



BUSINESS PAPER

**of the
Ordinary Meeting
Held
10 January 2022**

**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: 21/15706

5 January 2022

The 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, 10 January 2022** commencing at **5.00pm**.

The Order of Business will be as shown overleaf.

Yours faithfully

GENERAL MANAGER

ORDER OF BUSINESS

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OATH AND AFFIRMATION FOR COUNCILLORS

(GM: 21/3830)

Executive Summary

Section 233A of the Local Government Act requires councillors to take either an oath or an affirmation of office at or before the first meeting of the council after the councillor is elected.

Report

Each councillor is required to take either an oath or an affirmation of office in the following form:

Oath

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

Affirmation

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

A councillor who fails, without a reasonable excuse, to take the oath of office or make an affirmation of office in accordance with this section is not entitled to attend a meeting as a councillor (other than the first meeting of the council after the councillor is elected to the office or a meeting at which the councillor takes the oath or makes the affirmation) until the councillor has taken the oath or made the affirmation.

Any absence of a councillor from an ordinary meeting of the council that the councillor is not entitled to attend because of this section is taken to be an absence without prior leave of the council.

Integrated Planning and Reporting Reference

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

Legislative Policy & Planning Implications

The general manager must ensure that a record is to be kept of the taking of an oath or the making of an affirmation (whether in the minutes of the council meeting or otherwise).

Budget & Financial Aspects

Nil.

Attachment

Nil.

Recommendation: That the names of those Councillors completing the oath or affirmation be recorded in the minutes.

ELECTION OF MAYOR AND DEPUTY MAYOR

(GM: 21/3824)

Executive Summary

Section 225 of the Local Government Act 1993 states that an area must have a mayor who is elected in accordance with the Act. In accordance with section 230 of the Act a mayor elected by the councillors (as opposed to a mayor that is popularly elected) normally holds the office of mayor for two years. However, due to the postponement of the 2021 elections the councillor elected as mayor on 10 January 2022 will hold the office of mayor until September 2024.

Councils that elect their mayor must hold a mayoral election within three (3) weeks of the declaration of the ordinary election.

The councillors may also elect a person from among their number to be the deputy mayor. The person may be elected for the mayoral term or a shorter term.

The deputy mayor may exercise any function of the mayor at the request of the mayor or if the mayor is prevented by illness, absence or otherwise from exercising the function or if there is a casual vacancy in the office of mayor.

Report

Pursuant to section 226 of the Local Government Act the role of the mayor is to:

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

The process for the election of a Mayor and Deputy Mayor is outlined in Clause 394 and Schedule 7 of the Local Government (General) Regulation which provide as follows:

- a) The General Manager (or a person appointed by the General Manager) is the returning officer.
- b) A councillor may be nominated without notice for election as mayor or deputy mayor.
- c) The nomination is to be made in writing by two or more councillors (one of whom may be the nominee). The nomination is not valid unless the nominee has indicated consent to the nomination in writing.

- d) The nomination is to be delivered or sent to the returning officer. *(This can occur prior to or at the Council meeting at which the election will be held. Forms for this purpose have been circulated to all Councillors.)*
- e) The returning officer is to announce the names of the nominees at the council meeting at which the election is to be held.
- f) If only one councillor is nominated, that councillor is elected.
- g) If more than one councillor is nominated, the council is to resolve whether the election is to proceed by preferential ballot, by ordinary ballot or by open voting.
- h) The election is to be held at the council meeting at which the council resolves on the method of voting.

“Preferential ballot” and “ordinary ballot” referred to in g) above are secret ballots. “Open voting” means voting by a show of hands.

In the case of an “ordinary ballot” and “open voting”, if there are only two candidates, the candidate with the higher number of votes is elected. If there are three or more candidates, the candidate with the lowest number of votes is excluded and a further vote is taken of the remaining candidates.

In the case of a “preferential ballot” if a candidate has an absolute majority of first preference votes, that candidate is elected. If not, the candidate with the lowest number of first preference votes is excluded and the votes on the unexhausted ballot-papers counted to him or her are transferred to the candidates with second preferences on those ballot-papers. A candidate who then has an absolute majority of votes is elected.

Integrated Planning and Reporting Reference

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

Legislative Policy & Planning Implications

Councils that elect their mayor must hold a mayoral election within three weeks of the declaration of the ordinary election.

The election of Mayor and Deputy Mayor must be conducted in accordance with the Local Government Act and Schedule 7 of the Local Government (General) Regulation.

Budget & Financial Aspects

The allowance payable to the Mayor has previously been determined by Council and provided for in the 2021/22 Operational Plan Budget.

Attachments

Blank nomination forms have been provided to Councillors in their correspondence folder.

Recommendation: That the election of Mayor and Deputy Mayor be conducted.

APOLOGIES

CONFIRMATION OF MINUTES OF THE ORDINARY MEETING 15 NOVEMBER 2021

DECLARATION OF PECUNIARY & NON-PECUNIARY INTEREST

MAYORAL MINUTE

Nil.

MAYORAL REPORT

The former Mayor, Cr Schirmer, provided the following report on activities for the period from the last Council meeting held on 15 November 2021 to the end of his term of office on 4 December 2021:

- 21 November Attended the Explorers Rifle Club regional event and presentation.
- 24 November Met with Gordon Hinds of Better Energy Technology Pty Ltd (BET) in Lockhart with the General Manager.
- 29 November Participated in the online Local Government NSW Annual Conference as Council's voting delegate
- 2 December Attended a meeting of the REROC Executive Committee.

The Mayor Delegate, Cr Greg Verdon, provided the following report on activities for the period 4 December 2021 to date:

- 9 December Met residents of The Rock together with C Ward Councillors and the Director Engineering and Environmental Services to discuss the recent flood event in the town.
- 14 December Met with Gordon Hinds of Better Energy Technology Pty Ltd to receive the completed reports on Stage 1 of the Lockhart Renewable Energy Project.
- 22 December Attended Lockhart Shire staff function and presented Long Service Awards.

Recommendation: that the Mayoral Report be received and noted.

URGENT MATTERS

Nil.

NOTICE OF MOTION

Nil.

STAFF REPORTS

1. PRESENTATION OF COUNCIL'S 2020/21 FINANCIAL STATEMENTS

(DCCS: 21/15928)

Executive Summary

It is a legal requirement that the annual audited financial statements be presented to Council within five weeks of the Auditor's Certificates being issued. The Auditor's Certificates relating to the Council's 2020/21 Financial Statements were issued on 9 December 2021 and public notice has been given that the Audited Financial Statements for 2020/21 will be presented to the Council meeting to be held on 10 January 2022.

Report

The Auditor-General, Audit Office of New South Wales, has completed the audit of Council's Financial Statements for the year ending 30 June 2021.

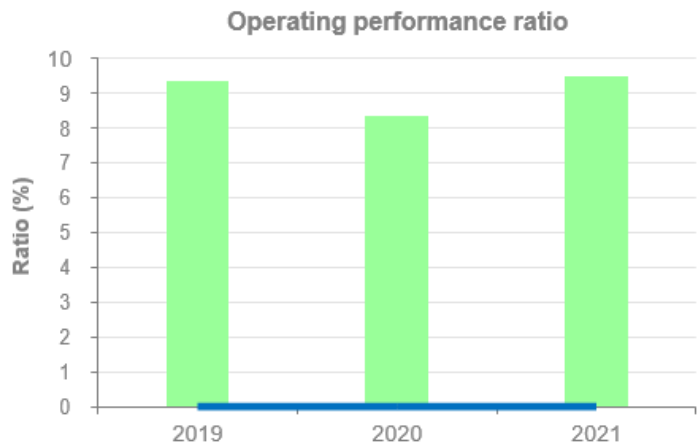
Pursuant to section 419 (1) of the Local Government Act 1993 Council must present its Audited Financial Statements, together with the Auditor's Report, at a meeting of the Council no later than five weeks from the date the Auditor's Certificates are issued. Furthermore, in accordance with Section 418(3) of the Local Government Act 1993, and a resolution of Council passed at the Council meeting held on 15 November 2021, public notice was given on Council's website that the 2020/21 Audited Financial Statements and Auditor's Report would be presented at the Council meeting to be held on 10 January 2022.

The Council achieved a surplus in net operating result from continuing operations (including capital contributions) of \$5.88M (2020: \$4.22M) for the year ended 30 June 2021. The net operating surplus for the year before grants and contributions provided for capital purposes is \$60k (2020: \$157k).

A summary of the 2020/21 Financial Statements against the performance measures and performance benchmarks set by the Office of Local Government (OLG) is set out below. Consistent with previous years, Council's financial results are above the industry benchmark for all performance measures with the exception of own source revenue.

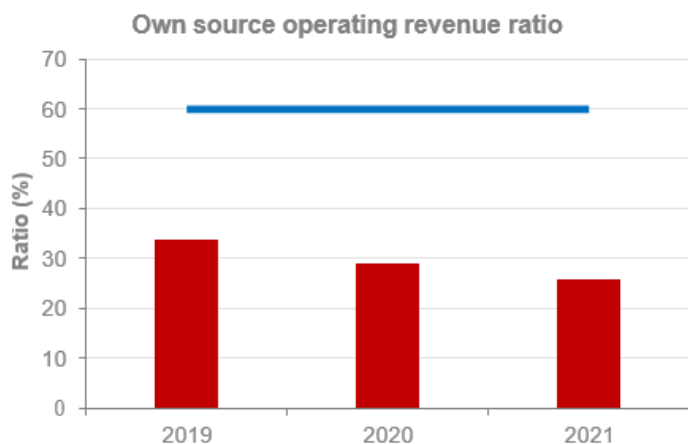
Operating Performance Ratio

- The 'operating performance ratio' measures how well Council contained operating expenditure within operating revenue (excluding capital grants and contributions, fair value adjustments, and reversal of revaluation decrements). The benchmark set by the OLG is greater than 0%.
- The Council exceeded the OLG benchmark for the current reporting period.
- The operating performance ratio increased to 9.51%, largely due to the \$2.7 million increase in grants and contributions revenue, offset by the increase in net loss from disposal of assets by \$0.3 million and increase in materials and services expense by \$0.7 million.



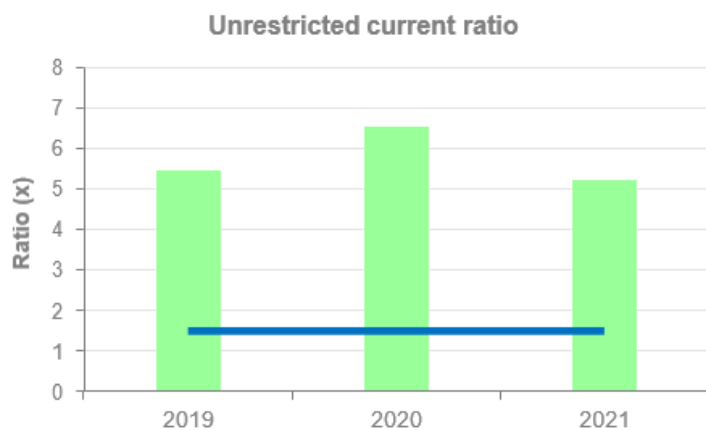
Own source operating revenue ratio

- The 'own source operating revenue ratio' measures Council's fiscal flexibility and the degree to which it relies on external funding sources such as operating grants and contributions. The benchmark set by the OLG is greater than 60 per cent.
- The Council did not meet the OLG benchmark for the current reporting period.
- The own source operating revenue ratio has slightly decreased over the past two years, as grants and contributions continue to represent a significant portion of Council's income.



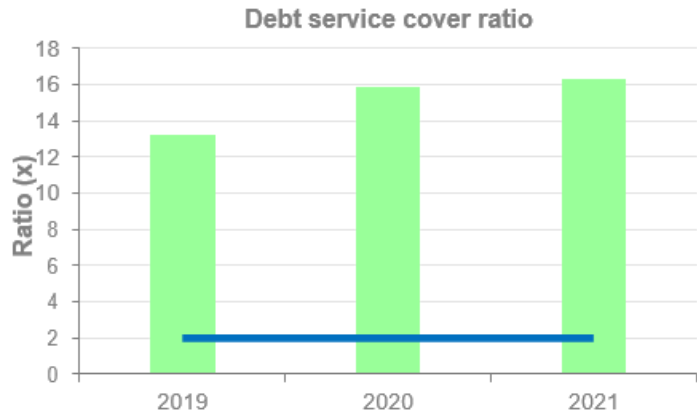
Unrestricted current ratio

- The 'unrestricted current ratio' is specific to local government and represents Council's ability to meet its short-term obligations as they fall due. The benchmark set by the OLG is greater than 1.5 times.
- The Council's unrestricted current ratio of 5.2 exceeded the OLG benchmark for the current reporting period.



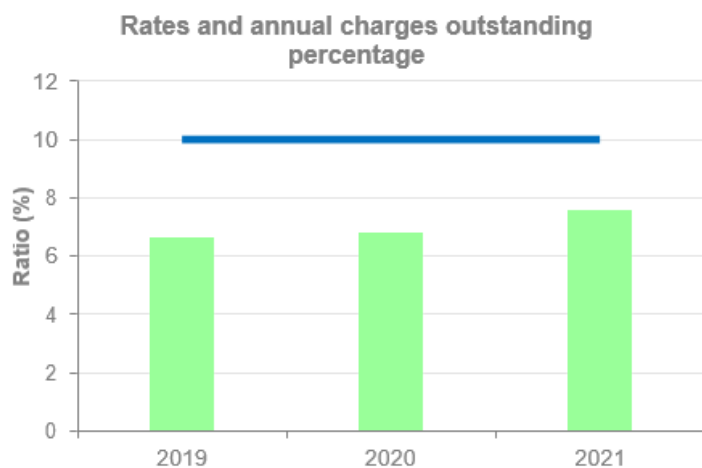
Debt service cover ratio

- The 'debt service cover ratio' measures the operating cash to service debt including interest, principal and lease payments. The benchmark set by the OLG is greater than two times.
- The Council's debt service cover ratio of 16.3 exceeded the OLG benchmark for the current reporting period.
- The Council's debt service cover ratio remained relatively constant from 2020 to 2021.



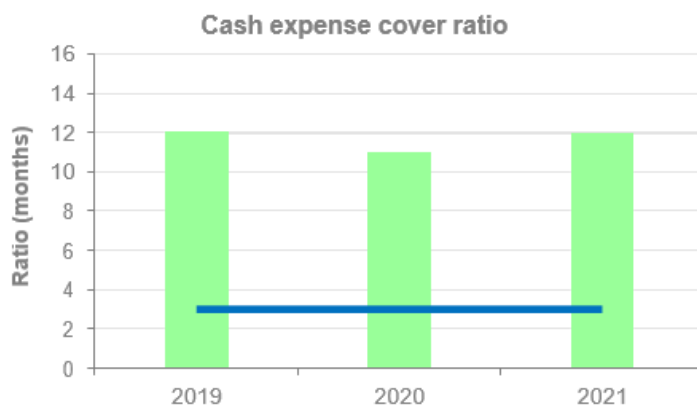
Rates and annual charges outstanding percentage

- The 'rates and annual charges outstanding percentage' assesses the impact of uncollected rates and annual charges on council's liquidity and the adequacy of debt recovery efforts. The benchmark set by the OLG is less than 10 percent for regional and rural councils.
- The Council met the OLG benchmark for the current reporting period, with a ratio of 7.5 per cent.
- The rates and annual charges outstanding percentage has increased slightly from the previous year and this relates to regulations limiting some Council debt recovery actions due to COVID-19.



Cash expense cover ratio

- This liquidity ratio indicates the number of months the Council can continue paying for its immediate expenses without additional cash inflow. The benchmark set by the OLG is greater than three months.
- The Council's ratio of 12 exceeded the OLG benchmark for the current reporting period.
- The Council's cash expense cover ratio remained relatively constant from 2020 to 2021.



A detailed analysis of Council's Financial Statements can be found in the Audited Financial Statements, pages 68-71. The Financial Statements have been made available on Council's website.

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

Integrated Planning and Reporting Reference

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

Legislative Policy and Planning Implications

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

Attachments

- Audited Financial Statements – available via this [link](#)

Budget and Financial Aspects

Report on 2018-19 Financial Year

Recommendation: That Council endorse the Audited Financial Statements and Auditor's Report for the year ended 30 June 2021 as presented.

2. LOCAL GOVERNMENT COUNTBACK ELECTIONS

(GM: 21/3772)

Executive Summary

For the first time NSW councils have the option to fill vacancies by way of a countback election instead of a byelection. To take advantage of this option it is necessary for the Council to pass a resolution at the first ordinary council meeting following the elections on 4 December 2021 confirming that it wishes to have the option to fill vacancies by way of a countback.

Report

Where a casual vacancy occurs on the Council, it has been necessary to conduct a byelection to fill that vacancy. However, following the Local government elections held on 4 December 2021 councils will have the option to fill vacancies by way of a countback election instead of a byelection.

To take advantage of this option the vacancy will have to occur within 18 months of the previous ordinary election. It will also be necessary for the council to pass a resolution at the first ordinary council meeting following the elections on 4 December 2021 confirming that it wishes to have the option to fill vacancies by way of a countback.

A countback election is used to elect a councillor to fill a single vacancy, where the vacating councillor was elected under the proportional representation method (i.e., where two or more candidates were elected at a local government ordinary election). If there are multiple vacancies, a separate countback election is held for each vacancy.

In the case of a countback election the returning officer contacts all unelected candidates from the local government ordinary election who may still qualify to be elected to the office of councillor. Where the candidate is interested, they must submit a formal application to the returning officer. All candidates who submit and do not withdraw their application, become eligible candidates for the countback election.

The timeline for a countback election is as follows:

- The Electoral Commissioner is notified of a casual vacancy, within seven days of it occurring.
- A returning officer is appointed within 14 days of the notification of the vacancy.
- Casual vacancy notices are issued 2 to 14 days from the appointment of the returning officer.
- Where a candidate is interested, they must submit a formal application to the returning officer. The application period closes after 10 days of the notices being issued.
- The countback is conducted within 14 days of the vacancy notices being issued.
- It may take up to a month for the results to be declared.

A countback election must be completed within 49 days, and applications for candidates to participate is open for 10 days.

If there are no eligible candidates, an attendance byelection must be held. If there is only one eligible candidate, that candidate is elected. If there are multiple eligible candidates, a countback election is conducted. In a countback election, the returning officer:

- Uses preference data from ballot papers from the previous local government ordinary election.
- Uses the same proportional representation method used in the original election.

- Effectively re-runs the election making the vacating councillor ineligible and distributing each of their ballot papers to the next preference on the ballot paper.
- If a non-eligible candidate would be elected, the election is re-run with that candidate's ballot papers also distributed to their next preference on the ballot paper.
- The returning officer re-runs the countback until an eligible candidate is elected.

Eligible candidates and the council are then notified of the result.

At a countback election, a sitting councillor cannot be unelected, and non-eligible candidates cannot be elected.

Integrated Planning and Reporting Reference

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

Legislative Policy & Planning Implications

Pursuant to section 291 of the Local Government Act a countback election may be used to fill a casual vacancy in the office of a councillor if:

- a) the casual vacancy occurs within 18 months after the date of the last ordinary election of the councillors for the area, and
- b) the council has at its first meeting following that ordinary election of councillors, by resolution, declared that any such casual vacancy is to be filled by a countback of votes cast at the last election for that office.

Section 291 does not apply to a casual vacancy in the office of a councillor if the councillor who vacated office was elected:

- (a) in an election using the optional preferential voting system, or
- (b) in an election without a poll being required to be held.

Budget & Financial Aspects

A countback election is conducted by the NSW Electoral Commission and would be more cost effective than an attendance byelection.

Attachments

Nil.

Recommendation: That pursuant to Section 291 (b) of the Local Government Act 1993, Council declare that in the event of a casual vacancy in the office of councillor occurring within 18 months after the date of the last ordinary election of councillors, such casual vacancy is to be filled by a countback of votes cast at the last election for that office.

3. APPOINTMENT OF DELEGATES/MEMBERS

(GM: 21/3844)

Executive Summary

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

Report

Attached is a table listing the committees and organisations in which Council is represented and the respective Councillor representative prior to the 4 December 2021 election.

A short description of the committees' and organisations' role is also provided in the attached table.

In some cases, such as where it is a statutory committee or organisation, Council's delegate is determined by the organisation's constitution or by legislation.

Riverina Water, one of the organisations for which Council must appoint a delegate, has provided an information sheet for prospective board members a copy of which is attached.

Integrated Planning and Reporting Reference

E2: Provide effective community engagement practices with the community.

Legislative Policy & Planning Implications

Nil.

Budget & Financial Aspects

Nil.

Attachment

1. Table of committees and organisations and Council's previous delegates.
2. Riverina Water County Council – prospective board member information

Recommendation: That Council determine its delegates to the respective committees and organisations listed in the report for the ensuing term.

Item 3: Attachment 1 – Table of Committees/Organisations and Former Delegates

COMMITTEE OR ORGANISATION	COUNCIL DELEGATE(S)
<p>Riverina Water</p> <p>Riverina Water is a County Council established under the Local Government Act for the purposes of providing reticulated water supply services to Lockhart, Federation, Greater Hume and Wagga Wagga local government areas.</p> <p>Riverina Water is governed by a body of nine Councillors comprising five elected members from Wagga Wagga City Council and one each from Lockhart and Federation Councils, and two from Greater Hume Shire Council.</p>	Cr Verdon
<p>Riverina Eastern Regional Organisation of Councils</p> <p>REROC is a voluntary association of seven general purpose councils and one water county council located in the eastern Riverina region of NSW.</p> <p>The members of REROC are the councils of Bland, Coolamon, Cootamundra-Gundagai, Greater Hume, Junee, Lockhart, Temora and Goldenfields Water.</p> <p>REROC provides an opportunity for member councils to work more collaboratively together to achieve greater efficiencies and effectiveness in service delivery through resource sharing.</p>	The Mayor & General Manager Deputy Mayor (alternate)
<p>Riverina Joint Organisation</p> <p>Joint Organisations are a new type of local government-based collaborative organisation and are designed to increase opportunities for local government and the State to work more closely together to bring about better outcomes for the communities the JO's Member Councils represent.</p> <p>The RIVJO Member Councils are Bland, Coolamon, Cootamundra-Gundagai, Greater Hume, Junee, Lockhart, Temora, Wagga Wagga, Goldenfields Water and Riverina Water County Councils.</p>	Mayor
<p>Riverina Regional Library Advisory Committee</p> <p>RRL is the largest regional library service in NSW. It provides library services to the constituents of nine local government areas, those being the shires of Bland, Coolamon, Cootamundra-Gundagai, Federation, Greater Hume, Junee, Lockhart, Snowy Valleys and Temora.</p>	Cr Verdon & General Manager Cr Marston (alternate)
<p>Lockhart Local Emergency Management Committee</p> <p>Under the State Emergency Management Act there is established for each local government area, a Local Emergency Management Committee with membership comprised of representatives drawn from various emergency response agencies and functional areas e.g. police, ambulance, fire brigade, electricity authority, Telstra, etc.</p> <p>Council is obliged to provide secretarial support to the LEMC as well as providing an Emergency Control Centre.</p>	Director Engineering and Environmental Services Cr Marston
<p>Regional Emergency Management Committee</p> <p>Established under the State Emergency Management Act the REMC comprises representatives of the various emergency response agencies and functional areas for the Riverina and Murray Regions of NSW including the 18 local councils situated in those regions.</p>	Director Engineering and Environmental Services Cr Day (alternate)

COMMITTEE OR ORGANISATION	COUNCIL DELEGATE(S)
<p>Country Mayors Association of NSW</p> <p>The Country Mayors' Association allows councils from rural and regional NSW to come together to discuss issues of specific interest to areas outside the major metropolitan centres.</p>	<p>The Mayor General Manager</p>
<p>Riverina Fire Zone Bush Fire Management Committee</p> <p>This is a statutory committee established under the Rural Fires Act 1997 for the Fire Zone comprising Lockhart, Coolamon, Junee and Wagga Wagga local government areas.</p> <p>Its main function is to prepare operational and risk management plans for the rural fire district for which it is constituted. Council membership is limited by Clause 15(1)(a)(f)(c) of the Rural Fires Regulation to the Mayor or a Councillor, the Fire Control Officer and the Director or person responsible for Environmental Services.</p>	<p>Mayor Cr Walker (alternate) General Manager Director Engineering and Environmental Services (alternate)</p>
<p>Riverina Fire Zone – Service Level Agreement Liaison Committee</p> <p>This Committee monitors the performance of the Service Level Agreement. Between Lockhart, Coolamon, Junee and Wagga Wagga City Council and the Commissioner of NSW Rural Fire Service.</p>	<p>Mayor Cr Walker (alternate) General Manager Director Engineering and Environmental Services (alternate)</p>
<p>Lockhart and The Rock Floodplain Management Committees</p> <p>These Committees were established in connection with the floodplain risk management studies that were commissioned following the 2010 and 2012 floods.</p> <p>The resultant flood mitigation works at Lockhart have since been completed.</p> <p>The final stage of flood mitigation works at The Rock is currently under construction.</p>	<p>Lockhart The Mayor A Ward Councillors The Rock The Mayor, C Ward Councillors</p>
<p>Magnolia Lodge Tenancy Advisory Committee</p> <p>This Committee is consulted in relation to the allocation of tenancies at the three Magnolia Lodge independent living units which remain in Council's ownership.</p> <p>The Committee comprises two representatives from Council and two community representatives.</p>	<p>The Mayor Cr Rockliff</p>
<p>Audit, Risk and Improvement Committee</p> <p>Section 428A in the Local Government Act states that "A council must appoint an Audit, Risk and Improvement Committee". Section 428A further states that the Committee must keep under review the following aspects of the council's operations:</p> <ul style="list-style-type: none"> – compliance, – risk management, – fraud control, – financial management, – governance, – implementation of the strategic plan, delivery program and strategies, – service reviews, – collection of performance measurement data by the council, 	<p>Cr Rockliff</p>

COMMITTEE OR ORGANISATION	COUNCIL DELEGATE(S)
<p>Tourism and Economic Development Steering Committee</p> <p>The TEDSC provides advice and makes recommendations to Council in relation to tourism and economic development matters.</p> <p>A new Committee Charter recently endorsed by Council provides for the Committee's composition to include 3 councillors (one from each ward) in addition to business and community representatives.</p>	<p>Cr Derek Douglas</p> <p>Cr Gail Driscoll</p>
<p>Lockhart Shire Traffic Committee</p> <p>This is a statutory committee established pursuant to the Motor Traffic Act and Regulation. It comprises one representative of Council, Police, Transport for NSW and the local State Member of Parliament or their representative.</p> <p>It is a technical body that provides advice on road and traffic related issues and because of its technical nature it has been customary to appoint the Director of Engineering and Environmental Services as Council's representative on the Committee.</p>	<p>Director Engineering and Environmental Services</p> <p>Road Safety Officer</p>
<p>Progress Associations</p> <ul style="list-style-type: none"> – Lockhart Progress Association – The Rock Progress Association 	<p>Cr Rockliff</p> <p>Cr Driscoll</p>
<p>Local Health Advisory Committee</p> <p>The Lockhart LHAC is a means by which local people can get involved in decisions about the health care they receive as it provides a central connection between the local community and Lockhart health care services.</p>	<p>General Manager</p>
<p>Police and Community Consultation Group</p> <p>The PCCG provides a conduit between the Council, the community and the Police. The Committee provides a forum for Police to provide information about anti-social behaviour in the community and other Police matters. Conversely it also provides Council and the community an opportunity to raise matters of concern that may be resolved by Police attention.</p>	<p>Cr Verdon</p>
<p>Murray Darling Association</p> <p>The MDA is an incorporated body which aims to provide effective representation of local government and communities at state and federal level in the management of the Murray Darling Basin's resources. It seeks to achieve this by providing information, facilitating debate and seeking to influence government policy.</p>	<p>The Mayor</p> <p>Cr Verdon</p> <p>Cr Douglas (alternate)</p>
<p>Section 355 Management Committees</p> <ul style="list-style-type: none"> – Lockhart Recreation Ground – Lockhart Showground and Racecourse – Osborne Recreation Ground – The Rock Recreation Ground – The Rock Showground and Racecourse – Yerong Creek Recreation Ground 	<p>Cr Day</p> <p>Cr Rockliff</p> <p>Cr Sharp</p> <p>Cr Marston</p> <p>Cr Walker</p> <p>Cr Douglas</p>

Item 3: Attachment 2 – Riverina Water – Prospective Board Member Information

Prospective board member information



Find out more about Riverina Water's role in supplying safe and secure drinking water; and how you can represent your community on our Board.

Who is Riverina Water

Our mission is "to provide our community with safe and reliable water at the lowest sustainable cost".

Headquartered on the Murrumbidgee River in Wagga Wagga, Riverina Water serves more than 73,000 people across 15,000 square kilometres.

As a county council, Riverina Water provides water to four local government areas and operates under the provisions of the Local Government Act 1993.

Who are Riverina Water's constituent councils?

Riverina Water has four constituent councils:

- › Wagga Wagga City Council
- › Lockhart Shire Council
- › Greater Hume Council
- › Federation Council

How are constituent councils represented at Riverina Water?

Riverina Water's governing body is a Board of nine members, consisting of councillors from each constituent council.

Wagga Wagga City Council has five representatives, Greater Hume two and Federation and Lockhart one each.

Board roles and responsibilities

A Board member's role is to represent the views of their council and take a whole-of-network approach to decisions and strategy.

Every two years the Board appoints its Chairperson, who presides over meetings and performs other duties similar to a Mayor, and a Deputy Chairperson.

The Board holds ordinary meetings six times a year – once every two months. Meetings are usually held in Wagga Wagga, which may require some travel by board members.

Travel may sometimes be required to inspect sites, for official functions or for conferences.

Board members and the Chairperson are remunerated in the same manner as general purpose councils through adopting a fee set by the Local Government Remuneration Tribunal.

Staff and structure

Riverina Water employs more than a hundred people and the organisation is led by the Chief Executive Officer.

The organisation has two Directors; Engineering – responsible for water quality and the supply network – and Corporate Services – responsible for financial management, customer service and human resources and other functions.

Prospective board member information



Riverina Water by the numbers

2019/20 financial snapshot

Assets totalling \$41.2M
Capital expenditure of \$16.2M – the largest of all NSW local water utilities
Total income of \$35.9M and \$25.3 expenditure

What our community & customers say

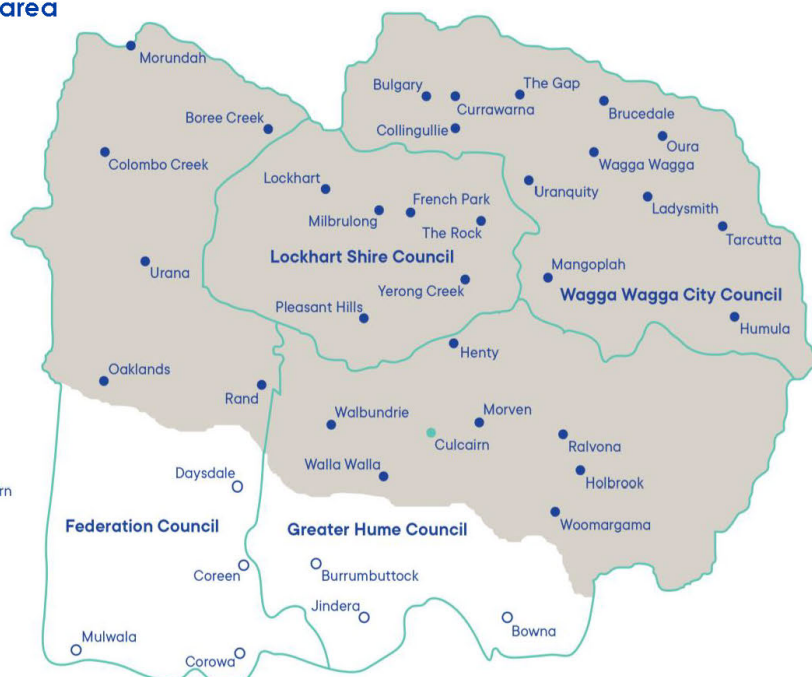
Overall customer service rating of 4.46 out of 5
High levels of satisfaction with overall water quality, including 4.67 out of 5 for reliability and 4.15 for water clarity

We provide quality drinking water to more than 73,000 people across 15,000 square kilometres with 33,000 service connections

Riverina Water supply area



- Water supplied to these areas
- Local government boundary
- Towns in supplied area
- Water is not supplied to all parts of Culcairn
- Towns outside supplied area



4. LGNSW ANNUAL CONFERENCE

(GM: 21/15450)

Executive Summary

Council is required to nominate its voting delegate to the Local Government NSW (LGNSW) Annual Conference.

Report

LGNSW is the peak industry body representing NSW councils. It is also the registered employer organisation representing NSW councils in industrial matters and in award negotiations with the relevant unions.

The LGNSW Annual Conference is the annual policy-making event for all councils of NSW. Councils are provided with the opportunity to submit motions for consideration and debate by delegates. Motions passed at the Conference become Resolutions, which LGNSW takes forward on behalf of councils as part of the sector's advocacy agenda.

The 2021 Annual Conference was originally proposed to be held on 28-30 November 2021 at the Hyatt Regency, 161 Sussex Street Sydney. However, following the postponement of the local government elections from 4 September to 4 December 2021 LGNSW was forced to review the arrangements for the Annual Conference.

The Annual Conference will now be held from 28 February to 2 March 2022 at the Hyatt Regency, Sydney.

Historically, the Mayor has attended the Conference as the Council's voting delegate along with the General Manager.

Furthermore, Council has adopted a Councillors Professional Development Program which includes, amongst other things, provision for one other councillor to attend the LGNSW Annual Conference each year in addition to the Mayor.

Councillors who have attended the Annual Conference in recent years include:

- 2017 in Sydney – Cr Marston as Council's voting delegate in lieu of the Mayor.
- 2018 in Albury – Mayor, Cr Driscoll and Cr Walker.
- 2019 in Sydney – Mayor and Cr Day.
- 2020 online – Cr Driscoll as Council's voting delegate in lieu of the Mayor.

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.

E3: Continue to lead and advocate on key social and community issues.

E3: Ensure Council staff and Councillors participate regularly in professional development to support high quality customer service and professional skills.

Legislative Policy & Planning Implications

The LGNSW Annual Conference is the annual policy-making event for all NSW councils.

Budget & Financial Aspects

The LGNSW Annual Conference costs are provided for in the 2021/22 Budget, except for any partner costs not covered by Council's policy, which will be on-charged, if applicable.

Attachment

Nil.

Recommendation: That Council determine its voting delegate and any other attendees to the LGNSW Annual Conference to be held in Sydney on 28 February to 2 March 2022.

5. INDUCTION FOR COUNCILLORS

(GM: 21/15468)

Executive Summary

It is a legal requirement that Councillors are provided with an appropriate induction program as well as training and development opportunities.

Report

Many training and development options are available for Councillors including in-house workshops as well as programs provided by external organisations such as the Office of Local Government (OLG), Local Government NSW (LGNSW), Riverina Joint Organisation (RivJO) and the Riverina Eastern Regional Organisation of Councils (REROC).

Council has previously adopted a Councillor Professional Development Program which provides for one additional councillor to accompany the Mayor (who is Council's voting delegate) to the annual conference of Local Government NSW.

In addition, the Lockhart Shire's Councillor Professional Development Program also allows for one councillor each year to undertake the Executive Certificate in Local Government (4 day course) also offered by Local Government NSW.

A combination of in-house workshops and external offerings is considered appropriate with in-house workshops focusing on Lockhart Shire Council specific subjects whilst relying on external providers to cover broader and more generic topics.

Bearing in mind that the next ordinary meeting of Council is not scheduled to be held until 21 February 2022, it is suggested that an in-house workshop focusing on Lockhart Shire Council specific subjects be held on Monday 7 February 2022. Set out below is a sample list of topics that could be covered at the Workshop:

In-house Workshop

- Payment of Councillors fees and reimbursement of expenses
- Records management practices
- Councillor iPads and tablets
- Lockhart Shire Council Code of Meeting Practice
- Lockhart Shire Council Policy Register and Policy Review Timetable
- Integrated Planning & Reporting (IP&R) documents i.e., Community Strategic Plan, Delivery Plan and Operational Plan
- Update on major projects in the Shire

With respect to the broader topics that could be covered by external agencies it is noted that OLG is arranging "Hit the Ground Running" webinars that will focus on the key elements of a councillor's role and responsibilities.

OLG is encouraging all councillors to participate in the webinars saying that *"they will provide essential information to support councillors in serving their community and fulfilling their responsibilities."*

An online registration system will soon be made available for councillors to register their attendance and information will be provided about how to register.

Furthermore, the 2021 Councillor Handbook will soon be available on OLG's website.

Whilst induction programs are particularly important at the commencement of a new Council term, Councillors may avail themselves of ongoing training and development opportunities throughout the Council term.

Information on the availability of externally provided programs, including both face-to-face and online opportunities, will continue to be distributed to all Councillors and Councillors are invited to advise the General Manager of an interest in any of the courses on offer. Examples of the types of courses that will be available include, but are not limited to, the following:

External Providers

- Role of elected members
- Code of Conduct for councillors
- Chairing and effective meeting procedures for councillors
- Understanding Local Government finances for councillors
- Audit, Risk and Improvement Committee Training
- Local Government planning and DA assessment
- And many others

Integrated Planning and Reporting Reference

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

E3: Ensure Council staff and Councillors participate regularly in professional development to support high quality customer service and professional skills.

Legislative Policy & Planning Implications

Section 232 of the Local Government Act sets out the role of a councillors and includes a requirement to "... make all reasonable efforts to acquire and maintain the skills necessary to perform the role of a councillor".

Clause 183 of the Local Government (General) Regulation provides that the general manager must ensure that an induction training course is delivered to each councillor who has been elected to the council for the first time, within 6 months of the councillor's election.

The general manager must also ensure that an induction refresher course is delivered to each councillor who is re-elected to the council, within 6 months of the councillor's re-election.

In addition, the general manager must ensure that an ongoing professional development program is delivered to the mayor and to each other councillor elected to the council, during the course of the term of office of the mayor or councillor concerned.

Budget & Financial Aspects

Council's 2021/22 Budget includes allocations of \$10,000 and \$12,000 for Councillor training and delegates expenses (attendance at conference etc.) respectively.

Attachment

Nil.

Recommendation: That an in-house workshop be convened on 7 February 2022 to provide an initial induction for Councillors and that Councillors avail themselves of other professional development opportunities offered through external organisations as they become available.

6. INVESTMENT AND BANK BALANCES REPORT – 30 NOVEMBER 2021

(DCCS: 16712)

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		1,063,913.59
Add: Total Receipts		
	Rates	1,081,872.15
	Debtors	36,192.43
	Miscellaneous	86,109.91
	Interest	709.03
	Apprenticeship Incentives	39,913.40
	DEFT Downloads	830,000.00
	2nd Qtr FAG	498,695.00
	Fixing Local Roads Grant	244,125.00
	Pensioner Concession Subsidy	44,494.78
	Roads to Recovery Grant	201,310.00
		3,063,421.70
Less: Total Payments		1,659,024.25
	New Investments	0
Closing Combined Cashbook Balance		2,468,311.04
Closing Bank Statement Balance	Bendigo Bank	1,634,578.84
	Macquarie Bank	648,955.17
	Bendigo Bank-Prichard Trust	31,657.17
		2,315,191.18
Add: Outstanding Deposits		153,966.71
		2,469,157.89
Less: Outstanding Cheques		846.85
Closing Combined Cashbook Balance		2,468,311.04

Investments:	Interest Rate per Annum	Amount Invested	% of Total
CBT	0.22	250,000.00	4.27
CBT	0.24	500,000.00	8.55
cbt	0.20	500,000.00	8.55
CBT	0.26	500,000.00	8.55
NAB 231101546	0.25	500,000.00	8.55
Bendigo	0.30	500,000.00	8.55
NAB	0.28	500,000.00	8.55
Bendigo	0.30	500,000.00	8.55
NAB	0.33	500,000.00	8.55
Bendigo	0.30	400,000.00	6.84
Bendigo	0.10	50,000.00	0.85
Bendigo	0.10	50,000.00	0.85
Bendigo	at call	100,000.00	1.71
T Corp	at call	1,000,000.00	17.09
		5,850,000.00	

		AMOUNT
General (PTD)	1490-3000-0000	89,832.54
Combined Sewerage	8490-3000-0000	2,346,821.33
Trust Fund	9991-3000-0000	31,657.17
		2,468,311.04
TOTAL FUNDS HELD ARE:		2,468,311.04

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 2021/22 Operational Budget has forecast a total of \$33,750 income from interest on investments for General fund & Sewer Fund combined. For the period of July to Nov 2021, the average end of month balance of funds invested has been \$6 million and the average return on invested funds has been 0.24%. On these year to date figures, Council's budgeted income on investments will be under budget for the General and Sewer Fund.

The interest on investments has been adjusted for the 1st Quarterly Budget Review to reflect reduction in income from this source.

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 30 November 2021 Investment and Bank Balances Report be received and noted.
- b) That the Responsible Accounting Officer Statement be noted, and the report be adopted.

QUESTIONS AND STATEMENTS

CLOSED SESSION

Agenda

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

7. 2022 AUSTRALIA DAY CELEBRATIONS

(GM: 21/15592)