



BUSINESS PAPER

**of the
Ordinary Meeting
Held
16 November 2020**

**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

The Council's Guiding Principles

The following general principles apply to the exercise of functions by councils:

- Councils should provide strong and effective representation, leadership, planning and decision-making
- Councils should carry out functions in a way that provides the best possible value for residents and ratepayers
- Councils should plan strategically, using the integrated planning and reporting framework, for the provision of effective and efficient services and regulation to meet the diverse needs of the local community
- Councils should apply the integrated planning and reporting framework in carrying out their functions so as to achieve desired outcomes and continuous improvements
- Councils should work cooperatively with other councils and the State Government to achieve desired outcomes for the local community
- Councils should manage lands and other assets so that current and future local community needs can be met in an affordable way
- Councils should work with others to secure appropriate services for local community needs
- Councils should act fairly, ethically and without bias in the interests of the local community
- Councils should be responsible employers and provide a consultative and supportive working environment for staff.

The following general principles apply to decision-making by councils (subject to any other applicable law):

- Councils should recognise diverse local community needs and interests
- Councils should consider social justice principles
- Councils should consider the long term and cumulative effects of actions on future generations
- Councils should consider the principles of ecologically sustainable development
- Council decision-making should be transparent and decision-makers are to be accountable for decisions and omissions.

Councils should actively engage with their local communities, through the use of the integrated planning and reporting framework and other measures.

(Section 8A Local Government Act, 1993)



Lockhart Shire Council

File Ref: PV: SJ: (SC55) 20/3044

11 November 2020

The Mayor and Councillors
Lockhart Shire Council
65 Green Street
LOCKHART NSW 2656

Dear Councillors

I wish to advise that the Ordinary Monthly Meeting of Lockhart Shire Council will be held at the Council Chambers, Green Street, Lockhart on **Monday, 16 November 2020** commencing at **5.00pm**.

A representative of Crowe Australasia, on contract to the Audit Office of NSW, will present the Auditor's Report for the 2019/20 financial statements audit (refer item 5).

Mr Gordon Hinds of Better Energy Technology will be in attendance to provide an update on the Lockhart Renewable Energy Project.

The Order of Business will be as shown overleaf.

Yours faithfully

Peter Veneris
GENERAL MANAGER

ORDER OF BUSINESS

OPENING WITH A PRAYER

APOLOGIES

LEAVE OF ABSENCE

CONFIRMATION OF MINUTES OF THE ORDINARY MEETING, 19 OCTOBER 2020

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MAYORAL MINUTE

Nil.

MAYORAL REPORT

To be presented at the meeting.

URGENT MATTERS

Nil.

NOTICE OF MOTION

Nil.

COMMITTEE REPORTS

1. MINUTES OF THE MEETING OF THE LOCKHART SHIRE COUNCIL AUDIT, RISK AND IMPROVEMENT COMMITTEE HELD AT THE LOCKHART SHIRE COUNCIL OFFICES ON WEDNESDAY, 4 NOVEMBER 2020 AT 10:00AM

1. Present

James Davis (Independent Chairperson)
Luke Taberner (Independent Member)
Cr Andrew Rockliff (Lockhart Shire Councillor)

2. In Attendance

Peter Veneris (General Manager)
Craig Fletcher (Director Corporate and Community Services)
Ian Roberts (Internal Auditor)

3. Apologies

Nil

4. Confirmation of Minutes

It was RESOLVED on the motion of A Rockliff and Luke Taberner that the minutes of the meeting held on 11 March 2020, as printed and circulated, be confirmed as a true and correct record of the proceedings of that meeting

5. Business Arising

Nil.

6. Internal Audit Reports

6.1 Records Management

The Internal Auditor Mr Ian Roberts presented his Report and recommendations on Records Management at Lockhart Shire Council.

Mr Roberts noted that at the time of undertaking the internal audit the Council was in the process of transitioning to a new electronic document and records management system

(EDRMS). He indicated that Council's records management systems are "very robust" but nevertheless identified a number of areas where enhancements could be made and in this regard he referred to the recommendations in his report.

It was RESOLVED on the motion of A Rockliff and L Taberner that the Internal Audit Report on Records Management at Lockhart Shire Council be endorsed.

6.2 Grants Management

Mr Roberts presented his Report and recommendations on Grants Management at Lockhart Shire Council.

He indicated that Council has good systems in place for managing grant income and once again referred Committee members to the recommendations in his report where he identified areas where he suggested improvements could be made.

The General Manager drew attention to the first recommendation i.e. *"that Council consider making it part of the role of one of its officers to actively seek out possible grant opportunities for the organisation"*. He noted that in a Council the size of Lockhart it may not be practical to have a dedicated officer responsible for seeking out grant opportunities compared to the current situation whereby each department/ section has this responsibility for grants relevant to their specific area.

The Internal Auditor noted that this was a suggestion only and a matter for Council. The Chairperson also noted that this is a resourcing issue for Council to determine.

It was RESOLVED on the motion of A Rockliff and L Taberner that the Internal Audit Report on Grants Management at Lockhart Shire Council be endorsed.

7. Internal Audit Recommendations – Status Report

The General Manager provided a brief update on the status of prior internal audit recommendations, noting that the recommendations from the Internal Audit Reports on Records Management and Grants Management have been added to the Status report.

It was RESOLVED on the motion of A Rockliff and L Taberner that the Internal Audit Recommendations Status Report be received and noted.

8. Notice of Reportable Incidents

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

9. General Business

9.1 AONSW Performance Audit – Procurement

The General Manager informed the Committee that the release of the report of the Performance Audit conducted by the Audit Office of NSW on procurement at Lockhart Shire and five other NSW Councils, which had previously been delayed, is now expected in the coming weeks.

9.2 Financial Statements 2019/20

The Director Corporate and Community Services advised that the Auditor's Certificates for the 2019/20 financial statements audit are scheduled to be signed and issued this week and that the Auditor will be presenting their report to the Council meeting on 16 November 2020.

10. Date of Next Meeting

24 February 2021 (to be confirmed).

There being no further business the meeting closed at 10.47 am.

James Davis
Chairperson

Recommendation: That the Minutes be received and noted.

2. **MINUTES OF THE LOCKHART SHIRE COUNCIL – TOURISM AND ECONOMIC DEVELOPMENT STEERING COMMITTEE (TEDSC) MEETING HELD AT 6.00PM ON TUESDAY 3RD NOVEMBER 2020 AT THE YERONG CREEK BOWLING CLUB**

1. **Welcome/Present:**

Councillor Derek Douglas (Chair), Fiona Beckett, Myra Jenkyn, Heather Trevaskis, Rachel Viski, Michelle Bailey, John Holstein, Raeleen Pfeiffer and Matt Holt (TEDO).

2. **Apologies**

Peter Creek and Jarod Walker.

RESOLVED on the motion of John Holstein and Michelle Bailey that the apologies be accepted.

3. **Declarations of Pecuniary & Non-Pecuniary Interest**

Nil

4. **Confirmation of minutes of the previous meeting**

Correction: Walk of Fame

- Nominees need to be deceased.

RESOLVED on the motion of Michelle Bailey and John Holstein that the minutes of the meeting held on Tuesday, 6 October 2020, as printed and circulated, be confirmed as a true and correct record of the proceedings of that meeting, including the above correction.

5. **Actions from previous minutes**

NIL – TEDO updated committee of the successful recommendations from the last council meeting.

6. **New Business**

a) **Code of Conduct – Lockhart Shire Council – Section 355 Committees**

The TEDSC is a Committee of Council and therefore Committee members need to be aware of their responsibilities under the Lockhart Shire Council's Code of Conduct, particularly with respect to managing conflicts of interest.

A copy of the Code of Conduct will be made available to all Committee members.

Recommended on the motion of Myra Jenkyn and Heather Trevaskis that all Committee members read and understand their responsibilities under the Lockhart Shire Council's Code of Conduct.

b) **Resignation of Committee Member Raeleen Pfeiffer (2011)**

The TEDO on behalf of the TEDSC has accepted the resignation of Committee member Raeleen Pfeiffer effective from 7th October 2020.

Recommended on the motion of Myra Jenkyn and John Holstein that Council accept the resignation and write a letter to acknowledge and thank Raeleen for her contribution to the TEDSC and the Lockhart Shire.

c) **COVID-19 Events**

The TEDO requests assistance from all Committee members that if they are aware of any events happening in the Shire to please advise the TEDO. Under current COVID-19 legislation, events that fall under corporate, music, markets, and sport and which have a specific COVID Safety Plan in place can run (26/10/20). All other events are not permitted unless they have an exemption from NSW Health.

Recommended by all Committee members that Council note the above information.

d) New Project/Updated Project List

The TEDO has been made aware of an additional project that was formally endorsed by Council in August 2017 (minute no.176/17) on the recommendation of the TEDSC. The Lockhart Heritage Mosaics project aims to create a visible record of Lockhart on the topics of history and heritage along Brookong Creek.

The above project has now been added to the list of projects adopted by the Committee at its September 2020 meeting (see below).

- Lockhart Business Centre Development
- The Rock Regional Observatory
- The Rock Nature Reserve – Kengal Aboriginal Place visitor experience improvements
- Galore Hill Scenic Reserve Masterplan and Implementation
- Lockhart Shire Trails Project
- Lockhart Shire Agritourism Trail
- Lockhart Shire Accommodation Development
- Lockhart Shire Rest Areas Development
- Lockhart Shire Self Drive Eco Tour
- Lockhart Shire Adult Laydown Facility Project
- Brookong Creek Development of Masterplan and Implementation
- Bullenbong at The Rock Ride - Horse Endurance Event
- The Rock – Lockhart Marathon
- The Rock – Avenue of Honour
- Yerong Creek Public Art Mural Trail
- Tootool Public Art Murals
- Tootool Wetlands Development
- Water Tower Way
- Drovers Way Touring Route
- Olympic Highway Touring Route
- Lockhart Heritage Mosaics Project

Recommended on the motion of Heather Trevaskis and Rachel Viski that the Council accept the updated project list.

e) Project Updates

Murrumbidgee Trails Visitor Guide	Is at the printers. Launch for advertisers and councils' reps at Whitton Malt House, Whitton on 18 th November 2020.
Yerong Creek Water Tower	Community consultation will start very soon.
Milbrulong Water Tower and Rosella Walk	Carpark gravel and seating installed. Walkway, signs, and bird boxes to be installed soon.
The Rock Observatory	Construction on the Observatory building has commenced. The building contract provides for a February 2021 completion date. Carparking, landscaping etc to be undertaken in the new year.
Shire and Town Entrance Signs	LSC currently taking delivery and will be installed soon.
Sprit of the Land – Sculpture Walking App	Further testing of the app has taken place, with one more test to go. Launch date TBC
Small Business Month	LSC/BEC Wagga held two breakfast workshops on the 27 th and 29 th October 2020 for local small business on the topics of "Future Proof your Business and Social media". All up we had 15 across the two workshops a pleasing result.

Chinese Crossing	Investigations continuing
National Parks and Wildlife Service (NPWS)	TEDO to meet with NPWS staff at Tumut on the 10 th November 2020.
“Tim Fischer Way”	Investigating
Shortage of residential property to lease in Lockhart Shire	Investigating
I LOVE NSW Campaign	Participation adopted by Council, TEDO confirmed LSC participation, waiting to hear back from Thrive Riverina and Destination NSW with final details and invoice.
Greens Gunyah Museum	As per Report. Now opening 7 days a week 10am – 2pm. Will call out for new volunteers soon.
The Rock Hall and Museum	As per Report

Recommended by Committee members that the project updates are received and noted.

7. **Meeting Closed: 8:15pm**

8. **Next meeting:** Tuesday 1st December 2020 - 6pm – Lockhart Shire Council Meeting Room

DELEGATES' REPORTS

1. DELEGATES REPORT – RIVERINA JOINT ORGANISATION BOARD MEETING AND REROC ANNUAL GENERAL MEETING AND BOARD MEETINGS 23 OCTOBER 2020 IN WAGGA WAGGA

I attended the Riverina Joint Organisation (RivJO) Board Meeting on 23 October 2020 together with the General Manager. The following matters were noted:

- A Project Officer has been appointed for the Skills Shortages in Local Government Project which is being funded by a JO Capacity Building Grant received from OLG.
- RIVJO will support Riverina Water's advocacy in relation to access to rail corridors for water supply, sewerage and stormwater drainage works conducted by Local Government and the need to pay an ongoing licence fee to access this infrastructure.
- RIVJO has prepared a response to the Agricultural Land Use Planning Issues Paper.
- The role of the Drought Support Sub-committee has been broadened and renamed the Critical Events Co-ordination Committee.
- Councils are being requested to provide information on the Emergency Services Levy (ESL) increases for the Financial Year. The information will be used as the basis for RIVJO's advocacy
- The audit of the 2019/20 financial statements has been completed.

I also attended the REROC Annual General Meeting on 23 October 2020 together with the General Manager. Outcomes of the meeting included:

- The 2019/20 financial statements were presented, and the 2020/21 Annual Report was tabled.
- Cr Rick Firman (Mayor, Temora Shire) was re-elected unopposed as Chairman of REROC.
- Cr John Seymour (Mayor, Coolamon Shire) was elected unopposed as Deputy Chairman.
- Mr Tony Donoghue (General Manager, Coolamon Shire) was re-elected unopposed as Treasurer.
- Crs Rodger Schirmer and Abe McAllister (Cootamundra-Gundagai Council) were elected to the REROC Executive which also comprises the Chairman and Deputy Chairman and the General Managers of Bland, Greater Hume and Junee Councils.

The AGM was followed by a REROC Board meeting. Points of interest arising from the Board meeting include the following:

- REROC has lodged an application for Increasing Resilience to Climate Change funding for a project to address energy use at small council sites.
- REROC has been invited to be represented on the EPA Local Government Advisory Group. Membership includes LGNSW CEO, the OLG CEO as well as senior staff of the EPA and representatives from the other Voluntary Regional Waste Groups (VRWGs) (including JOs that are VRWGs) and RENEW NSW.
- The purpose of the Group is to contribute to environmental policy, legislative and regulatory reforms and advise on the implementation of these reforms, including early identification and troubleshooting of systemic or collective challenges.
- Lockhart Shire is participating in joint procurement arrangements involving a Request for Quote (RFQ) for a one-off collection of waste metal and for the bulk supply and delivery of bitumen emulsion.

Cr Rodger Schirmer

Mayor

Recommendation: That the Delegate's Report be received.

2. DELEGATES REPORT – RIVERINA REGIONAL LIBRARY ADVISORY COMMITTEE MEETING, 28 OCTOBER 2020

(GM: 20/3027)

The General Manager attended a meeting of the Riverina Regional Library Advisory Committee via Zoom on 28 October 2020 as Council's delegate. Council's other nominated delegate, Cr Verdon, was an apology due to a clash with a Riverina Water Board meeting. Key issues arising from the meeting are summarised below.

- The Committee endorsed the postponement of RRL Advisory Committee and Executive Committee elections until the meeting following the Local Government elections in September 2021.
- Correspondence from Wagga Wagga City Council (WWCC), was tabled which provided a Notice of Intent to the Riverina Regional Library, notifying that WWCC wishes not to continue with the terms and conditions of the current RRL Deed of Agreement (for the Wagga Wagga City Library) beyond the expiry date of 30 June 2022.

The notice of intent does not make reference to the withdrawal of WWCC from RRL, but rather is framed around a review of future options for the Deed of Agreement and related funding models in consultation with RRL and all member councils. WWCC has advised that a review of library services is being undertaken by an external consultant with the objective of repositioning the Wagga Wagga City Library (WWCL) to best serve the projected growth and diversity of population in 2030 and beyond.

The WWCL review also presents RRL with an opportunity to review its funding model, service provision model and associated foundation documents including the Deed of Agreement and Service Level Agreements, in consultation with all member councils.

To initiate the review process, a meeting of the RRL Executive Committee will be called during the coming six weeks to consider the scope and content of consultation with key stakeholders.

The intent following the Executive Committee meeting is to work with all member councils to establish a milestone timeline that will ensure that an agreed position has been reached and resolved well in advance of the expiry of the current 4-year RRL Deed of Agreement on 30 June 2022.

- Due to the unanticipated impacts of the COVID-19 pandemic to date, combined with continued uncertainty about future implications, it has been decided not to proceed with a grant application for the administration building extension project in 2020.
- The RRL Annual Report 2019-2020 was distributed and was also made available for access on the RRL website. Statistical highlights for the full 2019-2020 financial year include:

- While physical services saw a decrease, a significant increase in eResource usage was noted over the previous financial year. This is largely attributed to COVID-19 restrictions creating growth in the uptake of digital services.
- Despite the restrictions, RRL saw a net gain of 2,085 members.
- The Mobile Library was non-operational from late March to the end of the financial year caused by the restrictions imposed by the NSW State Government and requirement for maintenance. Under these extenuating circumstances and some provisional services, the Mobile Library exceeded expectations by issuing 80 percent of the loans recorded for the previous financial year.

While the mobile library was off the road, Outreach and Promotions staff provided a special readers' advisory and delivery service to strategic mobile library stops, particularly in areas that were not being supported by LGA libraries. Two visits each were provided to Tooma, Khancoban, Jingellic, Humula, Tarcutta, Lockhart, The Rock, and Yerong Creek.

Unlike other services provided to RRL member libraries which continued to be offered online as far as possible, as well as support for staff who continued to operate various services to their customers, the mobile library had to be completely withdrawn from service for approximately three months from 25 March to 3 July 2020 due to the COVID-19. Accordingly, it is proposed that RRL offer refunds to the seven councils utilising the mobile library service (Coolamon, Federation, Greater Hume, Lockhart, Snowy Valleys, Temora and Wagga Wagga) equivalent to three months (or 25%) of their respective 2019/20 contributions. Lockhart Shire Council's refund will amount to \$14,271.

- RRL has proceeded with the development of the Library App with SOLUS which has now been installed and released. Statistical reporting will be conducted to provide the Advisory Committee with detailed information regarding uptake and usage, as far as possible.
- It has been identified that there are core issues with the current RRL website. These negatively impact the user experience resulting in members of the community not fully utilising the site. To remedy this, RRL has engaged the services of a web development company to provide expertise with the goal of rebuilding the website.

**Peter Veneris
General Manager**

Recommendation: That the Delegate's Report be received.

**3. DELEGATES REPORT – RIVERINA BUSH FIRE MANAGEMENT COMMITTEE MEETING,
28 OCTOBER 2020**

(GM: SC103-20/3188)

I attended the Bush Fire Management Committee meeting held via Zoom on 28 October 2020. The following matters were noted:

- With respect to the seasonal outlook, the conditions in grassland areas are considered to be the worst in 15 years.
- Agencies submitted reports regarding their respective hazard reduction activities.
- Lockhart Shire reported on its roadside spraying and roadside slashing activities in rural areas and its compliance activities relating to the issuing of notices to owners of overgrown blocks in urban areas.
- A scope of works and quote for the Gap Road Fire Trail at The Rock has been completed. A funding application has been submitted by the Riverina Zone and is awaiting approval.
- Reference was made to the recommendations arising from the recent Bush Fire Inquiry and it was noted that there will be an increased emphasis on auditing and accountability of the Bush Fire Management Committee's activities and that some of the recommendations will have cost implications.
- The Bush Fire Danger Period will commence on 1 November which means that a permit to burn will be required from this date.

**Peter Veneris
General Manager**

Recommendation: That the Delegate's Report be received.

4. POLICE & COMMUNITY CONSULTATION GROUP MEETING HELD 10 NOVEMBER 2020 IN THE LOCKHART SHIRE COUNCIL CHAMBER AT 10.00AM.

(GM: SC41)

A quarterly meeting of the Police and Community Consultation Group was held at Lockhart on Tuesday, 10 November 2020.

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

- The Inspector advised that Police numbers in the Shire remained stable with two officers stationed at The Rock, a Police Sergeant and one officer stationed at Lockhart, and one vacant position based at Lockhart to be filled.
- Since the last meeting most Police activity was COVID-19 related. The border controls have impacted on resources across the Riverina region.
- The licensing officer provided guidance and advice in relation to the COVID-19 restrictions, particularly as they apply to licensed premises.
- Police have had success in relation to previous break-ins noting that an arrest was made in relation to the supermarket break-in at The Rock with the offender pleading guilty.
- Crime statistics were relatively stable with no major crime outbreaks and offences impacting on police officers' time mostly relating to petty crime, break-ins and domestic violence issues.
- A number of community representatives reported individual instances of drivers doing burnouts at Lockhart, The Rock and Yerong Creek.
- Police reiterated the importance of reporting these incidents at the time they are occurring and being observed. It is proposed to reinforce this message and publish the relevant reporting lines in Council's newsletter

The next meeting will be held at The Rock in February 2021.

Cr G Verdon
Delegate

Recommendation: That the Delegate's Report be received.

STATUS REPORT/PRÉCIS OF CORRESPONDENCE ISSUED

Status Report: Council Resolutions and Tasks to be finalised

Minute No:	Officer to Action	Council Resolution	Action Taken
Ordinary Council Meeting held 19 November 2019			
217/20	GM	LGNSW Annual Conference Register Cr Gail Driscoll to attend the 2020 LGNSW Annual Conference, and act as Council's voting delegate.	Registration to attend and nomination as Council's voting delegate was completed on-line on 20/10/2020. Complete.
211/20		Grant Funding Opportunities 1. Submit the following projects for funding under the Local Road and Community Infrastructure Program: <ul style="list-style-type: none"> - The Rock Hall - Lockhart Caravan Park - The Rock 2nd Oval – Water and Fencing - Lockhart Rec Grd Amenities – Stage 2 - Pleasant Hills Rec Grd – Tennis Courts etc - The Rock Observatory 2. Progress the following projects, in priority order, to 'shovel ready' status using the funds allocated in the 2020/21 Budget for 'Grant Application Preparedness'. <ul style="list-style-type: none"> - Graincorp Building Development - Avenue of Honour - Government Dam, The Rock – Recycling Water - Brookong Creek Masterplan - Galore Hill Scenic Reserve Masterplan 	Refer Grant Funded Projects – Quarterly Progress Report separately distributed at the Council meeting. Negotiations have recommenced with GrainCorp regarding the property at 109 Green Street, Lockhart and additional information has been provided to GrainCorp in anticipation of further discussions.
209/20	GM	Australia Day 2021 1. Appoint Milbrulong Recreation Reserve Management Committee as host of the 2021 Australia Day celebrations; and 2. Crs Walker, Sharp and Day form the Australian Day Awards Committee for 2021 Awards.	1. After initially expressing an interest, the Milbrulong Recreation Reserve Management Committee has declined the opportunity to host Australia Day. Further information is awaited regarding restrictions on events due to COVID-19. 2. Nominations for Australia Day Awards have been advertised.

*Lockhart Shire Council
Ordinary Meeting – 16 November 2020*

Minute No:	Officer to Action	Council Resolution	Action Taken
206/20	TEDO	Shortage of Residential Property to Lease Investigate options to make housing more available for existing and potential new residents, including possible incentives to attract investor-builders, land availability, workshops and planning considerations.	Data currently being collated and other research being undertaken with a view to preparing a discussion paper to facilitate further discussion and consideration of available options.
205/20	TEDO	“Tim Fischer Way” Investigate options and harness support from Federation and Narrandera Shire Councils regarding the proposed “Tim Fischer Way” and report to the Council meeting in December 2020.	Contact to be made with the Federation and Narrandera Shire Councils.
204/20	TEDO	I Love NSW Campaign Council to participate in the “I Love NSW” campaign through Thrive, Destination Riverina Murray (DRM) and Destination NSW (DNSW).	DRM and DNSW has been advised of Council’s participation. Complete.
Ordinary Council Meeting held 21 September 2020			
175/20	TEDO	September Minutes of the TEDSC i) Follow up lack of fencing at Magnolia Lodge with the General Manager.	Currently being investigated.
174/20		ii) Liaise with Mr Holstein to remedy signage issue at Noskes Chinese Crossing, consistent with current signage practices.	Currently being investigated.
Ordinary Council Meeting held 20 July 2020			
134/20	DEES	Light Posts – Green Street, Lockhart Arrange for the damaged light posts be replaced, as far as possible, with like-for-like.	Light post disconnected and with Wagga Iron Foundry for reproduction. Bricks have been ordered for staff to replace planter boxes.
133/20	DEES	Naming of Bridges – Brookong Creek and Urana Lockhart Road 1. Propose the bridge on Urana Lockhart Road be named Brookong Creek Bridge. 2. Propose the culvert over Brookong Creek in Green Street, Lockhart, be named Greens Gonyah Bridge, Brookong Creek. 3. Write to Transport for NSW advising of the proposed names for the bridge on Urana Lockhart Road and the new culvert over Brookong Creek, Lockhart.	Written to TfNSW advising of the proposed bridge and culverts names. Received response from TfNSW requesting further information. Wrote to NSW Aboriginal Land Council re proposed names.

*Lockhart Shire Council
Ordinary Meeting – 16 November 2020*

Minute No:	Officer to Action	Council Resolution	Action Taken
132/20	DEES	Fixing Local Roads Funding Program a) Notes the \$1,498,500 received under the Fixing Local Roads program to upgrade Wattles Road and Tinamba Lane; b) Submits a grant application under the next round of Fixing Local Roads program for the sealing of Prichard Place, Lockhart; and c) Place notices in the August 2020 Council Newsletter for letters of support for the project.	Fixing Local Roads program open for submissions. Preparing submission for Prichard Place. Applications close 11 December 2020.
128/20	GM	Local Road & Community Infrastructure Program Submit the list of projects as agreed at the Councillor Workshop held on 20 July 2020 for funding under the LRCI Program.	Refer Grant Funded Projects – Quarterly Progress Report separately distributed at the Council meeting.
123/20	GM/DCCS	Land/Premises for Community Development, Lockhart and The Rock (i) Council endeavours to secure the purchase of the former GrainCorp premises in Green Street Lockhart for Community Development at a fair market price this financial year. (ii) That Council identifies and secures premises or land in The Rock for the purposes of Community Development by the end of the 2021/22 financial year.”	Negotiations have recommenced with GrainCorp regarding the property at 109 Green Street Lockhart and additional information has been provided to GrainCorp in anticipation of further discussions.
Ordinary Council Meeting held 15 June 2020			
110/20	GM	Grant Application Preparedness Determine a shortlist of projects to be developed to “shovel ready” status pending the availability of funding.	A shortlist was determined at the Workshop convened on 19/10/20. Superseded by minute no. 211/20. Complete.
102/20	GM	Shire & Town Entrance Signs Arrange order and installation of approved signage.	Refer Grant Funded Projects – Quarterly Progress Report separately distributed at the Council meeting.
Ordinary Council Meeting held 20 April 2020			
70/20	GM	Review of Operational Land Council adopt the following actions in relation to the review of land classified as “operational land”: Approach the adjoining owner of the land situated at 2410 Albury Road, Urangeline regarding potential sale or transfer of the land.	Contact has been made with the adjoining landowner and information provided regarding the Council owned land in anticipation of further discussions. The landowner is liaising with their solicitor.

*Lockhart Shire Council
Ordinary Meeting – 16 November 2020*

Minute No:	Officer to Action	Council Resolution	Action Taken
Ordinary Council Meeting held 16 September 2019			
256/19	GM	<p>Lockhart Renewable Energy Project</p> <p>a) Having secured Commonwealth government funding totalling \$1 million for the Better Energy Technology Renewable Energy Project for Lockhart Township; and</p> <p>b) Having given 28 days public notice of its intention to do so:</p> <p>c) Hereby resolves pursuant to Section 356 Local Government Act 1993 to provide financial assistance totalling \$1 million to Better Energy Technology, in the same manner, i.e. progress payments, as Council receives the funding from the Commonwealth, and for the sole purpose of undertaking Stage 1 of the Lockhart Renewable Energy Project.</p>	Gordon Hinds of Better Energy Technology will be attending the November Council meeting to provide a further update.
Ordinary Council Meeting held 19 August 2019			
223/19	DEES	<p>Lockhart Caravan Park</p> <p>a) Endorses the proposed Lockhart Caravan park revised layout; and</p> <p>b) A further report be brought to Council in due course once a detailed costing can be provided.</p>	Refer Grant Funded Projects – Quarterly Progress Report separately distributed at the Council meeting.
210/19	TEDO	<p>Minutes of the TEDSC Meeting – Tim Fischer Statue/Lockhart Railway Station</p> <p>Subject to agreement by the authorised managers of the Lockhart Railway Station, expressions of interest for community or commercial purposes be sought from the wider community for the Lockhart Railway Station building.</p>	Advertisement placed in the Lockhart Shire newsletter and on social media. Complete.
Ordinary Council Meeting held 16 May 2016			
109/16	DCCS	<p>Old Lockhart Railway Station Building</p> <p>Council to:</p> <p>a) Seek to find a suitable use/tenant for the building</p> <p>b) Begin negotiations with JHR to hand building back, if suitable use/tenant not found within next 6 months.</p>	<p>a) No potential tenancy enquiries received, infrequent use as regional meeting site, or by local schools.</p> <p>b) Variation to Lease being pursued to reduce rental.</p>
Ordinary Council Meeting held 19 October 2020 – Councillor Questions & Statements			
	DEES	<p>Cr Walker – The Gap Road</p> <p>Investigate, liaise with RFS, to program any remedial works possible, to bring The Gap Road back to an acceptable level. It is currently impassable; the Rural Fire Service (RFS) are unable to use it in its current state.</p>	<p>Contacted Operations Officer Riverina Zone.</p> <p>Funding application has been submitted by RFS and awaiting approval.</p>

*Lockhart Shire Council
Ordinary Meeting – 16 November 2020*

Minute No:	Officer to Action	Council Resolution	Action Taken
	DEES	Cr Douglas – Western Road Would a culvert be considered at the dip on Western Road, between Barry Bowyers Road and Ryans Lane, when the widening works reach that point?	Road section investigated. Propose causeway with underlying pipe culvert to address trickle flow. Completed.
	DEES	Cr Rockliff – Vegetation, Lockhart Investigate control options for overgrown blocks, particularly Ferrier Street and along the railway line, with Council's Compliance Officer and make contact with both private owners and John Holland Rail, to reduce hazards for pedestrians and adjoining landowners.	Letters sent to property owners. Some blocks cleared. Following up on remaining blocks. Contacted JHR who indicated that they intend mowing the rail corridor by December. Completed.
	DEES	Cr Marston – Kings Own Hotel Could Council please follow up with the owners again to have the property cleaned up.	Contacted owner. Mowing to be completed by the end of November.
	DCCS	Cr Driscoll – Electronic Scoreboards When is delivery and installation of the scoreboards expected?	Refer Grant Funded Projects – Quarterly Progress Report separately distributed at the Council meeting.
	DEES	Cr Driscoll – Plunkett St, Yerong Creek Asked that this area be added to the list for overgrown vegetation control.	Completed.
	DEES	Cr Verdon – Footpath, Old Bank and Chemist, The Rock A small lip at the road crossing in this area is difficult for wheelchair users to navigate. Could this please be ground down?	Investigated. Works programmed.
	DEES/G M	Cr Verdon – Residential Land Availability Is there an opportunity to re-zone land on Braithwaites Lane at The Rock to residential from industrial, to assist with the housing shortage in the area?	Formal request received for in-principle support. Manager Planning and Building Services reviewing request. Report to December Council Meeting.
Ordinary Council Meeting held 21 September 2020 – Councillor Questions & Statements			
	DEES	Cr Verdon – Water Ponding Issue Any rainfall causes a major water hazard at the intersection of Burke and Wilson Streets at The Rock, making it difficult for children exiting The Rock Central.	Temporary works completed to allow draining of water. Further works scheduled. Completed.
	DEES	Cr Verdon – Plunkett Street, Yerong Creek The road surface is breaking up quite badly, investigation and repair required.	Completed.
	DEES	Cr Marston – Montagues Lane Request that a maintenance grade of this road be added to the works program.	Completed.

*Lockhart Shire Council
Ordinary Meeting – 16 November 2020*

Minute No:	Officer to Action	Council Resolution	Action Taken
	GM	<p>Cr Rockliff – Bidgeemia Water Extension</p> <p>Request for assistance for a Bidgeemia property owner with regard to connection costs to access the local water supply. Could Council work with Riverina Water to reduce the cost of connection to this property?</p>	<p>Riverina Water has agreed to apply the same connection fees to the landowner on Jones Lane as apply to other landholders along the newly extended water main.</p> <p>An application for a Road Opening Permit will need to be made to Council to enable the installation of a private supply line from the Riverina Water main to the property.</p>
	DEES	<p>Cr Rockliff – Overhanging Branches</p> <p>A resident has requested removal of overhanging branches to allow the proper clearance for stock crates on various Shire roads.</p>	Scheduling a survey of roads.
	DEES	<p>Cr Rockliff – Roadside Vegetation</p> <p>Cr Rockliff expressed concern about the length of grass on the intersection of Lockhart Boree Creek Road and Lockhart Kywong Road which is impeding view of oncoming traffic.</p>	Completed.
	DEES	<p>Cr Douglas – Signage</p> <p>Could a directional sign, indicating Yerong Creek, be installed on Albury Road at the intersection of Osborne Yerong Creek Road and Ryans Lane.</p>	Signs ordered and delivered. Installation scheduled.
		<p>Cr Sharp – Broughtons Lane</p> <p>A resident has raised the issue of this road. Between Pine Park property entrance and Schultz Lane, the road is well maintained. However, further along a section of red clay needs to be tidied up and gravelled.</p>	Completed.
Ordinary Council Meeting held 17 August 2020 – Councillor Questions & Statements			
Questions & Statements	DEES	<p>Cr Schirmer – Laneway between Ferrier and Galore Streets</p> <p>This laneway requires further remediation following works by Riverina Water.</p>	Works scheduled.
	DEES	<p>Cr Schirmer – Road to Golf Club (John Grant Drive)</p> <p>Enquired as to the possibility of caution signs on this road drawing attention to the possibility of pedestrian traffic.</p>	Signs ordered and delivered. Installation scheduled.
	DEES	<p>Cr Schirmer – St Helenas Lane</p> <p>Requested that the vehicle damage done to this road be repaired. Also requested that a “Dry Weather Only” sign be placed at either end.</p>	Unconstructed road. Signs ordered and delivered. Installation scheduled.
	DEES	<p>Cr Marston – Jim Willis North Lane</p> <p>Requested that this road be considered for a maintenance grade.</p>	Included in grading program.

Lockhart Shire Council
Ordinary Meeting – 16 November 2020

Minute No:	Officer to Action	Council Resolution	Action Taken
	DEES	Cr Marston – Signage, Various Roads Willis Lane at the intersection with Jim Willis North Lane requires a street blade and also a No Through Road sign. The Willis Lane/Poverty Lane intersection heading north requires a No Through Road sign.	Signs ordered and delivered. Installation scheduled.
	DEES	Cr Marston – Moonba Street, Yerong Creek This street in Yerong Creek has deteriorated quite badly. Vehicles are shortcutting across a private weighbridge on an adjoining lot. There is a concern regarding the ability of caravans to turn in nearby streets once the water tower mural is complete. Moonba Street needs to be formed to assist with this and the movement of farm machinery.	DEES investigated and works programmed (formation and gravelling).
	DEES	Cr Day – Levy Bank, Lockhart Common Asked who was responsible for maintenance and suggested that some repair work may be necessary near the outlet.	Inspected erosion. Works to be carried out after area has dried out sufficiently.
Ordinary Council Meeting held 20 July 2020 – Councillor Questions & Statements			
Questions & Statements	DEES	Cr Schirmer – Table Drain, Spanish Ave Drew attention to the table drain adjacent to Mrs McKenzie's property in Spanish Avenue, which is still holding a large quantity of water. Requested works be undertaken to release this water to prevent mosquitos.	Works programmed for later in November subject to weather conditions
	DEES	Cr Schirmer – Garbage Bins in Main Street Noted that liquid waste is leaking from bins onto the pavers below, causing staining. Requested that pressure-washing of the pavers beneath each bin be undertaken.	Pressure washing to be rescheduled due to weather and high priority maintenance activities.
	TEDO	Cr Verdon – The Rock Hill Nature Reserve Has noticed and received comments regarding the signage on approach to the Nature Reserve being extremely dull and difficult to read. Who owns the signs and is therefore responsible for maintenance?	TEDO met with National Parks and Wildlife staff from the Tumut office on 10 November 2020. Road (TASAC) signage is a priority for NPWS to replace. Future updates for The Rock Nature Reserve will be provided through the TEDSC. Complete.

*Lockhart Shire Council
Ordinary Meeting – 16 November 2020*

Minute No:	Officer to Action	Council Resolution	Action Taken
	DCCS	Cr Driscoll – Childcare in the Shire Requested that Council investigate the childcare situation in the Shire and ascertain if there is a need that could be supported by any of The RockOOSH surplus.	Council will contact both schools in Lockhart as a starting point for feedback on demand for before & after school care.
	TEDO	Cr Driscoll – Signage at The Rock Hill Requested that Council's Tourism and Economic Development Officer make enquiries of National Parks & Wildlife regarding additional/better signage for the tracks.	TEDO met with National Parks and Wildlife staff from the Tumut office on 10 November 2020. An update to wayfinding and safety signage is in progress. Future updates for The Rock Nature Reserve will be provided through the TEDSC. Complete.
Ordinary Council Meeting held 20 April 2020 – Councillor Questions & Statements			
	DEES	Cr Rockliff – Weeds Advised the "cat heads" and khaki weed infestations around town are causing issues for "gopher" owners, causing tyre punctures.	Considering clearing areas in vicinity of town centre. To be programmed during summer.
Ordinary Council Meeting held 16 March 2020 – Councillor Questions & Statements			
Questions & Statements	GM	Cr Walker – 9-Day Fortnight Asked if the shorter working week has been successful.	Review has commenced. Whilst the 9-day fortnight is found to be working satisfactorily, the trial period has been extended to better gauge the impacts on reception staff and increased reception hours. Due to the closure of Council's reception in response to the COVID-19 pandemic, recent months may not have provided a good guide of the impacts.
	DEES	Cr Verdon – Emily St Notes that any flood mitigation works in this area is unfunded but asked if Council had plans to clean it up, to allow water to flow, especially towards the southern end, near Semmens Rd as residents are concerned.	Clearing works programmed for November.
Ordinary Council Meeting held 3 February 2020 – Councillor Questions & Statements			
	DEES	Cr Rockliff – Lawn Cemetery, Lockhart Advised that residents are again concerned about the care taken of plots and sprinklers not working at the Lockhart Lawn Cemetery.	Still issues with controller. Contractor engaged to replace controller. Bare patches were top-dressed. Broadleaf weeds have been sprayed. Waiting for parts from USA. With water restrictions irrigation will be operated manually until repairs are completed.

*Lockhart Shire Council
Ordinary Meeting – 16 November 2020*

Minute No:	Officer to Action	Council Resolution	Action Taken
	DEES	Cr Marston – CCTV With regard to the enquiry made by Cr Rockliff regarding the possible installation of CCTV at Lockhart and The Rock Swimming Pool Complexes, Cr Marston requested that Council also include Recreation Grounds in the Shire in this consideration.	Quotes received, minimum of \$6000 per site. Not included in draft Budget for 2020/21. Could be considered under LRCI Program, with further consultation required with s355 management committees.
	DEES	Cr Douglas – Lockhart and The Rock Swimming Pools Commented that the new pools are great facilities for the Shire but he believes the contractor at each pool is being put at risk if working by themselves and he would like Council to consider hiring additional staff for security and safety reasons. Cr Douglas asked if going forward Council could consider amending contractual arrangements to stipulate that two people be present at all times during pool opening hours.	Contacted with Royal Lifesaving NSW and has reviewed Council's contractual arrangements. To undertake a risk assessment prior to establishing lifeguard ratios in accordance the 'Guidelines for Safe Pool Operation'. Engaged RLNSW to undertake assessments. To confirm dates.
Ordinary Council Meeting held 18 November 2019 – Councillor Questions & Statements			
Questions & Statements	DEES	Cr Rockliff – Walter Day Park, Lockhart Enquired if there is a problem with the sprinklers at Walter Day Park, as large sections of grass are dying off?	Undertook some works. Engaged contractor to replace sprinkler valves. Waiting for parts from USA. Irrigation operating at reduced capacity.
Ordinary Council Meeting held 19 August 2019 – Councillor Questions & Statements			
Questions & Statements	GM/DCC S	Cr Marston – Status of Work on the Second Oval, The Rock Enquired about the status of the work for the second oval at The Rock particularly with respect to commencing the project within 12 months of the grant being approved.	Refer Grant Funded Projects – Quarterly Progress Report separately distributed at the Council meeting.
Ordinary Council Meeting held 15 April 2019 – Councillor Questions & Statements			
Questions & Statements	DEES	Cr Driscoll – The Rock Town Entrance Sign Advised that The Rock town entrance sign re-instated south of The Rock on the Olympic Hwy is a lot further south than its original position and enquired if it could be relocated back closer to The Rock?	GHSC advised it will be done when they are doing some line marking in the area.

Lockhart Shire Council
Ordinary Meeting – 16 November 2020

Minute No:	Officer to Action	Council Resolution	Action Taken
Ordinary Council Meeting held 20 November 2017 – Councillor Questions & Statements			
Questions & Statements	GM	<p>Cr Marston – Potential Purchase of Land for Development</p> <p>Following completion of Carson Rd Development, The Rock, enquired if Council could look into the purchase of more land for development (using borrowings) Shire-wide, but maybe concentrating on The Rock and lifestyle blocks in Yerong Creek, requesting this be put on the agenda for further discussion.</p>	<p>Discussions have been held with Council's agent and the availability of suitable developable land coming on to the market is being monitored.</p> <p>Land development at The Rock has also been submitted to the Riverina JO for inclusion in the Statement of Regional Priorities being developed by the JO.</p> <p>Rezoning proposal submitted in respect of a private residential development.</p> <p>Report to be presented to the December Council Meeting.</p>

November 2020 Council Meeting - Correspondence Sent to Councillors

Date sent to Councillors	From	Subject	File Ref
2/11/2020	ALGA/LG NSW	Weekly News	SC318/SC132
5/11/2020	Cr Schirmer	Mayoral Update	
9/11/2020	ALGA/LG NSW	Weekly News	SC318/SC132

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

STAFF REPORTS

STRATEGIC DIRECTION A: A Connected and Resilient Community

1. ADVERSE EVENTS PLAN

(GM: SC304-20/1310)

Executive Summary

An Adverse Events Plan has been developed in accordance with the Funding Agreement relating to the Drought Communities Programme – Extension grant and is tabled for Council's consideration.

Report

Earlier this year Council was advised of its eligibility for funding of up to \$1 million under the Australian Government's Drought Communities Programme – Extension. It is a condition of the grant funding that Council must prepare an Adverse Event Plan if it does not already have one. The Adverse Event Plan must give consideration to the following:

- a) natural resource management.
- b) economic diversification and community resilience.
- c) communication and coordination.

Whilst part of the grant funding could be used for this purpose, an Adverse Event Plan has been prepared in house without utilising the grant so that all the available grant funding could be applied to Council's nominated projects. The Plan has been prepared with reference to existing documents including the Local Emergency Management Plan and Community Strategic Plan. The Plan is also the result of collaboration with other REROC member Councils which was facilitated through REROC's Drought Support Sub-committee.

The Adverse Events Plan will be required to be submitted to the Department of Industry, Science, Energy and Resources in conjunction with the final grant acquittal and report on the delivery of the projects nominated by Council for this funding.

Integrated Planning and Reporting Reference

A2 Ensure that Lockhart Shire is well prepared to respond to adversity.

Legislative Policy & Planning Implications

The preparation of an Adverse Events Plan is a condition of the Drought Communities Programme – Extension funding agreement.

Budget & Financial Aspects

The Adverse Events Plan has been prepared in house at no cost to Council.

Attachments

- Lockhart Shire Council – Adverse Events Plan, separately distributed.

Recommendation: That Council endorse the Lockhart Shire Council Adverse Events Plan.

2. PROPOSED DONATION OF PODIATRY CHAIR TO WOODHAVEN AGED CARE

(DCCS: SC24-20/3460)

Executive Summary

It is proposed to dispose of a podiatry chair owned by Council by donating it to the Woodhaven Aged Care facility.

Report

Council is the owner of a podiatry chair which was purchased for the Lockhart Medical Centre in 2006 and used by various doctors who rented the premises.

In April 2008 an arrangement was entered into with Dr Ken Mackey whereby the podiatry chair was rented to him for a monthly fee. However, some time ago the podiatry chair was returned to Council and kept in storage.

Earlier this year Woodhaven Aged Care were approached to determine whether that facility could put the chair to better use. Woodhaven Aged Care have now written to Council confirming that they would be pleased to take ownership of the podiatry chair if Council was willing to donate it to the facility.

Integrated Planning and Reporting Reference

A3 Provide support and opportunities to celebrate our older residents.

Legislative Policy & Planning Implications

Nil.

Budget & Financial Aspects

The podiatry chair is not listed in Council's asset schedule. There will be no budgetary implications if Council agrees to donate the podiatry chair to Woodhaven Aged Care.

Attachments

Nil.

Recommendation: That Council donate the podiatry chair it owns to the Woodhaven Aged Care facility.

STRATEGIC DIRECTION B: A Dynamic and Prosperous Economy

Nil.

STRATEGIC DIRECTION C: An Environment that is Respected and Protected

Nil.

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

3. ENGINEERING AND ENVIRONMENTAL SERVICES REPORT

(DEES: 20/3628)

Executive Summary

Monthly report on engineering and environmental services matters.

Background Information

a) **Works:**

Urana Road (MR 59): Approximately 10.7km of Urana Lockhart Road shoulder widening works is completed to date. Another 3.2km of primer seal completed with a further 2.2km gravelled.

Western Road (R2R): 3.7km of Western Road sealing has been completed. Widening of an additional 1km of shoulders is programmed for 2020-21.

Wattles Lane: Council engaged a contractor to complete the survey and design for this project. Culverts have been ordered.

HVSPP culvert upgrades: Culverts are installed at Flood Detour Road, Grubben Road, Lockhart The Rock Road and The Rock Bullenbong Road. Sealing of culvert sections of Lockhart The Rock Road and The Rock Bullenbong Road to be completed in November.

Grading of unsealed roads: Council is continuing grading in accordance with its 12-month programme and recently completed grading on Wetmores Lane, Stoney Park Road, Bahrs Lane, Long Park Road, Chaplin Lane, Montagues Back Lane and Broughtons Lane.

An updated 12-month programme will be presented at the meeting.

b) **Major Projects:**

Flood Mitigation Construction–The Rock: Council submitted a revised grant application for Stage 2 flood mitigation works at The Rock, being the drainage works along Nicholas, Yerong and Urana Streets.

c) **Road Safety:**

Road Safety Audits: Continuing with the safety audit of roads within the Shire. The audit will form the basis of Council's Strategic Road Safety Plan and will be used for grant applications in the future.

National Road Safety Week: Under the NSW Local Government Road Safety Program (LGRSP), Lockhart Shire Council's Road Safety Officer has included National Road Safety Week (NRSW) 2020 as an approved project for the 2020/21 financial year. The NRSW initiative was previously scheduled for May 2020, however due to COVID-19 the event was postponed to the new date of 15 to 22 November 2020. Nationally the week is promoted by putting large yellow ribbons on some sculptures in Lockhart and BBQs.

Fixing Local Roads: Preparing application for Prichard Place as per Council resolution.

Look Out Before You Step Out: Decals delivered and will replace faded decals.

d) **Traffic Committee:**

Nil

e) **Lockhart Local Emergency Management Committee:**

The LEMO participates in as many REMC and Riverina Murray (East) REMO-LEMC COVID-19 video conferences as possible. The Riverina Murray (East) REMO-LEMC video conference includes the LEMCs of Albury City, Bland, Coolamon & Junee, Greater Hume, Leeton, Lockhart, Narrandera, Temora and Wagga Wagga councils.

Last LEMC meeting was held on 16 October 2020.

f) **Fleet:**

Obtaining quotes for plant replacement in accordance with the adopted 2020/21 budget.

g) **Biosecurity and Environment:**

Control Program: Priority has been given to the control of all vegetation on roadside shoulder for fire hazard reduction purposes throughout October, with particular focus on resistant ryegrass.

Common White Snail Baiting Program: Snail baiting application occurred on Fairview Lane on 19 October.

Spring Fox Baiting Program: Spring fox baiting occurred in October on the Galore Hill Scenic Reserve and Kincaids Reserve.

h) **Parks and Gardens:**

Parks and Gardens: Routine garden maintenance is being conducted including regular weeding, spraying, and mulching. Regular checks and maintenance to irrigation systems will continue throughout summer.

Mowing and Slashing: The Spring mowing schedule continues to be in full swing after frequent rain events and warmer temperatures. As growth rates increase, irrigated lawn mowing will be scheduled fortnightly. Some areas, including The Rock and Lockhart recreation grounds, have been requiring weekly maintenance.

Weed Control: Regular spraying and weeding in urban areas has continued. Spraying lawns for broadleaf weeds, especially clover, has also continued.

Pools: Swim season has commenced. Council's HR/WHS Coordinator ensured that the operating of the pools is consistent with COVID-19 safety guidelines and that users of the pools are aware of the restrictions associated with COVID-19. Parks and Facilities teams have ensured the grounds and gardens of both pools are immaculate before the opening of the pools on Saturday 17 October. The pools contractor is back for the 2020-21 season and will coordinate lifeguard duties, conduct regular vacuuming and water testing, and attended to the amenities buildings, gardens and lawns for both pools until March 2021.

i) **Development Applications:**

The following development applications were approved, with conditions, from 1 October 2020 to 31 October 2020.

DA No	Development	Applicant	Site of Development
56/20	Subdivision	James Van Strijp	127 The Rock Collingullie Rd, The Rock
12/21	New Colorbond Shed	Phillip Baaten	17 Scott St, The Rock
20/21	New Dwelling	Isaac Mannion	4092 Olympic Hwy, The Rock
22/21	New Dwelling & Detached Shed	Dennis Coghill	52 Nicholas St, The Rock
CDC23/21	Inground Swimming Pool	Thomas Nardella	10 Ferrier St, Lockhart

Council received a request for in-principle support of a planning proposal for rezoning and rural residential subdivision on Braithwaites Lane, The Rock (Lot 1 & 4 in DP 194750). Council's Manager Planning and Building Services is currently reviewing the application and a report will be brought to a future Council meeting for consideration.

j) **Compliance:**

Council's Compliance Officer focussed on properties with overgrown vegetation with letters to 62 property owners of which 34 completed vegetation reduction. Council will follow up the outstanding 28 not completed to date.

Legislative Policy and Planning Implications

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

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

Integrated Planning and Reporting Reference

C2 Flora and Fauna are protected across the Shire.

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

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

Budget and Financial Aspects

Will be conducted within Council's allocated budget.

Attachment

- Works Programme (to be handed out separately at the meeting).

Recommendation: That the information provided in the Engineering & Environmental Services report be noted.

STRATEGIC DIRECTION E: Strong Leadership and Governance

4. INVESTMENT AND BANK BALANCES REPORT – 31 OCTOBER 2020

(DCCS: 20/3629)

Executive Summary

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

Report

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

Cash at Bank

Opening Combined Cashbook Balance			2,556,223.89
Add: Total Receipts			
	Rates	796,013.21	
	Debtors	67,567.44	
	Miscellaneous	157,433.38	
	Interest	3,869.81	
	Redemption of Investment	250,000.00	
	ESL Rebate	84,177.90	
	Apprenticeships Grant	2,500.00	
	SCCF3 - Pleasant Hills Public Hall	44,000.00	
	SCCF3 - Yerong Creek Recreation Ground	40,000.00	
			1,445,561.74
Less: Total Payments			1,831,639.39
	New Investments	1490-3015-0001	
Closing Combined Cashbook Balance			<u>2,170,146.24</u>
Closing Bank Statement Balance	Bendigo Bank	1,273,493.53	
	Macquarie Bank	846,514.16	
	Bendigo Bank-Prichard Trust	31,638.72	
		<u>2,151,646.41</u>	
Add: Outstanding Deposits			18,837.59
			<u>2,170,484.00</u>
Less: Outstanding Cheques			337.76
Closing Combined Cashbook Balance			<u>2,170,146.24</u>
Investments:		Amount	% of Total
AMP RIM	0.55	500,000.00	7.52
AMP/RIM	0.55	500,000.00	7.52
Bendgio	0.75	50,000.00	0.75
BENDIGO	0.75	500,000.00	7.52
Bendigo	0.50	400,000.00	6.02
BENDIGO	0.80	500,000.00	7.52
bendigo	0.75	50,000.00	0.75
BOQ	0.70	500,000.00	7.52
CBT	0.61	500,000.00	7.52
CBT	0.63	500,000.00	7.52
CBT	0.64	250,000.00	3.76
NAB	0.82	500,000.00	7.52
NAB 231101546	0.70	500,000.00	7.52
NAB 231245881	0.70	500,000.00	7.52
T Corp	at call	900,000.00	13.53
		<u>6,650,000.00</u>	
FUND			AMOUNT
General (PTD)	1490-3000-0000		-77,216.88
Combined Sewerage	8490-3000-0000		2,215,724.40
Trust Fund	9991-3000-0000		31,638.72
		<u>2,170,146.24</u>	<u>2,170,146.24</u>
TOTAL FUNDS HELD ARE:			<u>8,820,146.24</u>

Integrated Planning and Reporting Reference

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

Legislative Policy and Planning Implications

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

Budget and Financial Aspects

Council's 2020/21 Operational Budget has forecast a total of \$57,000 income from interest on investments, being split between General Fund of \$53,000 and Sewer Fund of \$4,000. For the period of July to Sept 2020, the average end of month balance of funds invested has been \$6.48 million and the average return on invested funds has been 0.75%. On these year to date figures, Council's budgeted income on investments will be slightly under budget for the General Fund and Sewer Fund. This will be monitored and if required adjusted at the 1st Quarterly Budget Review.

Responsible Accounting Officer Statement

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

Recommendation:

- a) That the 31 October 2020 Investment and Bank Balances Report be received and noted.
- b) That the Responsible Accounting Officer Statement be noted, and the report be adopted.

5. QUARTERLY BUDGET REVIEW – SEPTEMBER 2020

(DCCS: SC55-20/3747)

Executive Summary

In accordance with the Local Government Act, 1993, a review of Council's Budget position as at 30 September 2020 has been undertaken and the following is submitted for Councillors consideration.

Report

General Fund

When Council adopted the 2020-2021 Operational Plan Budget in July 2020 Council budgeted for a surplus of **\$13,782.00**. The Budget Review at 30 September 2020 indicated an estimated **SURPLUS of \$32,901.00** as at 30 June 2021 after taking into account movements in revenue and expenditure for the first quarter.

Financial Assistants Grant (FAGS): the current FAGS allocation for 2020-21 available online by the Australian Government, provide an additional \$66,560 in General Purpose FAGS and an additional \$20,106 in Local Roads FAGS, an overall total of \$86,666 more than Council's adopted budget.

Revotes: as resolved at Council's August 2020 meeting, below items have been revoted:

- Administration Offices Development \$ 30,000
- Capital Expenditure to be Revoted to 2020-2021 **\$ 30,000**

Carry Forwards: these are expenditure items budgeted for in 2019-20, which were not expended in 2019-20 and still require to be expended that are not included in the 2020-21 budget.

- Tourism & Economic Development Budget \$ 19,000
- Capital Expenditure to be Revoted to 2020-2021 **\$ 19,000**

The total of Revotes and Carry Forwards is \$149,000 to be funded from Reserves.

Adjustments of note in the first Quarterly Review Budget:

Reduction in income general ledger:

- 1040-1231-0000 Interest on Investment \$ 7,000

Increases in expenditure general ledgers:

- 1020-2220-0000 Consultants \$ 35,000
- 3060-2281-0000 Kerbside Pickup Program \$ 6,948

- 3646-2245-0000 The Rock Pool - Insurance \$ 7,147

Insurance

The budget allocations to cover insurance of S355 facilities have been moved to the administration insurance general ledger in order to keep insurance costs separate and easier to identify when reporting to the Office of Local Government.

Roads Revaluation

As an outcome of the 2019-20 audit of Council's financial statements, it has been strongly recommended that Council undertake a full revaluation of its roads infrastructure assets and that this be best facilitated by an external valuer. A scope of works is being developed before going to the market. The budget allocation for Consultants has been increased by \$35,000 in anticipation of the estimated cost to undertake the revaluation.

Sewer Fund

When Council adopted the 2020-2021 Operational Plan Budget in July 2020 Council budgeted for a surplus of \$10,144.00 for the Sewer fund operations. For the Budget Review at 30 September 2020 there were some minor budget adjustments resulting in an estimated **SURPLUS of \$23,335.00** as at 30 June 2021 after taking into account movements in revenue and expenditure for the first quarter.

Integrated Planning and Reporting Reference

- E1 Council is strong, sustainable and able to stand alone.
- Plan for the long-term sustainability of the Shire.

Legislative Policy & Planning Implications

As per Integrated Planning and Reporting Guidelines.

Budget & Financial Aspects

Fund	Adopted Budget @ 1 July 2020	Amendments @ 30 Sept 2020	Revised Estimates @ 30 June 2021
General Fund-Net of Inc & Exp and Capital Budget	\$13,782.00	\$19,119.00	\$32,901.00
Sewerage Fund	\$10,144.00	\$13,191.00	\$23,335.00
Net Consolidated Budget Surplus/(Deficit)	\$23,926.00	\$32,310.00	\$56,236.00

Attachments

Quarterly Budget Review Statement for the period 01/07/20 to 30/09/20 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 2020 Quarterly Budget Review be adopted.
- c) The carried forwards and revote as reported are funded from Reserves be adopted.

6. PRESENTATION OF COUNCIL'S 2019-20 FINANCIAL STATEMENTS

(DCCS: SC119-20/3604)

Executive Summary

Report to Council on Audited Financial Statements for 2019-20.

Report

Council's Auditors, Auditor-General, Audit Office of New South Wales, have completed the audit of Council's Financial Statements for the year ending 30 June 2020. The Financial Statements and audit reports form part of Council's Annual Report.

In accordance with 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. In accordance

with Section 418(3) of the Local Government Act 1993 public notice was given on Council's website that the Audited Financial Statements and Auditor's Report would be presented at the Council meeting to be held on 16 November 2020.

Summary of Financial Statements

Operating surplus before capital grants and contributions:

\$157K (2019 – \$427K).

Operating Revenues (excl. capital grants & contributions)

▲ 0.7% to \$11.35M

Operating Expenses

▲ 3.2% to \$11.2M

Cash and Investments

▼ 8.4% to \$7.6M (2019 - \$8.3M).

Revenue from Rates and Annual Charges

▲ 3.37% to \$3.5M

This represents 22.5% of Council's total Income from Continuing Operations.

User Charges and Fees

▼ 24.1% to \$528,000

Interest on Investments

▼ 49.7% to \$114,000

Loans

\$3.7M balance of loans

Infrastructure, Property, Plant & Equipment

\$ 5.876M spent on Roads, Bridges & Culverts.

\$ 943K spent on Plant & Equipment.

The Council achieved a surplus in net operating result from continuing operations (including capital contributions) of \$4.22M (2019: \$2.53M) for the year ended 30 June 2020. The net operating surplus for the year before grants and contributions provided for capital purposes is \$157K (2019: \$427K).

The size of Council's operations has remained relatively consistent over the past three years with increases in rates and annual charges being attributable to the annual permissible increase (2.7% in 2019/2020) for rates and annual charges increase being a combination of CPI and operating costs.

Employee costs have increased due to the wage increase in line with the Local Government Award.

Council has undertaken an extensive capital works program which has involved \$9.34M of new and upgrades to Council's infrastructure, property, plant & equipment, buildings and sewer assets.

A detailed analysis of Council's Financial Statements can be found in the Audited Financial Statements, pages 86-91.

A representative of Audit Office of New South Wales will attend remotely Council's November meeting 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 1993 Section 419 Presentation of the council's financial reports

Budget and Financial Aspects

- Report on 2019-20 Financial Year

Recommendation: That Council endorse the Audited Financial Statements and Auditor's Report for the year ended 30 June 2020 as presented which will now be included in Council's 2019-20 Annual Report.

7. POTENTIAL RESIDENTIAL DEVELOPMENT OPPORTUNITY

(GM: SC74-20/159)

Executive Summary

Information is tabled regarding a potential residential development of Council owned land at Prichard Place, Lockhart, in accordance with a resolution passed at the Council meeting held on 20 April 2020.

Report

A review of "operational land" was recently undertaken to determine whether there are any Council owned properties classified as "operational land" that are surplus to requirements and able to be disposed of with the proceeds redirected to the provision of other services. A copy of the review was distributed to all Councillors in conjunction with a report included in the Business Paper for the Council meeting held on 20 April 2020.

The report, amongst other things, drew attention to two Lots owned by Council in Prichard Place, Lockhart. Lot 62 DP1015278 comprises 1.48ha whilst Lot 90 DP756417 is 1.012ha in size. Both Lots are in the RU5 Village Zone. Aerial photographs showing the location of the Lots are attached.

The land appears to be surplus to requirements and could be offered for sale. Alternatively, it could provide a land development opportunity for Council. Whilst the Green Street West (Rockliff Court) smaller lots have proved difficult to sell, the larger Green Street West (Prichard Place) lots and the larger lots created in the Bond Street subdivision have proven more popular. A large lot subdivision in Carson Road, The Rock was also successful. At the 20 April Council meeting Council resolved to:

"Investigate the feasibility of undertaking a residential subdivision on Lot 62 DP1015278 and Lot 90 DP756417 Prichard Place Lockhart before determining whether or not to dispose of the land".

Accordingly a feasibility into proposed large lot subdivisions of Lot 62 and Lot 90 has been undertaken based on the estimated cost of undertaking the subdivisions prepared by Council's Director Engineering and Environmental Services, and advice from Council's real estate agent as to a realistic sales price for the subdivided lots that would be created. A summary is set out below:

Subdivision of Lot 62 DP1015278 (1.48ha – 14,800sqm) into 4 x 3,700sqm lots

Application fees

- \$ 860 DA fees
- \$ 85 Subdivision certificate

Plan fees

- \$ 1,800 Survey plan
- \$ 1,500 Legal and registration fees

Utilities

- \$ 11,400 Electricity
- \$ 13,053 Water
- \$ 30,200 Sewerage
- \$ 21,000 Telecommunications

Infrastructure

- \$ 24,270 Internal road
- \$ 12,600 Internal kerbing
- \$ 50,000 Upgrading of Prichard Place

Total subdivision costs

- \$ 166,768 \$41,692 per lot

Subdivision of Lot 90 DP756417 (1.012ha – 10,120sqm) into 2 x 5,060sqm lots

Application fees

- \$ 383 DA fees
- \$ 85 Subdivision certificate

Plan fees

- \$ 1,200 Survey plan
- \$ 750 Legal and registration fees

Utilities

- \$ 11,400 Electricity
- \$ 13,053 Water
- \$ 36,200 Sewerage
- \$ 6,000 Telecommunications

Infrastructure

- \$ 66,000 Upgrading of Prichard Place

Total subdivision costs

- \$135,071 \$67,536 per lot

With respect to the above cost estimates the following points are noted:

- Reticulated water (Riverina Water), sewerage (Lockhart Council), electricity (Essential Energy) and telecommunications (nbn) will be made available to all lots but the services will not be connected.
- Purchasers of individual lots will be required to arrange connection with the relevant authority and pay the prevailing connections fees. This is consistent with other subdivisions undertaken by Council and industry practice.
- Provision has been made for a new sealed internal road and kerbing infrastructure for the four-lot subdivision of Lot 62.
- Road and kerbing infrastructure is not required in relation to the two lot subdivision of Lot 90 as both lots to be created will have frontage to Prichard Place.
- No provision has been made for footpaths and driveway entrances to each lot proposed to be created. This is consistent with other subdivisions undertaken by Council.
- Prichard Place is currently unsealed. The cost of sealing the road to the end of the proposed four lot subdivision is \$50,000.
- The cost estimates relate to the creation of the subdivision only and do not include any sales and marketing costs.

Council's real estate agent was requested to provide advice as to the realistic market price for the following three scenarios:

- Lot 62 and Lot 90 as is.
- Lot 62 and Lot 90 as is but with a Development Consent issued for a four-lot subdivision and a two lot subdivision respectively.
- The two 5,000sqm lots and the four 3,700 sqm lots that would be created if Council carried out the subdivision of the Lots.

Council's real estate agent advised as follows:

Subdivision of Lot 62 DP1015278 (1.48ha – 14,800sqm) into 4 x 3,700sqm lots

1. Lot 62 as is: 90,000 to \$100,000
2. Lot 62 as is but with Development Consent for a four-lot subdivision: 90,000 to \$100,000 (Having a DA in place is not considered to add any value due to the development costs, holding costs, disposal costs involved and the profit margins required by a private developer).
3. The four 3,700 sqm lots that would be created if Lot 62 was subdivided: \$70,000-\$80,000 each.

Subdivision of Lot 90 DP756417 (1.012ha – 10,120sqm) into 2 x 5,060sqm lots

1. Lot 90 as is: 60,000 to \$70,000
2. Lot 90 as is but with Development Consent for a four-lot subdivision: 60,000 to \$70,000 (Having a DA in place is not considered to add any value due to the development costs, holding costs, disposal costs involved and the profit margins required by a private developer).
3. The two 5,000 sqm lots that would be created if Lot 90 was subdivided: \$75,000-\$85,000 each.

The real estate agent's advice on the projected market value of the lots to be created is based on the price realised by Council in relation to the Bond Street lots. These lots were sold for \$80,000, were of similar size but did not have reticulated sewerage services. Purchasers in that subdivision were required to install an onsite effluent disposal system at their own cost.

Having regard to the costs of subdividing the subject Lots and the real estate agent's advice, a summary of the three scenarios outlined above is set out below.

Option	Income	Expenditure	Surplus
Sell Lots 62 and 90 as is	\$150,000	\$8,000	\$142,000
Sell Lots 62 and 90 with subdivision approval	\$150,000	\$15,000	\$135,000
Subdivide Lots 62 and 90 into six lots	\$430,000	\$301,839	\$128,161
Subdivide Lots 62 and 90 into six lots Prichard Place sealed using FLR grant funds	\$430,000	\$185,839	\$244,161

Based on the cost estimates of the subdivision outlined above and the projected market value of the lots that would be created, the subdivision of Lots 62 and 90 is financially viable. Having said that, property development always comes with an element of risk, particularly with respect to forecasting the market's response and the length of time the costs incurred would have to be carried before the new lots are sold.

There are means by which this risk can be managed. For instance, Council could undertake the two lot subdivision of Lot 90 to test the market before proceeding with the more expensive four lot subdivision of Lot 62.

Alternatively, Council could proceed to development application stage only and once subdivision approval has been granted commence marketing the lots "off the plan" and complete the subdivision once buyers have been secured for the lots proposed to be created.

A third option is to defer the development until Council's proposed application for grant funding to upgrade Prichard Place is known. Councillors may recall that at the Council meeting held on 20 July 2020, it was resolved (minute no. 132/20) to submit a grant application under the next round of the Fixing Local Roads program for the sealing of Prichard Place, Lockhart. Whilst that decision was not made in the context of a planned subdivision in the area, having the cost of upgrading Prichard Place covered by the grant would reduce the risks and enhance the viability of the subdivisions and provide the best return as shown in the table above. The next round of the Fixing Local Roads program is expected to open for submissions later in 2020

Integrated Planning and Reporting Reference

- E1 Continue to enhance sound financial management policies and practices.
- E1 Continue the development of asset management strategy and plans.

Legislative Policy & Planning Implications

Section 25 of the Local Government Act requires all land vested in Council to be classified as either "community land" or "operational land". The purpose of classification is to identify clearly that land which should be kept for use by the general public (community) and that land which need not (operational).

The major consequence of classification is that it determines the ease or difficulty with which land may be alienated by sale, leasing or some other means.

“Community land” must not be sold and must not be leased or licensed for more than 21 years and may only be leased or licensed for more than 5 years if public notice of the proposed lease or licence is given and, in the event that an objection is made to the proposed lease or licence, the Minister’s consent is required. No such restrictions apply to “operational land”.

Lot 62 DP1015278 and Lot 90 DP756417 have both been classified as “operational land” and therefore can be developed and sold. Any subdivision of the Lots will be subject to an approved development application.

Budget & Financial Aspects

The 2020/21 budget does not make provision for the cost of subdividing the subject Lots. If Council resolves to proceed with the development of either or both lots the costs will have to be met from Council’s Infrastructure Development Reserve which has a balance of \$800,000 as at 30 June 2020. The Reserve could then be replenished from the proceeds of the sale of the subdivided lots.

Attachments

1. Aerial photograph Lot 62 DP1015278
2. Aerial photograph Lot 90 DP756417

Recommendation: That Council defer subdividing Lots 62 and 90 Prichard Place Lockhart until such time as the outcome of its application under the next round of the Fixing Country Roads program has been determined.

Next Item

Item 7: Attachment 1 – Aerial Photograph, Lot 62 DP1015278

PRICHARD PLACE, LOCKHART

Address: Prichard Place, Lockhart (Unconstructed section, rear Sewer Pump Station)
Lot 62 DP1015278

Description: Vacant land

Area: 1.48ha

Zoning: RU5 – Village



Item 7: Attachment 2 – Aerial Photograph, Lot 90 DP756417

PRICHARD PLACE, LOCKHART

Address: Prichard Place, Lockhart (Unconstructed section, cnr Veneris Street)
Lot 90 DP756417

Description: Vacant land

Area: 1.012ha

Zoning: RU5 – Village



8. CODE OF CONDUCT STATISTICS – ANNUAL REPORT

(GM: 20/159)

Executive Summary

Statistics regarding the number of complaints made under the Council's Code of Conduct are required to be reported to Council on an annual basis following the end of the reporting period. The statistical report is also required to be forwarded to the Office of Local Government. If no complaints are made under the Code in a reporting period a 'nil' return is required to be lodged.

Report

Section 11.1 of the Procedures for the Administration of the Code of Conduct provides that the complaints coordinator must arrange for the following statistics to be reported to the council within three months of the end of September of each year:

- a) *"The total number of code of conduct complaints made about councillors and the general manager under the code of conduct in the year to September,*
- b) *The number of code of conduct complaints referred to a conduct reviewer,*
- c) *The number of code of conduct complaints finalised by a conduct reviewer at the preliminary assessment stage and the outcome of those complaints,*
- d) *The number of code of conduct complaints investigated by a conduct reviewer,*
- e) *Without identifying particular matters, the outcome of investigations completed under these procedures,*
- f) *The number of matters reviewed by the Office and, without identifying particular matters, the outcome of the reviews, and*
- g) *The total cost of dealing with code of conduct complaints made about councillors and the general manager in the year to September, including staff costs."*

Section 11.2 states the council is also required to provide the Office of Local Government with a report containing the statistics referred to in clause 12.1 within three months of the end of September of each year.

It is noted that for the reporting period 1 October 2019 to 30 September 2020 there were no complaints made under the Council's Code of Conduct and that the response to items a) to h) above is "0".

Integrated Planning and Reporting Reference

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

Legislative Policy & Planning Implications

It is a requirement of the Procedures for the Administration of the Code of Conduct that statistics relating to complaints made under the Code of Conduct are reported to Council and forwarded to the Office of Local Government.

Budget & Financial Aspects

Not applicable.

Attachments

Nil.

Recommendation: That:

- a) Council notes that for the reporting period 1 October 2019 to 30 September 2020 there were no complaints made under the Council's Code of Conduct; and
- b) The information be forwarded to the Office of Local Government.

9. POLICY DEVELOPMENT AND REVIEW

(GM: SC67-20/160)

Executive Summary

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

Report

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

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

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

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

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

- Policy 1.22 Legislative Compliance
- Policy 2.1 Parking on Nature Strips
- Policy 2.5 Provision of Water Tanks at Shows and Festivals

Minor amendments have been made to Policy 2.1 to ensure consistency with relevant road rules. No changes are proposed to the other Policies as part of this review. Copies of the policies are attached.

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.

Codes and policies mandated by legislation e.g. Code of Conduct, and Provision of Facilities to the Mayor and Councillors etc. are incorporated into the Policy Manual along with all other Council policies.

Budget & Financial Aspects

Nil.

Attachments

1. Policy 1.22 Legislative Compliance
2. Policy 2.1 Parking on Nature Strips
3. Policy 2.5 Provision of Water Tanks at Shows and Festivals

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

1. Policy 1.22 Legislative Compliance
2. Policy 2.1 Parking on Nature Strips
3. Policy 2.5 Provision of Water Tanks at Shows and Festivals

[Next Item](#)

Item 9: Attachment 1 – Policy 1.22 Legislative Compliance

1.22 Legislative Compliance

POLICY TITLE: LEGISLATIVE COMPLIANCE

FILE REF: SC67

EXPIRY DATE: NOVEMBER 2023

INTRODUCTION

A compliance program is an important element in the corporate governance and due diligence of an organisation. This policy sets out the structural, operational and maintenance elements of an effective compliance program.

OBJECTIVES

The aim of an effective compliance program is to:

- a) Prevent, and where necessary, identify and respond to, breaches of applicable laws, regulations, codes and organisational standards;
- b) Promote a culture of compliance within the organisation;
- c) Assist the organisation in remaining or becoming a good corporate citizen.

COMMITMENT

Lockhart Shire Council is committed to fulfilling the community's expectations and being a good corporate citizen through compliance with all applicable laws, regulations, codes and organisational standards.

IMPLEMENTATION

The General Manager will have overall responsibility for compliance.

A compliance framework will be maintained identifying the more significant laws and regulations applying to the Council (refer Schedule 1) and reporting obligations (refer Schedule 2).

The compliance framework will allocate responsibility for individual compliance tasks within the organisation.

Compliance obligations are to be integrated into the day to day operational procedures of the organisation.

MONITORING AND MEASURING

The Audit and Risk Committee (to be established), will work closely with the Internal Auditor, to assist the Council in exercising due care, diligence and skill in discharging its oversight and monitoring responsibilities, especially regarding financial reporting, risk management and compliance with legislation and Council policies.

An Internal Audit Plan will be maintained and will include an ongoing program for the internal review of the Council's activities including periodic reviews of its compliance program.

Compliance failures and complaints will be investigated in order to rectify breaches and prevent systematic and recurring problems.

Council policies will be subject to periodic review by the Council in accordance with a predetermined timetable (refer Schedule 3).

CONTINUAL IMPROVEMENT

The Compliance program and the compliance framework referred to in Schedule 1 will be regularly reviewed and continually improved by:

- a) Incorporating periodic internal audit reviews focusing on compliance in the Council's Internal Audit Plan and monitoring the work of the Internal Auditors in their reports to the Audit Committee especially noting the risk ratings attached.
- b) Regular review of Council policies in accordance with a pre-determined timetable (refer Schedule 2);
- c) Remaining abreast of changes in legislation and policies of Government by subscribing to Office of Local Government (OLG) Circulars, retaining membership of LGNSW and participating in conferences, seminars and other events hosted by OLG, LGNSW, Local Government Professionals Australia, REROC and other local government industry bodies.

Adopted by Council 16 November 2020
Refer minute xxx/2020

Schedule 1 Compliance Framework

Legislation/Award	Responsibility
New South Wales	
Anti-Discrimination Act 1977	Council General Manager Director Corporate and Community Services Director Engineering and Environmental Services Human Resources Co-ordinator
Biodiversity Conservation Act 2016	Director Engineering and Environmental Services Manager Planning & Building Services
Biosecurity Act 2015	Director Engineering and Environmental Services Manager Planning & Building Services Environmental Officer
Companion Animals Act 1998	Director Engineering and Environmental Services Manager Planning & Building Services Compliance Officer
Contaminated Land Management Act 1997	Director Engineering and Environmental Services Manager Planning & Building Services
Crown Land Management Act 2016	General Manager Director Corporate and Community Services Director Engineering and Environmental Services
Disability Inclusion Act 2014	Council General Manager Director Corporate and Community Services Director Engineering and Environmental Services
Environmental Planning & Assessment Act 1979	Director Engineering and Environmental Services Manager Planning & Building Services
Government Information (Public Access) Act 2009	Director Corporate and Community Services
Heavy Vehicle National Law	Director Engineering and Environmental Services
Heritage Act 1977	Director Engineering and Environmental Services Manager Planning & Building Services
Impounding Act 1993	Director Engineering and Environmental Services Manager Planning & Building Services Compliance Officer
Library Act 1989	General Manager Director Corporate and Community Services
Local Government Act 1993	Council General Manager Director Corporate and Community Services Director Engineering and Environmental Services
Local Government (NSW) State Award 2017	General Manager Director Corporate and Community Services Director Engineering and Environmental Services Human Resources Co-ordinator
Privacy & Personal Information Protection Act 1998	Director Corporate and Community Services
Protection of the Environment Operations Act 1997	Director Engineering and Environmental Services Manager Planning & Building Services

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Legislation/Award	Responsibility
Public Health Act 2010	Director Engineering and Environmental Services Manager Planning & Building Services
Public Interest Disclosures Act 1994	General Manager Director Corporate and Community Services
Residential Tenancies Act 2010	Director Corporate and Community Services
Roads Act 1993	Director Engineering and Environmental Services
Rural Fires Act 1997	General Manager Director Engineering and Environmental Services
State Emergency & Rescue Management Act 1989	Director Engineering and Environmental Services
State Emergency Services Act 1989	Director Engineering and Environmental Services
State Records Act 1998	Director Corporate and Community Services
Valuation of Land Act 1916	Director Corporate and Community Services
Waste Minimisation and Management Act 1995	Director Engineering and Environmental Services Manager Planning & Building Services
Work Health and Safety Act 2011	Council General Manager Director Corporate and Community Services Director Engineering and Environmental Services Human Resources Co-ordinator
Commonwealth	
A New Tax System (Goods and Services Tax) Act 1999	Director Corporate and Community Services
A New Tax System (Pay As You Go) Act 1999	Director Corporate and Community Services
Fair Work Act 2009	General Manager Director Corporate and Community Services Director Engineering and Environmental Services Human Resources Co-ordinator
Fringe Benefits Tax Assessment Act 1986	Director Corporate and Community Services
National Heavy Vehicle Law	Director Engineering and Environmental Services
Native Title Act 1993	Director Engineering and Environmental Services

**Schedule 2
Reporting Obligations**

Reporting Requirement	Recipient	Due Date	Responsibility
Active Transport Completion Report	Roads & Maritime Services	30 June	Director Engineering & Environmental Services
Annual Report	Minister for Local Government	30 November	General Manager
Block Grant Annual Report	Roads & Maritime Services	July	Director Engineering & Environmental Services
Building Approvals	Long Service Leave Corporation	Monthly	Manager Planning & Building Services
Cemeteries Annual Report	Crown Lands NSW	July	Director Engineering & Environmental Services
Code of Conduct Statistics	Council Office of Local Government	31 December	General Manager Human Resources Co-ordinator
Companion Animals Annual Report	Office of Local Government	30 September	Manager Planning & Building Services
Crown Land Annual Report	Crown Lands NSW	31 October	Director Engineering & Environmental Services
Development & Building Approvals Statistics	Australian Bureau of Statistics	August	Manager Planning & Building Services
Disclosure of Interest Annual Returns	Council	30 September	General Manager
Financial Statements	Office of Local Government	31 October	Director Corporate & Community Services
Financial Data Return	Office of Local Government	31 October	Director Corporate & Community Services
Food Inspections	Office of Local Government		Manager Planning & Building Services
GIPA Annual Report	Minister for Local Government Information Commissioner	31 October	Director Corporate & Community Services
Landfill Annual Reports	Environment Protection Authority	31 August	Director Engineering & Environmental Services
Mines (Quarries) Annual Reports	Mines NSW (DPI)	September	Director Engineering & Environmental Services
National Local Roads Data Annual Report	Office of Local Government	November	Director Engineering & Environmental Services
Plan First Levy	Department of Planning	Monthly	Manager Planning & Building Services
Public Interest Disclosures Annual Report	Minister for Local Government Ombudsman	31 October	General Manager Human Resources Co-ordinator
Regional Roads Repair Program	Roads & Maritime Services	30 June	Director Engineering & Environmental Services

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Reporting Requirement	Recipient	Due Date	Responsibility
Return of Information on Local Roads and Bridges on Local Roads	Local Government Grants Commission	30 September	Director Engineering & Environmental Services
Return of General Information	Local Government Grants Commission	30 November	Director Corporate & Community Services
Roads to Recovery	Department of Infrastructure	31 October	Director Engineering & Environmental Services
Sewerage Treatment Plants Annual Report	Environment Protection Authority	September	Director Engineering & Environmental Services
Sewerage Treatment Plants Annual Report	Office of Water	31 October	Director Engineering & Environmental Services
State Environmental Planning Policies	Department of Planning	Quarterly	Manager Planning & Building Services

Schedule 3
Lockhart Shire Council
Policy Review Timetable

Section 1 – Council and Electoral

Policy	Last Review Date	Next Review Date
1.0 Policies – Procedure for Consideration and Adoption	March 2020	March 2023
1.1 Payment of Councillors and Mayoral Fees, Expenses and Facilities	December 2016	September 2021
1.2 Councillors Media	September 2017	September 2020
1.3 Rescinded	NA	NA
1.4 Code of Conduct	September 2019	September 2022
1.5 Privacy Plan and Privacy Code of Practice	June 2020	June 2023
1.6 Statement of Business Ethics	March 2020	March 2023
1.7 Fraud Control	September 2019	September 2022
1.8 Expenses – Tidy Towns Awards Weekends	February 2017	September 2021
1.9 Records Management	December 2020	December 2023
1.10 Investment	October 17	October 2020
1.11 Section 355 Committees	November 2018	November 2021
1.12 Debt Recovery Procedures	May 2020	May 2023
1.13 Asset Management	March 2019	March 2022
1.14 Use of Council's Corporate Logo	February 2017	September 2021
1.15 Presentations at Council Meetings	February 2017	September 2021
1.16 Donations/Contributions to Community Groups and Individuals	February 2017	September 2021
1.17 Rescinded	NA	NA
1.18 Public Interest Disclosures and Reporting	June 2020	June 2023
1.19 Local Preference Purchasing	March 2019	March 2022
1.20 Related Party Disclosures	June 2020	June 2023
1.21 Investment Attraction Incentives	April 2019	April 2022
1.22 Legislative Compliance	November 2020	November 2023
1.23 Information Systems Security	July 2018	July 2021
1.24 Bribes, Gifts and Benefits	March 2020	March 2023
1.25 Australian Citizenship Dress Code	February 2020	February 2023

Section 2 – Technical

Policy	Last Review Date	Next Review Date
2.1 Parking on Nature Strips	November 2020	November 2023
2.2 Disabled Persons Access	February 2018	February 2021
2.3 Response to Incidents Involving Hazardous Materials	February 2018	February 2021
2.4 Environmental Restoration – Emergency Grant Procedures	February 2018	February 2021
2.5 Provision of Water Tanks at Shows and Festivals	November 2020	November 2023
2.6 Public Arts	March 2018	March 2021

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Policy	Last Review Date	Next Review Date
2.7 Rescinded	NA	NA
2.8 Works for Local Management Committees	February 2018	February 2021
2.9 Rescinded	NA	NA
2.10 Authority to Undertake Enforcement Actions	August 2020	August 2023
2.11 Rescinded	NA	NA
2.12 Rescinded	NA	NA
2.13 Light Motor Vehicles	June 2020	June 2023
2.14 Rescinded	NA	NA
2.15 Rescinded	NA	NA
2.16 Rescinded	NA	NA
2.17 Local Roads Classification & Maintenance	August 2020	August 2023
2.18 Private Water Pipes Under Roadways	August 2020	August 2023
2.19 Rescinded	NA	NA
2.20 Street Trees and Building Control	NA	NA
2.21 Rescinded	NA	NA
2.22 Private Works – Charges for Works under Section 67	August 2020	August 2023
2.23 Rescinded	NA	NA
2.24 Noxious Weeds Control	August 2020	August 2023
2.25 Bush Fire Operations, Supply & Management of Equipment & Management of Equipment	August 2020	August 2023
2.26 Signs as Remote Supervision	August 2020	August 2023
2.27 Constructed Footpath Risk Management	August 2020	August 2023
2.28 Asbestos Cement	March 2019	March 2022
2.29 Equipment Hire for Emergency Situations	August 2020	August 2023
2.30 Dust Suppression	August 2020	August 2023
2.31 Procurement	August 2019	August 2022
2.32 Disposal of Surplus, Obsolete or Scrap Materials, Stores, Equipment, Plant and Vehicles	October 2019	October 2022
2.33 Pensioner Concession	October 2020	October 2023
2.34 Refund of Development Related Fees	September 2020	September 2023
2.35 Collection of Firewood from Council Road Reserves and Dead Standing Trees	April 2020	April 2023
2.36 Refund of Fees to Community Organisations	September 2020	September 2023
2.37 Rescinded	NA	NA
2.38 Rescinded	NA	NA
2.39 Rescinded	NA	NA
2.40 Liquid Trade Waste	August 2020	August 2023
2.41 Rapid Response Plan for Noxious Weed Incursions	NA	NA
2.42 Rescinded	NA	NA
2.43 Rescinded	NA	NA

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Policy	Last Review Date	Next Review Date
2.44 Street Trees	August 2020	August 2023
2.45 Stock Movement and Grazing	September 2018	September 2021
2.46 Keeping of Animals	August 2020	August 2023
2.47 Contaminated Land Management	August 2020	August 2023
2.48 Awnings, Verandahs & Balconies over Footways	June 2020	June 2023
2.49 Local Orders Policy No. 1 – Premises or Land not in a Safe or Healthy Condition	September 2017	September 2020
2.50 Low Pressure Sewer Systems	December 2017	December 2020
2.51 Event Management	May 2018	May 2021
2.52 Stormwater and Drainage	June 2018	June 2021
2.53 Mobile Garbage Bin Issue and Replacement	March 2019	March 2022
2.54 Contract Management	April 2019	April 2022
2.55 Roadside Vegetation Management	June 2019	June 2022
2.56 Local Approvals Policy for Mobile Food Vans	June 2019	June 2022

Section 3 – Staff Matters

Policy	Last Review Date	Next Review Date
3.1 Provision of Protective Clothing/Equipment	May 2018	May 2021
3.2 Telephone Rents & Charges – Staff Residences	March 2018	March 2021
3.3 Bullying and Harassment	October 2018	October 2021
3.4 Superseded by Policy 2.13	NA	NA
3.5 Return to Work Program	November 2018	November 2021
3.6 Work Health & Safety	November 2018	November 2021
3.7 Rental of Staff Dwellings	September 2020	September 2023
3.8 Conference Expenses – Senior Officers	September 2020	September 2023
3.9 Training	November 2018	November 2021
3.10 Equal Employment Opportunity	November 2018	November 2021
3.11 Smoke Free Workplace	February 2018	February 2021
3.12 Provision of Indoor Staff Uniform	March 2020	March 2023
3.13 Rescinded	NA	NA
3.14 Complaints Management		
3.15 Incident/Accident Investigation		
3.16 Drugs & Alcohol in the Workplace	March 2020	March 2023
3.17 Workplace Health & Safety Consultation	November 2018	November 2021
3.18 Credit Card Use	May 2019	May 2022
3.19 Council Volunteers	October 2020	October 2023
3.20 Guidelines for Secondary Employment	September 2020	September 2023

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Policy	Last Review Date	Next Review Date
3.21 Risk Management	April 2018	April 2021
3.22 Gathering Information		
3.23 Employee Assistance Program (EAP) and Trauma Counselling	February 2018	February 2021
3.24 Recognition of Service	September 2020	September 2023
3.25 Payment of Interview and Removal Expenses	May 2018	May 2021
3.26 Computer, Internet, Email and Social Media	April 2018	April 2021
3.27 Remote and Isolated Work	April 2018	April 2021
3.28 Safe Driving	May 2018	May 2021
3.29 Excessive Leave	June 2019	June 2022
3.30 Workplace Surveillance	July 2019	July 2022

Item 9: Attachment 2 – Policy 2.1 Parking on Nature Strips

2.1 Parking on Nature Strips

POLICY TITLE: PARKING ON NATURE STRIPS

FILE REF: R40-045

EXPIRY DATE: NOVEMBER 2023

OBJECTIVES

This policy aims to set out the criteria for parking of vehicles on nature strips in the urban areas of Lockhart Shire.

POLICY STATEMENT

Parking of light vehicles is permissible on road reserves under Council's management that have a minimum distance of 10.0m from the edge of the seal to the property boundary, subject to the following conditions:

1. There must be an unobstructed clearance of no less than 2.5m to the property boundary.
2. The parking area be constructed to the satisfaction of Council with a hard-wearing material that requires minimum maintenance.
3. The parking areas be maintained in a safe condition for other users.
4. The owner/applicant meets all initial and ongoing costs
5. Council tree plantings are not damaged.

*Adopted by Council – 16 November 2020
Refer Minute No. xxx/20*

Item 9: Attachment 3 – Policy 2.5 Provision of Water Tanks at Shows and Festivals

2.5 Provision of Water Tanks at Shows and Festivals

POLICY TITLE: PROVISION OF WATER TANKS AT SHOWS AND FESTIVALS

FILE REF:

EXPIRY DATE: NOVEMBER 2023

OBJECTIVES

To assist the conduct of significant activities conducted by community organisations.

POLICY STATEMENT

That Council make available to local community organisations conducting shows, festivals and similar activities within the Shire, including (but not exclusively restricted to) The Rock and Lockhart Annual Shows, a water truck for dust suppression purposes provided that such truck will be operated in a voluntary capacity by a Council employee subject to the said employee being covered by an appropriate voluntary workers accident policy.

*Adopted by Council 16 November 2020
Refer minute xxx/20*

10. 2019/20 ANNUAL REPORT

(GM: SC69-20/2192)

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 deliver program. A draft 2019/20 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) In the year in which an ordinary election of Councillors is held the annual report must include a report as to the state of the environment in the local government area i.e. a state of the environment report; and
- 4) Such other information or material as the regulations or the guidelines under section 406 may require.

With respect to 4) 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 any induction, training and other professional development activities undertaken by councillors.

To comply with a request from the Audit Office of NSW, details of fraud control activities undertaken during the year are now also included in the Annual Report.

A copy of the Draft 2019/20 Annual Report incorporating Parts 1) and 4) has been separately distributed to Councillors.

The audited financial reports, prepared in accordance with the *Local Government Code of Accounting Practice and Financial Reporting*, and which are also required to be included in the Annual Report i.e. Part 2), are the subject of a separate report to Council (refer agenda item 5).

A report on the state of the environment i.e. Part 3), has not been prepared as it is only required to form part of the annual report in the year of an ordinary election of councillors

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 2019/20 Annual Report has been separately distributed to Councillors.

Recommendation: That the 2019/20 Annual Report be endorsed and the General Manager be authorised to forward a copy of the Report to the Minister for Local Government.

11. 2020 ANNUAL UNION PICNIC DAY

(GM: SC183-20/2731)

Executive Summary

The Local Government (State) Award 2020 provides for an Annual Union Picnic Day.

Report

The Local Government (State) Award provides that:

"Union Picnic day shall for the purposes of this Award be regarded as a holiday for employees who are financial members of the Union.

Employees who are not financial members of the Union and who are required to work on the day shall be paid ordinary pay for their normal working day."

Following a meeting and a vote being taken amongst Union members, the requested date for the Council Employee Picnic Day this year is Monday 23 November 2020.

Employees who are not financial members of the Union will be required to work on the day or alternatively take annual leave.

There is a sufficient number of employees who are not Union members to enable Council's office to remain open on this day.

Integrated Planning and Reporting Reference

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

Legislative Policy & Planning Implications

The Annual Union Picnic is an Award entitlement for those employees who are members of the Union.

Budget & Financial Aspects

Nil.

Attachment

Nil.

Recommendation: That Council:

1. Consent to the 2020 Annual Union Picnic being held on 23 November 2020; and
2. Delegate authority to the General Manager to approve future requests from the Union regarding the nominated day for the Annual Union Picnic.

12. AUDIT OFFICE OF NSW – LOCAL GOVERNMENT PERFORMANCE AUDITS

(GM: 20/3398)

Executive Summary

The purpose of this report is to provide an update on the Performance Audit being undertaken by the Audit Office of NSW (AONSW) on Procurement Management in Local Government.

Report

Several years ago, amendments to the Local Government Act made the Auditor-General of NSW the Auditor of local councils in NSW. In addition to auditing councils' financial statements, the new mandate also provides for the conduct of 'performance audits'.

At the Council meeting held on 15 May 2017 correspondence was tabled from the AONSW, at the request of the Auditor-General of NSW, regarding the conduct of performance audits.

Performance audits are designed to assess whether selected activities are carried out efficiently, effectively and economically. The State Government has resourced the AONSW to conduct two or three performance audits on local government each year.

The matter was again brought to Council's attention in August 2019 when advice was received from the AONSW that Lockhart Shire Council is one of a cross section of six councils selected for the purposes of a performance audit to be conducted by the AONSW focusing on procurement management.

Based on the initial timeframe it was anticipated that the performance audit would be completed and a report publicly released in early 2020 however due to the COVID-19 pandemic and other matters the timeframe was delayed.

Advice has now been received that the final report will be released by the AONSW in the coming weeks. The report will not only provide recommendations for the six councils that were selected for the performance audit but will also provide insights and opportunities to strengthen procurement management in the local government sector more broadly.

Integrated Planning and Reporting Reference

E6.1.1 Meet all governance and regulatory requirements in the conduct of Council's operations.

Legislative Policy & Planning Implications

Section 422 of the Local Government Act states that the Auditor-General is to be the auditor for a council.

Section 421B of the Act provides that:

- 1) *"The Auditor-General may, when the Auditor-General considers it appropriate to do so, conduct an audit of all or any particular activities of 1 or more councils to determine whether the councils are carrying out those activities effectively and doing so economically and efficiently and in compliance with all relevant laws.*
- 2) *A performance audit is separate from, and does not affect, any other audit required by or under this or any other Act.*
- 3) *The Auditor-General is to report to the Departmental Chief Executive, the councils concerned and the Minister as to the following:*
 - a) *the result of a performance audit,*
 - b) *any other matters that the Auditor-General considers call for special notice."*

Budget & Financial Aspects

Council's budget allocation for audit fees relates to the external audit of the annual financial statements. No additional fees will be payable as a result of Council's involvement in the local government performance audit of procurement activities.

Attachments

Nil.

Recommendation: That the information be noted.

13. REDISTRIBUTION OF ELECTORAL DISTRICTS

(GM: SC-20/3576)

Executive Summary

The 93 electoral districts in New South Wales are being reviewed, and the boundaries redrawn if necessary, to ensure equal numbers of voters in each district. The NSW Electoral Commission (NSWEC) has now released the “Report of the Electoral Districts Redistribution Panel on the draft determination of the names and boundaries of electoral districts of New South Wales”.

Report

As previously reported to Council, the 93 electoral districts in New South Wales are being reviewed, and the boundaries redrawn if necessary, to ensure equal numbers of voters in each district.

This process is called redistribution and is required by legislation to take place after every second New South Wales State general election. The last New South Wales redistribution was finalised in 2013, with the resulting boundaries in place for the 2015 and 2019 State elections.

In accordance with a resolution of Council passed at the June 2020 meeting, a submission was made by Council on the basis that the Lockhart Shire remain wholly within the Wagga Wagga electorate. A total of 41 submissions, including Lockhart Shire Council’s, were made by the due date.

The NSWEC has now released the “Report of the Electoral Districts Redistribution Panel on the draft determination of the names and boundaries of electoral districts of New South Wales”. Under the draft determination the whole of the Lockhart Shire local government area is proposed to remain in the electoral district of Wagga Wagga along with the City of Wagga Wagga and part of the Snowy Valley Shire. The draft determination proposes only one very minor adjustment to the boundaries of the Wagga Wagga electorate, that being within the Snowy Valleys Shire and which is inconsequential from Lockhart Shire’s perspective.

Submissions are now being invited and will be received up until 9 December 2020 on the draft determination of the names and boundaries of electoral districts. Submissions lodged will be made available for public inspection on the NSWEC’s website as soon as is reasonably practicable after the expiry of the submission period.

During the period 10 – 23 December 2020 the NSWEC will receive comments on the submissions made in respect of the draft determination.

The Redistribution Panel will prepare a revised determination of the names and boundaries of electoral districts, having regard to all submissions and comments on the submissions received. If the Redistribution Panel is of the opinion that its revised determination will not be significantly different from the draft determination, the Panel will determine finally the names and boundaries of electoral districts. If the Panel is of the opinion that the revised determination will be significantly different from the draft determination, a further round of objections and comments will be conducted.

Integrated Planning and Reporting Reference

E3 Advocate for the appropriate representation of the needs of the Lockhart Shire community at a state and regional level.

Legislative Policy & Planning Implications

To ensure the number of electors within each district remains approximately the same over time, the *Constitution Act 1902* requires that electoral district boundaries are adjusted. This formal process is called a redistribution and must take place after every second New South Wales State general election. Whilst the *Constitution Act 1902* sets out the conditions under which a redistribution should take place the *Electoral Act 2017*, provides the process and timetable for the redistribution.

Budget & Financial Aspects

Nil.

Attachments

Nil.

Recommendation: That the information be noted.

QUESTIONS AND STATEMENTS

CLOSED SESSION

Nil.