



BUSINESS PAPER
of the
Ordinary Meeting
to be Held
16 October 2023

An IWCM Workshop will be held at 4pm prior to the commencement of the Ordinary Meeting.

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

The Prayer

We humbly beseech Thee to vouchsafe Thy blessings on this Council.
Direct and prosper our deliberations to the glory and welfare of the people
of this Shire and throughout our country.

Amen

Acknowledgement of Country

*Lockhart Shire Council acknowledges the traditional custodians of the land,
the Wiradjuri people, and pays respect to Elders past, present and future,
and extends the respect to all First Nations Peoples in Lockhart Shire.*

Statement of Ethical Obligations

In accordance with Clause 3.21 of the Lockhart Shire Council Code of Meeting Practice councillors are reminded of their oath or affirmation of office made under section 233A of the Act and their obligations under the council's code of conduct to disclose and appropriately manage conflicts of interest.

Oath or Affirmation of Office

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

Webcasting of Council Meetings

Councillors, officers and visitors in the public gallery are advised that, in accordance with Clause 5.33 of the Lockhart Shire Code of Meeting Practice, the proceedings of Council meetings are recorded, and an audio recording of each Council meeting is made available on the Council's website.

ORDER OF BUSINESS

OPENING WITH A PRAYER

ACKNOWLEDGEMENT OF COUNTRY

STATEMENT OF ETHICAL OBLIGATIONS

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REQUESTS FOR LEAVE OF ABSENCE OR ATTENDANCE VIA AUDIO VISUAL LINK

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MAYORAL MINUTE

Nil.

REPORT ON MAYORAL & COUNCILLOR ACTIVITIES

To be presented at the meeting.

URGENT MATTERS

Nil.

NOTICE OF MOTION

Cr Fran Day has given notice that at the Ordinary Council Meeting to be held on Monday 16 October 2023, she proposes to move the following motion:

“That:

- a) *The Councillor Professional Development Program be amended to provide for any councillor who wishes to attend the Local Government NSW (LGNSW) Annual Conference to be permitted to do so for the betterment of Lockhart Shire.*
- b) *Council nominate up to three councillors to attend the 2023 LGNSW Annual Conference in addition to the Mayor as voting delegate.*
- c) *Other Councillors wishing to attend the 2023 LGNSW Annual Conference advise the General Manager.”*

General Manager Report

Section 3.11 of the Lockhart Shire Council Code of Meeting Practice states that:

“If the general manager considers that a notice of motion submitted by a councillor for consideration at an ordinary meeting of the council has legal, strategic, financial or policy implications which should be taken into consideration by the meeting, the general manager may prepare a report in relation to the notice of motion for inclusion with the business papers for the meeting at which the notice of motion is to be considered by the council.”

For the purposes of Section 3.11 of the Code of Meeting Practice the following information is provided for consideration by Council:

- In 2018/19 Council adopted a program of professional development for Councillors. The program, amongst other things, provides for one additional councillor to accompany the Mayor (who is Council's voting delegate) to the annual conference of Local Government NSW (LGNSW), local government's peak industry body.
- At the Council meeting held on 18 September 2023 it was resolved that the Deputy Mayor, Cr Peter Sharp, attend the 2023 LGNSW Annual Conference to be held at Rosehill on 12-14 November 2023 together with the Mayor.
- Whilst Council is restricted to having only one voting delegate, Council may resolve to be represented at the Conference by additional observers/attendees.
- The registration fee for the 2023 Annual LGNSW Conference is \$1,485 incl. GST.
- The closing date for registrations is 27 October 2023.
- The 2023/24 Budget includes the following allocations for Councillors' training and professional development:

– Training Expenses	\$13,000	(Expenditure to date \$0.00)
– Delegates Expenses	\$15,000	(Expenditure to date \$6,269.45)

COMMITTEE REPORTS

Nil.

DELEGATES' REPORTS

1. **RIVERINA EASTERN REGIONAL ORGANISATION OF COUNCILS (REROC) – 12 OCTOBER 2023
AT PARLIAMENT HOUSE SYDNEY**

(23/11757)

I, together with the General Manager, participated in a visit by the REROC Board to the NSW Parliament. The visit facilitated meetings with the following Ministers and officers:

- Justin Clancy MP – Member for Albury
- Dugald Saunders MP – Leader of the National Party, Shadow Minister for Regional NSW, and Shadow Minister for Agriculture and Natural Resources
- Brad Fitzmaurice – Chief of Staff to the Minister for Agriculture and Minister for Regional NSW and Western NSW
- The Hon Ron Hoenig - Minister for Local Government
- The Hon Paul Scully - Minister for Planning and Public Spaces
- The Hon Jenny Aitchison - Minister for Regional Transport & Roads
- The Hon Adam Marshall MP – Member for Northern Tablelands and author of the Private Members Bill regarding the RFS assets issue.
- The Hon Rose Jackson - Minister for Water, Housing, Homelessness, Mental Health and Youth.
- The Hon Bronnie Taylor MP – Shadow Minister for Regional Health, Shadow Minister for Trade and Shadow Minister for Seniors.

Cr Greg Verdon
Delegate

STATUS REPORT/PRÉCIS OF CORRESPONDENCE ISSUED

Status Report: Council Resolutions and Tasks to be finalised

Minute No:	Officer to Action	Council Resolution	Action Taken
Ordinary Council Meeting held 18 September 2023			
170/23	GM	<p>Policy Reviews</p> <p>1. That the following Policies, as presented, be adopted:</p> <p style="margin-left: 20px;">a) Policy 1.24 Bribes, Gifts and Benefits</p> <p style="margin-left: 20px;">b) Policy 2.24 Weeds Management</p> <p style="margin-left: 20px;">c) Policy 2.46 Keeping of Animals</p> <p>2. That Policy 2.25 Bush Fire Operations, Supply and Management of Equipment be rescinded.</p> <p>3. That Policy 2.34 Refund of Development Related Fees and Policy 2.36 Refund of Fees to Community Organisations be rescinded and replaced by new policy 2.60 Refund of Application Fees.</p>	<p>Policy Register updated.</p> <p>Complete.</p>
169/23	GM	<p>NSW Public Interest Disclosures Act</p> <p>Revised Policy 1.18 Public Interest Disclosures, as presented, be adopted.</p>	<p>Policy Register updated.</p> <p>Memo issued to all Directors and Managers.</p> <p>Complete.</p>
168/23	GM	<p>LG NSW Annual Conference</p> <p>Councillor Sharp attends the Annual Conference together with the Mayor and the General Manager.</p>	<p>Registrations complete.</p>
167/23	DCCS	<p>Audited Financial Statements – 2022/2023</p> <p>Council certify in its opinion the General Purpose Financial Statements and the Special Purpose Financial Statements as prepared, are in accordance with the attached certificates and that the certificates be completed by the Mayor, Deputy Mayor, General Manager and Responsible Accounting Officer.</p>	<p>Refer to Staff Report 11 in this Business Paper.</p>
164/23	GM	<p>Draft Plan of Management – Crown Reserves for which Council is the Crown Land Manager and Council-owned Land Classified as “Community”</p> <p>Subject to the approval of the Crown Lands Office, Council excludes that part of the Lockhart Recreation Ground on which the Pre-school is situated from the Draft PoM and place the Draft PoM on public exhibition and subsequently deal with the section on which the Pre-school is situated at a later date.</p>	<p>Public exhibition of Draft Plan of Management has been approved by the Crown Lands Office. Notice of the Public Exhibition will be published in the Daily Advertiser, Council’s Newsletter, Website and Facebook Page.</p>

Lockhart Shire Council
Ordinary Meeting – 16 October 2023

Minute No:	Officer to Action	Council Resolution	Action Taken
163/23	GM	<p>Magnolia Lodge and Youth Flats</p> <p>1) Concept plans be prepared for the development of additional accommodation on the Magnolia Lodge site in Green Street and the Youth Flats site in Drummond Street Lockhart to facilitate further investigation and negotiation with the NSW Land and Housing Corporation; and</p> <p>2) A further report be presented to Council at a future meeting regarding the Prichard Place Lockhart residential developments and the proposal to withhold from sale one or two lots for the purposes of developing them for rental accommodation.</p>	<p>NSW Land and Housing Corporation advised of Council's decision.</p> <p>Arrangements being made for the preparation of concept plans.</p>
162/23	GM	<p>Phase 4 Local Roads and Community Infrastructure Grants Program</p> <p>Improved parking arrangements at the Greens Gonyah Museum be nominated for funding under the LRCI Phase 4 grant program, in lieu of the project that has been ruled ineligible.</p>	<p>Project nomination form submitted to Department and awaiting approval.</p>
Ordinary Council Meeting held 21 August 2023			
154/23	GM	<p>Proposed Sale of Lot 5 Reid Street, Lockhart</p> <p>Council:</p> <p>1) Authorise the General Manager to negotiate the sale of Lot 5 DP758621 Reid Street Lockhart in accordance with the security of purpose conditions and the updated independent valuation outlined in the report.</p> <p>2) Authorise the Mayor and General Manager to execute the Deed of Agreement for the Construction of a Car Wash under Council's seal.</p>	<p>Advice has been received that the purchasers/developers will not be proceeding.</p>
148/23	GM	<p>Guidelines for Audit, Risk and Improvement Committees</p> <p>That Council continue to participate in the Internal Audit Alliance and transition to the requirements outlined in the <i>Guidelines for Risk Management and Internal Audit for Local Councils in NSW</i> issued by OLG.</p>	<p>To be progressively implemented in conjunction with other Internal Audit Alliance member councils.</p>
146/23	DEES	<p>Road Upgrade Program</p> <p>That Council:</p> <p>a) notes the information in the report; and</p> <p>b) an increase of \$150,000 to the annual road maintenance budget be incorporated into the first quarterly budget review for the 2023/24 year.</p> <p>c) investigates the possibility of upgrading the EF section of Commera Wilson Lane.</p>	<p>Investigation into Commera Wilson Lane upgrade is continuing and a report will be tabled at the November 2023 Council meeting.</p>

*Lockhart Shire Council
Ordinary Meeting – 16 October 2023*

Minute No:	Officer to Action	Council Resolution	Action Taken
Ordinary Council Meeting held 17 July 2023			
130/23	GM	<p>LG NSW Annual Conference</p> <p>1. Appoint the Mayor as its voting delegate at the 2023 LGNSW Annual Conference; and</p> <p>2. Nominates one other Councillor to attend the Annual Conference together with the Mayor and the General Manager.</p>	Superseded by minute no. 168/23. Registrations complete. Complete.
123/23	DCCS	<p>Request for Financial Assistance – Yerong Creek Recreation Ground Management Committee</p> <p>1. Council provides financial assistance in the amount of \$27,000 to the Yerong Creek Recreation Ground Management Committee and that the contribution be funded from the “Community Financial Assistance S356” internally restricted reserve, with all repairs and maintenance to be met by the Management Committee.</p> <p>2. Existing Toro zero turn mower be transported to the Lockhart Depot for Council’s mechanics to undertake an assessment of repairs required. Any repairs up to the value of \$5,000 be costed to Plant Running Expenses.</p>	<p>1. Complete.</p> <p>2. Awaiting parts.</p>
Ordinary Council Meeting held 19 June 2023			
100/23	DEES	<p>Proposed Speed Limit Changes – Green Street, Lockhart</p> <p>That Council seeks approval through Transport for NSW to introduce a 40km/h high pedestrian zone in Green Street, between Matthews Street and Day Street.</p>	Awaiting information from Transport for NSW regarding new guidelines for the high pedestrian zones. Meeting held with TfNSW to be discussed at next Local Traffic Committee meeting.
Ordinary Council Meeting held 13 February 2023			
26/23	GM	<p>Proposed Acquisition of Land</p> <p>That, subject to obtaining the landowner’s consent, Council authorises the General Manager to prepare and submit a development application for the development of a car park on the land situated at Lot 2 DP1196082.</p>	Development application has been lodged with landowner’s consent and currently being assessed. Application has been notified, one submission has been received. Additional information is being sought.

Lockhart Shire Council
Ordinary Meeting – 16 October 2023

Minute No:	Officer to Action	Council Resolution	Action Taken
9/23	GM	<p>Disaster Recovery Funding Arrangements</p> <p>In accordance with the outcome of the Councillor Workshop held earlier in the day, Council nominates the following projects for funding under the Local Government Recovery Grants Program:</p> <ol style="list-style-type: none"> 1. Emily Street, The Rock – drainage improvements 2. Cole Street, Yerong Creek – drainage improvements 3. Green Street West, Lockhart – drainage improvements 4. Flood Detour Road – culvert installation 5. Waste Mgt Facilities Access Roads 6. Community information initiative (social media) 7. Access Road – Golf Club 	<p>Projects submitted to the Office of Local Government and funds received.</p> <p>More detailed costings and work plans have been submitted and awaiting approval.</p> <p>Emily Street design has been submitted to TfNSW for comment on Olympic Highway impacts. Awaiting response.</p>
Ordinary Council Meeting held 19 September 2022			
195/22	GM	<p>Model Media Policy – Consultation Draft</p> <p>That the information be noted and consideration be given to adopting the Model Media Policy when Council's current Media Policy 1.2 is scheduled for review in October 2023.</p>	<p>Deferred for consideration in October 2023 (refer Staff Report 9) Complete.</p>
Ordinary Council Meeting held 18 July 2022			
141/22	GM	<p>Request for Council to Purchase Private Access</p> <p>Council agrees to the request in principle subject to Council and the applicants agreeing to a reasonable cost sharing arrangement.</p>	<p>Survey plan has signed by the affected landowners and now forwarded to the Mortgagee Bank for signature. Application for subdivision certificate has been approved and instructions issued for preparation of a contract of sale.</p>

*Lockhart Shire Council
Ordinary Meeting – 16 October 2023*

Minute No:	Officer to Action	Council Resolution	Action Taken
Ordinary Council Meeting held 16 May 2022			
109/22	GM	<p>Tender – 109 Green Street</p> <p>Council declines to accept the tender received from ASCO Group (Aust) Pty Ltd for the provision of public toilets at 109 Green Street Lockhart and seek separate quotations for the individual components of the project for the following reasons:</p> <p>a) Seeking separate quotations and being able to negotiate with different contractors for the different components of the project will provide more flexibility in seeking the most cost-effective solution bearing in mind that the funding approved under Round 4 of the Stronger Country Community Fund is less than the amount for which Council applied.</p> <p>b) Accepting the one tender that has been received for the public toilets without a contract in place for the community space component of the project will prove problematic as the community space and landscaping is critical to providing access to the public toilets.</p>	<p>Site is being prepared, with concrete plinth seating. Toilets were accessible for Spirit of the Land Festival.</p>
Ordinary Council Meeting held 21 March 2022			
56/22	GM	<p>Development of Lockhart Industrial Estate</p> <p>Council prepares a subdivision application for the development of Stage 3 of the Lockhart Industrial Estate.</p>	<p>Development application has been lodged and is currently being assessed. Application has been notified to adjoining landowners. No submissions received.</p>
Ordinary Council Meeting held 16 August 2021			
148/21	GM	<p>Proposed “Tim Fischer Way”</p> <p>Council to reinstate investigations into the erection of tourism signage indicating “Tim Fischer Way”.</p>	<p>Proposed to incorporate “Tim Fischer Way” touring route on new Visit Lockhart Shire website.</p> <p>Phase 1 complete with new website now live. Functionality to facilitate “Tim Fischer Way” touring route being developed is part of Phase 2 of the new website to be progressed in 2023/24.</p> <p>TEDO to continue scoping the project and report back to the TEDSC either in November 2023 or February 2024.</p>

Minute No:	Officer to Action	Council Resolution	Action Taken
Ordinary Council Meeting held 19 April 2021			
63/21	GM	<p>Residential Development – Lockhart</p> <p>2) That Council proceed with the subdivision of Lots 62 and 90 Prichard Place Lockhart as outlined in the report.</p> <p>3) That the cost of subdividing the land be funded from the Infrastructure Reserve with the proceeds of any land sales to be returned to the Reserve.</p>	<p>The development application for Lot 62 (westernmost lot) has been approved. The application for Lot 90 has now also been approved.</p> <p>Subdivision works to be scheduled. Quotes from contractors being sought.</p> <p>Sewer design currently being prepared.</p>
Ordinary Council Meeting held 18 September 2023 – Councillor Questions & Statements			
Questions & Statements	DEES	<p>Cr Sharp: Henty Pleasant Hills Road</p> <p>Referred to the intersection known as Figtree corner, heading south to the next intersection and advised trees are encroaching on the road. Cr Sharp asked if these could be trimmed as they will cause issues for heavy vehicles during the upcoming harvest.</p>	Works request created.
	GM	<p>Cr Mathews: RERO Energy & Innovation Conference</p> <p>Gave an overview of the conference including some opportunities which may be available to Council and the Shire. Cr Mathews advised grants are available to develop a Net Zero-carbon Masterplan for the Shire and asked that the development of such a plan be investigated.</p>	<p>The General Manager advised RERO has received funding for the development of such a plan for member councils and has employed a project officer for this purpose.</p> <p>Complete.</p>
	GM	<p>Cr Mathews: Veterinary Services</p> <p>referred to Council's efforts to procure veterinary services for Lockhart and advised a mobile veterinary service that may be available. Cr Mathews asked if this could please be investigated.</p>	Enquiries have been made with the Animal Welfare League NSW mobile veterinary Animal Care Truck regarding scheduling a visit to Lockhart Shire and a response is awaited.
	GM	<p>Cr Day: Council's Logo</p> <p>Asked if Council could consider updating the Council logo to modernise?</p>	<p>Refer Staff Report 8.</p> <p>Complete.</p>
	DEES	<p>Cr Day: Pavement – Lockhart Pharmacy</p> <p>Referred to the pavement outside Lockhart Pharmacy and advised it requires maintenance as it is currently a trip hazard.</p>	<p>Area has been marked out. Works request has been created. Due for completion in October.</p> <p>Complete.</p>
	DEES	<p>Cr Verdon: Lodge Road</p> <p>Advised this road, which provides access to The Rock Cemetery, is deteriorating rapidly and requires attention.</p>	Works request created. Will be attended to when crews in the area.
	DEES	<p>Cr Verdon: Entrance laneway, The Rock Bowling Club</p> <p>Advised there are potholes in this laneway which require attention.</p>	Works request created. Will be included in future sealing program.

Minute No:	Officer to Action	Council Resolution	Action Taken
Ordinary Council Meeting held 21 August 2023 – Councillor Questions & Statements			
Questions & Statements	DEES	<p>Cr Marston: Vincents Road Referred to grading being undertaken at the southern end of Vincents Road and asked if a culvert is going to be installed at that end to assist with drainage issues?</p>	<p>No current plans for culvert installation, will be investigated further as part of sealing works under grant program. Complete.</p>
	GM	<p>Cr Marston: Defibrillator Availability Mentioned a recent tragedy and asked if it might be possible to move the automatic defibrillator from inside the swimming pool complex to outside the gate to make it available at any hour.</p>	<p>Advice has been sought from the Royal Life Saving Society who undertake compliance audits of swimming pools to ensure that the suggested location will still be compliant. In accordance with the advice received a risk assessment will be carried out against the relevant criteria and placed on record before the defibrillator is relocated. Swimming pool contractor to be consulted.</p>
	DEES	<p>Cr Marston: Toilets, The Rock Recreation Ground Referred to the public toilets at The Rock Recreation Ground which require heavy cleaning as they are unhygienic at the moment with mould growing in places.</p>	<p>Works request issued.</p>
	DEES	<p>Cr Marston: Back Lanes, The Rock Asked if there was a similar maintenance program for the urban back lanes as there is for more major roads.</p>	<p>No current maintenance program for back lanes, current priority is storm-damaged roads.</p>
	DEES	<p>Cr Hunter: Plunkett Street, Yerong Creek Referred to the main street of Yerong Creek and asked if it was included in the current repair/maintenance program and, if so, where in the timeline it was placed.</p>	<p>Plunkett Street is on current program. Works planned for over summer period. Complete.</p>
	DEES	<p>Cr Walker: Slys Lane Advised he has received a request from the users of this road for the Earth Formed section to be formed up as it is badly washed away. The users have offered to maintain it once it is formed.</p>	<p>Earth formation section is for dry weather access only. Not included for upgrade in recent discussions. Will be graded when crews in area. Complete.</p>
	DEES	<p>Cr Verdon: Laneway Maintenance Referred to the laneway between Mixner Street and The Rock Bowling Club which has some gigantic potholes and also the laneway between Nicholas and King Street off Mixner Street which also has issues.</p>	<p>Potholes have been assessed and scheduled for maintenance based on priority. Works request created. Complete.</p>

Lockhart Shire Council
Ordinary Meeting – 16 October 2023

Minute No:	Officer to Action	Council Resolution	Action Taken
Ordinary Council Meeting held 17 July 2023 – Councillor Questions & Statements			
Questions & Statements	DCCS	Cr Day: International Volunteer Day, 5 December Referred to the proposal to seek funding for an event to celebrate International Day for People with a Disability on 3 December and enquired could this be combined with an event to celebrate International Volunteer Day on 5 December?	To be combined with International Day for People with Disabilities, 3 December per Res. 30/23.
Ordinary Council Meeting held 19 June 2023 – Councillor Questions & Statements			
Questions & Statements	GM	Cr Rockliff: CCTV Requested a progress report on this project, given the problems which have occurred lately, and also asked if the funds currently set aside will be enough to complete the project.	Following a delay in the supply of the equipment, installation is now scheduled to commence on 23/10/23 with testing and user/operator training to follow.
Ordinary Council Meeting held 15 May 2023 – Councillor Questions & Statements			
Questions & Statements	DCCS	Recreation Ground Lights Cr Jane Hunter: requested an update in relation to this project. Cr Gail Driscoll: asked is it possible that Council will not get the funding required and if so, can a Plan B be developed. Plan A is for the installation of LED lights. Can Plan B be making the towers safe and putting standard lights on them.	AFL funding has been approved for lighting and towers at Osborne Recreation Ground. All necessary materials have been received for The Rock Recreation Ground and a boom lift is scheduled. Contractor aiming for installation and compliance to be completed by mid November.
	DEES	Cr Sharp - South end of Lallarook Lane is a washout where water has been running over the road and not through the culvert and asked whether the culvert could be moved	Table drain clearing to be undertaken to help water flow. Additional culvert will be installed if required. Complete.
	DCCS	Cr Bob Mathews – Youth Officer: Advised that with the possibility of a sister city with Lockhart, Texas USA and the engagement through local schools, it is important that consideration be given to the appointment of a Youth Officer.	Refer to Staff Report 10 in this Business Paper.
Ordinary Council Meeting held 17 April 2023 – Councillor Questions & Statements			
Questions & Statements	DEES	Cr Marston: Yerong Creek Mittagong Road Culvert – Trees Encroaching Referred to this culvert (near the Vincents Road intersection) where trees are encroaching on the road, and asked if Council could investigate trimming these trees.	Works request created.
Ordinary Council Meeting held 13 February 2023 – Councillor Questions & Statements			
Questions & Statements	DCCS	Cr Sharp: Old Building, Pleasant Hills Recreation Ground Referred to an old building, possibly change rooms dating back to the 1950's, which have become dangerous, with loose roofing sheets etc. Cr Sharp asked if it can be demolished.	Cr Sharp advised the September Meeting the building has been demolished. Complete.

Lockhart Shire Council
Ordinary Meeting – 16 October 2023

Minute No:	Officer to Action	Council Resolution	Action Taken
Ordinary Council Meeting held 21 November 2022 – Councillor Questions & Statements			
Questions & Statements	DCCS	Cr Hunter: Tiled Wall outside The Rock Gym Referred to a problem with tiles on the external wall of The Rock Pool near the gym and asked what was being done to rectify the issue.	Builders have been unable to source the yellow tile and recommend using mini orb on that section of wall. Awaiting company information and quote from Management committee who have sourced tile from a supplier in Queensland.
Ordinary Council Meeting held 17 October 2022 – Councillor Questions & Statements			
Questions & Statements	MP&E	Cr Verdon: Disability Access Across the Shire Referred to Kurt Fearnley's speech at the recent Lockhart Community Bank branch birthday celebrations. The speech was a reminder that people with disabilities are entitled to access. Cr Verdon suggested an audit be carried out, with a view to improving access across the Shire, making sure all Council facilities are accessible to all residents.	Audit will be undertaken when resources permit. Scope of works being put together to include the buildings and open spaces to be audited.
Ordinary Council Meeting held 18 July 2022 – Councillor Questions & Statements			
Questions & Statements	DCCS/ DEES	Cr Marston – The Rock Pony Club Advised that pony clubs are now required to load and unload horses from their floats in an enclosed area and requested some minor improvements to facilitate this.	Complete.
Ordinary Council Meeting held 20 June 2022 – Councillor Questions & Statements			
Questions & Statements	DCCS	Cr Hunter – Yerong Creek Bowling Club Advised the Bowling Club are still awaiting receipt of an Occupation Certificate for the building.	Majority of work has been completed. Additional fire extinguishers being sourced by Club. When installed, final fire safety inspection will be scheduled.

Correspondence Received

Date sent to Councillors	From	Subject
2 October	Mayor (via General Manager)	Email Update

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

STAFF REPORTS

STRATEGIC DIRECTION A: A Connected and Resilient Community

1. AUSTRALIA DAY AWARDS 2024

(GM: 23/11218)

Executive Summary

The purpose of this report is to outline the arrangements for the 2024 Australia Day celebrations and the Australia Day Awards nomination process.

Report

Australia Day 2024 will be celebrated on Friday 26 January 2024.

In recent years the Council's Australia Day celebrations have been held at:

- 2023 Lockhart Swimming Pool (hosted by the Lockhart Football & Netball Club)
- 2022 Pleasant Hills Recreation Ground
- 2021 Yerong Creek Public Hall
- 2020 The Rock Swimming Pool (hosted by The Rock Recreation Ground Management Committee)
- 2019 Lockhart Swimming Pool (hosted by the Lockhart Football & Netball Club)

Based on the above rotation of venues The Rock Recreation Ground Management Committee was informally approached to gauge their interest in hosting the 2024 Australia Day event. The Rock Recreation Ground Management Committee has agreed to host the event at The Rock Swimming Pool.

It is proposed that nominations be invited for the following categories by the closing date of 30 November 2021:

1. Citizen of the Year
2. Young Citizen of the Year
3. Sportsperson of the Year
4. Australia Day Award.

A notice will be placed in Council's October and November Community Newsletter, be posted on Council's website and the Lockhart Community Facebook page as well as be placed in numerous shop windows in the Shire.

It has been Council's practice to appoint an Australia Day Awards Committee to consider the nominations received and make recommendations to Council. Last year the Awards Committee comprised Councillors Day, Hunter, Sharp and Walker.

Council provides a subsidy to the host organisation of \$3,500 to put on the event which also provides a fundraising opportunity for the organisation.

Integrated Planning and Reporting Reference

A1: We value spending time with each other and want more opportunities to come together.

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

Legislative Policy & Planning Implications

Nil.

Budget & Financial Aspects

Provision has been made in Council's 2023/24 Operational Plan Budget for the hosting of the 2024 Australia Day celebrations and Awards ceremony.

Attachments

Nil.

Recommendation: That Council:

1. Appoint The Rock Recreation Ground Management Committee as host of the 2024 Australia Day celebrations; and
2. Determine the composition of the Australia Day Awards Committee for the 2024 Awards.

2. REGIONAL DROUGHT RESILIENCE PLANNING PROGRAM

(GM: 23/11768)

Executive Summary

Applications for funding under the Regional Drought Resilience Planning Program opened on 4 September and closed on 25 September 2023. The Program is being funded by the Australian Government's Future Drought Fund and the NSW Government.

Report

The Regional Drought Resilience Planning Program aims to build capability and empower regional communities to plan and act early to reduce and respond to drought risks. Funding is being provided under the Program with the objective of creating local drought resilience plans that:

- Grow the self-reliance and drought resilience of regional communities, including the agricultural sector.
- Improve natural capital of agricultural landscapes for better environmental outcomes.
- Strengthen the wellbeing and social capital of rural, regional, and remote communities.

A unique aspect of the Program is that applications could only be lodged by a consortium of two or more councils as grouped for the purposes of the Program. According to the Program Guidelines drought resilience planning is being undertaken as consortia and not individual councils because "...Drought affects everyone and requires a region-wide response. Small consortia of between 2-6 councils will allow collaboration on regional issues and solutions."

Lockhart Shire Council has been grouped with Wagga Wagga City Council (WWCC) for the purposes of the funding. A joint application was lodged with WWCC by the due date.

Successful and unsuccessful applicants will be notified from 20 November 2023.

If successful funding will be provided in two phases as follows:

- Phase 1: Develop a Regional Drought Resilience Plan.
- Phase 2: Begin implementing some activities from the Plan.

Regional Drought Resilience Plans will be independently reviewed by CSIRO after they are submitted to the Department of Regional NSW (DRNSW).

Regional Drought Resilience Plans must be submitted for review by 31 May 2024. The applicant councils will be required to consider the CSIRO feedback and incorporate it into the Regional Drought Resilience Plan prior to its finalisation. The Regional Drought Resilience Plans must be completed by 24 October 2024. This includes addressing feedback received from CSIRO.

All Regional Drought Resilience Plans will need to be cleared by DRNSW, the Minister for Regional NSW and the Federal Minister for Agriculture, Fisheries and Forestry. All plans will be shared publicly.

Actions funded with implementation money i.e. Phase 2, must be completed by 30 May 2025.

Integrated Planning and Reporting Reference

A2: Work with stakeholders to ensure our community is safe and well prepared to respond to adversity.

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

Legislative Policy & Planning Implications

Council's Community Engagement Strategy will apply in the development of a Regional Drought Resilience Plan (Phase 1) and the Procurement Policy may apply when implementing some activities from the Plan (Phase 2).

Budget & Financial Aspects

A cash contribution is not required from Council under the Regional Drought Resilience Planning Program.

Attachments

Nil.

Recommendation: That the information be noted.

STRATEGIC DIRECTION B: A Dynamic and Prosperous Economy

Nil.

STRATEGIC DIRECTION C: An Environment that is Respected and Protected

Nil.

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

3. ENGINEERING AND ENVIRONMENTAL SERVICES REPORT

(DEES)

Executive Summary

Monthly report on engineering and environmental services matters.

Background Information

a) Works

Rural Sealed Roads: The Regional and Local Roads Repair Program (RLRRP) has commenced. Heavy patching is well under way on County Boundary Road, Albury Road, and The Rock Mangoplah Road. Works include stabilisation and primer sealing; a second seal will be applied when the weather warms up.

Unsealed Roads: Unsealed Road Maintenance of Shire gravel roads has been conducted on Healys Lane, Napier Road, Clancy's Lane, Illets Lane, Hogans Lane, Forks Lane, Terlichs Lane. Table drain clearing on Vincents Lane, Rawson Park Road, The Rock Mangoplah Road. Shoulder grading on Henty Pleasant Hills Road.

Maintenance Crews: Bitumen crew have been kept busy with an increase of pavement failures due to the weather, routine maintenance has continued on our Local and Regional Roads. The crew have attended to damaged signs and culvert installation. Works crews also assisted in kerbside waste collection.

b) Parks & Gardens

(23/12248)

Ave. of Honour Extension, The Rock

The hard landscaping, including granite surfaces, steel garden bed edging, drip irrigation, walk bridge and dry creek bed have been completed. Planting of the garden beds will be done by Council staff as resources are available.

A concreter will be employed to install pram ramps to allow wheeled access to the new gardens and to change the existing driveway on the opposite side of Urana St into pedestrian access only.

Esplanade Upgrade, Pleasant Hills

Construction of the granite footpath has been completed. Ordering of furniture has been postponed due to NSW RFS notification stating their intention to conduct a low intensity burn within the project area.

Stan Galvin Park, Yerong Creek - New Footpaths

Quotes have been received for the construction of the new paths.

109 Green St, Lockhart - Landscaping

Alterations to the landscape plan have received approval. Delivery of materials is imminent; installation will commence shortly afterward.

Weed Control

Weed control by mechanical and chemical methods is being conducted within urban areas as resources and conditions allow. Pesticides commonly used are Glyphosate and Dicamba. Signage will be placed at property entrance when spraying is in progress.

Trees

Under-pruning of Council's street trees and pruning of limbs protruding into urban lanes is being conducted as resourcing allows.

Lockhart Shires Street Tree Policy 2.44 states; 'Council is responsible for the planting and maintenance of street trees, including the selection of species, regular health, and safety checks, pruning, and removal and replanting requirements.

Resident concerns regarding street trees, including species selection, maintenance and/or removal should be made in writing and addressed to the General Manager. Such issues will be resolved based on risk and available budget and resources.

c) Biosecurity

(23/12250)

WEEDS

Control Program

Priority has been given to the control of Bridal creeper (*Asparagus asparagoides*), Coolatai grass (*Hyparrhenia hirta*), Horehound (*Marrubium vulgare*) and Wild Radish (*Raphanus raphanistrum*) on roadside reserves and council managed land, and fire hazard reduction of roadside shoulders. Known infestation sites of Spiny burrgrass (*Cenchrus spinifex*) were also controlled.

DrumMUSTER

The September drumMUSTER collection event occurred at Lockhart on Tuesday, 12 September. 5382 drums were inspected, raising \$1657.66 for St. Joseph's School. The Rock collection event occurred on Thursday, 14 September. During this event 1778 drums were inspected, raising \$497.84 for The Rock Men's Shed. drumMUSTER collection events have been tentatively scheduled for Tuesday, 12 March 2024 for Lockhart and Thursday, 14 March 2024 for The Rock.

Henty Machinery Field Days

Council's Environmental Officer represented Riverina WAP (Weeds Action Program) at the Henty Machinery Field Days.

The display of live plants was again present at the site, containing examples of priority weeds, environmental weeds, and biological control specimens. While the priority weed live species are always a valuable tool for identification, the inclusion of live environmental weeds was a great initiator of conversation and interaction with the public, with large numbers of people stating that they have these plants present in their gardens, such as Foxtail fern (*Asparagus densiflorus*), Prickly pear (*Austrocylindropuntia* sp., *Cylindropuntia* sp., and *Opuntia* sp.), and Gazania (*Gazania* sp.).

Griffith's weed officer brought a collection of prickly pear species for the live species display, proving worthwhile when a visitor to the shed stated she had almost every species within her cactus garden, including the highly invasive Hudson pear (*Cylindropuntia pallida*). Bland's weed officer brought a piece of Hudson pear that had been sitting on his desk for 12 months, still alive and developing roots.

Weed officers received offers to purchase plants such as Foxtail fern (*Asparagus densiflorus*), Cape broom (*Genista monspessulana*) and Mother-of-millions (*Bryophyllum* sp.), initiating correspondence regarding the invasiveness of these species, and the legality regarding selling priority weed species.

PESTS

Spring Fox Baiting Program

Spring fox baiting will commence on 10 October with bait distribution occurring on the Galore Hill Scenic Reserve and Kincaids Reserve.

Common White Snail

Snail baiting occurred on Fairview Lane on 25 September.

d) Development Approvals

(23/12031)

The following table advises of the Development Application Approvals for the month of September 2023.

DA/CDC No.	Development	Site of Development	Applicant	Value
DA07/24	Detached colorbond shed	23 King St, The Rock	Craig Burkinshaw	\$ 54,000
DA13/24	Demolition of existing carport & construction of a new steel shed	89 Urana St, The Rock	Paul Taylor	\$ 44,000
CDC14/24	New inground swimming pool	17 Davidson St, The Rock	Michael Ryan	\$ 41,980
DA15/24	Farm machinery shed	179 Wattles Rd, Lockhart	Mark Bender	\$ 196,526
DA16/24	Partial enclosed carport	28 O'Connell St, Lockhart	Jim Quee	\$ 13,000
Total				\$ 349,506

e) Lockhart Local Environmental Plan Review

A scoping report has been submitted to the Department of Planning and Environment, following the completion of the Local Housing and Employment Strategy. The Department have since provided their comments on the scoping proposal. Habitat Planning, in consultation with Council staff, will address the comments and obtain further required information requested by the Department and will then submit the planning proposals for the proposed Local Environmental Plan amendments.

f) The Rock Flood Study Review

Council has provided the consultant with plans for all updated capital improvements at The Rock. The consultant has started to calibrate the model to reflect the changes. New storm intensities will then be modelled. In accordance with previous practice, it is proposed that a Flood Study Committee be established, comprising the three "C" Ward councillors, relevant staff and up to six community representatives. Expressions of Interest will be invited from interested community members in the next Council newsletter.

Legislative Policy and Planning Implications

Development 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

Nil

Recommendation: That Council notes the information provided in the Engineering and Environmental Services report.

STRATEGIC DIRECTION E: Strong Leadership and Governance

4. INVESTMENT AND BANK BALANCES REPORT – 30 SEPTEMBER 2023

(DCCS: 23/12235)

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		960,011.07
Add: Total Receipts		
	Rates	227,273.00
	Debtors	66,969.62
	Miscellaneous	179,747.80
	Interest	110,703.40
	Return of Investments	404,940.30
	BAS - August 2023	21,237.92
	Sale of Plant #1515	9,118.63
	Sale of Plant #1815	23,999.83
	EVDC Grant	9,090.79
	LCRI Round 4 Grant	533,951.00
		1,607,689.77
Less: Total Payments		1,751,676.84
	New Investments	0
Closing Combined Cashbook Balance		816,024.00
Closing Bank Statement Balance		
	Bendigo Bank	768,400.38
	Macquarie Bank	18,418.05
	Bendigo Bank-Prichard Trust	31,807.03
		818,625.46
Add: Outstanding Deposits		608.70
		819,234.16
Less: Outstanding Cheques		3,210.16
Closing Combined Cashbook Balance		816,024.00

Investments:	Interest Rate per Annum	Amount Invested	% of Total
Bank of Queensland	5.00	700,000.00	5.38
Bendigo	4.59	250,000.00	1.92
Bendigo	4.59	1,000,000.00	7.68
Bendigo	4.95	500,000.00	3.84
Bendigo	at call	66,072.20	0.51
Commonwealth	4.78	1,000,000.00	7.68
Commonwealth	4.83	500,000.00	3.84
Commonwealth	4.87	500,000.00	3.84
Commonwealth	4.75	1,000,000.00	7.68
Commonwealth	4.81	500,000.00	3.84
IMB	4.85	500,000.00	3.84
MACQUARIE BANK	4.80	500,000.00	3.84
MACQUARIE BANK	4.81	500,000.00	3.84
MACQUARIE BANK	4.67	500,000.00	3.84
MACQUARIE BANK	4.73	500,000.00	3.84
MACQUARIE BANK	4.76	500,000.00	3.84
NAB	4.90	500,000.00	3.84
NAB	5.00	500,000.00	3.84
NAB	5.07	500,000.00	3.84
NAB	5.10	1,000,000.00	7.68
NAB	4.95	500,000.00	3.84
NAB	4.85	500,000.00	3.84
NAB	5.05	500,000.00	3.84
		13,016,072.20	100.00
			AMOUNT
	1490-3000-0000		(1,812,341.08)
Combined Sewerage	8490-3000-0000		2,596,558.05
Trust Fund	9991-3000-0000		31,807.03
		816,024.00	816,024.00
	TOTAL FUNDS HELD ARE:	13,832,096.20	

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 2023/24 Operational Budget has forecast a total of \$39,750 income from interest on investments for General Fund & Sewer Fund combined. For the period July 2023 to September 2023, the average end of month balance of funds invested has been \$13.28 million and the average return on invested funds has been 4.84%. On these year to date figures, Council's budgeted income on investments will be achieved for the General Fund and Sewer Fund.

Responsible Accounting Officer Statement

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

Recommendation:

- a) That the September 2023 Investment and Bank Balances Report be received and noted.
- b) That the Responsible Accounting Officer Statement be noted, and the report be adopted.

5. RETURNS DISCLOSING INTERESTS OF COUNCILLORS AND DESIGNATED PERSONS
(GM: 23/9185)

Executive Summary

The Register of returns disclosing interests by councillors and designated persons is tabled in accordance with Clause 4.25 of the Code of Conduct.

Report

Pursuant to Clause 4.21 of the Code of Conduct a councillor or designated person must make and lodge with the general manager a return in the form set out in Schedule 2 to the Code, disclosing the councillor's or designated person's interests as specified in Schedule 1 to the Code within 3 months after becoming a councillor or designated person, and 30 June of each year.

Therefore councillors and designated persons holding that position at 30 June in any year must complete and lodge the disclosure of interest return with the general manager within 3 months after that date, i.e. by 30 September.

For the purposes of lodging a disclosure of interests return the designated persons include the General Manager, Director Engineering and Environmental Services and Director Corporate and Community Services.

Returns required to be lodged with the General Manager must be tabled at the first Council meeting held after the last day for lodgement.

The returns lodged by Councillors and designated persons before the deadline of 30 September 2023 have been recorded in the Register and the Register will be tabled at the meeting in accordance with the Local Government Act.

Integrated Planning and Reporting Reference

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

Legislative Policy & Planning Implications

Clause 4.24 states that the general manager must keep a register of returns disclosing interests that are required to be lodged with the general manager under a code of conduct. Pursuant to Clause 4.25

of the Code, Returns required to be lodged with the general manager must be tabled at a meeting of the council, being the first meeting held after the last day specified by the code for lodgement.

Councillors' and designated persons' returns of interests are prescribed as open access information for local government under Schedule 1 to the *Government Information (Public Access) Regulation 2018*.

Budget & Financial Aspects

Nil.

Attachments

The Register of Disclosure of Interests Returns will be tabled at the meeting.

Recommendation: That the tabling of the Register of Disclosure of Interests Returns be noted.

6. EXTERNAL AUDIT ARRANGEMENTS – 30 JUNE 2024 AND BEYOND

(GM: 23/11049)

Executive Summary

Advice has been received from the Audit Office of NSW (AONSW) regarding the audit arrangements for Lockhart Shire Council for the financial year ending 30 June 2024 and beyond.

Report

Pursuant to section 422 of the Local Government Act, the Auditor-General is the auditor for NSW councils. The AONSW undertakes some council audits directly whilst in other cases it engages a private audit firm as its Audit Service Provider (ASP) to undertake the audit on its behalf. Where an ASP is appointed to conduct the audit, it is done so under the AONSW's oversight and the AONSW maintains overall responsibility for the audit and signing of the independent auditor's report.

In recent years the audit of Lockhart Shire Council's financial statements has been undertaken by an ASP namely Crowe Audit, part of the Findex Group, on behalf of the AONSW.

Advice has now been received from the AONSW regarding the audit arrangements for Lockhart Shire Council for the financial year ending 30 June 2024 and beyond as follows:

- The Auditor-General has decided to continue to use a private audit firm, as ASP, to assist in delivering the audit of the Lockhart Shire Council's financial statements for a period of up to five years from the year-ending 30 June 2024.
- The current arrangement between the Audit Office and Crowe Audit expires at the conclusion of the 30 June 2023 audit.
- The AONSW will commence a competitive, open tender process shortly, inviting audit firms to tender for the audit of the council. The current ASP will be invited to participate in this tender.
- As the Lockhart Shire Council is one of several local government entities that will have its financial statements audit delivered with the support of an ASP, the AONSW plan on combining a number of local government entities into a single Request for Tender (RFT) based on geographic location.
- As an independent agency, the AONSW's financial audits are conducted on a cost recovery basis and are not subsidised.

In relation to audit fees the AONSW advises that:

"We set our fees to ensure the audit is conducted in accordance with Australian Auditing Standards. Our audit effort is commensurate with professional requirements and accommodates specific factors unique to each audit, including risks and the different levels of financial reporting maturity, systems and governance arrangements.

Based on recent market experience when tendering for audits, and general feedback we have been receiving from existing ASPs, it is possible that audit firms may price your audit at an amount higher than the current audit fee. We hope the open tender approach will create competitive tension to keep fee increases to a minimum. The Audit Office also has access to historical data which will be used to benchmark the proposed fees before awarding a contract."

Integrated Planning and Reporting Reference

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

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

Legislative Policy & Planning Implications

Pursuant to section 422 of the Local Government Act, the Auditor-General is the auditor for NSW councils.

The existing arrangement between the AONSW and its ASP, Crowe Audit, expires at the conclusion of the 30 June 2023 audit. The ASP for the audits of Lockhart Shire Council for the five-year period commencing with the 30 June 2024 audit will be determined following a tender process by the AONSW.

Budget & Financial Aspects

Council's annual budget makes provision for the cost of both internal and external audit functions.

Attachments

Nil.

Recommendation: That the information be noted.

7. DRAFT MODEL CONTAMINATED LAND POLICY

(MP&E: 23/12234)

Executive Summary

This report presents the Draft Model Contaminated Land Policy, post exhibition, to Council for adoption.

Report

In line with Council's resolution from the August 2023 Council meeting the Draft Model Contaminated Land Policy was placed on public exhibition for a 28-day period.

No submissions were received throughout the exhibition period.

Implications on Council

The draft Model Policy does not present any new implications on Council regarding the management of contaminated land. Contaminated land clauses remain unchanged with exception to those related to changes in the regulatory landscape that Council has already implemented.

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.

Recommendation: that Council adopts the Draft Model Contaminated Land Policy in full and without change.

8. POLICY REVIEWS

(GM: 23/11777)

Executive Summary

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

Report

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

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

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

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

The following three policies are presented for review in accordance Policy No. 1.0:

- 1) Policy 1.10 Investment Policy
- 2) Policy 1.14 Use of Council's Corporate Logo
- 3) Policy 1.15 Presentations at Council meetings
- 4) Policy 1.16 Donations/Contributions to Community Groups and Individuals
- 5) Policy 2.33 Pensioner Concession
- 6) Policy 3.7 Rental of Staff Dwellings
- 7) Policy 3.8 Conference Expenses – Senior Officers

No changes have been made to Policies 1.10, 1.14, 3.7 and 3.8.

With respect to Policy 1.14 it is noted that the matter of Council's logo was raised in "Questions and Statements" at the last Council meeting held on 18 September 2023 with a request that Council consider updating the Council logo with a view to modernising it.

A search of Council's records revealed that updating Council's logo was last considered in 2010. On that occasion Council resolved to engage a communications consultant to develop options for a new logo as the first step of a rebranding process. The consultant worked with a committee established by Council for the project which comprised three councillors, the Manager Corporate Services and Executive Assistant. The preferred option for a new logo unanimously agreed by the committee was referred to Council on 20 September 2010 however at that meeting it was resolved "...that no further action be taken at this time."

Provision for undertaking a review of Council's logo has not been included in Council's 2023/24 budget and if Council wishes to pursue a rebranding process an appropriate budget allocation will need to be made.

Policy 1.15 deals with presentations at Council meetings. It is considered unnecessary to maintain a separate policy for this issue as the arrangements for making presentations at Council meetings are now contained in Council's Code of Meeting Practice (Section 4 Public Forums). Accordingly it is recommended that Policy 1.15 be rescinded.

Policy 1.16 which relates to financial assistance provided to community organisations and individuals is also considered superfluous. Policies are useful for setting parameters for council staff to operate within thereby overcoming the need to refer every instance to a council meeting. However, section 356 of the Local Government Act, pursuant to which councils can financially assist others, requires each decision to be supported by a resolution of council. Therefore the practice has been to refer all requests for financial assistance to council for determination with each request considered on its individual merits. In the circumstances it is recommended that Policy 1.16 also be rescinded.

Policy 2.33 outlines the eligibility criteria and process for eligible pensioners claiming a rates concession. These matters are all subject to legislation, specifically sections 575 to 584 of the Local Government Act. Policy 2.33 merely reflects the relevant legislation which Council is not able to alter. Therefore, Policy 2.33 does not serve any other purpose and can be rescinded.

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.

No changes are proposed to any of the policies that will have a discernible impact on Council's budget.

Attachments

1. Policy 1.10 Investment Policy
2. Policy 1.14 Use of Council's Corporate Logo
3. Policy 1.15 Presentations at Council meetings
4. Policy 1.16 Donations/Contributions to Community Groups and Individuals
5. Policy 2.33 Pensioner Concession
6. Policy 3.7 Rental of Staff Dwellings
7. Policy 3.8 Conference Expenses – Senior Officers

Recommendation:

1. That the following Policies, as presented, be adopted:
 - a) Policy 1.10 Investment Policy
 - b) Policy 1.14 Use of Council's Corporate Logo
 - c) Policy 3.7 Rental of Staff Dwellings
 - d) Policy 3.8 Conference Expenses – Senior Officers
2. That the following Policies be rescinded:
 - a) Policy 1.15 Presentations at Council Meetings
 - b) Policy 1.16 Donations/Contributions to Community Groups and Individuals
 - c) Policy 2.33 Pensioner Concession

[Skip to Next Report](#)

Staff Report 8: Attachment 1 – Policy 1.10 Investments

1.10 Investment

POLICY TITLE: INVESTMENT
FILE REF: SC306
EXPIRY DATE: OCTOBER 2026

OBJECTIVE

The purpose of this Policy is to ensure that surplus cash funds are invested efficiently to achieve the optimal balance between risk and return.

LEGISLATIVE BASIS

Section 625 of the Local Government Act provides councils with the power to invest surplus cash funds. Section 625 provides as follows:

- 1) "A council may invest money that is not, for the time being, required by the council for any other purpose."
- 2) "Money may be invested only in a form of investment notified by order of the Minister published in the Gazette."

INVESTMENT LIMITS

Investment of Council funds is to be in accordance with the Order of the Minister published in the Government gazette from time to time for the purposes of section 625 (2) of the Local Government Act 1993 and the following policy guidelines:

- a) All investments must be denominated in Australian dollars.
- b) The investment shall be secured at all times as to both principal and interest.
- c) No Institution shall hold more than 30% of Council's total investments at the time the investment was made.
- d) Building Societies and Credit Unions are designated as authorised deposit taking institutions by the Australian Prudential Regulation Authority and therefore comply with the Minister's Investment order. The maximum amount of funds invested with an individual Building Society/Credit Union will be 5% of Council's total investments at the time the investment was made. Not more than 30% of Council's portfolio should be held with Building Societies/Credit Unions in total at the time of placing each investment.

MARKET TESTING

Three (3) quotations shall be obtained from authorised deposit taking institutions whenever placing a short term (1-30 days), medium term (31-90 days) or long term (91-180 days) deposit.

The term of the deposit will depend on Council's funding requirements and risk profile at the time of placing each investment but shall not exceed 180 days.

MONITORING AND REPORTING

In accordance with clause 212 of the Local Government (General) Regulation, The Director Corporate and Community Services shall provide a written report at each monthly Council meeting setting out the details of all money that the Council has invested. The report must be made up to the last day of the month immediately preceding the Council meeting.

*Adopted by Council 16 October 2023
Refer minute xxx/23*

*Adopted by Council 19 October 2020
Refer minute 216/20*

*Adopted by Council 16 October 2017
Refer minute 263/17*

*Adopted by Council 17 August 2009
Refer minute 283/09*

*Adopted by Council – 15 October 2007
Refer Minute No. 336/07*

Staff Report 8: Attachment 2 – Policy 1.14 Use of Council’s Corporate Logo

1.14 Use of Council’s Corporate Logo

POLICY TITLE: USE OF COUNCIL’S CORPORATE LOGO

FILE REF: SC69

REVIEW DATE: OCTOBER 2026

OBJECTIVES

The Council’s corporate logo represents Lockhart Shire Council’s heritage and therefore should be reserved generally for official purposes and where approval has been given by Council.

The corporate logo is to provide Council with a consistent and recognisable corporate image.

POLICY STATEMENT

The Council’s corporate logo shall be used only by Council for the official business of the Council.

Local, community organisations within the Shire may make written application to the Council for the use of Council’s logo. However, details on such use must be provided with any application.

In general, applications received from community groups for the use of Council’s corporate logo will be considered by the Council however, in extenuating circumstances, the Mayor, Deputy Mayor and General Manager may give approval for the use of the corporate logo between Council meetings.

*Adopted by Council – 16 October 2023
Minute No. xxx/23*

*Adopted by Council – 19 October 2020
Minute No. 216/20*

*Adopted by Council – 19 April 2010
Minute No. 127/10*

Staff Report 8: Attachment 3 – Policy 1.15 Presentations at Council Meetings

1.15 Presentations at Council Meetings

POLICY TITLE: PRESENTATIONS AT COUNCIL MEETINGS

FILE REF: SC67

REVIEW DATE: OCTOBER 2023

OBJECTIVES

The purpose of this policy is to provide the opportunity for any member of the community to address the Council on any issue and to determine a time limit at which presentations might be made at Council meetings.

POLICY STATEMENT

Council appreciates members of the community attending Council meetings to apprise Council of matters of concern or interest in respect to the Shire generally.

Council is also mindful that, on occasion, there may be significant business for the Council to consider at a Council meeting and accordingly there is a need for members of the community to be limited in the time to which they are able to address Council on issues they wish to raise.

Council therefore requires that those members of the community who wish to address Council at Council meetings be limited to a period of up to 20 minutes, plus a five minute question and answer section.

Those members of the community who wish to address the Council at a Council meeting are required to contact the General Manager who will then seek approval from the Mayor for the applicant to be listed at the most appropriate Council meeting.

*Adopted by Council – 19 October 2020
Minute No. xxx/20*

*Adopted by Council – 20 September 2010
Minute No. 289/10*

Staff Report 8: Attachment 4 – Policy 1.16 Donations/Contributions to Community Groups & Individuals

1.16 Donations/Contributions to Community Groups & Individuals

POLICY TITLE: DONATIONS/CONTRIBUTIONS TO COMMUNITY GROUPS & INDIVIDUALS

FILE REF: SC24

REVIEW DATE: OCTOBER 2023

OBJECTIVES

1. The purpose of the Policy is to ensure requests for assistance received by Council are handled in a consistent, equitable and transparent manner.
2. Any assistance provided by Council will be based on the benefit to the Lockhart Shire Council community.

POLICY STATEMENT

1. Council will consider the provision of financial assistance by way of donation to local cultural, educational, health, sport, welfare and other bodies and individuals where, in Council's opinion, the applicants have demonstrated a community need.
2. Applications will be considered on their merits, taking into account the Policy Guidelines, circumstances of each case, the availability of Council funds and the relevant provisions of the Local Government Act 1993.

POLICY CRITERIA

1. To be considered eligible for a donation or contribution an individual, group or organisation must:
 - a) Be based within the Lockhart Shire Council area.
 - b) Be not-for-profit.
 - c) Not be a recipient of any other financial or other type of assistance from the Council in any one financial year.
 - d) Agree to acknowledge Council's contribution in all publicity relating to the events or activities which Council has contributed to (it being noted Council approval is required prior to use of the Council's logo in accordance with Policy 1.14).
 - e) Make written application providing the following information:
 - i. Details of how funds will be expended and the benefits to the Lockhart Shire Council community.
 - ii. Donations given to the organisation by Council over the last three years.
 - iii. Services or activities the organisation provides to Lockhart Shire residents.
 - iv. How the donation requested benefit Lockhart Shire Council residents.

*Adopted by Council – 19 October 2020
Refer Minute No. 216/20*

*Adopted by Council – 20 September 2010
Refer Minute No. 288/10*

Staff Report 8: Attachment 5 – Policy 2.33 Pensioner Concession

2.33 Pensioner Concession

POLICY TITLE: PENSIONER CONCESSION

FILE REF: SC216

EXPIRY DATE: OCTOBER 2023

POLICY OBJECTIVES

To provide eligible pensioners (as defined by the Local Government Act 1993) with the statutory pensioner concession relating to rates and charges as specified in Section 575 of the Local Government Act 1993.

POLICY STATEMENT

This policy sets out the terms and conditions required to be met by eligible persons for a pensioner concession under the Local Government Act 1993, as well as the additional pensioner concessions provided by Lockhart shire Council.

INTRODUCTION

Under state legislation some pensioners are eligible for mandatory concessions off their rates and charges. The amounts of the concessions available on an annual basis are:

- 50% up to a maximum of \$250 on all ordinary rates and charges for domestic waste management services.
- 50% up to a maximum of \$87.50 on sewerage rates or charges.

ELIGIBILITY

An eligible pensioner in relation to a rate or charge levied on land which a dwelling is as defined in the dictionary in the Local Government Act 1993.

The property for which a pensioner concession is sought must be the applicant's sole or principle place of living. The allowable rebate is proportionate to the number of *jointly eligible occupiers* in accordance with Section 575 of the Local Government Act 1993.

Where an owner becomes an eligible pensioner after the commencement of a quarterly instalment, the concession will commence from the start of the next quarterly instalment period.

Reversal of pensioner rebates will be made in accordance with section 584 of the Local Government Act 1993. If circumstances occur that cause a person's entitlement to a reduction of rates or charges to cease, the entitlement is taken to cease on the last day of the quarterly instalment period during which those circumstances occurred.

If a ratepayer is in receipt of a Pension Concession Card, currently receiving a pension rebate on a property considered to be their sole and principle place of residence and is then required to enter an aged care facility for health or care reasons, the pension rebate will continue to apply as long as the property is occupied by the spouse or is not being rented.

Council will confirm all pensioners' eligibility at least every 12 months with Centrelink. If at this time eligibility is not confirmed Council will remove any further concession. This removal will be advised in writing. Reinstatement of a concession will require reapplication.

In accordance with Section 577 of the Local Government Act 1993, Council will grant a rate concession where an eligible pensioner, not the owner of the property, has a life interest in the property and is responsible for payment of rates. Council requires confirmation in writing (preferably from a legal representative) with a copy of the will of a deceased estate, copy of the Certificate of Title (if the life tenancy is registered) or relevant documentation to validate a life tenancy agreement.

PROCESS

Pensioners requesting a concession are required to submit an application on the prescribed form (available from Council office and on its website) with the production of a current Pension Concession Card issued by Centrelink or the Department of Veterans' Affairs. The application must be signed by the applicant or a person with power of attorney for the applicant.

The application will be assessed, which will include verification of the information provided by Centrelink. The amount by which the rate and charges are reduced is determined by the ownership of the property. If the person making the application is an eligible pensioner who is solely liable or jointly liable with one or more jointly eligible occupiers but with no other person (jointly eligible occupier is the spouse or de facto partner of that eligible pensioner) then a full rebate is granted. Otherwise a percentage of the rebate is calculated in relation to percentage of ownership.

Any "late claims" or backdating of the rebate will be limited to only the financial year prior to the financial year in which the application is made. Council will require evidence to support any claims in respect of "late claims".

Once assessed, the applicant will be notified in writing of Council's decision and the amount of rates and charges payable.

HARDSHIP

Further concessions in relation to rates and charges for pensioners suffering from financial hardship may be applied in accordance with Council's 'Hardship Policy' (refer Policy 1.12).

Adopted by Council 19 October 2020
Refer Minute No. 216/20

Staff Report 8: Attachment 6 – Policy 3.7 Rental of Staff Dwellings

3.7 Rental of Staff Dwellings

POLICY TITLE: RENTAL OF STAFF DWELLINGS

FILE REF: SC67

EXPIRY DATE: OCTOBER 2026

OBJECTIVE

To provide a framework for the fixing and reviewing of rent for Council owned dwellings whilst incorporating therein a concession to assist with recruitment and retention of certain staff.

POLICY STATEMENT

1. Council acknowledges that offering subsidised rental accommodation can be a key component in attracting and retaining key staff to work at Lockhart Shire Council, as determined by the General Manager.
2. The rent payable for Council owned dwellings leased to staff will be set at 60% of the assessed market rental.
3. Rent will be adjusted annually from 1 October in accordance with the CPI (Housing - Rents - subgroup) index that was applicable for the previous July to June financial period.
4. Council will offer Salary Sacrifice arrangements (i.e. pre-tax payment of rent) in relation to rental of staff dwellings noting that:
 - a) The Fringe Benefits Tax Assessment Act 1986 defines “remote area housing” to be an area at least 40 kilometres from a town with a Census population of 130,000 or more.
 - b) In accordance with Section 58ZC of the Fringe Benefits Tax Assessment Act 1986, all housing benefits defined as “remote area housing benefits”, provided by the employer will be exempt from FBT. Any rentals made in accordance with salary sacrifice arrangements will be deemed non-taxable in relation to FBT and as such no liability will be incurred by Council.

*Adopted by Council – 16 October 2023
Refer Minute No. xxx/23*

*Adopted by Council – 21 September 2020
Refer Minute No. 194/20*

Staff Report 8: Attachment 7 – Policy 3.8 Conference Expenses - Senior Officers

3.8 Conference Expenses - Senior Officers

POLICY TITLE: CONFERENCE EXPENSES - SENIOR OFFICERS

FILE REF: SC184

EXPIRY DATE: OCTOBER 2026

OBJECTIVES

To encourage and assist senior staff to attend the annual state conferences of their respective professional associations so as to promote self-development and maintenance of a high level of competence.

POLICY STATEMENT

That Council make payment of:

- (i) Conference registration fees, if any; and
- (ii) Reasonable accommodation and associated sustenance expenses for the scheduled period of conference activities as well as reasonable time engaged travelling to and from such conference; and
- (iii) Travel expenses up to the level of return airfare or other equivalent public transport or, where travel is by Council vehicle, the cost of reasonable out-of-pocket expenses for fuel.

*Adopted by Council – 16 October 2023
Refer minute xxx/23*

*Adopted by Council – 21 September 2020
Refer minute 194/20*

9. MODEL MEDIA POLICY

(GM: 23/11797)

Executive Summary

Council, at its meeting held on 19 September 2023, resolved that consideration be given to adopting the Model Media Policy issued by the Office of Local Government when Council's current Media Policy 1.2 is scheduled for review in October 2023.

Report

The Office of Local Government (OLG) previously issued a *Model Media Policy* for consideration by councils. At the time Council resolved to defer consideration of the matter until the existing Media Policy 1.2 is scheduled for review in October 2023

Releasing a Model Policy for consideration by councils is a similar approach taken by the OLG in relation to the Code of Conduct and the Code of Meeting Practice. More recently Council adopted a Model Public Interest Disclosures Policy issued by the NSW Ombudsman's office.

The *Model Media Policy* is not mandatory, and councils are free to choose whether to use the policy or to adapt it for their own purposes. If adopted, the policy will operate to supplement the provisions of councils' adopted codes of conduct.

The Model Media Policy is not inconsistent with Council's existing Media Policy 1.2. According to the Model Media Policy issued by OLG:

"As a member of the governing body and as a representative of the community, councillors are free to express their personal views to the media.

When engaging with the media councillors:

- *must not purport to speak for the Council unless authorised to do so.*
- *must clarify when speaking to the media that they are expressing their personal views as an individual councillor and that they are not speaking for the Council (unless authorised to do so).*
- *must uphold and accurately represent the policies and decisions of the Council".*

Whilst not inconsistent with the Model Media Policy, Council's existing Media Policy has been amended so as to incorporate the same wording as the OLG Model Media Policy whilst retaining other aspects of the existing Policy. A copy of the amended Policy is attached.

Integrated Planning and Reporting Reference

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

E2: Provide effective community engagement practices with the community.

E3: Ensure the community is informed by improving access to information.

Legislative Policy and Planning Implications

The Model Media Policy is not mandatory, and councils are free to choose whether to use the policy or to adapt it for their own purposes.

Budget and Financial Aspects

Nil.

Attachments

Policy 1.2 Media Policy (amended).

Recommendation: That Policy 1.2 Media Policy, as presented, be adopted.

Staff Report 9: Attachment – Policy 1.2 Media

1.2 Media

POLICY TITLE:	MEDIA
FILE REF:	SC67
EXPIRY DATE:	OCTOBER 2026

OBJECTIVE

This Policy sets out the roles and responsibilities of elected members and staff in relation to responding to media enquiries.

GENERAL PRINCIPLES

The Policy applies to:

- Elected members and staff
- All forms of media (print, verbal, electronic, social, etc.)
- All times of day (24 hours a day, seven days a week)

For the purposes of this Policy, media contact includes:

- Providing information via media releases or statements
- Letters to the editor
- Responding to media enquiries over the phone and via email
- Interviews or briefings
- Disclosing information to the media
- Comments on talkback radio
- Addressing a seminar, conference or community group where the media are present
- Media activities for events, reports and launches

In its dealings with the media the Council will endeavour to:

- Be a reliable source of information.
- Never provide false information.
- Be as co-operative as possible.
- Be available.
- Check second hand sources of “facts” or opinions for accuracy before repeating.
- Provide up to date information.
- Always give a direct and honest answer.
- Respond promptly.

POLICY STATEMENT

The Mayor is the official spokesperson for Council and is to be available to receive requests and provide appropriate background and follow up to the media.

The Mayor may handle media inquiries directly and where required seek input from Councillors and Council officers.

As a member of the governing body and as a representative of the community, councillors are free to express their personal views to the media.

When engaging with the media councillors:

- must not purport to speak for the Council unless authorised to do so.
- must clarify when speaking to the media that they are expressing their personal views as an individual councillor and that they are not speaking for the Council (unless authorised to do so).
- must uphold and accurately represent the policies and decisions of the Council”.

Councillors must carefully identify the role in which they speak.

As members of the community, Council staff have a right to enter into public debate in their private capacity. However, Council staff must clearly indicate that the views expressed are their own and must not give the impression that their comments are made on behalf of Council.

The General Manager may handle media inquiries directly and where required seek input from the Mayor, Councillors and Council officers.

Directors may handle media enquiries relating to matters within their area of responsibility.

When the Mayor, Councillors, General Manager or Directors are speaking in an official capacity “for the Council” and not expressing a personal view, they must express and support Council’s entire policy on the issue at hand.

*Adopted by Council 16 October 2023
Refer minute xxx/23*

*Adopted by Council 19 October 2020
Refer minute 216/20*

10. YOUTH AND COMMUNITY SERVICES OFFICER POSITION

(DCCS 23/12236)

Executive Summary

The purpose of this report is to present to Council a new position to resource and replace the previously shared Youth Officer position Council had in place with Greater Hume Shire Council.

Report

Further to the report item 4 as presented at the August 2023 Council meeting, a summarised recap is provided:

- *The Youth Officer position/resource has been discussed at Manex, and moving forward Manex would be recommending that this position/resource be broadened to encompass more than just Youth activities.*
- *It would be recommended that the Youth Officer budget be used to create a Community Services Officer position, which could incorporate into this position such events as International Volunteers Day and International Day for People with Disabilities as examples.*

Council has developed a draft position description for a Youth and Community Services Officer. This position would report to the Director Corporate and Community Services. The position will be a part time position, starting at two, to two and a half days per week, to be reviewed in 12 months' time.

The position description will be entered into OO-Soft for assessment. OO-Soft is a Human Resource and Compensation Management system for NSW Local Government. This will grade the position to determine the salary for the Youth and Community Services Officer position.

Council is seeking endorsement for the Youth and Community Services Officer to be added to Council's staffing structure and to proceed with determining a salary grade, which will progress to recruitment.

Integrated Planning and Reporting Reference

A3: People of all ages, abilities, and backgrounds participate in community life.

- Support our children and young people.

Legislative Policy & Planning Implications

Nil.

Budget & Financial Aspects

The 2023/24 Budget provides a budget allocation of \$25,000 for a Youth Officer. Any budgetary implications greater than the existing budget will be incorporated into the first Quarterly Budget Review to be presented at the November 2023 Council meeting.

Attachments

Draft position description for the Youth and Community Services Officer.

Recommendation: That Council:

1. Endorse new position for a part time Youth and Community Services Officer position being added to Council's staffing structure.
2. The position will be located in the Corporate and Community Services team and report to the Director Corporate and Community Services.

[Skip to Next Report](#)

Staff Report 10: Attachment – Draft Position Description – Youth & Community Services Officer

Directorate	Corporate and Community Services
Grade	
Employment Type	Full Time
Reports to	Director of Corporate and Community Services
Staff Supervision	Nil

Position Summary

Youth and Community Worker supports the delivery of a variety of social, cultural, educational and recreational programs and services to increase inclusion, social connection and wellbeing for young people and others in our diverse community. This work contributes to the Lockhart Shire Council's vision for a socially just and inclusive.

Key Responsibilities

YOUTH

1. Develop a consultation protocol to guide Council's engagement with local youth in key policy and program initiatives.
2. Provide support and guidance to the Youth Advisory Committees to develop the annual Youth Action Plan and to address other youth related issues as they arise.
3. Expand the Youth Advisory Committee by continually seeking and welcoming new members from across the Shire.
4. Identify opportunities to further improve access to recreation (particularly non-traditional recreational pursuits) and cultural activities in the Shire.
5. Provide 3 monthly Youth Services submissions to the Council newsletter.
6. Provide continual social media updates to both Councils Facebook and Instagram pages.

COMMUNITY

1. Planning, implementing, and evaluating social, cultural, educational or recreational programs to support social inclusion, connection and wellbeing with a focus on young people.
2. Maintaining appropriate networks with other service providers and community groups in the Lockhart Shire area to optimize overall service delivery.
3. Undertaking a range of day-to-day and administrative duties to ensure the safe and effective delivery of community programs and services.

Work Health and Safety (WHS)

All employees have an obligation to:

- work with due care and consideration to safeguard their own health and safety and the health and safety of others, and report any potential hazards, accidents/incidents and near misses that may occur, or they become aware of during the course of their work to their Manager/Supervisor

- have an understanding of the WHS requirements associated with their employment, and related legislation within scope of their position description.
- complete and understand the relevant Safe Work Method Statements and Safe Operating Procedures required in their position with Council.
- use and maintain all safety equipment and personal protective equipment (PPE) in accordance with relevant standards.
- have an understanding of WHS and related legislation within the scope of their position description.

Ethical Behaviour

Staff are required to comply with the Council's adopted Code of Conduct. In this regard employees are required to:

- Carry out their responsibilities with professionalism, objectivity, and integrity and in the best interests of the community.
- Efficiently and effectively serve the Council.
- Maintain the confidentiality of information received in the course of their duties.
- Observe fairness and equity in all official dealings with the public and with other Council employees.
- Avoid real or apparent conflicts of interest.

Position Criteria

Selection Criteria

- Certificate IV in Youth or equivalent Community Services qualification and/or experience is desirable.
- Demonstrated passion for Youth services and the desire to work in a highly customer focused role, with the ability to be responsive to the needs of people from different groups within Lockhart Shire Council area.
- Current NSW Working with Children Check
- Strong customer focus and highly developed customer relations skills
- Well-developed oral and written communication skills, including the use of Microsoft Office products such as Word, Excel, Outlook and Publisher
- Ability to work both independently and in a team environment and communicate at all levels both internally and externally.
- Ability to coordinate tasks, set priorities and work to timelines in a pressured and changing environment.
- Ability to have a flexible work arrangement between Monday to Friday, depending on organisational and program needs.
- Class 'C' Drivers Licence.

Equal Employment Opportunity

Lockhart Shire Council is committed to the development and implementation of its Equal Employment Opportunity Management Plan which is designed to develop a more creative and skilled workforce to provide better services to the community.

Council's Policies, Guidelines and Procedures

Employees are required to comply with Council Policies, Management Guidelines and Procedures.

Disclaimer

This document reflects the major elements and responsibilities of this position and is not designed to be prescriptive in nature. Employees can therefore expect to undertake other duties in addition to those identified. Employees are also required to align their behaviours with our workplace principles.

Certification and Acknowledgement

I understand and will perform the tasks/responsibilities required of the position and confirm that I have no injury, disability and/or other reason which would prevent me from undertaking the job to the performance standard required by Council.

Name of Supervisor/Manager
(please print)

Name of Incumbent
(please print)

Signature of Supervisor/Manager

Signature of Incumbent

Date

Date

11. AUDITED FINANCIAL STATEMENTS – 2022/2023

DCCS 23/12237

Executive Summary

The purpose of this report is to address the requirement for Council and Management to make a statement as to the preparation and content of the General Purpose and Special Purpose Financial Statements for the 2022-23 financial year.

Report

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

The Act also requires Council to resolve prior to submission to the external auditor that the accounts have been prepared in accordance with The Act and the Australian Accounting Standards to fairly represent Council's financial position. Senior staff are also required to certify the accounts to this effect. General Purpose Financial Statements and Special Purpose Financial Statements are to be signed by Councillors and Management after being adopted at the Council meeting to be held on 20 November 2023.

This report is to present updated financial statements to those provided to Council at the 18 September 2023 meeting and to seek Council's endorsement to seek an extension for the lodgement of Council's 2022/23 financial statements. During the audit process, if there are any amendments required that are deemed material, it is a requirement that the financial statements be re-presented to Council for adoption and signing.

Going back to the audit of Council's 2020/21 financial statements, Council engaged an external valuer to conduct a full revaluation of Council's roads and associated infrastructure assets, which includes culverts. As part of Council's due diligence in reviewing the data of the external valuer, in the sample testing for culverts the data provided was not consistent with the culvert in the road for the samples selected. As a result of the anomalies in the sample testing, the culverts revaluations were not taken up in the financial statements for that year. Council, over the next 18 months, conducted a full inspection of every culvert in the Shire. Photos and dimensions of every culvert was recorded including geospatial data.

What was also unearthed in the inspection of Council's entire culverts network, was there were a number of culverts in the ground that were not in Council's asset register. These "found assets" generally create what is called a Prior Period Error (PP Error). In Lockhart's case the current replacement cost of the found culvert assets is approximately \$20M, which is over Council's threshold for materiality. This adds to the complexity of reporting a PP Error in Council's financial statements currently being prepared.

A PP Error also requires Council's 2022/23 financial statements to go to the NSW Audit Office Technical Issues Committee, which Council has been advised is not a quick process. The due date for lodgement of audited financial statements is 30 October, and as Council's financial statements have not reached the NSW Audit Office at this stage, Council's contract auditors, Crowe, have advised Council to seek an extension for submitting its 2022/23 financial statements.

Council has engaged Univeris Assets to navigate through the required calculations and workings to effectively unwind Council's culverts assets register back to 1 July 2021 and associated calculations to 30 June 2023.

The amended statements incorporating the prior period error are re-presented to Council.

Integrated Planning and Reporting Reference

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

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

Legislative Policy & Planning Implications

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

Budget & Financial Aspects

Reporting on Council's financial performance for the 2022-2023 financial year.

Attachments

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

1. Statement by Councillors and Management – General Purpose Statements.
2. Statement by Councillors and Management – Special Purpose Statements.
3. Schedule of restricted funds by Council as at 30 June 2023.
4. Draft General Purpose and Special Purpose Financial Statements:
 - a) Income Statements
 - b) Balance Sheet/Financial Position
 - c) Cash Flow.

Recommendation: That Council:

1. Council endorses seeking an extension to lodge its 2022/23 financial statements by Friday December 15, 2023.
2. Certify that, in its opinion, the General Purpose Financial Statements and the Special Purpose Financial Statements as prepared, are in accordance with the attached certificates and that the certificates be completed by the Mayor, Deputy Mayor, General Manager and Responsible Accounting Officer.

QUESTIONS AND STATEMENTS

CLOSED SESSION

Agenda

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