



Minutes

of the

Ordinary Meeting

Held

16 August 2021

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

Minutes of the Ordinary Monthly Meeting of Lockhart Shire Council held in the Council Chambers, Lockhart on Monday, 16 August 2021 commencing at 5.00pm.

PRESENT

Cr G Verdon (Deputy Mayor), Cr M Day, Cr G Driscoll, Cr I Marston, Cr A Rockliff, Cr P Sharp and Cr J Walker.

Also in attendance were the General Manager, Director Corporate and Community Services, Director Engineering & Environmental Services, Executive Assistant and Administration Officer - Engineering.

The meeting opened with a prayer.

APOLOGIES

133/21 RESOLVED on the motion of Crs Walker and Sharp that the apologies from Cr Schirmer and Cr Douglas be accepted and leave of absence be granted.
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LEAVE OF ABSENCE

Nil.

CONFIRMATION OF MINUTES ORDINARY MEETING, 19 JULY 2021

134/21 RESOLVED on the motion of Crs Driscoll and Rockliff that the Minutes of the Ordinary Meeting held on Monday, 19 July 2021 as printed and circulated be taken as read and confirmed.

DECLARATION OF PECUNIARY AND NON-PECUNIARY INTERESTS

The General Manager declared a non-pecuniary interest in Item 13 of the Business Paper.

MAYORAL MINUTE

Refer Item 13 – Closed Session - General Manager Annual Performance Review
for Period Ending 30 June 2021

MAYORAL REPORT

The Deputy Mayor, Cr Verdon, advised Council that he and the Mayor, Cr Schirmer, had taken part in the General Manager's annual performance review on Tuesday, 10 August 2021.

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 LOCKHART SHIRE COUNCIL OFFICES ON WEDNESDAY 28 JULY 2021 AT 2.00PM**

(GM: 21/9681)

1. Present

James Davis (Independent Chairperson)

Luke Taberner (Independent Member)

2. In Attendance

Ian Roberts (Internal Auditor)

Peter Veneris (General Manager)

Craig Fletcher (Director Corporate and Community Services)

3. Apologies

Cr Andrew Rockliff (Lockhart Shire Councillor)

It was RESOLVED that the apology from Cr Rockliff be accepted.

4. Confirmation of Minutes

It was RESOLVED that the minutes of the meeting held on 24 March 2021, 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 Government Information Public Access Act (GIPA Act) – Performance and Compliance

The Internal Auditor Mr Ian Roberts presented his Report and recommendations on Lockhart Shire Council's compliance with its obligations under the GIPA Act.

Mr Roberts reported that he reviewed the Council's website and generally found it to be "good" and "user friendly". However, he also noted that it fell short in so far as containing a full list of "open access information" as defined in the Local Government Act and how open access information not available on the website can be accessed.

Some discussion took place regarding development application related documentation which is not currently available on Council's website but is provided on request. It was noted that the requirement for all councils to transition to e-Planning will assist Lockhart Shire Council in proactively making this information accessible on its website in the future.

Mr Roberts also drew attention to a number of other recommendations in his report including the use of template forms available on the Information Privacy Commission website and identifying training opportunities for relevant staff involved in administering the GIPA Act.

It was RESOLVED that the Internal Audit Report on GIPA Act Performance and Compliance at Lockhart Shire Council be received.

7. Prior Internal Audit Recommendations – Status Report

The General Manager provided a brief update on the status of prior internal audit recommendations, noting that the least amount of progress had been made with respect to the recommendations from the Internal Audit Report on Section 355 Committees. The General Manager noted that many of the

recommendations have been held over and will be covered by reviews of Council's section 355 Committees and delegations which are required to occur within 12 months of a council election.

It was RESOLVED that the Prior Internal Audit Recommendations Status Report be received and noted.

8. Gifts and Benefits Register

The General Manager advised that Council has adopted a Bribes, Gifts and Benefits Policy in response to an External Audit Management Letter issue and that the Policy provides for the Gifts and Benefits Register to be tabled at an ARIC meeting on annual basis. Accordingly, the Register was being tabled for the first time in accordance with the Policy.

It was RESOLVED that the tabling of the Gifts and Benefits Register be noted.

9. Notice of Reportable Incidents

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

10. General Business

10.1 Appointment of External Audit Contractor

The General Manager informed the Committee that advice has been received from the Audit Office of NSW that its contract with Crowe has been extended for a further two years to include the external audit for Lockhart Shire Council for the financial years ending 30 June 2022 and 30 June 2023.

10.2 Audit Management Letter Issues

The General Manager drew attention to the following Audit Management Letter issues which related to the Committee and to Council's internal audit function and informed the Committee of management's response to the issues raised:

a) ARIC Charter

It has been recommended that a Charter be developed for the ARIC.

The General Manager advised that a draft Charter has been developed but the release of the final ARIC Guidelines by the Office of Local Government is awaited to ensure the Charter complies with the Guidelines before presenting it to the ARIC and Council for endorsement.

b) Internal Audit Plan linkage to Risk Register

It has been recommended that the Risk Register and Internal Audit Plan be reviewed to ensure appropriate linkage between these documents.

The General Manager noted that the Internal Audit Plan is currently determined collaboratively by all member councils in the Internal Audit Alliance and customising the internal audit plan to individual councils' risk registers will compromise the 'economies of scale' being achieved through membership of the Alliance.

He noted that the matter will be addressed in conjunction with the development of a Charter for the ARIC once the ARIC Guidelines are released by the Office of Local Government.

11. Date of Next Meeting

To be confirmed.

There being no further business the meeting closed at 2.41pm.

James Davis
Chairperson

135/21 RESOLVED on the motion of Crs Walker and Day that the minutes of the Lockhart Shire Council Audit, Risk and Improvement Committee meeting held on 28 July 2021 be received and noted.

DELEGATES' REPORTS

2. RIVERINA REGIONAL LIBRARY ADVISORY COMMITTEE - 22 JULY 2021 AT WAGGA WAGGA (GM: 21/9203)

I attended an extraordinary meeting of the Riverina Regional Library Advisory Committee held in Wagga Wagga on 22 July 2021 together with the General Manager.

The meeting was held in the context of Wagga Wagga City Council considering not continuing as a member of the RRL beyond the term of the current Deed of Agreement which expires on 30 June 2022. At the meeting the Committee resolved to:

- Receive and endorse a Position Statement as a record of the strong support for the organisation by member councils, and an acknowledgement of its 43-year history as an exemplar of local government collaboration.
- Endorse a working party comprising four RRL Advisory Committee representatives and the RRL Executive Director being formed to examine sustainable operating models that ensure the continuation of the RRL in the event that one or more current participating councils do not continue with the future Deed of Agreement from 1 July 2022.
- Endorse the Working Party to present an interim report for consideration at the RRL Advisory Committee meeting in October 2021.
- Authorise the RRL Executive Director to seek advice from the Crown Solicitor, through the Library Council of NSW, in relation to the RRL Deed of Agreement 2018-2022, particularly with respect to the entry and exit of participating councils.
- Authorise the Deputy Chairperson, another nominated RRL Advisory Committee Councillor representative (myself), and a RRL General Manager representative to continue discussions with Wagga Wagga City Council for the purchase of the RRL Administration Centre building at 2 Galing Place, Wagga Wagga.
- Authorise the RRL Executive Director to invite expressions of interest from RRL member Councils to undertake the role of Executive Council for the term of the next Deed of Agreement i.e., 1 July 2022 to 30 June 2026.

Cr Greg Verdon
Delegate

136/21 RESOLVED on the motion of Crs Driscoll and Marston that the Delegate's Report be received.

STATUS REPORT/PRÉCIS OF CORRESPONDENCE ISSUED

Status Report: Council Resolutions and Tasks to be finalised

File Ref: 21/9105

Minute No:	Officer to Action	Council Resolution	Action Taken
Ordinary Council Meeting held 19 July 2021			
128/21	DCCS	Fees & Charges 2021-2022 – Companion Animals Council incorporates in its adopted fees and charges for 2021-22, the revised fees and charges applying to companion animals, as set out in the report.	Fees & Charges document updated and added to Council's website. Complete.
124/21	GM	Review of General Manager & Senior Staff Remuneration Council to make a submission supporting the status quo i.e., that councils retain the right to determine General Manager and Senior Staff remuneration.	Submission lodged. Complete.
122/21	DEES	Hire (Wet) Plant & Equipment Council approves the following additional contractors for the hire (wet) of plant and equipment for the period 1 July 2021 to 30 June 2022: 1 Campos Earthworks 2 R&L Holyoake Pty Ltd	Contractors advised. Complete.
120/21	GM	Service NSW Partnership Agreement Council enter into the Partnership Agreement with Service NSW for the provision of services to local businesses and authorise the General Manager to sign the Partnership Agreement and other relevant documentation between Service NSW and Council.	Partnership Agreement signed. Complete.
119/21	GM	Consolidation of Lots Occupied by The Rock RFS and SES Execute the Plan of Subdivision of Lots 11 and 12 DP9082, Lot 13 DP301243, Lot 14 DP301241 and Lot 15 DP301242 under Council's Seal.	Plan of Subdivision executed under Council Seal. Surveyor preparing documents to lodge with NSW Land Registry Services. Complete.

Lockhart Shire Council
Ordinary Meeting – 16 August 2021

Minute No:	Officer to Action	Council Resolution	Action Taken
Ordinary Council Meeting held 21 June 2021			
101/21	DEES	<p>Lockhart Main Street Maintenance</p> <p>1. Council adopts a revised cleaning program for Lockhart town centre as follows:</p> <ul style="list-style-type: none"> a. installation of netting and application of Bird-X-Peller or similar products, subject to first obtaining permission of building owners b. ongoing maintenance of the netting and application of bird expelling products c. cleaning of the pavers with a mini sweeper each quarter d. quarterly program of motorised sweeping of gutters e. annual program of pressure washing/hand cleaning of area between vehicle stops and kerb <p>2. The 2021-22 Budget be revised to include the cost of the revised cleaning program at the time of the first Quarterly Budget Review (as at 30 September 2021) by which time the outcome of the review of the street sweeping contract with Greater Hume Council will be known.</p>	<p>1. Correspondence forwarded to building owners in Green Street Lockhart, between Mathews and Urana Street for response by 19 July 2021.</p> <p>2. First Quarterly Budget Review to be tabled at the November 2021 Council meeting.</p>
Ordinary Council Meeting held 17 May 2021			
75/21	DEES	<p>“Your High Street” Grant Program</p> <p>Reallocate \$61,732 of the Drought Communities Program Extension funding allocated to footpaths to be spent on the section of footpath in front of the museum on the corner of Green Street and Urana Street, Lockhart.</p>	Works commenced.
Ordinary Council Meeting held 19 April 2021			
63/21	GM	<p>Residential Development – Lockhart</p> <p>1) That Council proceed with the subdivision of Lots 62 and 90 Prichard Place Lockhart as outlined in the report.</p> <p>2) That the cost of subdividing the land be funded from the Infrastructure Reserve with the proceeds of any land sales to be returned to the Reserve.</p>	Arrangements currently being made for the preparation of the development application.
Ordinary Council Meeting held 15 March 2021			
26/21	TEDO	<p>Minutes of the Tourism & Economic Development Steering Committee – 9 March 2021</p> <p>7a Proposed Charter: TEDO to send around examples of other Council committees with feedback to be sent to TEDO by May 2021 meeting.</p>	Referred to August meeting of TEDSC. Committee met without a quorum. To be referred to next TEDSC meeting.


 CHAIRPERSON

*Lockhart Shire Council
Ordinary Meeting – 16 August 2021*

Minute No:	Officer to Action	Council Resolution	Action Taken
26/21	TEDO	8a The Esplanade, Pleasant Hills: TEDO add The Esplanade on the project list for a longer-term solution and that the TEDO approach Council's Manager Parks and Facilities for any short-term solutions and request a meeting on site.	Added to project list. TEDO to discuss with Facilities Manager.
Ordinary Council Meeting held 15 February 2021			
22/21	GM	Offer to Purchase Industrial Land Council authorises the General Manager to negotiate the sale of Lots 22, 23 and 24 Harry Davies Drive as outlined in the Report.	The completion of the DA process is awaited before progressing the negotiations.
12/21	GM	Preparation of Plans of Management – Crown Reserves etc 1) Council endorse the <i>Draft Lockhart Shire Council Plan of Management for Crown Land managed by Council and Council-owned land classified as 'community'</i> for the purposes of community consultation. 2) In the first instance, Council writes to the s.355 management committees and users groups drawing their attention to that part of the Plan of Management relevant to the reserve they manage/use and invite their feedback and input. 3) Following consideration of any feedback received from the management committees and user groups and updating of the draft Plan of Management, the document be placed on public exhibition providing the broader community with the opportunity to comment.	1) Complete. 2) Copies of the Draft Plan of Management have been forwarded to section 355 management committees and user bodies as well as to the Crown Lands Office. Complete. 3) Pending. Crown Lands Office approval is required before Draft Plan of Management is placed on public exhibition.
9/21	DCCS	The Lockhart Recreation Ground Management Committee – Request for Financial Assistance Approve an interest-free loan to the Lockhart Recreation Ground Management Committee of up to \$70,000 with repayments being Year 1 \$4,200 and the remaining 14 years will be repayments of \$4,700 to support an application to Building Better Regions Fund – Infrastructure Projects Stream – Round Five.	This resolution will be actioned if the application to the Building Better Regions Fund – Infrastructure Projects Stream – Round Five is successful.
8/21	DCCS	Lockhart Railway Building Council: a) Agrees to a vary the lease of the Lockhart Railway Station building to a nil rental and authorise the General Manager to execute the necessary documentation. b) Develop a scope of works to repair the old Railway Station Building with a report to Council at a future meeting.	a) John Holland Rail has been advised of Council's resolution and their legal counsel is drafting a Deed of Variation to the current lease agreement. b) Scope of works being developed. Stronger Communities Program Round 6 grant funding of approx. \$18,000 received to assist with works.


CHAIRPERSON

Lockhart Shire Council
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Minute No:	Officer to Action	Council Resolution	Action Taken
6/21	DEES	<p>Recreational Vehicles (RV's) and Caravan Parking in Lockhart CBD</p> <p>Council to investigate and implement RV and Caravan Parking in locations in Green Street (Plan 3 and Plan 6 of the Lockhart Business Centre Master Plan) as well as Urana Street and Matthews Street, Lockhart, including an education program, as recommended by Council's Tourism and Economic Development Steering Committee.</p>	Investigation completed. Dedicated RV parking locations in Green/Urana Street near museum supported. Dedicated RV parking near Shire Administration not supported (limited car parking, mobile library, NSW Government Mobile Services). Single parking space in Matthews Street supported. Implementation subject to funding.
Ordinary Council Meeting held 16 November 2020			
211/20	GM	<p>Grant Funding Opportunities</p> <p>1. Submit the following projects for funding under the Local Road and Community Infrastructure Program Phase 2:</p> <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 <p>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'.</p> <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 	<p>1. Complete</p> <p>2. Concept plan for the redevelopment of 109 Green Street to incorporate a community space and public toilets was presented to Council on 21/06/2021.</p>
206/20	TEDO	<p>Shortage of Residential Property to Lease</p> <p>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.</p>	<p>Four REROC/ RIVJO workshops have been held - a regional housing strategy is being developed.</p> <p>Representations have been made to the Member for Wagga Wagga.</p>
Ordinary Council Meeting held 21 September 2020			
174/20	TEDO	<p>September Minutes of the TEDSC</p> <p>ii) Make further inquiries to remedy signage issue at Noskes Chinese Crossing, consistent with current signage practices.</p>	TEDO has placed this on TEDSC project list to further scope – including parking at the site.

Lockhart Shire Council
Ordinary Meeting – 16 August 2021

Minute No:	Officer to Action	Council Resolution	Action Taken
Ordinary Council Meeting held 20 July 2020			
133/20	DEES	<p>Naming of Bridges – Brookong Creek and Urana Lockhart Road</p> <ol style="list-style-type: none"> 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. 	<p>Written to TfNSW advising of the proposed bridge and culverts names.</p> <p>Received response from TfNSW requesting further information. Wrote to NSW Aboriginal Land Council re proposed names. DEES also contacted TfNSW liaison officer on several occasions. Last correspondence on 11/08/2021. Awaiting response.</p>
123/20	GM/DCCS	<p>Land/Premises for Community Development, Lockhart and The Rock</p> <ol style="list-style-type: none"> (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.” 	<ol style="list-style-type: none"> (i) Purchase completed on 24 June 2021. Complete. (ii) Superseded by Q & S 21/12/2020 (refer page 21). Complete
Ordinary Council Meeting held 20 April 2020			
70/20	GM	<p>Review of Operational Land</p> <p>Council adopts the following actions in relation to the review of land classified as “operational land”:</p> <ul style="list-style-type: none"> • Approach the adjoining owner of the land situated at 2410 Albury Road, Urangeline regarding potential sale or transfer of the land. 	<p>Contact has been made with the adjoining landowner and information provided regarding the Council owned land in anticipation of further discussions.</p> <p>The landowner is liaising with their solicitor.</p>
Ordinary Council Meeting held 16 September 2019			
256/19	GM	<p>Lockhart Renewable Energy Project</p> <ol style="list-style-type: none"> a) Having secured Commonwealth government funding totalling \$1 million for the Better Energy Technology Renewable Energy Project for Lockhart Township; and b) Having given 28 days public notice of its intention to do so: 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 was to present an update to the July Council meeting but due to COVID-19 restrictions this has been rescheduled to the August meeting (TBC).</p>

Lockhart Shire Council
Ordinary Meeting – 16 August 2021

Minute No:	Officer to Action	Council Resolution	Action Taken
Ordinary Council Meeting held 19 July 2021 – Councillor Questions & Statements			
Questions & Statements	DEES	Cr Verdon: Compliance Advised of a call from the neighbour of a dog breeder, regarding the noise. Enquired as to the approval process, if any, and limit on the number of animals that can be kept, and limitations on noise etc.	Information emailed to Councillors. Complete.
	DCCS	Cr Marston: The Rock Recreation Ground Advised that the track around the oval requires grading and asked if that work is included in the current oval upgrade project, or if it would be undertaken separately.	Contractor engaged. Work scheduled for the week ending 13 August 2021.
Ordinary Council Meeting held 21 June 2021 – Councillor Questions & Statements			
Questions & Statements	DEES	Cr Schirmer: Parking Area adj. to Valmar Thanked the Director of Engineering & Environmental Services for the painting of the disabled parking space in Green Street and requested that the handrail at this location also be painted.	Works scheduled. Complete.
	GM	Cr Driscoll: Proposed Community Centre Drew Council's attention to a block of land on the corner of Burke and Ford Streets, beside the Uniting Church, as a possible space for a community centre and asked if Council could approach the owner?	Contact has been made with the Property Officer of the Riverina Presbytery. A valuation of the land is being arranged to facilitate further discussions and a report to Council.
	DEES	Cr Driscoll: Community Reflection Space Asked if it was possible the park across the road from The Rock Central School could be utilised as a place of quiet reflection for the town, particularly for those suffering the loss of loved ones due to suicide, which has had an impact on the community in recent years.	Park deemed appropriate for reflection space. Proponent to present proposal to Council for consideration. <i>Members of The Rock Progress have offered to attend a Council meeting to provide advice. – Mayor suggested next term of Council might be appropriate.</i>
	DEES	Cr Sharp: Grubben Road bridge Drew attention to water damaged bitumen on the new culvert/bridge on Grubben Road and asked if the patching of this bitumen could be revisited as previous repairs have not lasted.	Repairs completed. Complete.
	DEES	Cr Sharp: Works Program Noted that Ryan Stock Route has been included in the Works Program for the end of July. Cr Sharp also noted that Munyabla Boundary Road is programmed for February 2022. It is Cr Sharp's belief that this road is in a worse condition than Ryan Stock Route and asked if that road could be brought forward in the program?	Included in 2021-22 works program. Complete.

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Ordinary Meeting – 16 August 2021

Minute No:	Officer to Action	Council Resolution	Action Taken
Ordinary Council Meeting held 17 May 2021 – Councillor Questions & Statements			
Questions & Statements	TEDO	Cr Rockliff: Lockhart Caravan Park Advised it had been suggested to him that while upgrades are being undertaken at the Caravan Park could consideration be given to the installation of a permanent fixture notice board recommending places of interest across the shire i.e.: Tourist site/points of interest.	Referred to Tourism and Economic Development Committee for review of tourism signage. Provision made in landscaping for future signage.
	DEES	Cr Sharp: Ryans Stock Route Referred to the previous works schedule that listed Ryans Stock Route for works in May however it is not appearing on the current works schedule.	Included in 2021-22 works program. Complete.
	DCCS	Cr Schirmer: Internet Availability, Bidgeemia Advised that property owners in the Bidgeemia area have no internet service and requested that Council enquire with telecommunications providers about placing a repeater on Bidgeemia Hill to assist with reception?	Optus has contacted Council to provide an update on what Optus is doing in the Lockhart LGA for coverage and services.
Ordinary Council Meeting held 19 April 2021 – Councillor Questions & Statements			
Questions & Statements	DCCS	Cr Driscoll – Electronic Scoreboards Asked if the delivery of the new scoreboards was still on track.	Delivered, installation under way. Complete
	DEES	Cr Verdon – Linemarking, Urana Street, The Rock Asked if there was a date programmed for linemarking to occur in Urana Street as heavy vehicles are still travelling down the smaller side roads.	DEES to follow up why it was not continued to the cenotaph. Line marker only addressed issue of vehicles travelling on side streets. Procuring contractor.
	GM/ DCCS	Cr Verdon – Opening of New Facilities Suggested that with all the newly completed projects perhaps Council should hold some official openings.	Proposed to liaise with relevant government departments (funding bodies) and section 355 committees regarding an appropriate ceremony(s).
Ordinary Council Meeting held 15 March 2021 – Councillor Questions & Statements			
Questions & Statements	DEES	Cr Marston – The Rock Recreation Ground Directional Signage Asked if the directional signage for the caravan park at The Rock Recreation Ground could be repositioned and/or improved as visitors are taking the wrong turn off Mixner Street and ending up in the dead-end near the creek.	Signs installed. Complete.

Lockhart Shire Council
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Minute No:	Officer to Action	Council Resolution	Action Taken
	DEES	<p>Cr Rockliff – Living in Main Street</p> <p>Has been advised that people are believed to be living in the former Verandah Town Electrical Store and also the Commercial Hotel. With regard to the hotel, attention has been drawn to a very large bird aviary and Cr Rockliff asked if there were any compliance issues with such a structure.</p>	<p>Contact has been made with the owner of 106 Green Street who has advised that the property is not being used as a residence. Inspection of the property is being arranged.</p> <p>The bird aviary is exempt development based on its size.</p> <p>Complete.</p>
Ordinary Council Meeting held 15 February 2021 – Councillor Questions & Statements			
Questions & Statements	DEES	<p>Cr Verdon – The Rock Post Office</p> <p>Asked if it would be possible to place signage such as “Loading Zone” 6-8am and 4-6pm in an appropriate place outside the Post Office to assist with delivery/collection of parcels.</p>	<p>RSO met with The Rock Post Office. Parking to be remarked. Procuring contractor.</p>
	DCCS	<p>Cr Driscoll – Community Centre for The Rock</p> <p>Advised that The Rock Tractor Service is moving to new premises in the near future and asked if Council could explore the possibility of developing the site for community purposes.</p>	<p>Initial investigations revealed that this land is included on Council’s Contaminated Land Register due to the site’s previous uses which could result in additional clean-up costs if Council was to acquire and develop the land.</p> <p>Enquiries are being made in relation to the vacant land on the corner of Burke and Ford Streets as an alternative (refer Q&S 21/06/2021).</p>
	DEES	<p>Cr Driscoll – Natural Gas</p> <p>Referred to the natural gas pipeline which runs just outside The Rock township. Mentioned previous investigations which found that connection of the town was unfeasible. Asked if investigations could take place to see if the recent growth of the town might make that connection viable, and that Council pursue any opportunities that may assist in making it a feasible project.</p>	<p>Contact has been made with APA (pipeline owner) and Gemena (responsible for connection). The current network is 4km out of The Rock, crossing The Rock Mangoplah Road. Both APA and Gemena indicated that they have no current plans to extend the line. However, further enquiries are being made with Gemena.</p> <p>The issue has also been identified for inclusion in an MoU with a tenderer for the Inland Rail project (refer separate report to Council).</p>
Ordinary Council Meeting held 21 December 2020 – Councillor Questions & Statements			
Questions & Statements	GM	<p>Cr Verdon – Community Land</p> <p>Requested an investigation of the vacant land next to the Men’s Shed and its potential use for community purposes.</p>	<p>Initial investigations revealed that this land is included on the Council’s Contaminated Land Register due to the site’s previous uses. Arrangements are currently being made to obtain a cost estimate for cleaning up the site based on a report provided by the current owner.</p> <p>Enquiries are also being made in relation to the vacant land on the corner of Burke and Ford Streets as an alternative (refer Q&S 21/06/2021).</p>

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Minute No:	Officer to Action	Council Resolution	Action Taken
Ordinary Council Meeting held 20 July 2020 – Councillor Questions & Statements			
Questions & Statements	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 Rock OOSH surplus.	Council will contact both schools in Lockhart as a starting point for feedback on demand for before & after school care.
Ordinary Council Meeting held 3 February 2020 – Councillor Questions & Statements			
Questions & Statements	DCCS	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 \$6,000 per site. Not included in draft Budget for 2020/21. Consultation to be undertaken with S355 management committees. Feedback received indicates s355 committees are receptive if funding is available.
Ordinary Council Meeting held 20 November 2017 – Councillor Questions & Statements			
Questions & Statements	GM	Cr Marston – Potential Purchase of Land for Development 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.	Discussions have been held with Council's agent and the availability of suitable developable land coming on to the market is being monitored. 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. Council has resolved to support a rezoning proposal that will facilitate a private residential development at The Rock. DEES to follow up with proponent on progress of application with DPIE.

August 2021 - Correspondence Sent to Councillors

Date sent to Councillors	From	Subject	File Ref
23/7/2021	ALGA/LG NSW	Weekly newsletters dated 16/7 and 20/7 respectively.	
28/7/2021	ALGA/LG NSW	Weekly newsletters dated 23/7 and 27/7 respectively.	
6/8/2021	LG NSW	Weekly newsletter dated 4/8/2021.	

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

137/21 RESOLVED on the motion of Crs Marston and Sharp that the Status Report and Correspondence Précis be received.


 CHAIRPERSON

STAFF REPORTS

STRATEGIC DIRECTION A: A Connected and Resilient Community

3. RIVERINA REGIONAL LIBRARY

(GM: 21/9490)

Executive Summary

The Riverina Regional Library (RRL) is inviting expressions of interest from member councils to undertake the role of Executive Council of the RRL for the period 1 July 2022 to 30 June 2026 in accordance with clause 7 of the RRL Deed of Agreement

Report

The current Deed of Agreement between member councils of the RRL expires on 30 June 2022. The RRL Deed is for a four year term and therefore the next Deed of Agreement will extend from 1 July 2022 to 30 June 2026.

It will be noted from the report of the RRL Advisory Committee meeting held on 22 July 2021 submitted by Council's delegate (refer page 5) that the Committee endorsed the formation of a working party comprising four RRL Advisory Committee representatives and the RRL Executive Director to examine sustainable operating models that ensure the continuation of the RRL in the event that one or more current participating councils do not continue with the future Deed of Agreement from 1 July 2022.

The working party was formed in anticipation of Wagga Wagga City Council resolving not to participate in the future Deed of Agreement from 1 July 2022. At an ordinary meeting of Wagga Wagga City Council subsequently held on 26 July 2021 the Council considered a briefing paper on a review of Wagga Wagga City Library service delivery which recommended that in principle support be given to the standalone Wagga Wagga City Library service option. At that meeting the Wagga Wagga City Council resolved to defer a decision on the matter to its September 2021 ordinary Council meeting to allow an opportunity to consult villages in its local government area that receive RRL services.

Wagga Wagga City Council's non-participation in the future Deed of Agreement commencing on 1 July 2022 will have significant budgetary implications for the remaining member councils. For this reason, and notwithstanding that Wagga Wagga City Council's decision will not be known until its September ordinary Council meeting, the working party will present an interim report regarding sustainable operating models going forward for consideration at the RRL Advisory Committee meeting in October 2021.

In the meantime, the RRL is inviting expressions of interest from member councils to undertake the role of Executive Council of the RRL for the period 1 July 2022 to 30 June 2026 in accordance with clause 7 of the RRL Deed of Agreement.

Clause 7 of the Deed provides for the appointment of an Executive Council to administer various operational, governance and compliance aspects of the RRL for a period of four years. The period of appointment coincides with the quadrennial renewal of the Deed of Agreement. This role is currently performed by Wagga Wagga City Council.

As one of the smaller RRL member councils, and the only member council without a static branch library, it is considered that Lockhart Shire Council does not have the capacity to provide the services required of an Executive Council and therefore it is not proposed to lodge an expression of interest.

Integrated Planning and Reporting Reference

- A1 Facilitate and support programs and projects within the community to make them accessible to people with all abilities
- A1 Support cultural and sporting opportunities that respond to the needs of the community

Legislative Policy & Planning Implications

The current Deed of Agreement between member councils of RRL expires on 30 June 2022. The RRL Deed is for a four-year term and therefore the next Deed of Agreement will extend from 1 July 2022 to 30 June 2026.

Budget & Financial Aspects

Wagga Wagga City Council's non-participation in the future Deed of Agreement commencing on 1 July 2022 will have significant budgetary implications for the remaining member councils. A working party has been established to examine sustainable operating models that ensure the continuation of the RRL and these options will be reported to Council at a future meeting.

Attachments

Nil.

Recommendation: That the information be noted.

138/21 RESOLVED on the motion of Crs Day and Driscoll that the information be noted.

4. THE ROCK REGIONAL OBSERVATORY PROJECT – CSU LOAN AGREEMENT

(GM: 21/9893)

Executive Summary

Council previously resolved to enter into a Memorandum of Understanding (MoU) with Charles Sturt University (CSU) in relation to The Rock Regional Observatory project. As the project is nearing completion a more formal agreement with CSU for the loan of the telescope and related astronomical equipment is proposed as well as arrangements for the management of the facility.

Report

Council will be aware that The Rock Progress Association, as the proponents of this project initially received grant funding for the construction of a building to house a telescope and dome at The Reserve for Showground and Racecourse at the Rock. Council expressed in principle support for the project and subsequently became more directly involved when it secured funding under Round 2 of the Stronger Country Communities Fund (SCCF) grant program to add an educational space or lecture theatre to the building.

Council, at its meeting held on 20 May 2019 resolved to accept a transfer of the grant funds from The Rock Progress Association with the approval of the funding body and the two stages of the project were undertaken simultaneously.

On 21 October 2019 Council resolved to enter into an MoU with CSU to facilitate cooperation in relation to the project. CSU was identified as a suitable partner for this project due to:

- The project's educational component
- CSU's status as the pre-eminent tertiary institution in the region
- CSU's access to a telescope and other astronomical equipment
- Lockhart Shire Council and The Rock Progress Association's access to funding for a building to house the telescope as well as for an educational space/lecture theatre
- The site for the building being in close proximity to the CSU campus and, being Crown land, carries none of the risks associated with privately owned land e.g., it cannot be sold or otherwise disposed of.

The observatory building has now been completed and arrangements are being made with CSU for transportation of its astronomical equipment to the site and installation. Bearing in mind that CSU will retain ownership of the equipment whilst making it available for the project, an Agreement for loan of the telescope and access to the facility has been prepared between The Rock Progress Association, Council and CSU. A copy of the Agreement is attached. Attention is drawn to the following aspects of the Agreement in particular:

- The parties acknowledge and agree that the purpose of the facility is to promote education and research activities as well as be a regional attraction for visitors and tourists.
- CSU agrees to loan to Council the equipment to support the facility's education and research activities for schools, the community, and the university sector (the Equipment Purpose).

- On receipt of the equipment, Council is entitled to use the equipment for the Equipment Purpose.
- CSU is responsible for delivering the equipment (together with all applicable manufacturers' instructions as to use, operation and maintenance) to Council at its cost.
- In consideration of the loan of the equipment by CSU to Council, Council grants to CSU the right to include the name of CSU in the name the facility.
- CSU consents to its name, registered or unregistered trademark or logo being utilised in the name of the facility subject to CSU's applicable brand policy or procedure as applicable.
- In consideration of the loan of the equipment by CSU, Council agrees that the facility may be accessed and used from time to time at no cost by CSU's staff and students for education and research activities.
- CSU will utilise any applicable Council booking arrangements to facilitate CSU's access and use of the facility.
- CSU agrees that when accessing the facility, it must comply with (and ensure its staff and students comply with) all directions, conditions, policies and/or procedures issued by Council in relation to the access and use of the facility.
- Council must maintain the equipment in good repair and condition and in proper working order so that the equipment can operate efficiently and at the performance levels applicable to the equipment.
- Council will be responsible for the cost of maintaining the equipment in good repair and condition up front and CSU will contribute proportionately to the costs having regard to its use of the equipment in the preceding year.
- Council bears the entire risk of loss or damage to the equipment from any cause other than as a result of Charles Sturt's use of the equipment (the equipment has been added to Council's insurance policy based on a replacement cost provided by CSU).

Consideration has also been given to the ongoing management arrangements for the facility. The facility itself is unlike any other facility situated on Crown land for which the Council is the Crown Land Manager. However, it is not dissimilar to the management of the Greens Gonyah Museum which is supported by volunteers, charges an admission price and attracts visitors and tour groups. The Greens Gonyah Museum is managed by a section 355 Management Committee.

Accordingly, the loan agreement includes provision for a management committee to be established pursuant to section 355 of the Local Government Act comprising a representative of The Rock Progress Association, Council, CSU, a local amateur astronomer and such other officers or individuals as may be agreed upon.

Integrated Planning and Reporting Reference

- A1 Provide or partner to provide cultural and sporting participation opportunities.
- B2 Create a thriving tourism economy in Lockhart Shire.
- B2 Develop partnerships that support our tourism industry.

Legislative Policy and Planning Implications

Nil.

Budget and Financial Aspects

As a new facility and unlike any other situated on Crown land for which the Council is the Crown Land Manager, it is difficult to estimate the running costs until there has been a period of operation. Similar to the Greens Gonyah Museum at Lockhart, an admission price could be charged by the management committee to assist in meeting running costs.

Attachments

Agreement for loan of telescope and access to facility – The Rock Observatory.

Recommendation: That Council:

1. Authorise the General Manager to execute the "Agreement for loan of telescope and access to facility – The Rock Observatory".

2. Establish a Committee pursuant to section 355 of the Local Government Act and delegate to that Committee care, control and management of The Rock Observatory.

139/21 RESOLVED on the motion of Crs Driscoll and Rockliff that Council:

1. Authorise the General Manager to execute the “Agreement for loan of telescope and access to facility – The Rock Observatory”.
2. Establish a Committee pursuant to section 355 of the Local Government Act and delegate to that Committee care, control and management of The Rock Observatory.

140/21 RESOLVED on the motion of Crs Rockliff and Walker that Cr Driscoll be appointed as Council's delegate to the s355 Committee for The Rock Observatory.

**5. REQUEST FOR FINANCIAL ASSISTANCE – THE ROCK CENTRAL SCHOOL P&C ASSOCIATION
(GM: 21/10153)**

Executive Summary

A request for financial assistance has been received from The Rock Central School Parents and Citizens Association.

Report

The President of The Rock Central School Parents and Citizens Association has written to Council as follows:

“We are holding a Golf Day on the 11th September 2021 to raise money for a new cricket pitch for our children to practice their cricket skills and enjoy the social and physical benefits associated with this activity.

We are looking for sponsors and were wondering if Lockhart Shire Council would like to come on board and help?

Hole sponsorship is \$50 or Major sponsorship \$200.

We will be giving social media plugs to all of our sponsors in recognition of their generosity.

I would greatly appreciate your consideration of sponsorship for this fundraising event.”

Council has agreed to sponsor events by local organisations in the past including the Lockhart Bowling Club when it was hosting an annual bowls tournament (\$300) and the Explorers Rifle Club at Lockhart for its annual shooting competition (\$300). Accordingly, it is recommended that The Rock Central School Parents and Citizens Association's request for a major sponsorship in the amount of \$200 be supported.

Integrated Planning and Reporting Reference

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

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

Legislative Policy & Planning Implications

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

Budget & Financial Aspects

There are sufficient funds within Council's 2021/22 Budget allocation for financial assistance granted pursuant to Section 356 of the Local Government Act, to accede to this request.

Attachments

Nil.

Recommendation: That Council contributes an amount of \$200 towards The Rock Central School Parents and Citizens Association Golf Day and that the contribution be funded from the 2021/22 budget allocation for Section 356 contributions.

141/21 RESOLVED on the motion of Crs Day and Driscoll that Council contributes an amount of \$200 towards The Rock Central School Parents and Citizens Association Golf Day and that the contribution be funded from the 2021/22 budget allocation for Section 356 contributions.

STRATEGIC DIRECTION B: A Dynamic and Prosperous Economy

6. INLAND RAIL PROJECT – MEMORANDUM OF UNDERSTANDING

(GM: 21/9903)

Executive Summary

Council has been approached by a tenderer for the Inland Rail project with an opportunity to work collaboratively for mutual benefit should its bid be successful.

Report

As previously reported Inland Rail extends 1,700km, from Tottenham in Victoria to Acacia Ridge in Queensland and will enable the use of double-stacked, 1,800m long trains with a 21-tonne axle load at a maximum speed of 115km/h.

The majority of work required on the Albury to Illabo section of the project will be at the Albury, Wagga Wagga and Junee train stations. Some work will be required to be undertaken at The Rock and Yerong Creek and it is understood that this work will all be carried out within the rail corridor.

Council has been approached by Laing O'Rourke Australia Construction Pty Ltd, who are preparing a tender bid for the project, with an offer to work collaboratively with the Company to provide opportunities for local individuals and companies to construct Inland Rail, should its bid be successful.

More specifically, the purpose of the collaboration is to determine the availability of skills, workforce, businesses and benefits available from within Lockhart Shire to Laing O'Rourke in its bid to generate a skilled workforce to construct selected sections of the Inland Rail between Albury and Parkes, and to determine the potential for Laing O'Rourke to build into its bid the creation of businesses and lasting legacies for the Lockhart Shire.

A Memorandum of Understanding (MoU) is being proposed that will not be legally binding but be a statement of intent by the parties to encourage mutual cooperation. A copy of the MoU is attached.

In particular it is noted from the MoU that it is proposed to investigate opportunities to:

- Coordinate work camp requirements of TransGrid and Laing O'Rourke
- Establish a pedestrian overpass over the Olympic Highway and the Main South Railway Line at The Rock
- Access natural gas for work camps and subsequent domestic use
- Identify stockpile locations for ballast, rail, water and sleepers for construction of sections of inland rail
- Establish passing loops and turnouts at The Rock and at Yerong Creek
- Identify and propose individuals and companies to sub-contract for opportunities to construct Inland Rail
- Identify individuals to engage in apprenticeships and higher education

It will be noted that the opportunity has been taken to include in the MoU references to infrastructure for which Council has previously advocated e.g., pedestrian overpass over the Olympic Highway and rail line and natural gas to The Rock.

The MoU does not provide Laing O'Rourke with exclusivity and therefore there is nothing preventing Council from entering into similar arrangements, or from working collaboratively with other tenderers should they initiate a similar approach.

Integrated Planning and Reporting Reference

B1 Improve services and infrastructure that supports our rural businesses.

B1 Lobby to increase the use of rail for agricultural transportation.

Legislative Policy & Planning Implications

The Inland Rail project has been declared State Significant Infrastructure.

Budget & Financial Aspects

Nil.

Attachments

- MoU – Laing O’Rourke and Lockhart Shire Council.

Recommendation: That Council enter into the Memorandum of Understanding with Laing O’Rourke Australia Construction Pty Ltd, for the purposes of working collaboratively for mutual benefit should the Company’s tender for the Inland Rail project be successful.

142/21 RESOLVED on the motion of Crs Rockliff and Marston that Council enter into the Memorandum of Understanding with Laing O’Rourke Australia Construction Pty Ltd, for the purposes of working collaboratively for mutual benefit should the Company’s tender for the Inland Rail project be successful.

STRATEGIC DIRECTION C: An Environment that is Respected and Protected

Nil.

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

7. ENGINEERING AND ENVIRONMENTAL SERVICES REPORT

(DEES: 21/10085)

Executive Summary

Monthly report on engineering and environmental services matters.

Background Information

a) **Works:**

Wattles Road/Tinamba Lane: final seal completed. TfNSW approved final intersection designs. Construction to commence in late September subject to weather conditions.

Prichard Place: extension of existing sealed section by 400 metres. Consultant appointed for design.

Lockhart Kywong Road (MR370) North: the section starts 1.25km north of Slocums Lane and ends short of Seberrys Lane. Consultant appointed for design.

Lockhart Kywong Road (MR370) North: the section starts 170m north of Spanish Avenue and ends 520m south of Lockhart Boree Creek Road. Consultant appointed for design.

Grading and minor gravelling of unsealed roads: completed grading of Ryans Lane, Frank Westblade Lane and Spanish Avenue. Completed resheeting on Ryan Stock Route.

Lockhart Caravan Park: Approval to operate a caravan park and camping ground under section 68 Part F2 of the *Local Government Act 1993* has been granted. Installation and testing of the water lines for the fire hydrant and hose reels are completed. New pedestals are installed. The disabled toilet building is demolished. Modus advised that production of the new disabled toilet is delayed and may only be installed at the end of August/early September. Works will continue into late August/early September subject to weather conditions. It is proposed to reopen the caravan park as soon as the internal roads and carparking works are completed.

Review of Road Classification: Council received several requests to review the classification of roads including Slys Lane (Unconstructed), Chaplin Lane (Unconstructed), etc. It is proposed to review Council's Local Roads Classification & Maintenance Policy 2.17 in the first instance prior to commencing classification of the road network, rather than 'spot' reclassification.

Winning and Crushing of Gravel: tenders have been invited for the winning and crushing of gravel within the Shire. The tender closes on Monday 30 August 2021.

Contract for Bitumen, Emulsions and Asphalt Materials and Services: every year, in conjunction with Greater Hume Shire Council, Council invites tenders from suitably qualified contractors for bitumen, emulsions and asphalt materials and services. The tender for bitumen, emulsions and asphalt materials and services 2021-22 was advertised through Vendor Panel. The tender closed on Monday, 2 August 2021.

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

b) **Major Projects:**

Flood Mitigation Construction–The Rock: Excel Gray Bruni has been appointed to undertake the flood mitigation works at The Rock, being the drainage works along Nicholas, Yerong and Urana Streets. Construction is scheduled to commence in September 2021 subject to weather conditions. Letters were posted to properties directly impacted.

c) **Road Safety:**

TfNSW issued a new 4-year contract for the shared funding of the Road Safety Officer. The contract was reviewed, and Council opted to enter a 1-year contract.

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

The last meeting of the Lockhart LEMC was held on Friday 11 June 2021. The Rescue & Land Search Response to Galore Hill Reserve was reviewed at the Fire & Rescue Sub-Committee meeting held on the same day. The next LEMC meeting is scheduled for Friday 10 September 2021.

e) **Fleet:**

Currently seeking quotes for fleet replacements in accordance the 2021-22 program. A tender for a water truck was advertised and closes on Monday 30 August 2021.

f) **Biosecurity and Environment:**

Property Inspections

Inspections were carried out on residential, rural, and commercial properties, which were selected due a change in ownership, the detection of priority weeds being present from the property boundary, or to assess the effectiveness of applied control methods.

Weeds most found were Prickly pear (*Opuntia sp.*), Wild radish (*Raphanus raphanistrum*), Privet (*Ligustrum sp.*), Galvanised burr (*Sclerolaena birchii*), Horehound (*Marrubium vulgare*), Bridal creeper (*Asparagus asparagoides*), Coolatai grass (*Hyparrhenia hirta*), and Willows (*Salix sp.*).

No. 1 st Inspections	No. Re-inspections required	No. 2 nd Inspections	No. Biosecurity Undertakings Accepted	No. Biosecurity Directions Issued	No. 3 rd Inspections	No. 4 th Inspections
11	5	2	0	0	0	0

Control Program

Priority was given to the control of Horehound (*Marrubium vulgare*), Bridal creeper (*Asparagus asparagoides*) and Coolatai grass (*Hyparrhenia hirta*) on roadside reserves. Known Spiny burgrass (*Cenchrus spinifex*) sites were also sprayed.

Riverina Weeds Action Program

The end of year reporting for the Weeds Action Program (WAP) for 2020-2025 was completed in July. For the financial year of 2020-2021 not all targets were achieved due to restrictions resulting from the COVID-19 pandemic. Targets not achieved included public awareness events, school, and community education events, and attending workshops and field days, such as the Henty Machinery Field Days. These targets were partially met by other means, such as the continued inclusion of information packs to accompany priority weed inspection reports, and the publication of priority weed profiles in the Council newsletter.

Expenditure was slightly under budget. All other inspection and priority weed control targets were met. No new incursions were recorded within the Shire which is encouraging.

NSW & VIC Weeds Conference

The NSW Weeds Conference, which is held biennially, was scheduled to occur in Albury in August 2021. Unfortunately, this event has been postponed until March 2022, due to the COVID-19 pandemic.

drumMUSTER

September drumMUSTER events were advertised in Council's newsletter. The Lockhart drumMUSTER event is scheduled for Tuesday 14 September, and The Rock drumMUSTER event is scheduled for Thursday 16 September.

g) **Parks and Gardens:**

The Rock Observatory

Landscaping of the Observatory surrounds is almost completed including installation of steel edging, preparation of the existing ground and placement of additional soil to raise the beds. A mix of exotics and natives was chosen for their hardiness and low water requirements. Mulch and drip irrigation will be installed to help plants establish and to support plants through the harsh summer conditions.

Green Street Planter Boxes

Repairs to the planter boxes and installation of wicking beds have been completed. The boxes have been planted with prostrate rosemary which, while being very hardy, should quickly establish and be an attractive display.

Parks and Gardens

Pruning, fertilising, and mulching of roses has been completed. Routine garden maintenance is being conducted including regular weeding, spraying, pruning, deadheading, and mulching. Weed control by mechanical and chemical methods are undertaken regularly in urban areas. Pesticides commonly used are Glyphosate and Dicamba. Signage will be placed at property entrance when spraying is in progress.

Mowing and Slashing

Mowing is scheduled as required due to slow winter growth. Mowing frequency will increase as the weather warms up coming into spring. Access to some urban road reserves is hindered by recent rainfall.

Trees

Seasonal tree maintenance is continuing along nature strips and in parks. Some tree planting was conducted.

The Rock Swimming Pool

Expressions of Interest (EOI) were invited for the lease of The Rock swimming pool for the 2021/22 to 2023/24 seasons. The EOI closed on Monday 9 August 2021 and no responses were received. The Director is currently liaising with Royal Life Saving NSW regarding alternate options.

h) **Development Applications:**

The following development applications were approved, with conditions, from 1 July 2021 to 31 July 2021.

DA No	Development	Applicant	Site of Development
DA59/21	Subdivision of land	C Biddle	13 Scott St, The Rock
DA63/21	Dwelling	Webster	35 McLellans Ln, Urangeline
CDC/01/022	Inground Swimming Pool	P Bailey	9 Carson Rd, The Rock
DA03/22	Dwelling	M Thomas	415 The Rock Mangoplah Rd, The Rock
DA04/22	Colorbond Shed	P Mulholland	44 Green St, Lockhart
CDC06/22	Inground Swimming Pool	PW Patterson	23 King St, The Rock

Service Station

It was requested at the Ordinary Council Meeting held on 21 June 2021 that Councillors be updated on the progress of the service station at The Rock on a regular basis. The additional information provided

by the applicant on 7 July 2021 has been assessed by Transport for NSW, who have requested further information on 30 July 2021.

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 Council notes the information provided in the Engineering & Environmental Services report.

143/21 RESOLVED on the motion of Crs Day and Sharp that Council notes the information provided in the Engineering & Environmental Services report.

STRATEGIC DIRECTION E: Strong Leadership and Governance

8. INVESTMENT AND BANK BALANCES REPORT – 31 JULY 2021

(DCCS: 21/10108)

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			1,824,705.78
Add: Total Receipts			
	Rates	48,990.02	
	Debtors	28,500.15	
	Miscellaneous	62,221.81	
	Interest	1,250.75	
	Macquarie DEFT Transfer	600,000.00	
	Refund of June BAS	43,821.00	
	Scrap Metal Sales	19,020.98	
	Transport NSW - Sealing Prichard Place	72,292.50	
	Drummuster	8,916.18	
	Grant - Environmental Trust - Lockhart Organics Facility	26,480.00	
		911,493.39	
Less: Total Payments			2,117,274.91
	New Investments	0	
Closing Combined Cashbook Balance			618,924.26
Closing Bank Statement Balance	Bendigo Bank	553,526.04	
	Macquarie Bank	92,280.02	
	Bendigo Bank-Prichard Trust	31,651.84	
		677,457.90	
Add: Outstanding Deposits			471.00
			677,928.90
Less: Outstanding Cheques			59,004.64
Closing Combined Cashbook Balance			618,924.26
			618,924.26
	Interest Rate per	Amount	
Investments:	Annum	Invested	% of Total
Bendigo	0.15	500,000.00	7.87
Bendigo	0.10	400,000.00	6.30
Bendigo	0.30	500,000.00	7.87
Bendigo	0.10	50,000.00	0.79
Bendigo	0.10	50,000.00	0.79
Bendigo	at call	100,000.00	1.57
BOQ	0.25	500,000.00	7.87
CBT	0.27	250,000.00	3.94
CBT	0.29	500,000.00	7.87
CBT	0.28	500,000.00	7.87
NAB	0.30	500,000.00	7.87
NAB	0.30	500,000.00	7.87
NAB 231101546	0.30	500,000.00	7.87
T Corp	at call	1,500,000.00	23.62
		6,350,000.00	100.00
			AMOUNT
General (PTD)	1490-3000-0000		-1,693,973.50
Combined Sewerage	8490-3000-0000		2,281,245.92
Trust Fund	9991-3000-0000		31,651.84
		618,924.26	618,924.26
		618,924.26	618,924.26
	TOTAL FUNDS HELD ARE:		6,968,924.26

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.


 CHAIRPERSON

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 month of July 2021, the average end of month balance of funds invested has been \$6.35 million and the average return on invested funds has been 0.23%. On these year to date figures, Council's budgeted income on investments will be 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 July 2021 Investment and Bank Balances Report be received and noted.
- b) That the Responsible Accounting Officer Statement be noted, and the report be adopted.

144/21 RESOLVED on the motion of Crs Sharp and Day:

- a) That the 31 July 2021 Investment and Bank Balances Report be received and noted.
- b) That the Responsible Accounting Officer Statement be noted, and the report be adopted.

**9. POSTPONEMENT OF LOCAL GOVERNMENT ELECTIONS AND COUNCIL MEETING SCHEDULE
(GM: 21/9378)**

Executive Summary

The local government elections which were scheduled to be held on 4 September 2021 have been postponed for three months and will now be held on 4 December 2021.

Report

As councillors will be aware, the local government elections which were initially scheduled to be held in September 2020 were postponed for 12 months due to the COVID-19 pandemic.

More recently the Minister for Local Government, by Order published in the Government Gazette on 24 July 2021, pursuant to section 318 (c) of the Local Government Act, revoked the Order made on 26 June 2020 which postponed the election requirements of the Act for all councils in New South Wales to 4 September 2021. In the same Order the Minister appointed 4 December 2021 as the day on which the ordinary elections for all councils in New South Wales are to be held.

The Minister also appointed 4 December 2021 as the day on which any by-elections for any council in New South Wales, which are required to be held to fill any casual vacancy in the office of a councillor or a mayor arising between the date of this Order and 4 December 2021, are to be held. For the avoidance of doubt, the effect of this order is that the casual vacancy would be filled by the ordinary election for that council to be held on 4 December 2021.

Other issues that have been clarified by the Office of Local Government (OLG) as a result of the postponement of the elections include the following:

- The current mayor and councillors hold their civic offices until council elections are held on 4 December.
- The caretaker period for the 4 December elections will now begin on 5 November 2021.

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- The “regulated period” in which rules regulating “electoral matter” come into effect will now begin on 25 October 2021.
- The postponement of the elections will not affect the timing of future elections with the next ordinary local government elections scheduled to proceed in September 2024.
- The postponement will not affect Council’s Integrated Planning and Reporting cycle i.e., Council will still have to review its Community Strategic Plan by 30 June 2022. However, the postponement will impact on the timing of Council’s End of Term report.

Set out below is a revised timeline and key dates for the electoral process based on the new election date of 4 December 2021.

Key Date	Step
25 October 2021	Close of electoral rolls (6pm) Candidate nominations open “Regulated period” commences
26 October 2021	Postal vote applications open
3 November 2021	Close of candidate nominations (12pm) Registration of electoral material for distribution on election day commences.
4 November 2021	Ballot paper draw
5 November 2021	Caretaker period commences
22 November 2021	Pre-poll voting opens iVote commences
26 November 2021	Registration of electoral material for distribution on election day closes (5pm)
29 November 2021	Postal vote applications close (5pm)
3 December 2021	Pre-poll voting closes
4 December 2021	iVote applications close (1pm) iVote voting closes (6pm) Election day (8am-6pm)
17 December 2021	Return of postal votes closes (6pm)
21-23 December 2021	Election results declared progressively as counts are finalised by Returning Officers

It is noted that the results of the election will not be known until 21-23 December 2021 which means that the December Council meeting will not be able to be held on the scheduled date of 20 December 2021.

Councils that elect their mayor (as opposed to councils that have a popularly elected mayor) are required to hold a mayoral election within three weeks of the election results being declared. This means that a council meeting will have to be scheduled for no later than 11-13 January 2022 depending on the actual date the results for Lockhart Shire Council are declared.

Council’s Code of Meeting Practice does not provide for an ordinary council meeting in January. However, Clause 3 of the Code does allow for the date and time of a scheduled ordinary meeting to be changed. Clause 3.1 (c) states that:

“The scheduled date and time of an ordinary council meeting may be changed by a resolution of council. Notice will be given to the public of any change to the scheduled date of an ordinary council meeting”

It is proposed that a further report be tabled at the November ordinary meeting of Council (the last Council meeting for this term of office) to consider passing a resolution to reschedule the December

Council meeting to a date in early January 2022, possibly the second Monday of the month i.e., 10 January 2022.

The following matters will be dealt with at the first meeting after the election:

- All councillors will be required to take an oath or make an affirmation of office. Councillors are not permitted to participate in meetings until they have done so.
- An election for Mayor and Deputy Mayor will be conducted.
- Consideration to be given to passing a resolution declaring that casual vacancies occurring in the office of councillor within 18 months of the election are to be filled by a countback of votes cast at the election. Councils that do not pass such a resolution at the first meeting following an election will be required to fill any casual vacancies using a by-election.

It is also noted from recent Federal Government announcements that a third round of funding under the Local Roads and Community Infrastructure (LRCI) grants program i.e., Phase 3, will be open in January 2022. The guidelines for Phase 3 have not yet been released.

It has been Council's practice to convene a Councillor Workshop to determine Council's priorities when these grant funding opportunities arise. It was anticipated that such a workshop would be held with the newly elected council for LRCI Phase 3. However, under the new timeline resulting from the elections being postponed, the newly elected Council will not be meeting until January for the first time to deal with the matters listed above (e.g., oath of office, mayoral election etc.) and it may be February before it starts to deal with more routine matters.

Accordingly, Council may wish to consider convening a Councillor Workshop prior to the end of the current term of office to identify projects for funding under LRCI Phase 3. This will enable work to commence on preparing grant applications for the nominated projects i.e., arrange quotes etc. Depending on the closing date for applications, which is not yet known, the outcome of the Workshop could be presented to the newly elected Council for ratification.

Integrated Planning and Reporting Reference

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

Legislative Policy & Planning Implications

The Minister for Local Government has, by Order published in the Government Gazette on 24 July 2021, pursuant to section 318 (c) of the Local Government Act, revoked the Order made on 26 June 2020 which postponed the election requirements of the Act for all councils in New South Wales to 4 September 2021. In the same Order the Minister appointed 4 December 2021 as the day on which the ordinary elections for all councils in New South Wales are to be held.

Council has previously entered into a service contract with the NSWEC for the conduct of the 2020 elections prior to their postponement.

Rules about the information that candidates and their supporters can publish or distribute are prescribed under the *Local Government (General) Regulation 2005*.

Budget & Financial Aspects

Provision has been made in the 2021/22 budget for the conduct of the council elections based on an estimated provided by the NSWEC.

The NSW Government has provided additional funding to the NSWEC to cover any increased costs associated with conducting a COVID safe election so that these costs are not passed on to councils.

Attachments

Nil.

Recommendation: That:

1. Council notes the revised timeline for the local government elections.
2. A further report regarding Council's meeting schedule be tabled at the 15 November 2021 ordinary meeting of Council to consider passing a resolution to reschedule the December Council meeting to a date in early January 2022.

3. A Councillor Workshop be convened prior to the October 2021 ordinary meeting of Council to consider potential projects for funding under Phase 3 of the Local Roads and Community Infrastructure grants program.

145/21 RESOLVED on the motion of Crs Driscoll and Walker that:

1. Council notes the revised timeline for the local government elections.
2. A further report regarding Council's meeting schedule be tabled at the 15 November 2021 ordinary meeting of Council to consider passing a resolution to reschedule the December Council meeting to a date in early January 2022.
3. A Councillor Workshop be convened prior to the October 2021 ordinary meeting of Council to consider potential projects for funding under Phase 3 of the Local Roads and Community Infrastructure grants program.

10. CLASSIFICATION OF LAND – 109 GREEN STREET, LOCKHART

(GM: 21/7434)

Executive Summary

In accordance with the Local Government Act it is proposed to classify the land recently acquired by Council, and situated at 109 Green Street Lockhart, as “operational” land.

Report

Council, at its meeting held on 19 April 2021, resolved to purchase the property situated at 109 Green Street Lockhart comprising a commercial building fronting Green Street, together with a shed at the rear, in three titles described as follows:

- Lot 2 in Deposited Plan 1016809
- Lot A in Deposited Plan 409130
- Lot 2 in Deposited Plan 205729

According to the Local Government Act, before a council acquires land, or within 3 months after it acquires land, a council may resolve that the land be classified as community land or operational land. Any land acquired by a council that is not classified is, at the end of the period of 3 months, taken to have been classified as community land. Council is required to give public notice of its intention to classify or reclassify public land.

Council, at its meeting held on 21 June 2021 resolved to give public notice that it proposes to pass a resolution to classify the land as operational land.

Public notice of the proposed resolution was given on Council's website and in the Council Newsletter which is distributed to all households in the Shire. No submissions were received.

Integrated Planning and Reporting Reference

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

Legislative Policy & Planning Implications

It is a requirement of the Local Government Act that all public land be classified as either “community” or “operational”.

A council has no power to sell, exchange or otherwise dispose of community land and limitations apply to the extent to which a lease or licence can be granted on community land. No such restrictions apply to land classified as operational land.

Budget & Financial Aspects

Nil.

Attachments

Nil.

Recommendation: That Council classify the land situated at 109 Green Street, Lockhart comprising Lot 2 DP1016809, Lot A DP409130 and Lot 2 DP205729, as “operational” land.



CHAIRPERSON

146/21 RESOLVED on the motion of Crs Day and Marston that Council classify the land situated at 109 Green Street, Lockhart comprising Lot 2 DP1016809, Lot A DP409130 and Lot 2 DP205729, as “operational” land.

11. POLICY REVIEW - POLICY 2.45 STOCK MOVEMENT AND GRAZING

(GM: 21/9974)

Executive Summary

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

Report

At its meeting held on 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.

Policy 2.45 Stock Movement and Grazing is now due for review in accordance with the scheduled three-year cycle referred to in Policy No. 1.0.

It is also noted that Riverina Local Land Services (LLS) will be implementing a pilot program in the eastern Riverina which, if successful, could in time be rolled out to other regions. Under the proposed changes the existing roadside grazing permits allowing landholders to graze the roads sides adjacent to their properties, routine stock movement permits, and destination permits, will be retained.

However, seven grazing areas identified in the pilot program will be tendered out to a single permit holder who will be permitted to move livestock via the road network staying overnight at Travelling Stock Reserves (TSRs). The opportunity was taken during a consultation period to raise a number of concerns with LLS including the following:

- The strong correlation between travelling stock and new weed infestations within the Shire following the travelling stock.
- The damage caused to threatened species, ecological endangered communities and registered Aboriginal historical artefacts that are present within the Shire and the lack of due diligence to protect these items.
- Permit holders not adhering to permit conditions.
- The condition of the roads following the travelling stock.

Under the new arrangements LLS maintains that the movement of stock will be in accordance with grazing travel plans which will be prepared in consultation with councils so that councils will have a say in which roads should be avoided e.g., for weeds management or vegetation conservation purposes. There will also be increased auditing of permit holders.

According to LLS the new model will reduce administrative costs and be more financially sustainable as LLS does not receive any government funding and its management of TSRs needs to be cost neutral.

Policy 2.45 Stock Movement and Grazing Policy has been reviewed in this context and notes that existing roadside grazing permits allowing landholders to graze the roads sides adjacent to their properties, routine stock movement permits, and destination permits, will continue during this trial.

Integrated Planning and Reporting Reference

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

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

Legislative Policy & Planning Implications

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

Budget & Financial Aspects

Nil.

Attachments

- Policy 2.45 Stock Movement and Grazing

Recommendation: That Policy 2.45 Stock Movement and Grazing, as presented, be adopted.

147/21 RESOLVED on the motion of Crs Rockliff and Sharp that Policy 2.45 Stock Movement and Grazing, as presented, be adopted.
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QUESTIONS AND STATEMENTS

Cr Day

- i) **Proposed Tim Fischer Way** – Cr Day drew attention to the proposal to erect tourist signage indicating “Tim Fischer Way” that Council had previously resolved to investigate and referred to media reports in which indicated support for the proposal.

Response – General Manager

The General Manager provided an update in relation to this matter noting that the Tourism Attraction Signposting Assessment Committee of Destination NSW, in discussions with council officers, has advised that the proposal did not meet the criteria for a “brown & white” tourism sign.

148/21 RESOLVED on the motion of Crs Day and Walker that Council reinstate investigations into the erection of tourism signage indicating “Tim Fischer Way”.
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Cr Driscoll

- i) **Vote of Thanks** – Cr Driscoll expressed her thanks to Lockhart Shire Council for the very agile and professional response to the challenging and changing times the community and Council are currently experiencing.

Cr Marston

- i) **Road Damage - Corner Rods Road** – Cr Marston advised of a damaged surface on the corner of Rods Road and the Olympic Highway after Riverina Water repaired a burst water main. The gravel that was placed as part of the repair has sunk, creating a pothole.

Response – Director of Engineering & Environmental Services

The Director of Engineering & Environmental Services will investigate and take appropriate action.

- ii) **Gravelling of The Rock Recreation Ground** – Cr Marston expressed his thanks for the response to his request. The completed job has been very well done.

Cr Sharp

- i) **School Site Blue Sign** – Cr Sharp advised that he has received very positive comments regarding the installation of the new blue sign indicating the historic school site and expressed his thanks to the Director of Engineering & Environmental Services.

- ii) **Recycling, Pleasant Hills Tip** – Cr Sharp expressed his disappointment with the apparent lack of recycling happening at Pleasant Hills Tip, with many bottles and cans visible in the landfill site. Cr Sharp is aware of a volunteer visiting from Walla on a regular basis to pick up from local homes and asked if it would be possible to have a small compound constructed at the tip to collect the bottles and cans, removing them from the landfill?

Response – Director of Engineering & Environmental Services

The Director of Engineering & Environmental Services will investigate and provide a response.

Cr Walker

- i) **Doctors Surgery, The Rock** – Cr Walker drew attention to the gravelled area at the front of the property and the very steep approach to the footpath. Cr Walker asked if the area could be sealed and also improve access, particularly for elderly clients. Cr Walker also mentioned that the car park adjacent to the building is full of potholes and, with the recent rain, currently a large puddle.

Response – Director of Engineering & Environmental Services

The Director of Engineering & Environmental Services will investigate and programme remedial works.

- ii) **Thanks from The Rock Golf Club** – Cr Walker passed on thanks from The Rock Golf Club committee who are very happy with carpark works completed at the Showground.

- iii) **Sheep Pavilion, The Rock Showground** – Cr Walker stated that action needs to be taken on this issue as soon as possible so that the matter can progress. Cr Walker noted that a vote was taken at The Rock Show Society's recent AGM with the decision that two bays be retained.

Response – General Manager

The General Manager advised that Council is awaiting written notification of a decision from The Rock Show Society on the options proposed and that he will seek written confirmation of the decision taken at the recent AGM.

Cr Verdon

- i) **Fences at The Rock Recreation Ground** – Cr Verdon commented that it is great to see those works commenced.

General Manager

- i) **Update on Lockdown Matters** – The General Manager gave Councillors a general update on the current State-wide lockdown and the impact on Council operations.

Director of Corporate & Community Services

- ii) **Update on Rate Notices and Fees & Charges** – the Director gave an update on the delay with production of annual rate notices, proofs have been received and will be thoroughly checked before progressing with printing.

The Director informed Councillors that the Sewer Inspection Charge was entered incorrectly in the latest Council Fees & Charges, and a further report will be brought before Council to correct this anomaly.

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.

149/21 RESOLVED on the motion of Crs Marston and Walker that Council close the meeting to the public as per section 10A(2)(c) of the Local Government Act 1993.

The meeting moved into Closed Session at 5.55pm.

The General Manager, Director of Corporate and Community Services and Director of Engineering & Environmental Services vacated the Chamber at 6.07pm, prior to discussion of Item 13.

150/21 RESOLVED on the motion of Crs Marston and Day that Council move into Open Session.

The meeting moved into Open Session at 6.09pm at which point the General Manager re-entered the Chamber.

OPEN COUNCIL

The resolutions of Council, relating to Items 12 and 13, passed while the meeting was closed to the public were read to the meeting by the General Manager and the Deputy Mayor respectively.

12. REQUEST FOR COMPENSATION – VEHICLE CROSSING AT THE ROCK

(GM: 21/10112)

This item is classified CONFIDENTIAL under section 10A (2) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to the following:

- (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege

151/21 RESOLVED on the motion of Crs Walker and Rockliff that Council decline the request for compensation relating to the cost of constructing a vehicle crossing at 29 Urana Street, The Rock.

13. GENERAL MANAGER ANNUAL PERFORMANCE REVIEW FOR PERIOD ENDING 30 JUNE 2020

(GM: 21/10176)

This item is classified CONFIDENTIAL under section 10A (2) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to the following:

- (a) Personnel matters concerning particular individuals (other than councillors).

152/21 RESOLVED on the motion of Crs Walker and Driscoll that the Council note this Mayoral Minute which includes the General Manager's Performance Review Panel's position following the Annual Review for 2020/21.

The meeting concluded at 6.10pm.

The minutes of the meeting held on Monday, 16 August 2021, were confirmed as a true and accurate record at the Ordinary Council Meeting held on 20 September 2021, at which time the signature was hereunto subscribed.



CHAIRPERSON



CHAIRPERSON