters to all former committee members. Matt to send out expression of interest seeking new community members as per Terms of Reference to start in 2025.
<b>Resolution:</b>	<b>Recommended</b> on the motion by Heather Trevaskis and Fiona Beckett that the Council note the above and for the Council to seek new committee members from the community via Expression of Interest to start in 2025.
<b>11. News/Issues/Topics – TEDO</b>	
<b>Minutes:</b>	<ul style="list-style-type: none"> <li>• Event support and advice provided to organisers of Lockhart Picnics, The Rock Show, Spirit of the Land, Lockhart Movie Night, New Harvest Event for 2025 and Lockhart Lions Club</li> <li>• Marketing for Spring and Summer undertaken – Caravan and Camping Magazine, Eat Stay Play - Victoria and Southern NSW and considering Probus Club Australia.</li> </ul>
<b>Actions:</b>	NIL
<b>Resolution:</b>	<b>Recommended</b> on the motion by Navneet Choujar and Joel Sim that the Council note the above.

12. Visit Riverina – Update	
<b>Minutes:</b>	<ul style="list-style-type: none"> <li>• Canberra Caravan and Camping Show - Update</li> <li>• Employment of Executive Communications Manager – has started, ushering in a new era for the Incorporated Body.</li> <li>• New MOU will be signed between Visit Riverina and Destination Riverina Murray.</li> <li>• AGM will be held in December</li> </ul>
<b>Actions:</b>	NIL
<b>Resolution:</b>	<b>Recommended</b> on the motion by Joel Sim and Navneet Choujar that Council note the above.
13. Museum Advisor Reports (August, September, and October) - Heather	
<b>Minutes:</b>	Reports Received
<b>Actions:</b>	Nil
<b>Resolution:</b>	Recommended on the motion by Fiona Beckett and Navneet Choujar that the Council note the above.
14. Visitor Attraction Signposting Program	
<b>Minutes:</b>	Council received a request from Lockhart Progress Association to have Tourism Signage installed on the Sturt Highway at Collingullie and at Kywong.
<b>Actions:</b>	Matt to continue investigating options and costs. Matt to add Tourism Signage to the priority two project list.
<b>Resolution:</b>	Recommended on the motion by Debbie Bender and Heather Trevaskis that the Council fully investigate all options regarding tourism signage after priority one projects are completed, e.g. information boards (which are criteria for tourism signage).
15. Tim Fischer Way Brochure - <a href="https://www.visitlockhartshire.com.au/tim-fischer-way/">https://www.visitlockhartshire.com.au/tim-fischer-way/</a>	
<b>Minutes:</b>	At the October Council Meeting, Cr Matthews requested that a brochure be created and made available at the Visitor Information Outlet. Heather commented that this would be welcomed.
<b>Actions:</b>	Matt to create a double-sided DL brochure in line with the Visit Lockhart Shire branding template and colors.
<b>Resolution:</b>	Recommended on the motion Heather Trevaskis and Joel Sim that the Council create a double-sided DL brochure in line with the Visit Lockhart Shire branding template and colors.
16. Questions/Feedback/Updates	
<b>Suggestion</b>	Debbie – Would like Lockhart Shire to consider hosting workshops like those Tim Fischer Trust community Leadership for the community.
<b>Answer/Action:</b>	Yes, let's investigate it. Matt to action.
<b>Possible New Project</b>	Debbie presented the project Lockhart and Urana Tourist Trail and would like the Committee/Council to consider it as a future project.
<b>Answer/Action:</b>	Matt to add the project to the future project list. Moved by Debbie Bender 2 <sup>nd</sup> by Joel Sim.
<b>Question</b>	Fiona requested an update on the new toilets at the Pleasant Hills Recreation Grounds. Fiona has questions and concerns about the layout and accessibility.
<b>Answer/Action:</b>	Matt to ask the project manager to contact Fiona.
17. Next meeting: Thursday 12th December 6pm - The Rock Memorial Bowling	
Meeting Closed: 8.15pm	



**Recommendation:** that the minutes of the Tourism and Economic Development Steering Committee meeting held on 14 November 2024 be accepted and the recommendations therein be adopted.

## **DELEGATES' REPORTS**

### **1. REROC ANNUAL GENERAL MEETING AND BOARD MEETING HELD 25 OCTOBER 2024 IN WAGGA WAGGA**

I report having attended the REROC Annual General meeting and Board meeting on Friday 25 October 2024 in Wagga together with the General Manager.

In terms of advocacy it was noted that REROC has written to:

- The NSW Minister for Lands and Property in relation to the introduction of the Cemetery Levey.
- The NSW Minister for Regional Transport and Roads regarding Regional Emergency Road Repair Funding (RERRF).
- The NSW Minister for Regional Development regarding the review of the Regional Development Act and amendments that have been proposed by the NSW Opposition.

The new Chief Executive Officer (CEO) of REROC, Megan Mulrooney commenced on 21 October. A handover with the outgoing CEO Julie Briggs is currently underway until the end of November.

The REROC 30<sup>TH</sup> Anniversary Dinner was held on 6 November in Wagga and was attended by 80 people. Attendees included people who were at the first meeting in August 1994. All previous REROC Chairs were in attendance and spoke on the night. This successful event was hosted by the Member for Riverina, Hon Michael McCormack MP.

A Regional Councils Round Table meeting was held on 3 October in Wagga. This was called by the NSW Department of Planning, Housing and Infrastructure and was attended by Kiersten Fishburn, the Department Secretary, Brett Whitworth, Deputy Secretary Local Government, Nerida Mooney, Executive Director of Digital Analytics and Insights, Jeremy David, acting Chief of Staff, and Councils from across the region. Topics discussed included the Planning Portal, Office of Local Government update, regional housing, and Crown Lands.

With respect to aggregated procurements:

- REROC has completed a Green Waste Processing procurement.
- A Bitumen Emulsion procurement has been finalised.
- A Scrap Metal Tender is currently out for tender.
- Small Site Retail Energy Tender is planned to test the market due to anticipated significant rises to electricity prices from 1 July 2025.

The Bin Trim project is progressing with 13 registrations to date, being 8 in excess of the target for the project. All 4 participating Councils, Coolamon, Cootamundra-Gundagai, Junee and Lockhart now have businesses registered in the project.

The community recycling centres have put together an advertising campaign, which is currently running at Forum 6 Cinema in Wagga until April 2025. The recent television campaign on Channel 7 & 9 ended in mid October, however REROC are looking to renew these advertising campaigns.

In terms of forthcoming REROC conferences it is noted that:

- The Mapped Out Conference is being held on 27-28 November 2024.

**Cr Peter Sharp**  
**Mayor**

**2. INLAND RAIL (ALBURY TO ILLABO) COMMUNITY CONSULTATIVE COMMITTEE – 6 NOVEMBER 2024 AT WAGGA WAGGA**

I attended a meeting of the Inland Rail Community Consultative Committee (CCC) as Council's Delegate. The following points were noted:

- The Albury to Illabo rail corridor has enhancements or modifications planned for 12 major project sites along the existing 185km rail corridor to develop a capacity to accommodate 1.8 km double-stacked freight trains.
- The project includes lowering track to provide clearance under some road bridges, moving tracks sideways to provide clearances between tracks, modifications to footbridges, road bridges, level crossings, signal structures, aerial cables and removing rundown and out-of-use structures that clash with the double-stack train outline.
- Daily freight train numbers estimated to increase from 12 currently to 18 by 2040.
- The Environmental Manager provided an overview of the Approval Pathway for A2I and advised the assessment by the NSW Department of Planning (DPHI) is now complete and the Minister for Planning has provided conditions of consent. Secondary approvals now need to be undertaken before construction can commence. These will include Construction Environmental Management Plans (CEMPs).
- Future meetings will include topics such as the Social Impact Management Plan (SIMP), noise (next steps) during construction and operation as well as traffic and transport connectivity.
- The engagement team continue to work with Councils and Key stakeholders on Secondary Management Plans. The SIMP consultation has been ongoing and will cover workforce management, industry participation, housing and accommodation, community health and wellbeing.
- The Community Grants program continues to operate. Application timeframes are advertised on the Project website <https://inlandrail.com.au/opportunities/community-grants/>.
- Early in 2025 Martinus will set up a major site office in Wagga Wagga, smaller site offices will be established along the alignment.
- The next meeting is scheduled for 12 February 2025.

**Gavin Rhodes**  
**General Manager**

**3. RIVERINA REGIONAL LIBRARY MEETING 6 NOVEMBER 2024**

Cr. Pam Halliburton (June Shire) was elected as Chair during the Riverina Regional Library (RRL) meeting, along with the Executive Committee members.

***Key Discussion Points – How to encourage teenagers to use libraries?***

1. Engaging Teenagers
  - Pop-Up Library Shops: Temporary displays at schools to increase visibility and awareness of library services and resources.
  - Youth Spaces: Development of dedicated, comfortable areas within libraries tailored for teens to relax and connect with the space.
  - Mobile Libraries: Exploring how mobile libraries can cater to teenagers through tailored materials, themed events, or innovative outreach programs.
  - Digital Resources: Promoting e-books, movies, and online challenges to align with teenagers' tech-savvy preferences.
2. Teen-Specific Programs
  - Initiatives such as reading challenges designed for the 13-18 age group.

- Encouraging parental involvement to foster support for library use among teens.
- Considering the introduction of a Youth Officer role to create and manage programs targeted at engaging teenagers.

3. Library Usage Trends

The meeting noted that library usage patterns change across life stages, from early childhood to senior years. Maintaining a visible and welcoming physical presence alongside robust online resources remains critical to meet evolving community needs.

4. Successful Youth-Senior Tech Program

A successful model discussed was a program that paired tech-savvy teenagers with seniors, fostering intergenerational connections while enhancing digital literacy—a template for engaging youth in meaningful community roles.

**Cr Fran Day OAM**

**Delegate**

**4. NSW COUNTRY MAYORS ASSOCIATION DINNER AND ANNUAL GENERAL MEETING - 14 AND 15 NOVEMBER 2024 IN SYDNEY**

I report having attended the NSW Country Mayors Association Dinner and Annual General Meeting held in Sydney on 14 and 15 November 2024 together with the General Manager. Highlights from the dinner and meeting include the following:

***NSW Country Mayors Association Dinner***

- Address by the NSW Local Government Minister, the Hon Ron Hoenig MP

***NSW Country Mayors Association Annual General Meeting***

- Presentations were given by:
  - NSW Opposition Leader & Liberal Leader, the Hon Mark Speakman MP
  - Minister for Skills, TAFE & Tertiary Education, the Hon Steve Whan MP
  - The Hon Jenny Aitchison MP, Minister for Regional Transport and Roads and Member for Maitland
  - CMA Chairperson, Cr Rick Firman - Introduction of new mayors
- Election and declaration of Executive Committee

Cr Peter Sharp

**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
<b>Ordinary Council Meeting held 21 October 2024</b>			
158/24	GM	<p><b>Change of November Meeting Date</b></p> <p>The date of the November 2024 ordinary Council meeting be changed to 5.00pm on Monday, 25 November 2024, and that notice be given to the public of the change to the scheduled date.</p>	<p>Advertisement placed on website, in newsletter and social media.</p> <p>Complete.</p>
156/24	GM	<p><b>LG NSW Annual Conference</b></p> <p>a) Nominates the Mayor, Cr Sharp, as its voting delegate for the Annual Conference; and</p> <p>b) Endorse the actions of the General Manager in registering the Mayor, General Manager and one other councillor during the early bird registration period to attend the 2024 LGNSW Annual Conference in Tamworth, from 17 to 19 November 2024.</p>	<p>Voting delegate and attendees confirmed.</p> <p>Complete.</p>
151/24	GM	<p><b>Australia Day Awards</b></p> <p>1. Advertises in the Council Newsletter and on social media for a host committee for the 2025 Australia Day celebrations; and</p> <p>2. Crs Hunter, Cr Day and Cr Walker comprise the Australia Day Awards Committee for the 2025 Awards.</p>	<p>Advertisements placed for both nominations and a host committee.</p> <p>Complete.</p>
<b>Ordinary Council Meeting held 19 August 2024</b>			
142/24	GM	<p><b>Policy Reviews</b></p> <p>that:</p> <p>1. Policy 2.45 Stock Movement and Grazing, 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.</p> <p>2. Policy 3.31 Health and Wellbeing, as presented, be adopted.</p>	<p>Policy 2.45 placed on Council's website for public exhibition.</p> <p>The adoption of Policy 2.45 is on hold whilst further information is sought from Local Land Services on Council's jurisdiction in this matter.</p>

*Lockhart Shire Council  
Ordinary Meeting – 25 November 2024*

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>	<p>Council has received the Gateway Determination from the Dept of Planning and is working to satisfy the conditions prior to going on public exhibition.</p>
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>	<p>Proposals invited up to 23 August 2024.</p> <p>On hold pending consideration of the use of adjacent Council-owned buildings, with naming to be considered in context of the whole precinct.</p>
<b>Ordinary Council Meeting held 17 June 2024</b>			
107/24	DCCS	<p><b>Lockhart Long Day Care Services</b></p> <p>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.</p> <p>Dept of Education Asset Management Unit have put the scope of works out to tender.</p> <p>Verbal update to be provided.</p>

*Lockhart Shire Council*  
*Ordinary Meeting – 25 November 2024*

Minute No:	Officer to Action	Council Resolution	Action Taken
<b>Ordinary Council Meeting held 15 April 2024</b>			
65/24	GM	<p><b>Housing Initiatives and Opportunities for Council</b></p> <ol style="list-style-type: none"> <li>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.</li> <li>2. A development application be prepared for the construction of a single dwelling house on 65 Nicholas Street, The Rock for staff accommodation.</li> <li>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.</li> <li>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.</li> </ol>	<ol style="list-style-type: none"> <li>1. Plans to support a DA to be prepared.</li> <li>2. Plans to support a DA to be prepared.</li> <li>3. Approach made to TfNSW, awaiting a response.</li> <li>4. Property no longer available. Complete.</li> </ol>
57/24	DE	<p><b>Brookong Creek Masterplan</b></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>	Works have commenced.
<b>Ordinary Council Meeting held 18 September 2023</b>			
163/23	GM	<p><b>Magnolia Lodge and Youth Flats</b></p> <ol style="list-style-type: none"> <li>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</li> <li>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.</li> </ol>	<ol style="list-style-type: none"> <li>1) Concept plans have been prepared and forwarded to the NSW Land and Housing Corporation for feedback.</li> <li>2) Complete.</li> </ol>
<b>Ordinary Council Meeting held 13 February 2023</b>			
26/23	GM	<p><b>Proposed Acquisition of Land</b></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>Determination of the DA has been referred to a neighbouring council in accordance with Policy 2.58 Conflicts of Interest – Council Related Developments.</p> <p>Staff Report 19 (Closed Session) refers.</p>

Lockhart Shire Council  
Ordinary Meeting – 25 November 2024

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>Upgrade works complete.</p>
<b>Ordinary Council Meeting held 21 October 2024 – Councillor Questions &amp; Statements</b>			
Questions & Statements	TEDO	<p><b>Cr Mathews: Tim Fischer Way</b></p> <p>Suggested a flier advertising the trail should be available at the Visitor Information Centre.</p>	<p>Production of a flier to be undertaken per TEDSC recommendation.</p> <p>Complete.</p>
	TEDO	<p><b>Cr Mathews: Tourism Signage</b></p> <p>Noted the information provided in the status report and said he would wait further information from the Tourism and Economic Development Officer for alternatives.</p>	<p>Investigations to take place per TEDSC recommendation.</p> <p>Complete.</p>
	DE	<p><b>Cr Driscoll: Traffic Counter, Urana Street</b></p> <p>Asked if the traffic counter currently in Urana Street is set up for a specific purpose?</p>	<p>Traffic counter updating Council's road use data.</p>
	DE	<p><b>Cr Day: Hydrotherapy Pool</b></p> <p>Asked what pathways are available for Council to investigate the feasibility of establishing a hydrotherapy pool for residents, and what resources or partnerships might be required to support the initiative?</p>	<p>Council resolution required to allocate funding for feasibility study.</p>
	DCCS	<p><b>Cr Day: Cultural Activities</b></p> <p>Asked what exciting strategies Council has in place to support cultural and recreational activities such as what was seen at Coolamon recently, showcasing horse and dog demonstrations, fostering community spirit and attracting visitors to Lockhart Shire?</p>	<p>The Tourism and Economic Development Strategy and Events Policy provide guidance and opportunities in this regard. These documents are available on Council's website.</p> <p>Complete.</p>
	GM	<p><b>Cr Marston: Defibrillators</b></p> <p>Advised that three defibrillators have been donated to The Rock township by the Recreation Ground Committee in cooperation with the local touch and AFL football clubs and asked that Council takes on the maintenance of these, which will be made available in places such as the pharmacy, RFS/SES, rec ground and preschool.</p>	<p>Investigations of cost and maintenance implications are ongoing.</p>

*Lockhart Shire Council  
Ordinary Meeting – 25 November 2024*

Minute No:	Officer to Action	Council Resolution	Action Taken
<b>Ordinary Council Meeting held 19 August 2024 – Councillor Questions &amp; Statements</b>			
	DE	<p><b>Cr Driscoll: Road Damage, near Piggery, Pleasant Hills</b></p> <p>Has received reports that traffic numbers have caused deterioration of Dick Knobels Road, Semmlers Road and Robertsons Lane, in the vicinity of the piggery. Feedlotting of sheep is happening in that area, which is leading to increased traffic. Cr Driscoll asked if Council could investigate, including whether the owners of that business could be requested to contribute to the road repairs as was included in the development approval?</p>	<p>Development approval only permits travel on Semmlers Road. Will be referred to Compliance Officer for action. Upgrades to road infrastructure triggered when development expands to Stage 2.</p> <p>Traffic Counters are being placed on Dick Knobels Road, Semmlers Road and Robertsons Lane.</p>
Questions & Statements	DCCS	<p><b>Cr Mathews: Sale of Land for Unpaid Rates</b></p> <p>Referred to a recent newspaper report of other councils selling properties for unpaid rates and asked if that was a possibility in Lockhart Shire.</p>	<p>A review of properties with unpaid rates and eligibility for potential sale is currently being conducted.</p>
	GM	<p><b>Cr Mathews: Lockhart Progress Association</b></p> <p>Advised that the Progress Association has raised concerns that there is no signage directing people to Lockhart, particularly brown/white tourist signs, on the Sturt and Olympic Highways and asked if this could be investigated.</p>	<p>Matter was dealt with at Tourism &amp; Economic Development Steering Committee meeting held on 14 November 2024.</p> <p>Complete.</p>
<b>Ordinary Council Meeting held 15 July 2024 – Councillor Questions &amp; Statements</b>			
Questions & Statements	DE	<p><b>Cr Marston: Back Lanes, The Rock</b></p> <p>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.</p>	<p>Director Engineering requested Cr Marston to provide list of back lanes being referred to. Work order created and works programmed.</p>
<b>Ordinary Council Meeting held 20 May 2024 – Councillor Questions &amp; Statements</b>			
Questions & Statements	GM	<p><b>Cr Mathews: Border Trust</b></p> <p>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.</p>	<p>Border Trust has been contacted with a view to making arrangements to address the newly elected council in several months' time.</p>
<b>Ordinary Council Meeting held 19 February 2024 – Councillor Questions &amp; Statements</b>			
Questions & Statements	DE	<p><b>Cr Rockliff: Fairy Lights, Lockhart Main Street</b></p> <p>Asked if the fairy lights in the shopping precinct can be repaired and/or reinstated?</p>	<p>Fairy lights west of lamp posts not able to be repaired and need replacing. Quotes being sourced.</p>



*Lockhart Shire Council*  
*Ordinary Meeting – 25 November 2024*

Minute No:	Officer to Action	Council Resolution	Action Taken
<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.	Catalogue will be made available for shirts and blazers from the Biz Corporate collection.
<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. Drainage completed. Gravel for sub-base has been delivered.
<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. Quotes for tiling being sourced. One quote received. Liaising with builder to provide tiles.

**Correspondence Received**

Date sent to Councillors	From	Subject
8 November 2024	Executive Assistant	Citizenship Awards Nomination Form
6 November 2024	General Manager	Details of “Essentials for Cyber Security Awareness” Training offered by NSW Government
24 October 2024	General Manager	Update providing contact details for Directors, details of upcoming Integrated Planning & Reporting training, Councillor Induction Training (REROC), Superannuation Details, and link to the OLG Councillor Handbook.

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

## STAFF REPORTS

### **STRATEGIC DIRECTION A: A Connected and Resilient Community**

#### **1. REQUEST FOR FINANCIAL ASSISTANCE – OSBORNE RECREATION GROUND MANAGEMENT COMMITTEE**

(DCCS: 24/13767)

##### Executive Summary

A request for financial assistance has been received from the Osborne Recreation Ground Management Committee which is tabled for Council's consideration.

##### Report

A request for financial assistance has been received from the Osborne Recreation Ground Management Committee, for a grant or donation pursuant to section 356 of the Local Government Act. The request is summarised below.

The Osborne Recreation Ground Management Committee have had on their master plan for some time, for the installation of a mobility access path from the pavilion, past the playground to the netball court area for the benefit of all attendees.

Council has inspected the site and has provided an estimate of \$13,000 plus GST for Council to construct a 2m wide path.

Pursuant to Section 356 of the Local Government Act a 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. Council has allocated an amount of \$67,000 in the 2024/25 Budget for this purpose.

##### Integrated Planning and Reporting Reference

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

##### Legislative Policy & Planning Implications

Pursuant to Section 356 of the Local Government Act a 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

Council has allocated an amount of \$67,000 in the 2024/25 Budget for the consideration of requests for financial assistance pursuant to Section 356 of the Local Government Act.

An amount of \$18,704.03 has been spent and/or committed to date leaving a balance of \$48,295.97 unallocated.

##### Attachments

- Record No. 24/13768 - Email from the Osborne Recreation Ground Management Committee dated 12 September 2024.

**Recommendation:** That Council provides a contribution of \$13,000 (ex GST) to construct a mobility access path pursuant to section 356 of the Local Government, to be funded from Council's 2024/25 budget allocation for S356.

## **Staff Report 1: Attachment – Email, Osborne Recreation Ground Committee**

**From:** [Osborne Rec Ground](#)  
**To:** [Gavin Rhodes](#); [Jesse Rapley](#); [Austin Morris](#); [Craig Fletcher](#); [Tracy Hounsell](#); [Nadine Douglas](#); [Kerrie Gooden](#)  
**Cc:** [CR Peter Sharp](#); [Cr Jane Hunter](#)  
**Subject:** Mobility access path at Osborne Recreation Ground  
**Date:** Thursday, 12 September 2024 9:12:19 AM  
**Attachments:** [Pedestrian path Osb Rec Ground mud map.png](#)

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Dear All

(I was not sure exactly where to direct this enquiry so have sent it to a few!)

For some years Osborne Recreation Ground Committee and our user groups have had on our project list the installation of an access path from our pavilion, past the playground to the netball area (SW corner), as well as reinstating the disabled parking places that were removed during the playground upgrade.

It is of great importance to us that all members of our community can attend our facility and easily mobilise around the venue to enjoy our sporting and other events, and I understand that Council considers this a high priority across Lockhart Shire.

While we had to wait for some other projects to be completed (such as trenching of water pipe to the hydration station), it is now possible for the path laying to take place, and we would very much like to get this important project underway during the coming drier months.

A mud map of our suggested path route and inclusion of the parking is attached - we think to obtain sufficient distance from the playground we would need to locate the path west of approximately 6 of the existing bollards (and relocate these bollards to the outside of the path). We would anticipate the path to be 1.8-2m wide.

For those unfamiliar with the facility - the area to the south of the bollards (shown in dotted yellow line) is a pedestrian only area. I have shown the proposed path in orange, with a small off-shoot path to service the suggested location of two disabled parking spaces, obviously not drawn to scale!

We would like to request that Lockhart Shire Council consider providing funding to Osborne Recreation Ground to facilitate this project. Recently, contractors have been at Osborne providing quotes for the netball precinct projects and have indicated that the cost of this concrete path would be in the vicinity of \$12,000-\$15,000. Over the last couple of years, we have experienced considerable increase in running costs, particularly utilities, and cannot foresee that we will be able to fund this pathway, hence are seeking LSC assistance so we can undertake these works.

Also, we would greatly appreciate assistance from Council in regard to specifications for the path and parking spaces such as: gradient, width of spaces and clearance required, appropriate signage etc. I would welcome these details (perhaps with a site visit from the Council expert on this matter) at your earliest convenience.

I look forward to hearing from you on this matter, please feel free to contact myself by email or phone if you would like to discuss further.

Mandy Bowyer  
Secretary  
Osborne Recreation Ground Management Committee  
Ph 0427 205529



2. **REQUEST FOR FINANCIAL ASSISTANCE – THE ROCK PONY CLUB**

(DCCS: 24/13790)

Executive Summary

A request for financial assistance has been received from The Rock Pony Club which is tabled for Council's consideration.

Report

A request for financial assistance has been received from The Rock Pony Club, for a grant or donation pursuant to section 356 of the Local Government Act. The request is summarised below.

The Rock Pony Club is seeking financial assistance to fund the provision of a toilet facility closer to their new shed and arena. Currently the closest amenities are between the two ovals some distance away.

Having a facility near their new shed would minimise safety issues regarding leaving horses unattended and/or young riders needing to be supervised.

Attracting events to be held at The Rock would also be enhanced if there was a facility in closer proximity.

Council has sourced a cost estimation to provide a basic tin shed with a toilet and basin for \$13,500 plus GST.

Pursuant to Section 356 of the Local Government Act a 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. Council has allocated an amount of \$67,000 in the 2024/25 Budget for this purpose.

Integrated Planning and Reporting Reference

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

Legislative Policy & Planning Implications

Pursuant to Section 356 of the Local Government Act a 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

Council has allocated an amount of \$67,000 in the 2024/25 Budget for the consideration of requests for financial assistance pursuant to Section 356 of the Local Government Act.

Attachments

- 24/13781 Email from The Rock Pony Club dated 24 June 2024.

**Recommendation:** That Council provides a contribution of \$13,500 (ex GST) to supply and install a new toilet facility pursuant to section 356 of the Local Government, to be funded from Council's 2024/25 budget allocation for S356.

## Staff Report 2: Attachment – Email, The Rock Pony Club

**Craig Fletcher**

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**Subject:** FW: The Rock Pony Club - Toilet

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**From:** Ian Marston <[marrocka1@bigpond.com](mailto:marrocka1@bigpond.com)>  
**Sent:** 23 June, 2024 7:34 AM  
**To:** Austin Morris <[amorris@lockhart.nsw.gov.au](mailto:amorris@lockhart.nsw.gov.au)>  
**Cc:** Gail Driscoll <[Gail.Driscoll@det.nsw.edu.au](mailto:Gail.Driscoll@det.nsw.edu.au)>; Greg Verdon <[gverdon@ozonline.com.au](mailto:gverdon@ozonline.com.au)>  
**Subject:** Fwd: The Rock Pony Club - Toilet

Hi Austin,

Please read email below.

Do council own portable toilets to fulfil the Pony club's request below, until we can come up with a solution.

Cheers  
Ian

Begin forwarded message:

**From:** ali lowe <[ali.lowe23@hotmail.com](mailto:ali.lowe23@hotmail.com)>  
**Subject:** The Rock Pony Club - Toilet  
**Date:** 22 June 2024 at 5:07:58 PM AEST  
**To:** Ian Marston <[marrocka1@bigpond.com](mailto:marrocka1@bigpond.com)>  
**Cc:** Gail Driscoll <[Gail.Driscoll@det.nsw.edu.au](mailto:Gail.Driscoll@det.nsw.edu.au)>, Kiaira Heafield <[kiaira.dean@hotmail.com](mailto:kiaira.dean@hotmail.com)>

Hi Ian

Further to our quick chat the other day, I am writing to ask for your assistance through The Rec Ground management or Council to investigate the possible options for a toilet to be located close to our new arena

With the new shed and arena location we are finding the distance to the toilets a bit tricky, especially when leaving horses or ponies unattended to walk or drive down to the toilets And many of our younger riders need to be supervised at all times The issue was again highlighted and brought to our attention recently when the arena was used for a two day clinic. The facilitator and participants thoroughly enjoyed the weekend at The Rock, but commented on having the toilet so far away.

If you are able to start the process to obtain the correct permissions, surveys and quotes on what is possible we would really appreciate it

Our club would be happy to assist in any way if we can apply for funding grants that become available

We would ideally only require a single Unisex toilet with handwashing facilities, and would be open to a portable toilet as a solution in the meantime

If you need further information from our club please contact myself or Kiaira

Kind regards  
Ali Lowe

**3. REQUEST FOR FINANCIAL ASSISTANCE – BALLROOM DANCING**

**(DCCS 24/13927)**

Executive Summary

A request for financial assistance has been received from a resident which is tabled for Council's consideration.

Report

A request for financial assistance has been received for a grant or donation pursuant to section 356 of the Local Government Act. The request is summarised below.

The resident is seeking financial assistance in the form that the hire fee for the Lockhart Memorial Hall be waived for the first month while she establishes her dance classes.

The resident plans to have an hour class each Thursday after school during school term. While the dance classes are being established the resident is requesting that the hour hire fee of \$25 be waived for the first month.

Pursuant to Section 356 of the Local Government Act a 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. Council has allocated an amount of \$67,000 in the 2024/25 Budget for this purpose.

Integrated Planning and Reporting Reference

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

Legislative Policy & Planning Implications

Pursuant to Section 356 of the Local Government Act a 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

Council has allocated an amount of \$67,000 in the 2024/25 Budget for the consideration of requests for financial assistance pursuant to Section 356 of the Local Government Act.

Attachments

Nil.

**Recommendation:** That Council waives the \$25 (incl GST) hall hire fee for the first 4 weeks pursuant to section 356 of the Local Government, to be funded from Council's 2024/25 budget allocation for S356.

**4. AUSTRALIA DAY 2025 HOST ORGANISATION**

**(GM: 24/13925)**

Executive Summary

The purpose of this report is to table the expressions of interest from organisations to host the Lockhart Shire Australia Day commemorations in January 2025.

Report

Council at its meeting held on 21 October 2024 resolved to advertise for expressions of interest from community organisations to host the Australia Day commemorations for 2025.

Advertisements were placed Council's newsletter, on social media and on Council's website, with expressions of interest closing at 4pm on 22 November 2024.

Any expressions of interest received by that time will be provided for Council's information at the meeting on Monday, 25 November 2024.

Integrated Planning and Reporting Reference

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

Legislative Policy & Planning Implications

Nil.

Budget & Financial Aspects

Provision has been made in Council's 2024/2025 Operational Plan Budget for the hosting of the 2025 Australia Day celebrations and Awards ceremony.

Attachments

Nil.

**Recommendation:** That Council determines the host organisation for the 2025 Australia Day commemorations.

**5. REQUEST FOR FINANCIAL ASSISTANCE**

**(GM: 24/12697)**

Executive Summary

A request for financial assistance has been received from The Rock Branch of the Country Women's Association (CWA) which is tabled for Council's consideration.

Report

A request for financial assistance has been received from The Rock CWA to assist with the cost of repairs to their building at 128 Urana Street.

The Rock CWA building has recently suffered extensive damage due to a termite infestation. On further inspection of the damaged building, asbestos was also discovered throughout. This has resulted in significant costs being incurred to remove the asbestos and to repair the termite damage.

The Rock CWA has written to Council as follows:

*"CWA The Rock Branch has had extensive damage to their building due to termite infestation and upon investigation for repairs, the builder discovered asbestos throughout the building.*

*A call was made to CWA State Office advising them of the discovery as we were advised several years ago that no asbestos was present in the building. Advice was given that asbestos was in fact present but regarded as a "low risk" and the State Office will only pay for the removal of "high risk" asbestos.*

*In turn, the Branch paid \$10,000 for the removal of the asbestos.*

*As we have paid for this removal, our funds are depleted, and we now ask Council for consideration of support to the value of \$5,000 to continue with the repairs of the building.*

*Trusting that Council will consider our request."*

The Rock CWA building has hosted many community events and organisations in the past, and housed The Rock Craft Shop until the building was closed for repairs and the removal of asbestos. The Rock Craft Shop has recently relocated to Lockhart until the repairs to the building have been completed.

Council does not currently provide an annual subsidy to The Rock CWA, however, Council's Section 356 Contributions funding is available for unallocated requests during the year.

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.



Legislative Policy & Planning Implications

Pursuant to Section 356 of the Local Government Act a 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

Council has allocated an amount of \$67,000 in the 2024/25 Budget for the consideration of requests for financial assistance pursuant to Section 356 of the Local Government Act.

Attachments

Nil.

**Recommendation:** That Council provides financial assistance to the CWA The Rock Branch totalling \$5,000 to assist with the repairs of The Rock CWA building.

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

Nil.

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

Nil.

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

### **6. ENGINEERING REPORT**

(DE)

#### Executive Summary

Monthly report on engineering matters.

#### Background Information

#### **Works Delivery Update**

#### Regional Roads

- **Completed**
  - MR370 Albury and MR59 Wagga: Heavy patching works completed.
  - MR370 Culvert Extension: Culvert extension finalised; guardrail installation pending.
- **Programmed Works**
  - Various Locations: Routine spot patching continues to maintain road safety and surface quality.
  - MR370 Albury Reseal Program: Scheduled to enhance road durability and safety.
  - MR370 Albury: Line marking.

#### Local Sealed Roads

- **Completed**
  - Mathews Street: Kerb and gutter pavement work near the Post Office.
  - Green West Street: Footpath upgrade completed.
- **Programmed Works**
  - Various Locations
    - Heavy patching and resealing planned for targeted local sealed roads.
    - Routine maintenance and spot patching are underway to uphold safety and reliability.

#### Local Unsealed Roads

- **Completed**
  - Resheeting Works
    - Geddes Lane: Resheeting completed between 1.24 km and 2.42 km.
    - Bulloc Hill Road: Resheeting completed between 3.9 km and 5.6 km.
- **Programmed Works**
  - Continued focus on repairing damage from the 1001 and 1034 flood events. Priority works are nearing completion, with critical areas being addressed.
  - Maintenance grading to improve road condition and usability.
  - Hollies Road: Culvert upgrade scheduled.
  - Vincent Road Upgrade: Culvert extension completed; pavement works set to begin in the new year.

#### Summary

Significant progress has been made across regional and local road networks. Heavy patching and culvert extensions on regional roads have improved safety and resilience, while key local projects, including kerb, gutter, and footpath upgrades, have been completed.

Unsealed road resheeting and flood recovery efforts remain a priority, with several projects nearing completion. Programmed maintenance and upgrades will continue into the summer months, leveraging favourable conditions for construction.

The Council remains dedicated to delivering high-quality road infrastructure and minimising disruptions to the community while ensuring road safety and resilience.

### **Parks & Gardens**

- Well done to everyone for ensuring our pools opened on time and presented beautifully for the community to enjoy. Our new contractors are doing a great job and look forward to seeing you over the summer months.
- Staff have been carrying out tree maintenance work recently with the removal of trees at Pleasant Hills, The Rock and Lockhart necessary to maintain safety and aesthetically pleasing parks and streets.
- Mowing of all our greenspace areas will take precedence for staff in the lead up to Christmas as the warmer weather and recent rains take effect.
- staff continue to work on irrigation systems to ensure our extensive gardens and tree plots have access to water over what will be a hot summer period.
- staff will be installing solar lights into the avenue of honour in the coming weeks which will add greatly to the appeal of the new gardens.
- Thank you to all staff for your efforts in maintaining our many parks, gardens, streetscapes, cemeteries, pools, and open spaces.

### 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.

### Attachments

Nil.

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

## **7. PLANNING AND ENVIRONMENT REPORT**

**(DPE)**

### Executive Summary

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

### Background Information

#### **a) Biosecurity**

##### **Weed Control Program**

Priority has been given to the control of Coolatai grass (*Hyparrhenia hirta*) and St. John's wort (*Hypericum perforatum*) on roadside reserves and council managed land.

Coolatai grass was controlled at Urana Street, The Rock.

Lockhart Collingullie Road, Boree Creek Kywong Road, Bankvale Road, Lockhart Kywong Road, Fletts Road, Lockhart Boree Creek Road, Urana Boree Creek Road, Urana Lockhart Road, Osborne Yerong Creek Road, and Lockhart The Rock Road were inspected for St. John's wort. Infestations were controlled.

- b) **Development Approvals:** This table advises of the Development Application Approvals for October 2024.

DA/CDC No.	Development	Site of Development	Applicant	Value
16/25	Shed	1134 Lockhart The Rock Road, Milbrulong	M Bellenger	\$ 15,000
12/25	Install Transportable Home	2 McGeachies Lane, The Rock	B Pfeiffer	\$ 167,200
10/25	Two Semi-detached dwellings and Community Title Subdivision	5 Rockliff Court, Lockhart	E Carletti	\$ 658,020
06/25	Dwelling	14-18 Ryan Street, Pleasant Hills	A Kim	\$ 120,000
02/25	Dwelling, Patio, Garage, Water Tank	17 Edgehill Street, Pleasant Hills	A Kim	\$ 74,492
			<b>Total</b>	<b>\$ 1,034,712</b>

- c) **LEP Review Update and Regional Housing Strategic Planning Fund Round 3**

Gateway Determination has been received for the South Lockhart Planning Proposal. Council staff and Council's Planning Consultant are working to satisfy a list of gateway conditions prior to the proposal being placed on public exhibition.

Council staff have applied for funding under the latest round of the Regional Housing Strategic Planning Fund through the Department of Planning, Housing and Infrastructure. The application was submitted to undertake strategic master planning at The Rock to assist with facilitating more residential land. Successful applicants are announced in April 2025 and projects must start by 10 June 2025.

#### 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.

## 8. **2024-25 FLOODPLAIN MANAGEMENT PROGRAM SUCCESSFUL GRANT APPLICATION** (DEES: 24/13650)

### Executive Summary

Council has been successful in two grant applications under the 2024-25 Floodplain Management Program for a review of Lockhart Flood Study and the Yerong Creek Flood Study.

### Background

The Department of Planning and Environment's Floodplain Management Program provides financial support to local councils and eligible public land managers to help them manage flood risk in their communities. The program supports the implementation of the NSW Government's Flood Prone Land Policy, which is outlined in the Floodplain Development Manual.

Report

Council applied for grant funding for two projects:

1. A review of Lockhart Flood Study
2. A Yerong Creek Flood Study

Council has been advised that it has been successful in obtaining grant funding for the review of Lockhart Flood Study (not including the Floodplain Risk Management Plan) totalling \$94,285. The ratio of funding is 6:1, meaning council will need to allocate \$15,714. Council was also successful in its application for the Yerong Creek Flood Study totalling \$120,000 with a Council allocation of \$20,000.

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 will need to allocate \$35,714 of its own funding. This can be sourced from next year's engineering budget.

Attachments

Nil.

**Recommendation:** That Council endorses the acceptance of funding under the Floodplain Management Program for:

1. A review of Lockhart Flood Study
2. Yerong Creek Flood Study

**9. CLOSURE OF ROAD – PART STEWART STREET, PLEASANT HILLS**

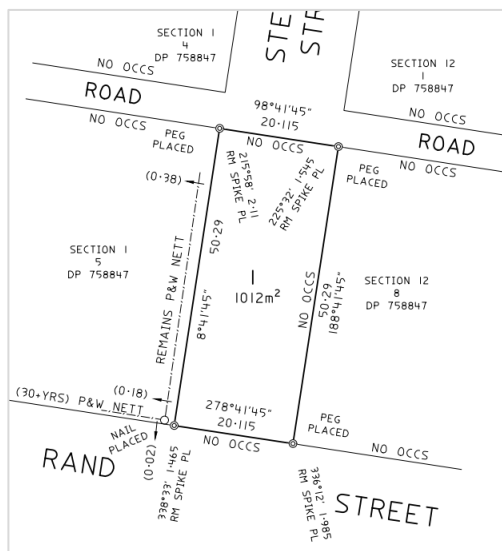
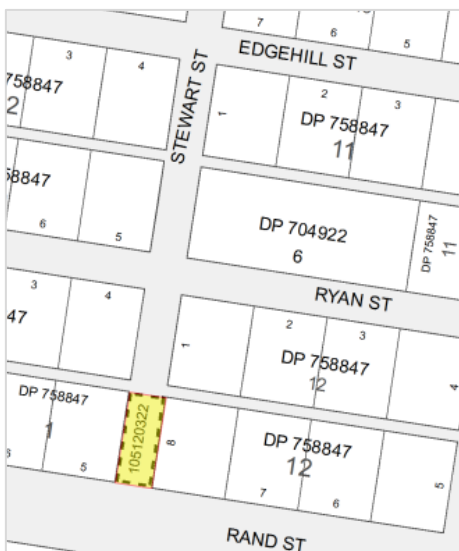
**(DE: 24/13728)**

Executive Summary

Council has received a request to close and sell part of Stewart Street, Pleasant Hills.

Report

Council has received a request from a landowner in Pleasant Hills to buy part of Stewart Street, Pleasant Hills adjacent to 18 Rand Street, Pleasant Hills.



The laneway is an unformed lane that is covered in vegetation and not maintained or used by Council.

In accordance with the Roads Act, Council advertised the closure for 28 days. No submissions were received. Lot 1 DP 1300658 has been created and lodged with the Land Titles Office. As part of the road closure process a Council report is required to be submitted. The land will be sold at market value once closed, and all costs have been borne by the applicant.

A further notice has been sent to the adjoining landowner to confirm they have no objections before proceeding.

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 Council closes Lot 1 DP1300658 (unformed road reserve known as Stewart Street) subject to there being no objection from the adjoining landowners.

**10. DA13/25 - CONSTRUCTION OF A COLORBOND SHED**

**(DPE: DA13/25)**

Executive Summary

Council has received a development application for the construction of a new Colorbond shed at 32 Railway Street, The Rock NSW. The proposed development does not comply with all off the relevant controls listed in the *Lockhart Shire Development Control Plan (DCP) 2016*, more specifically the control relating to the height of the proposed shed. As a result of the proposed variation to the DCP the development application has been presented to Council for consideration.

Report

A Development Application has been submitted with Council for the construction of a new Colorbond shed at 32 Railway Street, The Rock. Upon receipt of the application a letter was sent to the adjoining landowners for an opportunity to make a submission regarding the development in accordance with the notification of development controls provided in the *Lockhart Shire Development Control Plan 2016*. No submissions were received throughout the notification period.

The proposed development does not withstand the provisions of the current Lockhart Development Control Plan 2016 - Sheds in Village Areas and therefore, is presented for Council's consideration.

To ensure that development positively responds to the character of the Shire's village areas, the Lockhart Shire Development Control Plan 2016 (DCP) sets in place development restrictions on development in residential and village areas, including building heights. Noting this, Council have received a development application for a new detached shed at a residential allotment within The Rock village.

The application entails a large steel shed with a wall height of 4.2 metres to the top of the gutter. This exceeding the 3.1 metres restriction and an overall shed height of 5.09 metres, exceeding the 4.5 metres restriction of the DCP. The roof pitch is proposed to be 11 degrees. The increased shed height will allow for the installation of a car hoist inside the shed. The shed will be located behind the dwelling, 12 metres from the rear access lane and 2 metres from the western side boundary.

In determining this request Council need to consider a number of variables which may influence the development.

#### Streetscape

The site of development is a large residential allotment north of the Olympic Highway and on the eastern fringe of The Rock RU5 village zoning. The proposed shed is proposed to be located in the rear yard. The land is also serviced by rear lane access, to which the applicant intends to make full use via an existing gate. Established trees and a colorbond fence surrounding the property will provide a visual break from the higher shed walls.

#### Precedence

There are various other sheds within the immediate vicinity of the dwelling house that have been approved for construction beyond the building height restrictions of the DCP.

#### Objectives of the control requirements

Despite the much taller walls, the proposed shed maintains a low-pitched roof design, and measures 0.594 metres higher than what the DCP permits overall. The building will be of a low-reflective, pre-finished material which is consistent with the design in the locality. Once, constructed, noise issues are unlikely as the building is for storage, and existing services remain unaffected.

#### Integrated Planning and Reporting Reference

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

#### Legislative Policy and Planning Implications

The proposed development is permissible with consent under the *Lockhart Local Environmental Plan 2012* and complies with all other relevant clauses and controls listed in the *Lockhart Local Environmental Plan 2012* and *Lockhart Shire Development Control Plan 2016*. For more detailed information regarding compliance with the applicable clauses and controls please refer to the attached 4.15 Assessment report.

In accordance with Sec 4.15 of the *Environmental Planning and Assessment Act 1979*, Council are to consider, as with all development applications, the likely impacts of that development, and the suitability of the site for the development.

#### Budget and Financial Aspects

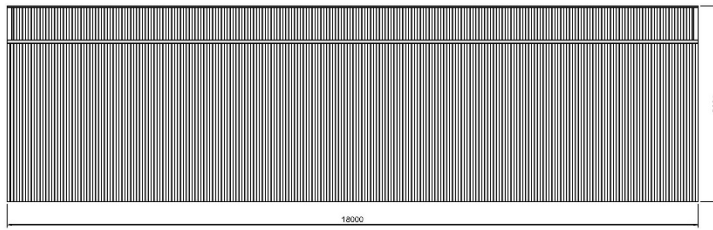
Nil.

#### Attachment

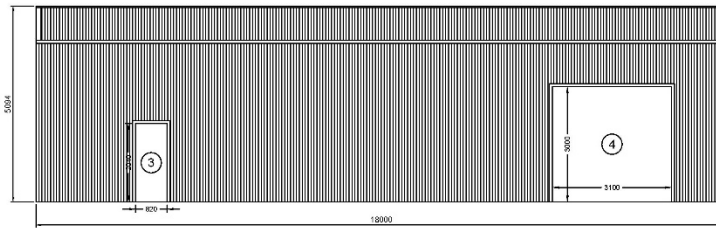
1. Elevations
2. Site plans
3. Section 4.15 Assessment, under separate cover.

**Recommendation:** That Council approves Development Application 13/25 for the construction of a Colorbond shed at 32 Railway Street, The Rock, subject to conditions as outlined in the attached Section 4.15 assessment report.

Staff Report 10: Attachment 1 - Elevations

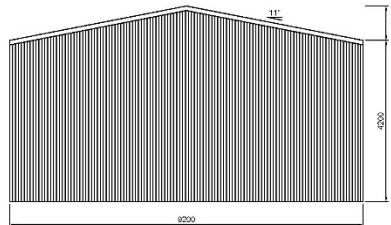


2 LEFT ELEVATION  
 SCALE: 1:75

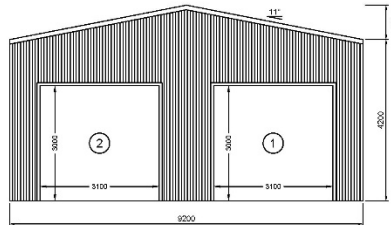


1 RIGHT ELEVATION  
 SCALE: 1:75

 <p>151 Smeaton Grange Road,                  Smeaton Grange, NSW, 2567                  Phone: 02 4648 7777                  Fax: 02 4648 7700                  Email: sales@bestsheds.com.au</p>	<p><b>CIVIL &amp; STRUCTURAL ENGINEERS</b>                  COMMERCIAL - INDUSTRIAL - RESIDENTIAL - RUSTIC - RURAL - RANGING  <b>EMERALD</b>                  CAMILO PINEDA MORENO                  Registered Professional Engineer                  No. 1982 867 (NSW) (AEC)</p> <p>Signature:  Date: 24.06.2024</p>	<p>Customer Name: Krista Hall                  Site Address: 32 Railway St                  The Rock,                  NSW, 2055</p>	<p>DATE: 24-06-2024                  ACIO NO: 4597034822                  SHEET: 2 of 10</p>
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1 REAR ELEVATION  
 SCALE: 1:75

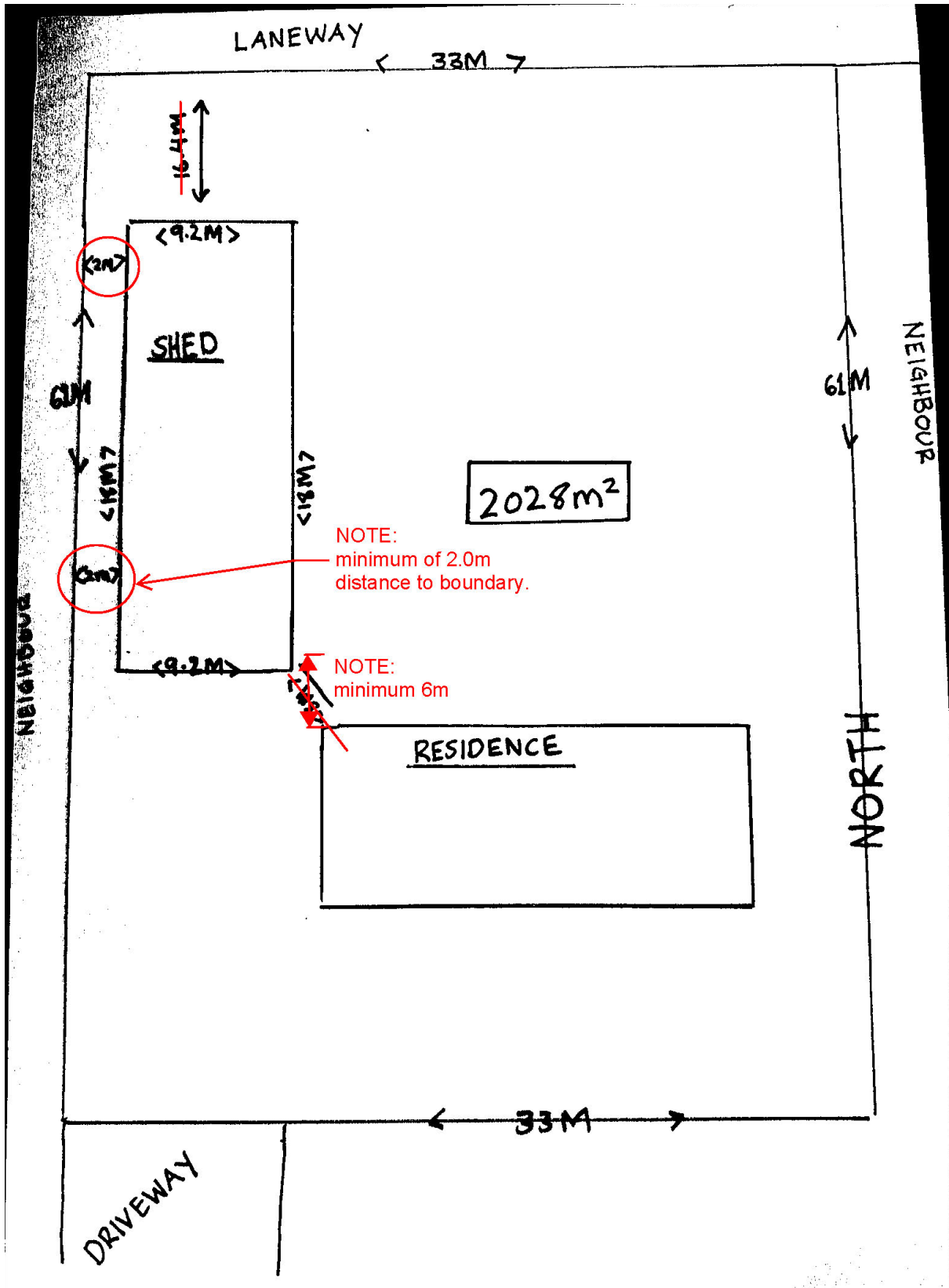


2 FRONT ELEVATION  
 SCALE: 1:75

 <p>151 Smeaton Grange Road,                  Smeaton Grange, NSW, 2567                  Phone: 02 4648 7777                  Fax: 02 4648 7700                  Email: sales@bestsheds.com.au</p>	<p><b>CIVIL &amp; STRUCTURAL ENGINEERS</b>                  COMMERCIAL - INDUSTRIAL - RESIDENTIAL - RUSTIC - RURAL - RANGING  <b>EMERALD</b>                  CAMILO PINEDA MORENO                  Registered Professional Engineer                  No. 1982 867 (NSW) (AEC)</p> <p>Signature:  Date: 24.06.2024</p>	<p>Customer Name: Krista Hall                  Site Address: 32 Railway St                  The Rock,                  NSW, 2055</p>	<p>DATE: 24-06-2024                  ACIO NO: 4597034822                  SHEET: 3 of 10</p>
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Staff Report 10: Attachment 2 – Site Plans



**11. DA19/25- CONSTRUCTION OF A COLORBOND SHED**

(DPE: DA19/25)

Executive Summary

Council has received a Development Application for the construction of a new Colorbond shed at Cullen Street, Pleasant Hills NSW. The proposed development does not comply with all of the relevant controls listed in the *Lockhart Shire Development Control Plan (DCP) 2016*, more specifically the control relating to the height of the proposed shed. As a result of the proposed variation to the DCP the development application has been presented to Council for consideration.

Report

A Development Application has been submitted with Council for the construction of a new Colorbond shed on Lot 114 DP9145 at Cullen Street, Pleasant Hills.

The proposed development does not withstand the provisions of the current Lockhart Development Control Plan 2016 - Sheds in Village Areas, and therefore, is presented for Council's consideration.

To ensure that development positively responds to the character of the Shire's village areas, the Lockhart Shire Development Control Plan 2016 (DCP) sets in place development restrictions on development in residential and village areas, including building heights. Noting this, Council have received a development application for a new detached shed at a residential allotment within the village.

As part of this application, the developer proposes to construct a large Colorbond steel shed. The wall height of 4.60m and overall height of 5.19m does not meet the provisions of Section 4 "Sheds in village areas" of the current DCP. The roof pitch complies with 7.5 degrees.

The DCP requires: *"The Height of sheds is to be a maximum of 3.10m measured from the surrounding finished ground level to the top of the gutter, and 4.50m measured from the surrounding finished ground level to the highest point of the shed. The maximum roof pitch is to be 22 degrees."*

The increased shed height is required to allow for the storage of earth moving machinery and plant. The proposed shed is to be constructed on a vacant lot surrounded by vacant bushland within the residential area owned by the developer. All set back from the rear and side boundaries comply with the DCP. It is noted that notification to adjoining landowners was not required for this development application as the subject owner owns the adjoining land as well.

In determining this request Council need to consider a number of variables which may influence the development.

Streetscape

The site of development is a large residential allotment within the Pleasant Hills RU5 village zoning. The proposed shed is to be located on a vacant lot. A vehicle access is existing from Cullen Street. The property includes a number of lots and several other sheds of a similar size are also located on these lots.

Precedence

There are various other sheds within the immediate vicinity of the dwelling house that have been approved for construction beyond the building height restrictions of the DCP.

Objectives of the control requirements

Despite the taller walls, the proposed shed maintains a low-pitched roof design, and measures 0.692 metres higher than what the DCP permits overall. The building will be of a low-reflective, pre-finished material which is consistent with the design in the locality. Once, constructed, noise issues are unlikely as the building is for storage, and existing services remain unaffected.

Aside from the building height restriction, a comprehensive assessment of the development application has not revealed any other issues that may appear problematic with respect to the natural or built environments.

Integrated Planning and Reporting Reference

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

Legislative Policy and Planning Implications

The development as proposed requires a variation to Council's Development Control Plan 2016.

The proposed development is permissible with consent under the *Lockhart Local Environmental Plan 2012* and complies with all other relevant clauses and controls listed in the *Lockhart Local Environmental Plan 2012* and *Lockhart Shire Development Control Plan 2016*. For more detailed information regarding compliance with the applicable clauses and controls please refer to the attached 4.15 Assessment report.

In accordance with Sec 4.15 of the Environmental Planning and Assessment Act 1979, Council are to consider, as with all development applications, the likely impacts of that development, and the suitability of the site for the development.

Budget and Financial Aspects

Nil.

Attachment

1. Elevations
2. Site plans
3. Section 4.15 Assessment

**Recommendation:** that Council approves Development Application 19/25 for the construction of a Colorbond shed at Cullen Street, Pleasant Hills, subject to conditions as outlined in the attached Section 4.15 assessment report.

Staff Report 11: Attachment 1 - Elevations

**1. FRONT ELEVATION**  
 SCALE 1:100

**3. REAR ELEVATION**  
 SCALE 1:100

**Opening Schedule:**

MARK	TYPE	HEIGHT	WIDTH	DESCRIPTION
D0	ROLLER DOOR	4150	4000	COLORBONDS ST3AMT RAD B - ROLLER DOOR
D4	ALUM SLIDING DOOR	2100	1800	COLORBONDS ALUM SLIDING DOOR
W1-3	WINDOW	760	1731	COLORBONDS WINDOW

**Project Information:**  
 Client: ROB HOLYOAKE  
 Proposed Farm Shed, Sturdy  
 CRAWFORD STREET  
 PLEASANT HILLS, NSW, 2658  
 Date: 11/06/2024  
 Scale: 1:100  
 Sheet Size: A4

REFER TO CONSTRUCTION DRAWING FOR SLAB/FOOTING LAYOUT

**2. RIGHT ELEVATION**  
 SCALE 1:100

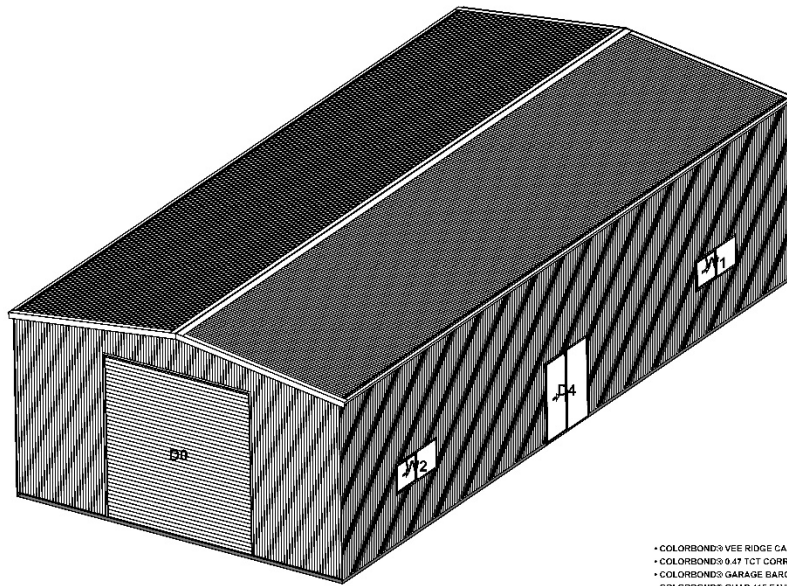
**4. LEFT ELEVATION**  
 SCALE 1:100

**Opening Schedule:**

MARK	TYPE	HEIGHT	WIDTH	DESCRIPTION
D0	ROLLER DOOR	4150	4000	COLORBONDS ST3AMT RAD B - ROLLER DOOR
D4	ALUM SLIDING DOOR	2100	1800	COLORBONDS ALUM SLIDING DOOR
W1-3	WINDOW	760	1731	COLORBONDS WINDOW

**Project Information:**  
 Client: ROB HOLYOAKE  
 Proposed Farm Shed, Sturdy  
 CRAWFORD STREET  
 PLEASANT HILLS, NSW, 2658  
 Date: 11/06/2024  
 Scale: 1:100  
 Sheet Size: A4

REFER TO CONSTRUCTION DRAWING FOR SLAB/FOOTING LAYOUT



**FRONT RIGHT ELEVATION**  
 SCALE 1:100

- COLORBOND® VEE RIDGE CAPPING
- COLORBOND® 0.47 TCT CORRUGATED ROOF CLADDING
- COLORBOND® GARAGE BARGE FLASHING
- COLORBOND® QUAD 118 EAVE GUTTER
- WHITE UPVC 90° DOWNPIPE
- COLORBOND® 0.47 TCT CORRUGATED WALL CLADDING
- COLORBOND® CORNER FLASHING

REFER TO CONSTRUCTION DRAWING FOR SLAB/FOOTING LAYOUT

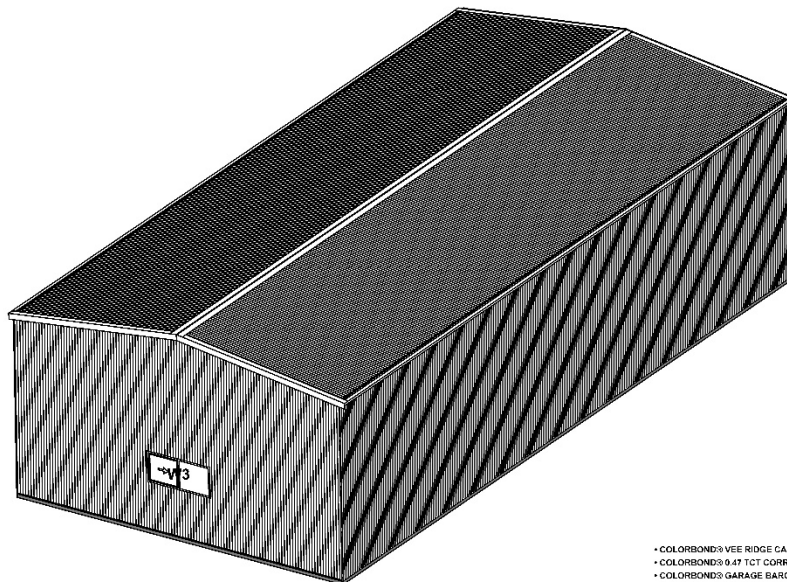
OPENING SCHEDULE				
MARK	TYPE	HEIGHT	WIDTH	DESCRIPTION
D0	ROLLER DOOR	4150	4000	COLORBOND® ST3AMIT® RAD B - ROLLER DOOR
D4	ALUM. SLIDING DOOR	2100	1800	COLORBOND® ALUM. SLIDING DOOR
W1-3	WINDOW	760	1731	COLORBOND® WINDOW

**Cobberdog Constructions**  
 1329 Table Top Road  
 Table Top, 2640  
 P: 02 6929 3554  
 F:

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**ROB HOLYOAKE**  
 Proposed Farm Shed, Sturdy  
 CRAWFORD STREET  
 PLEASANT HILLS, NSW, 2658

ISO 9001:2015  
 CC-10090A - 1  
 11/06/2024  
 All Dimensions In Millimetres U.N.O.  
 1:100  
 10Lx9Wx4.6H(7.5)3bays  
**A4**



**REAR LEFT ELEVATION**  
 SCALE 1:100

- COLORBOND® VEE RIDGE CAPPING
- COLORBOND® 0.47 TCT CORRUGATED ROOF CLADDING
- COLORBOND® GARAGE BARGE FLASHING
- COLORBOND® QUAD 118 EAVE GUTTER
- WHITE UPVC 90° DOWNPIPE
- COLORBOND® 0.47 TCT CORRUGATED WALL CLADDING
- COLORBOND® CORNER FLASHING

REFER TO CONSTRUCTION DRAWING FOR SLAB/FOOTING LAYOUT

OPENING SCHEDULE				
MARK	TYPE	HEIGHT	WIDTH	DESCRIPTION
D0	ROLLER DOOR	4150	4000	COLORBOND® ST3AMIT® RAD B - ROLLER DOOR
D4	ALUM. SLIDING DOOR	2100	1800	COLORBOND® ALUM. SLIDING DOOR
W1-3	WINDOW	760	1731	COLORBOND® WINDOW

**Cobberdog Constructions**  
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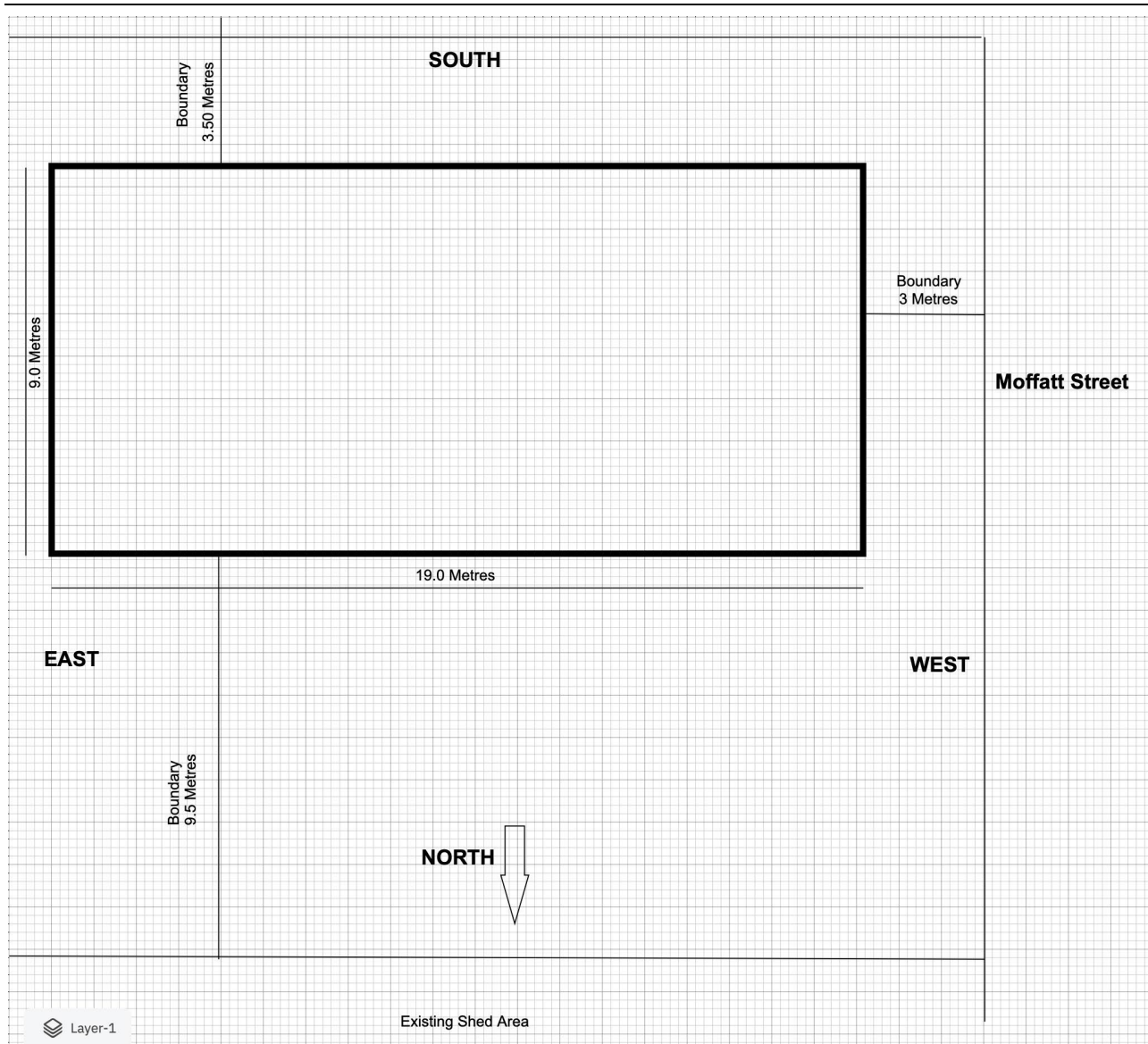
**ROB HOLYOAKE**  
 Proposed Farm Shed, Sturdy  
 CRAWFORD STREET  
 PLEASANT HILLS, NSW, 2658

ISO 9001:2015  
 CC-10090A - 1  
 11/06/2024  
 All Dimensions In Millimetres U.N.O.  
 1:100  
 10Lx9Wx4.6H(7.5)3bays  
**A4**

Staff Report 11: Attachment 2 – Site Plans



	<b>Important Notice</b>	<b>Date:</b> 15/11/2024 11:37 AM
	This map is not a precise survey document. Accurate locations can only be determined by a survey on the ground. No statement is made about the accuracy or suitability of the information for use for any purpose (whether the purpose has been notified to Council or not). While every care is taken to ensure the accuracy of this data, Council makes no representations or warranties about its accuracy, reliability, completeness or suitability for any particular purpose and disclaims all responsibility and all liability (including without limitation, liability in negligence) for all expenses, losses, damages (including indirect or consequential damage) and costs which you might incur as a result of the data being inaccurate or incomplete in any way and for any reason.	<b>Drawn By:</b> Birgit Ronnfeldt
	© State of New South Wales (Spatial Services)	<b>Map Scale:</b> 1:790 at A4
	© Lockhart Shire Council.	<b>Projection:</b> GDA2020 / MGA zone 55



## STRATEGIC DIRECTION E: Strong Leadership and Governance

### 12. INVESTMENT AND BANK BALANCES REPORT – OCTOBER 2024

(DCCS: 24/13886)

#### 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>		1,208,239.27
Add: Total Receipts		
	Miscellaneous	12,830.96
	Rates	127,020.08
	Debtors	60,608.05
	Interest on Investments	15,397.63
	Caravan Park Takings	10,275.00
	Rockoosh CCS & Inclusion Support Payments	4,952.53
	Development / Planning Applications	25,609.50
	Rockoosh Payments	4,655.16
	Tip Fees	4,050.00
	Sale of Plant #2110	23,648.50
	Incoming Employee LSL	101,702.32
	Redeemed Investment	500,000.00
		890,749.73
Less: Total Payments		1,353,634.46
	New Investments	0
<b>Closing Combined Cashbook Balance</b>		<b><u>745,354.54</u></b>
<b>Closing Bank Statement Balance</b>		
	Bendigo Bank	681,524.11
	Macquarie Bank	29,903.44
	Bendigo Bank-Prichard Trust	31,945.08
		743,372.63
Add: Outstanding Deposits		2,961.53
		746,334.16
Less: Outstanding Cheques		979.62
<b>Closing Combined Cashbook Balance</b>		<b><u>745,354.54</u></b>

<b>Investments:</b>	<b>Interest Rate per Annum</b>	<b>Amount Invested</b>	<b>% of Total</b>
Bank of Queensland	5.00	500,000.00	6.65
Bank of Queensland	4.90	500,000.00	6.65
Bank of Queensland	4.60	700,000.00	9.31
Bank of Queensland	5.30	500,000.00	6.65
Bendigo Bank	At Call	66,072.20	0.88
Bendigo Bank	5.10	250,000.00	3.33
Bendigo Bank	4.74	1,000,000.00	13.30
Bendigo Bank	5.00	500,000.00	6.65
Bendigo Bank	5.25	1,000,000.00	13.30
Beyond Bank	4.95	500,000.00	6.65
National Australia Bank	4.95	500,000.00	6.65
National Australia Bank	5.00	500,000.00	6.65
National Australia Bank	5.00	500,000.00	6.65
National Australia Bank	5.40	500,000.00	6.65
		<b><u>7,516,072.20</u></b>	100.00
			<b><u>AMOUNT</u></b>
General Fund	1490-3000-0000		(2,084,779.22)
Combined Sewerage	8490-3000-0000		2,798,188.68
Trust Fund	9991-3000-0000		31,945.08
		<b><u>745,354.54</u></b>	<b><u>745,354.54</u></b>
<b>TOTAL FUNDS HELD ARE:</b>		<b><u>8,261,426.74</u></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 to October 2024, the average end of month balance of funds invested has been \$8.14 million and the average return on invested funds has been 5.0%. 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 October 2024 Investment and Bank Balances Report be received and noted.
- b) That the Responsible Accounting Officer Statement be noted, and the report be adopted.

**13. PRESENTATION OF COUNCIL'S 2023/24 FINANCIAL STATEMENTS**

**(DCCS: 24/13880)**

Executive Summary

It is a legal requirement that the annual Audited Financial Statements be presented to Council within five weeks of the Auditor's Certificates being issued. The Auditor's Certificates relating to the Council's 2023/24 Financial Statements were issued on 28 October 2024 and public notice has been given that the Audited Financial Statements for 2023/24 will be presented to the Council meeting on 25 November 2024.

Report

The Auditor-General, Audit Office of New South Wales, has completed the audit of Council's Financial Statements for the year ending 30 June 2024.

Pursuant to section 419 (1) of the Local Government Act 1993 Council must present its Audited Financial Statements, together with the Auditor's Report, at a meeting of the Council no later than five weeks from the date the Auditor's Certificates are issued. Furthermore, in accordance with Section 418(3) of the Local Government Act 1993, and a resolution of Council passed at the Council meeting held on 19 August 2024, public notice was given on Council's website that the 2023/24 Audited Financial Statements and Auditor's Report would be presented at the Council meeting to be held on 25 November 2024.

The Council's net operating result from continuing operations (including capital contributions) was a deficit of \$573K (2023: \$3.86M) for the year ended 30 June 2024. The net operating deficit for the year before grants and contributions provided for capital purposes is \$3.7M (2023: \$2.1M).

A summary of the 2023/24 Financial Statements against the performance measures and performance benchmarks set by the Office of Local Government (OLG) is set out below. Consistent with previous

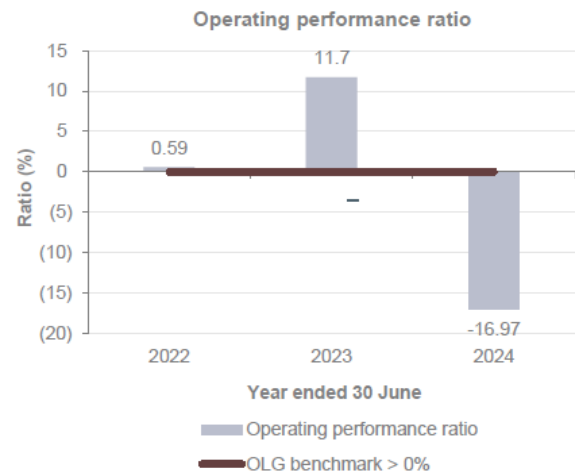
years, Council's financial results are above the industry benchmark for majority performance measures with the exception of own source revenue and for 2023/24 operating performance ratio.

### Operating performance ratio

Council did not meet the benchmark for the current reporting period.

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

The operating performance ratio decreased by 28.67% due to an increase in materials and services expenditure of \$5.6 million.

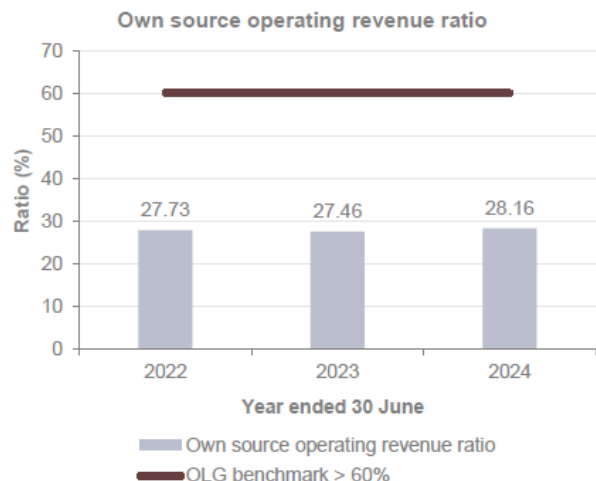


### Own source operating revenue ratio

Council did not meet the benchmark for the current reporting period.

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

The ratio has remained consistent across the period.

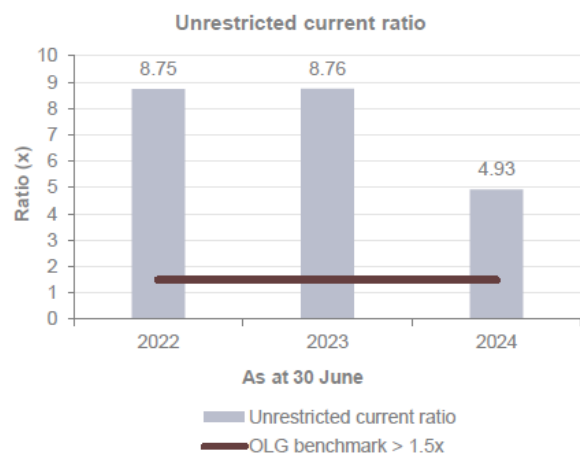


### Unrestricted current ratio

Council exceeded the benchmark for the current reporting period.

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

The ratio has decreased by 3.83 due to a \$0.9 million increase in payables.

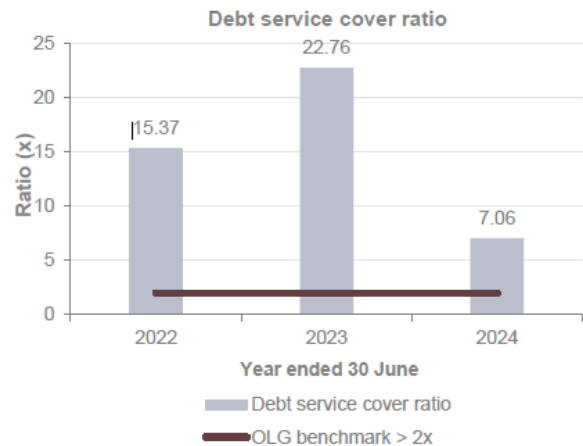


### Debt service cover ratio

Council exceeded the benchmark for the current reporting period.

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

The debt service cover ratio decreased by 15.7% due to an increase in materials and services expenditure of \$5.6 million.

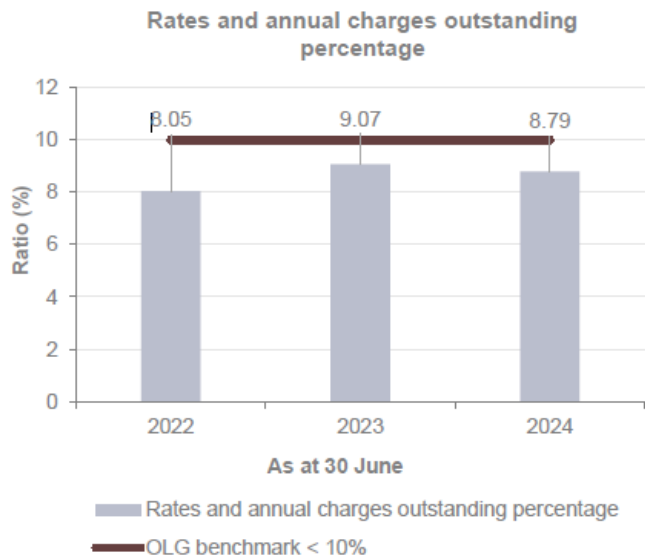


### Rates and annual charges outstanding percentage

Council is below the benchmark for the current reporting period.

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

The ratio has remained consistent across the period.

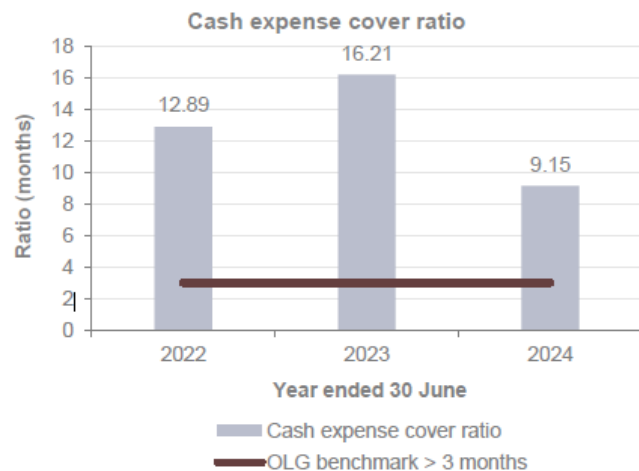


### Cash expense cover ratio

Council exceeded the benchmark for the current reporting period.

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

The Council's cash expense cover ratio was 10 months, which is above the industry benchmark of greater than 3 months. This indicates that Council had the capacity to cover 10 months of operating cash expenditure without additional cash inflows at 30 June 2024.



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

Integrated Planning and Reporting Reference

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

Legislative Policy and Planning Implications

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

Budget and Financial Aspects

Report on the 2023/24 Financial Year

**Recommendation:** That the Audited Financial Statements and Auditor's Report for the year ended 30 June 2024 be received and noted.

**14. 2023/24 ANNUAL REPORT**

**(GM: 24/13935)**

Executive Summary

Council is required, within five months after the end of each financial year, to prepare an annual report for that year reporting as to its achievements in implementing its delivery program. Accordingly, a draft 2023/24 Lockhart Shire Council Annual Report is tabled for Council's endorsement.

Report

Section 428 of the Local Government Act provides that Council must prepare an annual report within five months after the end of each financial year i.e. by 30 November. The annual report must include the following information:

1. A report on Council's achievements in implementing its delivery program and the effectiveness of the principal activities undertaken in achieving the objectives at which those principal activities are directed
2. A copy of the Council's audited financial reports prepared in accordance with the *Local Government Code of Accounting Practice and Financial Reporting* published by the Department, as in force from time to time
3. Such other information or material as the regulations or the guidelines under section 406 may require.

With respect to 3) above the Local Government Regulation specifies the following information to be included in Council's annual report:

- a) Details of any overseas visits undertaken by councillors, council staff or other persons representing the Council.
- b) Total cost of the payment of expenses and provision of facilities to councillors in relation to their civic functions.
- c) Details of each contract awarded by the Council during the year (whether as a result of a tender or otherwise).
- d) Amounts incurred by the council during the year in relation to legal proceedings taken by or against the Council.
- e) Resolutions made by Council during the year under section 67 (3) of the Local Government Act concerning work carried out on private land.
- f) The total amount contributed or otherwise granted under section 356 of the Local Government Act.
- g) A statement of all external bodies that during the year exercised functions delegated by the Council.
- h) A statement of all corporations, partnerships, trusts, joint ventures, syndicates or other bodies (whether or not incorporated) in which the Council held a controlling interest or participated in.

- i) Activities undertaken by Council during the year to implement its equal employment opportunity management plan.
- j) The total remuneration comprised in the remuneration package of the general manager during the year.
- k) Total remuneration comprised in the remuneration package of all senior staff members (other than the general manager).
- l) Activities undertaken by Council in relation to enforcing and ensuring compliance with the Companion Animals Act 1998 and regulations made under that Act.
- m) Rates and charges written off during the year.
- n) Information regarding training and professional development activities provided to the mayor and councillors.
- o) Details of fraud control activities undertaken during the year.

#### Integrated Planning and Reporting Reference

E1: Meet all governance and regulatory requirements in the conduct of council's operation.

#### Legislative Policy & Planning Implications

Section 428 of the Local Government Act provides that Council must prepare an annual report within five months after the end of each financial year i.e. by 30 November.

A copy of the Council's annual report must be posted on the Council's website and provided to the Minister and such other persons and bodies as the regulations may require.

#### Budget & Financial Aspects

Nil.

#### Attachments

A Draft 2023/24 Annual Report has been separately distributed to Councillors.

**Recommendation:** That the 2023/24 Annual Report, be endorsed and the General Manager be authorised to forward a copy of the Report to the Minister for Local Government.

## **15. POLICY REVIEWS**

**(GM: 24/13945)**

### 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 3.5 Return-to-Work Program
2. Policy 3.6 Work Health and Safety
3. Policy 3.9 Training
4. Policy 3.10 Equal Employment Opportunity
5. Policy 3.17 Work Health and Safety Consultation

No significant changes have been made to the policies.

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 3.5 Return-to-Work Program
2. Policy 3.6 Work Health and Safety
3. Policy 3.9 Training
4. Policy 3.10 Equal Employment Opportunity
5. Policy 3.17 Work Health and Safety Consultation

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

1. Policy 3.5 Return-to-Work Program
2. Policy 3.6 Work Health and Safety
3. Policy 3.9 Training
4. Policy 3.10 Equal Employment Opportunity
5. Policy 3.17 Work Health and Safety Consultation

## **Staff Report 15: Attachment 1: Policy 3.5 Return-to-Work Program**

### **3.5 Return-to-Work Program**

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POLICY TITLE: RETURN-TO-WORK PROGRAM

FILE REF: SC278

EXPIRY DATE: NOVEMBER 2027

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#### OBJECTIVES

To provide guidelines for ensuring that Council and staff comply with the Workers Compensation Act 1987, Workplace Injury Management and Workers Compensation Act (1998) and the Workers Compensation Regulation 2016, and to support the concept of injury management to assist in the early return to work of injured or ill employees.

#### STATEMENT OF COMMITMENT

Lockhart Shire Council is committed to the rehabilitation of employees who are injured or develop an illness or disease during their employment. If employees are injured or develop an illness or disease due to other circumstances, sympathetic consideration may be given to the rehabilitation of the employee under Council's Return-to-Work Program. Council is committed to:

- 1) The prevention of injury and illness through providing a safe and healthy working environment.
- 2) Developing and implementing a Return-To-Work Program in consultation with its employees and their representatives, which is consistent with its insurer's Injury Management Program.
- 3) The early commencement of rehabilitation of an injured worker to encourage an early return to work.
- 4) Ensuring that all reasonable efforts are made to provide meaningful and suitable duties consistent with medical judgment. Return-to-Work Plans for individuals will be devised to support Council's commitment to rehabilitation and minimise the effects of the injury or illness on employees.
- 5) Ensuring that no employee is disadvantaged whilst participating in Return-to-Work Plans and expects its employees to cooperate with Council's rehabilitation efforts
- 6) Council's Return to Work Coordinator is Council's Human Resources/Enterprise Risk Manager.

#### RESPONSIBILITIES

1) Council's (Employer's) Responsibilities

Council is a Category 1 employer for the purposes of the Workers Compensation Regulation 2016 and as such is responsible for:

- a) Appointing a Return-to-Work Co-ordinator
- b) Ensuring the Return-to-Work Co-ordinator is provided with the necessary training to perform the role
- c) Developing a return-to-work program
- d) Consulting workers and unions
- e) Implementing the return-to-work program

2) Return-to-Work Coordinator Responsibilities

- a) Developing and implementing the Return-to-Work Program, educating the workforce, keeping injury and return to work statistics and developing policies for the consideration of Management and Council to improve systems.
- b) Providing information on the return-to-work process and associated workers compensation benefits to injured workers.
- c) Obtaining the injured worker's consent before obtaining or releasing rehabilitation information about the worker.
- d) Determining the injured worker's needs by discussion with the worker, the nominated treating doctor and other treatment practitioners.
- e) Working with the insurers as they develop an injury management plan for the injured worker.

- f) Identifying appropriate suitable duties and assisting the injured worker to return to work as soon as possible.
- g) Supporting the redeployment of workers into suitable employment when they cannot return to their pre-injury duties.
- h) Preparing a Return-to-Work Plan to document suitable duties and work restrictions so that all parties are informed and managing the return-to-work process.

3) Rehabilitation Provider's Role

- a) Council engages fully accredited rehabilitation providers who are available to assist in the rehabilitation of those workers who suffer a workplace injury or illness at Lockhart Shire Council.
- b) Notwithstanding that the Council has appointed its own Rehabilitation Provider(s), an injured or ill employee will retain the right to nominate an accredited Provider(s), of his/her own choice.
- c) Council will facilitate reasonable access to the workplace by any accredited Rehabilitation Provider(s) involved in rehabilitation at this workplace, so as to enable familiarity with the workplace.
- d) Council will ensure ready access to any injured or ill employees nominated accredited Rehabilitation Provider(s) at all stages of rehabilitation, including the initial workplace assessment.

4) Management Responsibilities

A crucial element of the Council's Return-to-Work Program is the prevention of injury or illness to our employees. To this end, Council is committed to:

- a) Ensure the health, safety and welfare of all workers.
- b) Develop, implement and review the Return-to-Work Program in consultation with workers and relevant unions.
- c) Assist injured or ill employees return to pre-injury occupation or suitable alternatives without prejudice.
- d) Encourage rehabilitation at the workplace through the provision of modified or suitable duties where practicable and consistent with stated medical judgment.
- e) Display a summary of the program prominently at the Council Administration building, Lockhart Works Depot and The Rock Works Depot.
- f) Provide employees with adequate information on rehabilitation and workers compensation.
- g) Appoint and train a Return-to-Work Coordinator.
- h) Notify the insurer within the prescribed timeframe(s) when the worker has an injury.
- i) Provide suitable employment for injured workers for as long as is practicable.
- j) Participate and cooperate in the establishment of an injury management plan for an injured worker.
- k) Comply, to the fullest extent practicable, with obligations on the employer in the Injury Management Plan written by the insurer.

5) Employee's Responsibilities

- a) To take all necessary care in the performance of work with a view to preventing work related injuries to themselves and fellow employees.
- b) To actively co-operate in the specific Return-to-Work Plan designed as part of their recovery process.
- c) To actively co-operate in the specific Return-to-Work Plan designed as part of a fellow employee's recovery process.
- d) To report all injuries/illnesses promptly to allow corrective action to be implemented.
- e) To specify one nominated doctor or medical practitioner who is prepared to participate in the development of any injury management and Return-to-Work Plan.
- f) To provide their consent for information regarding their injury management and recovery at work to be shared between the insurer, employer, nominated treating doctor, treating practitioner providers and the State Insurance Regulatory Authority.
- g) To participate and co-operate in the establishment of an injury management plan.
- h) To comply with obligations in any Injury Management Plan written for them.
- i) To make all reasonable efforts to recover at work.



RETURN TO WORK PROGRAM

- 1) A Return-to-Work Program shall be developed and maintained that complies with the Workers Compensation Act 1987, Workplace Injury Management and Workers Compensation Act (1998), Workers Compensation Regulation 2016 and the Guidelines for Workplace Return to Work Programs issued by the State Insurance Regulatory Authority.
- 2) The Return-to-Work Program will cover the following aspects:
  - a) Leadership and commitment
  - b) Workplace arrangements
  - c) Rights and obligations
  - d) After an incident
  - e) Support for the worker
  - f) Recovery at work
  - g) Dispute prevention and resolution
  - h) Administration
- 3) The Work Health and Safety Committee will be consulted on the initial development of the Return-to-Work Program and any significant changes to the Program.

*Adopted by Council 25 November 2024*  
*Refer Minute No. XX/XXX*

## **Staff Report 15: Attachment 2: Policy 3.6 Work Health & Safety**

### **3.6 Work Health & Safety**

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POLICY TITLE: WORK HEALTH & SAFETY

FILE REF: SC278

EXPIRY DATE: NOVEMBER 2027

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#### **COMMITMENT STATEMENT**

Council's commitment is to the provision of a safe and healthy work environment for all of its employees, volunteers, contractors, visitors and persons that may be affected by works undertaken by Council, through the elimination or minimisation of risks, whilst meeting its legislative obligations under the Work Health and Safety Act (2011) and the Work Health and Safety Regulation (2011), and other Work Health and Safety legislation as it applies.

Council's commitment to work health and safety (WHS) will be demonstrated by:

- Ensuring that employees, volunteers, visitors and contractors comply with appropriate WHS standards, codes of conduct and workplace directions to ensure their own and others health and safety at work.
- Promoting a culture where harm to our people through work is unacceptable.
- Consultation between management, employees, volunteers, visitors and contractors on WHS issues.
- Establishing measurable objectives and targets to ensure continuous improvement.
- Allocating necessary resources to meet commitments, and by developing and implementing health and safety standards that exceed the minimum legislative requirements.
- Adopting a risk management approach to achieve compliance with all NSW Work Health and Safety related legislation to ensure the health and safety of employees, contractors, volunteers and visitors to its workplaces.
- Ensuring that plant, equipment and substances are safe and without risk to health and safety of employees.
- Investigating all accidents, incidents, and occurrences with control measures implemented and reviewed to ensure elimination of initial breakdown.
- Communicating WHS through instruction, training and supervision to improve individuals' understanding of workplace hazards, including safe work practices and emergency procedures.
- Providing adequate systems and resources to effectively manage rehabilitation and return to work processes.
- Implementing, maintaining and reviewing the Health and Safety Management System.

#### **RESPONSIBILITIES**

While the obligation for each person is different, all persons must ensure that the way they carry out their work does not interfere with the health and safety of themselves and other persons at the place of work.

#### **Duty Holders**

##### Person conducting business or undertaking (Council)

Council must ensure, so far as is reasonably practicable, the health and safety of:

- Workers engaged, or caused to be engaged by the person, and
- Workers whose activities in carrying out work are influenced or directed by the person, while the workers are at work in the business or undertaking.

The General Manager has ultimate responsibility for the implementation of Council's WHS protocol and regularly reviewing overall organisational health and safety performance.

### Officer duties

Officers of Council have a duty to exercise 'due diligence' to ensure that Council complies with its duty to reasonably ensure health and safety. Officers are defined as a person who makes, or participates in making, decisions that affect the whole or a substantial part of a business or undertaking.

Council shall fulfill these responsibilities through the appointed General Manager, Directors, and Managers who are responsible and accountable for the safety of workers including contractors, volunteers and Council property under their control.

### All workers

All workers have responsibility for:

- Taking reasonable care for their own health and safety
- Taking reasonable care that their acts or omissions do not adversely affect the health and safety of other persons
- Following all WHS legislation, Council safety requirements and relevant Codes of Practice
- Cooperating with management in the support of promotion of Health and Safety in the workplace
- Not undertaking any task without the relevant induction, training or competency
- Promptly reporting all hazards, injuries and safety incidents
- Presenting for work in a fit state that does not prevent them carrying out their duties in a safe and responsible manner.

### **Compliance with health and safety requirements**

Council employees must observe Council's health and safety policies, protocols, procedures and instructions. If a breach occurs, it may be necessary for disciplinary action to be undertaken in accordance with disciplinary procedures under the Local Government (State) Award 2020.

### **WORK HEALTH AND SAFETY WORKPLACE COMMITTEE**

The Work Health and Safety Committee will provide a forum for consultation on WHS related matters and will endeavour to reach consensus on all aspects of the organisation's WHS Policy and Program. To this end, each committee meeting will be attended by employer representatives who have the necessary authority to make recommendations / decisions on behalf of Council for each of the matters discussed.

### **RELATED POLICIES**

This Policy should be read in conjunction with the following Council Policies:

- Policy 2.3 Response to Incidents Involving Hazardous Materials
- Policy 2.28 Asbestos
- Policy 3.1 Provision of Protective Clothing/Equipment
- Policy 3.3 Bullying and Harassment
- Policy 3.5 Return to Work
- Policy 3.11 Smoke Free Workplace Policy
- Policy 3.15 Incident/Accident Investigation
- Policy 3.16 Drugs & Alcohol in the Workplace
- Policy 3.17 Work, Health and Safety Communication
- Policy 3.21 Risk Management Plan
- Policy 3.26 Remote and Isolated Work

*Adopted by Council 25 November 2024*  
*Refer Minute No. XX/XXX*

## **Staff Report 15: Attachment 3: Policy 3.9 Training**

### **3.9 Training**

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POLICY TITLE:	TRAINING
FILE REF:	SC284
EXPIRY DATE:	NOVEMBER 2027

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#### OBJECTIVES

To ensure that Council, through the provision of appropriate training and development, maintains a workforce that has the knowledge, skills and attitudes necessary for the efficient performance of individual jobs and effective functioning of the organisation.

#### POLICY STATEMENT

- 1) Council is committed, within its financial capacity to the provision of ongoing training, both on and off-the-job, for all its employees.
- 2) Core training is designated to be an essential requirement of a particular job and employment with Council.
- 3) Attendance and participation in core training is regarded as part of an employee's prescribed duties and responsibilities. Therefore non-attendance, without a reasonable excuse, may present grounds for disciplinary action as per the award.
- 4) There will be no discrimination in access to training and development.
- 5) It is the prime responsibility of every director, manager and supervisor to ensure that employees under their control receive the appropriate induction, training and development to enable them to perform their duties effectively. Each employee has a responsibility to make their management/supervisor aware of their training and development needs.

#### TRAINING PLAN

- 1) Training and development needs for individual employees will be identified through:
  - a) Recruitment and induction processes;
  - b) Annual performance reviews undertaken for all permanent employees; and
  - c) Consultation with individual employees.
- 2) Training and development needs identified through 1) above will be incorporated into an annual Training Plan and categorised as "high", "medium" or "low" priority.
- 3) A "high" priority will be given to training that is related to work health and safety or involves mandatory licensing and accreditation requirements relevant to the employee's position.
- 4) The Training Plan will include both personalised training and development opportunities for individual employees as well as generic organisation wide training relating to matters such as WHS, governance and integrity management issues.
- 5) Accurate records of all training activities, including on the job and induction, will be maintained.
- 6) All employees required by Council to attend training will be consulted and given reasonable notice prior to attending the training requirements.

#### TRAINING COSTS

- 1) Council shall pay course fees for employees required by the employer to undertake training.
- 2) Council shall, for employees required by it to undertake training, either provide transport, or pay reasonable travelling expenses to attend course requirements as per the Local Government (State) Award.
- 3) Council will pay the full cost of accommodation where necessary. Accommodation will be booked and approved by Council and will be of a suitable standard.
- 4) Reasonable sustenance expenditure will be reimbursed by Council on presentation of receipt(s) to the Accounts Payable/Payroll Officer.

- 5) An employee who attends training outside their normal working hours will not be paid overtime however reasonable time in lieu may be granted by Council.

*Adopted by Council 25 November 2024  
Refer Minute No. XX/XXX*

## **Staff Report 15: Attachment 4: Policy 3.10 Equal Employment Opportunity**

### **3.10 Equal Employment Opportunity**

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POLICY TITLE: EQUAL EMPLOYMENT OPPORTUNITY

FILE REF: SC287

EXPIRY DATE: NOVEMBER 2027

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#### OBJECTIVES

To prevent employment discrimination and to promote equal employment opportunity thereby ensuring compliance with the Anti-Discrimination Act, 1977 and the Local Government Act, 1993.

#### POLICY STATEMENT

Equal Employment Opportunity (EEO) means that all employees receive fair and equitable treatment in the workplace.

In the policies and practices of Council there shall be no discrimination in respect of age, sex, marital or domestic status, race or ethno-religious background, disability, homosexuality, transgender, or carers' responsibilities.

Selection of individuals for employment, promotion or advancement, training and staff development will be on the basis of personal merit in fair and open competition according to the skills, abilities, qualifications, experience, knowledge and efficiency relative to the position.

No employee of Council shall be impaired in or detracted from performing their day-to-day activities through discriminatory practices or ideals.

This policy on Equal Employment Opportunity reflects the desire of Council and senior management to enjoy a workplace free of discrimination where each individual has the opportunity to progress to the extent of his or her ability.

#### EQUAL EMPLOYMENT OPPORTUNITY MANAGEMENT PLAN

EEO is fundamental to good human resource management. Council, in accordance with the Local Government Act (1993), has prepared an Equal Employment Opportunity Management Plan.

This Management Plan states the objectives, actions and targets to achieve Council's overall strategy for equal employment opportunity in the workplace. It complements this Policy and ensures compliance with the Policy.

#### EQUAL EMPLOYMENT OPPORTUNITY OFFICER

The Equal Employment Opportunity Officer has the overall responsibility for the implementation and co-ordination of the Equal Employment Opportunity Management Plan.

The EEO Officer for Lockhart Shire Council is the incumbent Human Resources/Enterprise Risk Manager. However, Council recognises that EEO is the responsibility of all persons in the Council and as such will ensure advice on EEO matters is available on an ongoing basis to all staff.

All employees of Council have a legal and moral responsibility to treat each other fairly and are expected to fulfil these responsibilities as a condition of employment.

*Adopted by Council 25 November 2024  
Refer Minute No. XX/XXX*

## Staff Report 15: Attachment 5: Policy 3.17 Work Health & Safety Consultation

### 3.17 Work Health & Safety Consultation

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POLICY TITLE: WORK HEALTH & SAFETY CONSULTATION

FILE REF: SC278

EXPIRY DATE: NOVEMBER 2027

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#### OBJECTIVES

Lockhart Shire Council is committed to the process of consultation with employees to improve decision making on matters that affect their health, safety and welfare at work. This Policy aims to ensure that Lockhart Shire Council complies with the Work, Health and Safety Act 2011.

#### LEGISLATIVE BASIS

##### Duty to Consult

The person conducting a business or undertaking must, so far as is reasonably practicable, consult with workers who carry out work for the business or undertaking who are, or are likely to be, directly affected by a matter relating to work health or safety.

##### Nature of Consultation

Consultation requires:

- 1) That relevant information about the matter is shared with workers, and
- 2) That workers be given a reasonable opportunity:
  - a) To express their views and to raise work health or safety issues in relation to the matter, and
  - b) To contribute to the decision-making process relating to the matter, and that the views of workers are taken into account by
- 3) The person conducting the business or undertaking, and
- 4) That the workers consulted are advised of the outcome of the consultation in a timely manner.

If the workers are represented by a health and safety representative, the consultation must involve that representative.

##### When Consultation is Required

Consultation is required in relation to the following health and safety matters: -

- 1) When identifying hazards and assessing risks to health and safety arising from the work carried out or to be carried out by the business or undertaking,
- 2) When making decisions about ways to eliminate or minimise those risks,
- 3) When making decisions about the adequacy of facilities for the welfare of workers,
- 4) When proposing changes that may affect the health or safety of workers,
- 5) When making decisions about the procedures for:
  - a) Consulting with workers, or
  - b) Resolving work health or safety issues at the workplace, or
  - c) Monitoring the health of workers, or
  - d) Monitoring the conditions at any workplace under the management or control of the person conducting the business or undertaking, or
  - e) Providing information and training for workers, or
  - f) When carrying out any other activity prescribed by the regulations for the purposes of this section.

POLICY STATEMENT

Commitment Statement

Council is committed to consulting with its workers in relation to WHS matters.

Council will achieve this by:

- 1) Promoting and supporting a consultative process to ensure that employees contribute to the making of decisions affecting their health, safety and welfare at work.
- 2) Sharing relevant WHS information and providing opportunities for employees to express their views and contribute to the resolution of WHS and welfare issues before decisions are made.
- 3) Consulting with employees on the type of consultative arrangement they wish to have at their place of work, i.e.:
  - a) WHS Committees
  - b) Health and Safety Representatives; or
  - c) Other arrangements agreed by the employer and employees

Responsibilities

In the event that a WHS issue arises in the workplace the Director, Manager and/or Supervisor will respond and act immediately. This will involve:

- Consulting with Supervisors and employees on the WHS issue
- Providing satisfactory information and feedback to Supervisors/Employees regarding the WHS issue

Employees are encouraged to provide feedback to Managers and/or Supervisors regarding WHS issues that arise in the workplace.

Work Health and Safety Workplace Committee

The Work Health and Safety Workplace Committee will endeavour to reach consensus on all aspects of the organisation's Work Health and Safety Policy and Program through the process of joint consultation. To this end, each committee meeting will be attended by employer representatives who have the necessary authority to make recommendations/decisions on behalf of Council for each of the matters discussed.

*Adopted by Council 25 November 2024  
Refer Minute No. XX/XXX*

16. QUARTERLY BUDGET REVIEW – SEPTEMBER 2024

(DCCS: 24/13956)

Executive Summary

In accordance with the Local Government Act, 1993, a review of Council's Budget position as at 30 September 2024 has been undertaken and the following is submitted for Councillors consideration.

Report

**General Fund**

When Council adopted the 2024/25 Operational Plan Budget in June 2024 Council budgeted for a surplus of **\$4,848.00**. The Budget Review as at 30 September 2024 indicated an estimated **DEFICIT of \$32,420.00** as at 30 June 2025 after taking into account movements in revenue and expenditure for the first quarter.

**Financial Assistance Grant (FAGS):** Whilst Council's methodology for setting the annual budget for FAGs has been to use the actual allocation for the previous year, then make an adjustment at the first Quarterly Budget Review with the latest information made available by the relevant Federal and State Government agencies. In developing the 2024/25 Budget, Council moved away from this methodology by budgeting more than the 2023/24 FAGs allocation.

[Financial Assistance Grants: General purpose and local road financial assistance grant NSW](#)

The Federal Government paid 84% of Council's estimated 2024/25 entitlement in advance in June 2024. Council's estimated entitlement for 2024/25 being:

	2024/25 Allocation	Adopted Budget
- FAGs General Purpose Component	\$ 3,194,750	\$ 3,082,500
- FAGs Local Roads Component	<u>\$ 1,776,593</u>	<u>\$ 1,759,000</u>
Total	\$ 4,971,343	\$ 4,841,500

This has resulted in an increase of \$129,843 in FAGs to the amount as estimated in the adopted Budget for 2024-25.

**Carry Forwards:** these are expenditure items budgeted for in 2023/24, which were not expended in 2023/24 and still require to be expended that are not included in the 2024/25 budget.

- Tourism/Economic Development (TEDO) \$ 10,000
- Vehicle & Plant Replacement:
  - #2494 – John Deere Tractor – FOGO \$ 94,000
  - #2417 – Mitsubishi Truck – Workshop \$ 208,477
  - #2487 – Isuzu Truck – Excavator transport \$ 180,838

**Tourism/Economic Development (TEDO):** Many Tourism/Economic Development projects and plans often do not tie in neatly with being expended within each financial year, so the unspent budget is carried forward.

**Vehicle & Plant Replacement Program:** The above listed plant was budgeted for in the 2023/24 Asset Replacement Program, however due to the unavailability of the plant, required orders have had to be carried over to this financial year.

Adjustments of note in the first Quarterly Review Budget:

Increase in **Income** general ledgers:

- 1040-1400-0000 Financial Assistance Grant - General Purpose \$ 112,250
- 5010-1400-0000 Financial Assistance Grant – Local Roads \$ 17,593
- 5010-1402-0000 Roads To Recovery Grant Program \$ 176,807



Increases in **Expenditure** general ledgers:

- 1020-2245-0000 Insurance \$ 31,798
- 2540-4600-0000 Long Day Care – Lockhart \$ 120,000

**Plant Running Expenses:** previously the Plant Running budget included workshop salaries and all the costs associated with vehicle and plant e.g. insurance, CTP, registration, fuel, parts etc. To assist in managing such a large budget some of the “fixed” costs have been moved to new general ledger accounts.

**Roads To Recovery Grant Program:** Councils had been advised that the new 5-year Roads To Recovery Grant Program (RTR) was going to provide more funding over the five years of this next program, however at the time of preparing the budget, the actual RTR funding had not been finalised and approved. Councils have now been advised of their funding allocations for the next 5-year RTR program. Lockhart will receive in year 1 \$145,113 more than last year, which is \$176,807 more than the Adopted Budget allocation.

**Roads R&M and Capital:** With the combined increases in FAGs Roads, RTR and Transport for NSW (TfNSW) Block grants, the Roads budget has been increased by \$230,000 to ensure Council meets the RTR program criteria for own source expenditure. Council’s new Manager of Works has reviewed the roads R&M and construction program and made changes. These changes are reflected with the various movements of budget amounts within overall roads R&M and capital adopted budget allocations.

**Insurance:** has increased due to increase in insurable items, mainly new buildings, and their valuations. Also, insurance for the Depots (\$11,000) has been moved to this overall insurance account. Insurance for S355s has increased by \$11,000 which is a flow on impact of all the new grant funded improvements.

**Long Day Care – Lockhart:** The quarterly budget review addition of \$120,000 for construction modifications is the current cost estimate from the Department of Education’s Asset Management Unit. Council is preparing grant applications in the hope to offset some of the construction and setup costs.

**Fees & Charges:** Council establish a new fee to wholesale FOGO product to retailers at \$20 per cubic metre.

### Sewer Fund

When Council adopted the 2024/25 Operational Plan Budget in June 2024 Council budgeted for a surplus of **\$8,570.00** for the Sewer fund operations. For the Budget Review at 30 September 2024 the budget adjustments resulting in an estimated **SURPLUS of \$13,557.00** as at 30 June 2025 after taking into account movements in revenue for the first quarter.

### 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 2024	Amendments @ 30 Sept 2024	Revised Estimates @ 30 June 2025
<b>General Fund</b>	\$ 4,848.00	(\$37,268.00)	<b>(\$32,420.00)</b>
<b>Sewerage Fund</b>	\$ 8,570.00	\$ 4,987.00	<b>\$13,557.00</b>
<b>Net Consolidated Budget Surplus/(Deficit)</b>	<b>\$ 13,418.00</b>	<b>(\$32,281.00)</b>	<b>(\$18,863.00)</b>

#### Attachments

- Quarterly Budget Review Statement for the period 01/07/24 to 30/09/24 will be provided under separate cover.

#### **Recommendation:** That:

- a) The information be noted, and
- b) The adjustments in income, expenditure and reserves in the September 2024 Quarterly Budget Review be adopted, and
- c) The carried forward as reported to be funded from Unrestricted funds be adopted, and
- d) That a new fee for FOGO product be adopted to wholesale to retailers at \$20 per cubic metre and that the new fee be placed on public exhibition for 28 days.

## 17. APPOINTMENT OF DELEGATES

(GM: 24/13890)

#### Executive Summary

Council is represented on various internal and external committees and other organisations of which it is a member. Generally, Council's delegates to these committees and organisations are appointed for the term of the Council but can be reviewed by Council at any time.

#### Report

Council at its meeting held on 21 October 2024 appointed its delegates to the various internal and external committees and other organisations of which it is a member. However, appointments to two committees/panels remain to be made that were not included in the report to the last Council meeting. The two committees/panels are described below.

#### **General Manager Performance Review Panel**

This panel has been established in accordance with the Division of Local Government Guidelines on the Appointment and Oversight of General Managers. An extract from the Guidelines is reproduced below.

*“The council’s governing body is to establish a performance review panel and delegate the task of performance reviews of the general manager to this panel. The extent of the delegation should be clear.*

*It is recommended that the whole process of performance management be delegated to the performance review panel, including discussions about performance, any actions that should be taken and the determination of the new performance agreement. Performance review panels should comprise the mayor, the deputy mayor, another councillor nominated by council and a councillor nominated by the general manager. The council’s governing body may also consider including an independent observer on the panel.*

*Panel members should be trained in the performance management of general managers. The role of the review panel includes:*

- *conducting performance reviews*
- *reporting the findings and recommendations of those reviews to council*
- *development of the performance agreement.*

*All councillors not on the panel can contribute to the process by providing feedback to the mayor on the general manager’s performance.”*

The previous panel comprised three members namely Cr Verdon (Mayor), Cr Sharp (Deputy Mayor) and Cr Driscoll.

#### **Southern Regional Planning Panel**

This Panel is established pursuant to Section 4.5 of the Environmental Planning and Assessment Act 1979 and is the Consent Authority for developments that meet the definition of Regionally Significant

Development. The Panel meets only when required i.e. if and when a development application for a Regionally Significant Development is received.

Pursuant to Section 2.13 of the Environmental Planning and Assessment Act 1979, a regional planning panel is to consist of the following 5 members:

- a) Three (3) members appointed by the Minister (the State members),
- b) Two (2) nominees of an applicable council (the council nominees) who are councillors, members of council staff or other persons nominated by the council.

At least one of the council nominees of a regional planning panel is to be a person who has expertise in at least one area of planning, architecture, heritage, the environment, urban design, land economics, traffic and transport, law, engineering or tourism. Each person is to be nominated by the Council.

The previous members and alternate members of the Panel are listed below.

- Mayor - permanent member
- Deputy Mayor - alternate member
- Director Engineering and Environmental Services - permanent member
- General Manager - alternate member

#### Integrated Planning and Reporting Reference

E2: Provide effective community engagement practices with the community.

E2: Actively seek strong involvement in state and regional planning for the region.

#### Legislative Policy & Planning Implications

Nil.

#### Budget & Financial Aspects

Nil.

#### Attachment

Nil.

**Recommendation:** That Council determine its delegates to the respective committees/ panels as follows:

COMMITTEE OR ORGANISATION	COUNCIL DELEGATE(S)
General Manager Performance Review Panel	Mayor, Deputy Mayor and Cr Fran Day (nominated by GM)
Southern Regional Planning Panel	Mayor, Deputy Mayor (alternate member), Director Planning & Environment, General Manager (alternate member)

## 18. RETAIL ENERGY TENDER – SMALL SITES - REROC

**(GM: 24/13953)**

### Executive Summary

This report seeks Council's approval to participate in a joint retail energy tender process with Riverina Eastern Regional Organisation of Councils (REROC) for small tariff sites (< 100MWh) per annum, and delegate authority to execute the contract for the supply of electricity to the General Manager to facilitate efficient turnaround of tender responses.

## Report

In 2022 REROC together with the Central NSW Joint Organisation (CNSWJO) facilitated a retail energy tender for large contract sites (> 100 MWh per annum). Councils participating in the arrangement secured a Power Purchase Agreement (PPA) with Iberdrola for a period of eight (8) years.

The tender did not include small sites and as part of the process, the REROC and CNSWJO explored other ways of securing lower energy costs for small tariff sites, many of which were in the REROC Region. Working with consultants Presync (who were provided via the Joint Organisation Net Zero Acceleration (JONZA) program) REROC identified that Shell Energy had a small sites electricity contract that provided the most competitive arrangements. In addition, the Shell Energy contract was already an approved contract under NSW Buy and its terms and conditions permitted councils to exit at any time without penalty.

The councils that were part of the PPA (Bland, Coolamon, Cootamundra-Gundagai, Greater Hume and Temora), also agreed to enter into the Shell Energy small sites contract.

REROC, working with CNSWJO and Southern Lights monitors both contracts. Although the Shell Energy contract is for a period of 10 years, pricing was only secured for the first 3 years (until 30 June 2025).

REROC has recently become aware that the pricing for the energy component of the bill will more than double from 1 July 2025. Shell Energy has also advised that the environmental charges have not yet been negotiated and therefore will not be known until early 2025. Further the network charges (passed through from Essential Energy) have also increased from 1 July 2024 with another increase expected from 1 July 2025.

REROC and CNSWJO along with the other members of Southern Lights agreed that this is an issue for their member councils, who will now face a significant increase in the retail energy price for their small sites. It was further agreed that we should go out to market to test whether or not better pricing could be achieved with another retailer post 30 June 2025.

There were some issues with the last Group Tender that REROC undertook for the PPA due to so many councils being involved, which led to inefficiencies in the process because it was too hard to manage a tender that required such a swift turnaround. Energy tenders need to be executed quickly because energy is purchased on a highly volatile spot market; the more players there are in the tender the harder it is to meet short, hard deadlines.

Consequently, the group also agreed that rather than preparing one large, aggregated tender across all the Southern Lights councils that we would instead work collaboratively on the preparation of the documentation but to tender as individual ROCs or JOs with the possibility of co-ordinating the time that we went to market.

At the August REROC Board meeting it was agreed to explore this approach with CNSWJO and subsequently REROC has been working with CNSWJO to develop the documentation required for the tender.

As stated above, this is a volatile, demand-driven market so timing is everything. REROC has made a decision to try to get a tender out to market by mid-November 2024 in order to capture the pre-summer wholesale market. If REROC do not go to tender now, they will need to wait to March or April 2025 when prices are likely to drop. If the tender is released this month, and if the pricing is not particularly good, we could choose to not accept any of the pricing and re-tender in March or April 2025. So, by moving now there is the added benefit of maximising our opportunities of a better price.

### **Procurement Process**

The procurement will be for the purchase of retail energy for either 2 or 3 years and the process will be as follows:

1. Data consolidation confirmation and sign-off for small market loads – data is being obtained by the JONZA Project Officer, who has access to council data. Based on the data; REROC will be making some forecasts that councils will need to review.
2. Preparation of the tender documents

3. Draft tender sent to participating councils for approval.
4. Incorporation of amendments into tender documentation.
5. Releasing of RFX for a 3-week response.
6. Providing technical support for retailer questions.
7. Analysing responses from received proposals or quotations.
8. Evaluation of the supplier and contractual offers by the Evaluation Committee
9. Provision report comparing pricing, contractual terms and addressing of mandatory and/ or preferred requirements.
10. If required, the response will be referred to an energy consultant for a second opinion.
11. REROC and its member councils will individually decide whether or not to proceed on the basis of the recommendation, and if comfortable, accept the pricing offer. Councils would then be provided with individual contracts to sign.
12. A formal report summarising the process, recommendation and outcomes will be supplied.

The evaluation panel will be formed with representatives from each of the Member Councils, the REROC CEO and JONZA project officer, in addition the CNSWJO JONZA officer, is also expected to participate.

### ***Decision-making***

Once a recommendation is made by the Evaluation Panel, each council will be formally advised of the offer and sent a pro-forma acceptance letter for the General Manager (GM) to execute. Due to the limited time offer provided by suppliers and the unlikely opportunity to present offers to each council meeting it is requested that each participating council delegate authority for the GM to agree to the pricing.

The recommended supplier will also be advised of the decision, so that they know to hold the wholesale electricity, so that councils can execute their agreements.

Councils can choose to accept or reject the recommended supplier, there is no obligation to accept the recommendation, and the tender documentation will reflect this fact, stating that REROC “provides no warranty or guarantee that any or all councils will enter into a contract with the supplier.”

Once the letters are executed by the councils that are accepting the offer, they will be sent to the successful supplier. This needs to happen quickly even though the contract does not commence until 1 July 2025, because the supplier will be holding the wholesale electricity purchase waiting for council acceptances. Normally the supplier can only hold the wholesale price for a matter of days before the tranche of electricity they have the price for expires.

### ***Finalisation***

Councils will enter into an individual contract with the successful supplier, there is no contract between the supplier and REROC.

### **Integrated Planning and Reporting Reference**

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

### **Legislative Policy & Planning Implications**

Nil.

### **Budget & Financial Aspects**

The current small sites contract with Shell Energy under NSW State Government Contract 3062 is due to expire in June 2025, with the volatility with expectations that pricing for the energy component of the bill will more than double from 1 July 2025. Shell Energy has also advised that the environmental charges have also not yet been negotiated. It is felt that it is in Council's best interests financially to go back to the market and seek the best possible option for Council.

### **Attachments**

Nil.

**Recommendation:** That Council:

1. participates in the joint REROC small sites electricity tender;
2. acknowledge that there are extenuating circumstances surrounding the procurement of electricity due to the short validity period of offers (approx. 2-3 days) from electricity retailers where anything longer than this is likely to include a price risk component and as such Council should be excused from the tendering requirements under S55(3)(i) of the LG Act for the procurement of electricity for small tariff sites; and
3. delegates the authority to accept or reject the recommended retailer to the General Manager.

## **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.

**19. PROPOSED ACQUISITION OF LAND AT THE ROCK**

**(DPE: 24/13892)**

**20. TENDER WINNING AND CRUSHING OF GRAVEL 2024-25:01**

**(DE: 24/13648)**