



BUSINESS PAPER

**of the
Ordinary Meeting
to be Held
20 November 2023**

**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.

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MAYORAL MINUTE

1. REVIEW OF FEDERAL ELECTORAL BOUNDARIES

(23/13551)

The federal electoral boundaries in New South Wales are currently being reviewed.

Referred to as a redistribution, the periodic redrawing of federal electoral boundaries is required by law to maintain electoral divisions (also known as electorates or seats) of roughly equal enrolment size within a state or territory.

Redistributions take place every seven (7) years or can be brought about by the 'representation entitlement trigger', which determines the number of members of the House of Representatives a state or territory is entitled to, based on its share of the population.

As soon as practicable after the redistribution process commences, the Electoral Commissioner invites interested people or organisations to submit "suggestions" about the redistribution.

A total of 58 "suggestions" have been made by various individuals and organisations including the major political parties. The "suggestions" have been made available for public inspection and written comments on the suggestions could be made by a closing date of 10 November 2023 be lodged.

During the period for public inspection of the "suggestions" it was brought to my attention that the "suggestions" submitted by some of the major political parties, propose transferring the Lockhart Local Government Area from the Division of Riverina to the suggested Division of Farrer. I do not believe this will be in Lockhart Shire's best interests for the following reasons:

- The community of interest and the social, educational and cultural connection between the Shire and the City of Wagga Wagga as well as the connection with Wagga Wagga for accessing government services.
- Council is a member of the Riverina Eastern Regional Organisation of Councils (REROC) for resource sharing, collaboration and advocacy purposes. Seven of the eight member councils are situated in the Division of Riverina.
- For the NSW Government's strategic planning purposes, particularly with respect to economic development matters, Lockhart Shire has been placed in the Eastern Riverina Functional Economic Region together with Coolamon, Junee and Wagga Wagga local government areas all of which are in the Division of Riverina.
- Lockhart Shire has combined with Coolamon, Junee and Wagga Wagga local government areas to form the Riverina Fire Zone for bush fire management purposes.
- Council is a member of Eastern Riverina Arts along with seven other Councils, six of which are situated in the Division of Riverina.

Having regard to the reasons outlined above and bearing in mind that the closing date for commenting on the "suggestions" was 10 November 2023, I lodged a submission to the Redistribution Committee that the Lockhart Shire Local Government Area should appropriately remain within the Electoral Division of Riverina.

The Redistribution Committee will now develop a redistribution proposal based on the "suggestions" and the comments on the "suggestions" and Council will have an opportunity to comment on the redistribution proposal once it is made public.

Recommendation: That Council ratify the submission made to the Redistribution Committee that the Lockhart Shire Local Government Area should appropriately remain within the Electoral Division of Riverina.

2. GENERAL MANAGER'S CONTRACT

(23/13559)

As Councillors will be aware the General Manager has given written notice of his intention to resign from the position with an effective date of 3 July 2024.

The General Manager is employed under the *Standard Contract of Employment for General Managers of Local Councils in NSW* endorsed by the Office of Local Government, Local Government NSW and Local Government Professionals Australia (NSW).

Under the terms of the Contract it may be terminated before the expiry date by written agreement between the General Manager and Council (Clause 10.3.1) or by the General Manager giving 4 weeks written notice to Council (Clause 10.3.2).

Notwithstanding the abovementioned clauses, the General Manager has indicated in his letter of resignation that:

"I hope that giving advanced notice of my resignation with an effective date of 3 July 2024 will provide Council with sufficient time to undertake a recruitment process to fill the impending vacancy prior to my departure. It will also provide a new appointee with several months in the role prior to the next Local Government Elections scheduled for September 2024, and the commencement of a new Council term."

Council has used an external recruitment agency in the past for the recruitment of a general manager and I believe this is the appropriate course of action again on this occasion.

In order to take advantage of the notice period provided by the General Manager, and to ensure a recruitment process is completed and an appointment made prior to his departure, it is important that Council engage an external recruitment agency at this time so that preparations can begin with a view to a recruitment process being commenced early in the new year i.e. February 2024.

Council has used Stephen Blackadder and Associates, now known as LG Services Group (LGSG), for previous general manager appointments and the firm has continued to assist Council in facilitating the annual General Manager's performance review.

The LGSG executives involved are from the Riverina region and were themselves previously general managers of councils in the region. Accordingly, they have a good understanding of rural and regional councils, a good knowledge of the region and well-established contacts in the local government industry.

Accordingly, it is recommended that Council invite a proposal from LGSG outlining its approach, proposed timeline and other relevant information for the recruitment of a general manager.

Recommendation: That Council invite a proposal from LG Services Group to undertake a recruitment process for the appointment of a general manager.

REPORT ON MAYORAL & COUNCILLOR ACTIVITIES

To be presented at the meeting.

URGENT MATTERS

Nil.

NOTICE OF MOTION

Nil.

COMMITTEE REPORTS

1. **MINUTES OF THE TOURISM & ECONOMIC DEVELOPMENT STEERING COMMITTEE HELD ON 8 NOVEMBER 2023**

(TEDSC: 23/13803)

Date & Time	Wednesday 8 th November 2023 – 6.00pm
Location	Lockhart Shire Council Office, Green Street Lockhart
Attendees	Erica Jones (Chairperson), Heather Trevaskis (Timekeeper), Cr Ian Marston, Navneet Choujar, Cr Fran Day, Michelle Bailey (Deputy Chair – Zoom), Mandy Strong, Fiona Beckett, and Matt Holt (TEDO – Secretary).
Apologies	Cr Bob Mathews, Cr Peter Sharp, Rachel Viski
1 & 2.	The meeting opened with a Welcome from the Chair and an Acknowledgment of Country
3. Declarations of Interest	Nil
4. Confirmation of the minutes for the meeting Wednesday 5th September 2023	
Resolution:	Recommended on the motion of Heather Trevaskis and Cr Fran Day that the minutes of the meeting held on Wednesday 5 th September 2023 as circulated, be confirmed as a true and correct record of the proceedings.
5. Action from previous minutes – Cr Mathews/Navneet/Matt	
Minutes:	<ul style="list-style-type: none"> • Proposed New Event – Bob/Navneet to provide a proposal. The committee suggested to aim for November 2024. TEDO, Cr Mathews and Navneet to arrange a meeting, with letters going to organisations in Wagga and Albury for their support. Ongoing - Cr Mathews talking with Albury organisations and Navneet talking with Wagga organisations. • EV Chargers signage and promotions. Listed on website and brochures where applicable. Signage on order – Outstanding. • Pleasant Hills Hall - new disabled toilet sign to go out the front. Installed - Complete • Walk of Fame – Moved to current projects. • CEO of RDA Riverina to be invited to present to TEDSC on Thursday February 8th. • Pastoral Shadows of Brookong updates, works to be undertaken in Nov/Dec. Outstanding • Bus Trip of Shire for local Business – Outstanding • Trucks are using air brakes along East St in Lockhart and along the Olympic Highway in The Rock, can signage be installed to encourage the limiting of compression breaking? <ul style="list-style-type: none"> ○ Signs on order for East St, Lockhart. ○ Transport for NSW declined the signage for the Olympic Highway. When installed it has found that the desired action is reversed, and noise is increased due to driver behaviour. Additionally, heavy vehicle engine compression noise is being reduced due to advanced engineering. • Membership of TEDSC – EOI were open for four weeks closing 20/10. Three EOIs were received. <ul style="list-style-type: none"> ○ Joel Sim – The Rock ○ Debbie Bender – Lockhart ○ Shiree Gillies – The Rock - Complete

	<ul style="list-style-type: none"> • 97-109 Green Street walk though and meeting– 50% Complete. • The Rock Railway Station – Ongoing – move to project list? • Brochures – See new draft brochures in Share Drive • Green Gunyah Museum Parking – Funded by grant with Council, area covered with crushed granite, signs on order and street line marking to take place soon. • Terms of Reference Update and project template – See Share Drive • Liveability of Lockhart Shire – See Report in Share Drive • Visitor information boards – See Report in Share Drive • Water Tower Way/Tim Fischer Way – Outstanding. • Sister City – General Manager has emailed, with no response received. • Galore Hill Masterplan – no update • LEP Expo – no update • What's On Sign for Lockhart – no update
Actions:	TEDO and members to continue to work on outstanding items and action the below.
Resolution:	<p>Recommended on the motion by Cr Fran Day and Michelle Bailey that Council accept the three EOIs who are Joel Sim, Debbie Bender, and Shiree Gillies to join the TEDSC starting from the 1st meeting in February 2024</p> <p>Recommended on the motion by Mandy Strong and Heather Trevaskis that Council accept the updates to the TEDSC Term of Reference</p> <p>Recommended on the motion by Heather Trevaskis and Cr Fran Day that the committee note the completed actions and the TEDO and other members action the outstanding items and projects as noted.</p>
6. Current Projects – Priority 1	
Minutes:	<ul style="list-style-type: none"> • Brookong Creek Masterplan – TEDO presented Draft Masterplan to TEDSC for recommendation to Council to go on public exhibition for 21 days. • Walk of Fame – Progressing • Murrumbidgee Trails – Advertising Prospectus getting worked on. Timeline for project - Oct 2023 – May 2024 - Ongoing • Brochures – Lockhart Shire Large Scale Murals, Bird Trail, Pastoral Shadows of Brookong, The Rock Observatory and Lockhart Carvan Park – Members to give feedback by 16th November. • Former Lockhart Entrance Town signs – location and facelift. • Visitor Information Boards – Design to be sourced – report in share drive – proofs will be brought back to committee. • New Residents Information - Webpage and guide – report in share drive. • Secure Energy Partnership Projects - starting • Connectivity Project <ul style="list-style-type: none"> ○ Telstra Info Van Visiting Lockhart 16th November 2023. ○ NBN 5G towers still determining potential sites. ○ NBN potential plan for a 5G Northwest of Shire • Drought Resilience Planning - report in share drive • Proposed new caravan and RV camping location at The Rock – not proceeding.

	<ul style="list-style-type: none"> Australia Day Grant Funding - \$10,000 secured – Hats, Drink bottles and sunscreen to be purchased. TEDO to see if we can hire the portable water refill stations from Riverina Water.
Actions:	TEDO to continue to work on outstanding items
Resolution:	<p>Recommended on the motion by Mandy Strong and Fiona Beckett that Council place the Draft Brookong Creek Masterplan on public exhibition for 21 days.</p> <p>Recommended on the motion by Navneet Choujar and Mandy Strong that the TEDO continue to work on the priority 1 projects.</p>
7. Projects - Priority 2 - Share Drive	
Minutes:	TEDO discussed Priority 2 projects
Actions:	NIL
Resolution:	Recommended on the motion by Heather Trevaskis and Fiona Beckett that Council note the above.
8. Projects – Potential – share drive	
Minutes:	TEDO discussed Priority 2 projects
Actions:	NIL
Resolution:	Recommended on the motion by Michelle Bailey and Cr Fran Day that Council note the above.
9. News/Issues/Topics.	
Minutes:	<ul style="list-style-type: none"> Events Support – Resources provided to Lockhart Show, Lockhart Picnics, Spirit of the Land, Lockhart Little Athletics and The Rock Show. Photographer provided Milbrulong Pico-light and Lockhart Picnics. Promotions through VLS website, social media pages, print media and various memberships with Murrumbidgee Trails, Wagga, Albury, and Visit Riverina. Marketing Material – Visit Lockhart Shire – Stubby Holder, Magnets, Bumper Stickers, and Postcards getting produced. These will go to the two Museums to sell. TEDO attended the Southern NSW Regional Heritage Group hosted by the Greens Gunyah Museum - 14th September. TEDO attended the Canberra Caravan and Camping Show 20/21/22 October to promote Lockhart Shire and the Riverina with other member councils of Visit Riverina. TEDO organised and updated The Riverina Map and Media Wall TEDO on leave 16 & 17 Nov. 22 Dec – 10 Jan inclusive. Possibly around 8 - 19 April (TBC).
Actions:	NIL
Resolution:	Recommended on the motion by Fiona Beckett and Mandy Strong that Council note the above.
10. Museum Advisor Report September and October – Heather	
Minutes:	Heather presented the September and October reports from our Museum Advisor.
Actions:	Nil
Resolution:	Recommended on the motion by Heather Trevaskis and Fiona Beckett that Council note the report.
11. Questions/Feedback/Updates	

Questions- Mandy/Fiona and all Members	Can we please receive an update the following project Lockhart solar farm, The Esplanade, Avenue of Honour, Community Hub, Lockhart Gym, Green Street Walkway?
Answer/Action	TEDO advised there has been some staff changes, but yes, can provide an update at the next meeting.
12. Next meeting: Thursday 8th February 2024 – Location TBC	
Meeting Closed: 8.15pm	

Attachments

- Updated Terms of Reference
- Brookong Creek Masterplan

Recommendation: that the minutes of the Tourism and Economic Development Steering Committee be accepted and the recommendations there in be adopted.

2. MINUTES OF THE MEETING OF THE LOCKHART SHIRE COUNCIL AUDIT, RISK AND IMPROVEMENT COMMITTEE HELD AT THE LOCKHART SHIRE COUNCIL OFFICES AND REMOTELY VIA MS TEAMS, ON WEDNESDAY 8 NOVEMBER 2023 AT 2.00PM

(23/13785)

1. Present

James Davis (Independent Chairperson) - remotely via MS Teams
Luke Taberner (Independent Member) - remotely via MS Teams
Cr Andrew Rockliff (Lockhart Shire Councillor) – in person

2. In Attendance

Peter Veneris (General Manager) - in person
Craig Fletcher (Director Corporate and Community Services) – in person
Danielle McKenzie (Crowe) - remotely via MS Teams - part meeting only
Hong Wee Soh (Audit Office of NSW) - remotely via MS Teams - part meeting only

3. Apologies

Nil.

4. Confirmation of Minutes

It was RESOLVED on the motion of Luke Taberner and Cr Andrew Rockliff that the minutes of the meeting held on 5 July 2023, as printed and circulated, be confirmed as a true and correct record of the proceedings of that meeting.

5. Business Arising

Nil.

6. 2022/23 External Audit

The Chairperson invited Danielle McKenzie of Crowe to provide a brief update in relation to the 2022/23 audit. The following points were noted in particular:

- An extension to 15 December 2023 has been granted for lodgement of the 2022/23 financial statements.
- Whilst the due date for lodgement is now 15 December, efforts are aimed at having an audit clearance meeting on 23 November 2023.
- Work is currently focused on finalising the revaluation of IPPE, specifically culverts, and the prior period error.
- The financial statements have been reviewed by Crowe and the Audit Office of NSW (AONSW) and the comments are currently being collated for feedback to Council.

- In terms of audit differences reference was made to grants paid to Council in advance that were required to be treated as “contract liabilities”.
- Uncorrected audit differences relate to Council’s membership of REROC which is not reflected in the financial statements and a minor difference in the provision for employees’ leave entitlements.
- Is anticipated that the Audit Management Letter will draw attention to the following issues:
 - The non-recognition of RFS Assets (red fleet) in Council’s accounts.
 - The timeliness of the IPPE process.
 - The revenue assessment process (contract liabilities).
 - Review of IT system user access arrangements
 - Development of a crisis management plan

In response to a question from Luke Taberner regarding the treatment of contract liabilities Danielle McKenzie advised that there were no issues from a “going concern” perspective.

The Chairperson thanked Danielle for her update and she and Hong Wee Soh of the AONSW left the meeting at this juncture.

It was **RESOLVED** on the motion of Cr Andrew Rockliff and Luke Taberner that upon the lodgement of 2022/23 financial statements they be supplied to the committee noting any material variance to the presented unaudited statement presented at this meeting.

7. Internal Audit Reports

Integrated Planning and Reporting (IP&R) Framework

The Chairperson invited the General Manager, Peter Veneris, to comment on the review of the IP&R framework and the recommendations contained in the final report.

Peter Veneris referred committee members to the Status Report of internal audit recommendations noting that he had included the recommendations from the IP&R review into the Status Report along with management’s responses.

He further advised that bearing in mind the Council’s IP&R documents had to be reviewed within 12 months of a council election, and with the next election less than 12 months away, it was proposed that the recommendations contained in the Internal Audit Report would be addressed as part of that next review.

With respect to the last review of the Community Strategic Plan (CSP) and related IP&R documents Peter Veneris noted that a minimalist approach was adopted bearing in mind that the term of office of the current Council is shorter than normal i.e. two years and nine months instead of the normal four-year term, as a result of the postponement of the last elections. He said that the Council has foreshadowed a more comprehensive review of the CSP at the beginning of the next full four-year term in 2024.

The Chairperson suggested that in view of the circumstances a high-level project plan be prepared outlining how Council proposes to address the recommendations contained in the IP&R Internal Audit Report.

It was **RESOLVED** on the motion of Cr Andrew Rockliff and Luke Taberner that a high-level project plan be prepared by 1 March 2024, outlining how Council proposes to address the recommendations contained in the IP&R Internal Audit Report, for the Committee’s consideration.

8. Prior Internal Audit Recommendations – Status Report

Peter Veneris made specific reference to the progress of prior internal audit recommendations relating to section 355 management committees and noted that the information handbook for the volunteer-based committees was being finalised based on the existing arrangements. He made the comment noting that section 355 committees are an existing Audit Management Letter (AML) issue and to date no questions have been raised in response to the Memo he submitted to the Auditors addressing the matters raised in the AML.

It was **RESOLVED** on the motion of Luke Taberner and Cr Rockliff that the Status Report of Prior Internal Audit Recommendations be noted.

9. Notice of Reportable Incidents

It was RESOLVED on the motion of Luke Taberner and Cr Rockliff that the General Manager's report, and the resolution of the matters raised, be noted.

10. General Business

Nil.

11. Date of Next Meeting

March 2023 (TBC).

There being no further business the meeting closed at 2.47pm.

James Davis
Chairperson

Recommendation: That the Minutes of the Lockhart Shire Council Audit, Risk and Improvement Committee be received and noted.

3. THE ROCK FLOOD STUDY COMMITTEE MEETING – 9 NOVEMBER 2023

(DEES)

- Council's Flood Consultant WMAwater, officers from Reconstruction NSW, Department of Planning and Environment, Councillors, Council staff and community representatives attended.
- Flood Model being prepared and calibrated.
- Community consultation will occur early in 2024, made up of notices, letters and drop-in sessions.
- The updated flood model will be presented to the Committee following the consultation.

Recommendation: that the report of The Rock Flood Study Committee meeting held on 9 November 2023 be received and noted.

DELEGATES' REPORTS

1. RIVERINA REGIONAL LIBRARY ADVISORY COMMITTEE MEETING – 18 OCTOBER 2023

(23/12407)

I report having attended the Riverina Regional Library Advisory Committee Meeting held at Wagga Wagga on 18 October 2023 together with the General Manager. Key issues dealt with at the meeting include the following:

- The Quarterly budget review to 30 September 2023 was tabled.
- The Committee endorsed the discontinuation of reservation fees from 1 July 2024. A reservation fee is applied to an RRL member's account when an item from the regional collection (not currently available) is held on reserve at their request and made available to the member upon the item's return.
- Lockhart Shire has the highest e-Resources loans per Mobile Library LGA (841)
- Lockhart and The Rock have the highest rates of e-Resource Loans per Mobile Library Service Point (531 and 343 respectively)
- Following Greater Hume Council's confirmation of withdrawal from the Mobile Library service, RRL instigated a schedule review. The revised timetable will take effect from 1 July 2024.
- As the costs of operating the mobile library are shared amongst member councils that use the service based on the number of service hours, Lockhart Shire will bear a significantly higher proportion of the total costs from 1 July 2024 even though the services hours for the Shire have not varied in any significant way. Lockhart Shire is the only member Council that does not have a branch library and relies solely on the mobile library service.

Cr Peter Sharp
Alternate Delegate

2. INLAND RAIL (ALBURY TO ILLABO) COMMUNITY CONSULTATIVE COMMITTEE – 18 OCTOBER 2023, WAGGA WAGGA

(23/12738)

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

- Detailed design has commenced on the Albury to Illabo section.
- The Preferred Infrastructure Report (PIR) will be placed on public exhibition for three weeks from 15 November 2023.
- Daily freight train numbers estimated to increase from 12 currently to 15 in 2025 and to 18 by 2040.
- Daily passenger train numbers to remain unchanged at 4.
- As part of the approval process the Department of Planning and Environment has requested that the operational rail noise be modelled for the entire Albury to Illabo section with a view to identifying potential mitigation activities.
- The section south of Parkes is scheduled for completion by 2027.

Peter Veneris
General Manager

3. RIVERINA ZONE BUSH FIRE MANAGEMENT COMMITTEE – 24 OCTOBER 2023, WAGGA WAGGA

(23/12970)

I report having attended the pre-season meeting of the Riverina Zone Bush Fire Management Committee held on 24 October 2023 at Wagga Wagga together with the General Manager.

- The following documents were tabled at the meeting:
 - Annual Works Plan
 - Hazard Reduction Activity Report
 - Operational Coordination Plan
 - Pre-Incident Plan and Strategy
 - Fire Access and Fire Trail Plan
 - Ignition Prevention Plan
- The various agencies submitted their respective reports including Lockhart Shire Council providing details of hazard reduction activities undertaken in the Shire to date through chemical control on roadside shoulders as follows:
 - 14 August 2023 – Lockhart Kywong Road
 - 14-15 August 2023 – Lockhart Collingullie Road
 - 15-16 August 2023 – Albury Road
 - 17 August 2023 – Urana Lockhart Road
 - 18-19 September 2023 – Yuluma Road
 - 19 September 2023 – Lockhart Boree Creek Road
 - 19 & 25 September 2023 – Bullenbong The Rock Road
 - 26 September 2023 – Osborne Yerong Creek Road
 - 11-12 October 2023 – Soldier Settlement Road
 - 12 October 2023 – Western Road
- The planned Pleasant Hills Esplanade hazard reduction burn by the RFS was suspended due to weather conditions.

- A presentation was given in relation to the State Emergency and Rescue Management Act and the all-hazards approach for the prevention of, preparation for, response to and recovery from emergencies.
- The Bush Fire Danger Period will commence on 1 November 2023 and remain in force until 31 March 2024.
- The Draft Bush Fire Risk Management Plan was tabled and subject to a final review by land management agencies will be placed on public exhibition.

Cr James Walker
Delegate

4. RIVERINA EASTERN REGIONAL ORGANISATION OF COUNCILS (REROC) – 27 OCTOBER 2023 AT WAGGA WAGGA

(23/13190)

I together with the General Manager attended the REROC AGM as well as a regular Board meeting of REROC in Wagga on 27 October 2023. A summary of the main issues addressed is set out below.

- The 2022/23 Annual Report was tabled.
- An amended REROC constitution was adopted to bring it into line with current requirements.
- Cr Rick Firman, Mayor of Temora Shire, was re-elected unopposed as Chair and Cr Brian Monaghan, Mayor of Bland Shire, was elected as Deputy Chair of REROC for the ensuing term.
- Advocacy efforts are continuing in relation to the RFS red fleet issue, the inquiry into local water utilities and bank closures in rural and regional areas.
- REROC has started working on the Bin Trim grant and is arranging a FOGO audit for the participating councils. The audit will look at the FOGO that is collected to estimate the amount of food waste to green waste that is being collected which will then be used as base line data for the grant. A project officer is to be recruited for the project.
- A Waste Metal Tender process is currently being conducted for the collection of scrap metal.
- 1,800 Kindy Kits have been ordered for distribution to all schools in the region at the beginning of the 2024 school term. The Kindy Kits contain materials that aim to promote classroom discussions on waste management resource recovery and students and parents to think about ways they can reduce waste.
- REROC is working with Wagga TV to make new advertisements for FOGO. The advertisements will focus on what not to put in the bins.
- The REROC Regional Energy Efficiency and Net Zero Plan is progressing. Profiles have been prepared for each Member Council for inclusion in the Plan. The profile for Lockhart LGA notes that *“Total emissions for the Lockhart LGA are estimated as 207,000 tonnes CO²e (according to 2020-21 data on the Snapshotclimate site). The majority of emissions (80%) are attributed to Agriculture (predominantly livestock), with the next highest sources being transport (9%) and electricity (9%)”*.
- Supt Andrew Spliet, District Commander, Riverina Police District was a guest speaker and addressed the Board meeting in relation to Police matters in the Riverina region.

Cr G Verdon
Delegate

5. RIVERINA WATER COUNTY COUNCIL BOARD MEETING – 24 OCTOBER 2023

To support the work of its Board members and provide regular information to its constituent councils, Riverina Water distributes a summary of the key reports from its six Board meetings per year.

The aim is to keep constituent councils informed of relevant matters including water usage, development and growth, documents and policies in development, strategies and plans and other major decisions.

The update relating to the Board meeting held on 24 October 2023 has been distributed separately to Councillors.

6. 2023 LOCAL GOVERNMENT NSW ANNUAL CONFERENCE - HELD AT ROSEHILL ON 12-14 NOVEMBER 2023

(23/13945)

I report having attended the Annual Conference of Local Government NSW as Council's voting delegate together with Councillors Peter Sharp and Fran Day.

The Conference was addressed by the following speakers:

- Cr Darriea Turley AM, President, LGNSW
- The Hon Ron Hoenig MP, Minister for Local Government
- Cr Linda Scott, President ALGA
- Julie Inman Grant, Federal eSafety Commissioner
- Mark Speakman MP, NSW Leader of the Opposition
- Sally Pfeiffer, Department of Home Affairs
- The Hon. Helen Murrell SC, NSW ICAC

The Conference Business Paper contained over 130 motions that were considered by Conference delegates. Motions carried at the Conference become resolutions and form part of LGNSW's advocacy program on behalf of councils.

Some of the motions carried at the Conference that will be of interest to Council include the following:

That LGNSW:

- Call on the NSW Government remove the 18-month time limit on the use of countback elections in the event of a casual vacancy in the office of councillor.
- Write the NSW Premier and Local Government Minister requesting the establishment of a Local Government Grants Agency to coordinate all state and federal grants programs through one central agency.
- Lobby the NSW Government to reinstate councillors as voting members of audit, risk and improvement committees provided independent members remain in majority.
- Lobby the NSW Government to prepare a policy and associated legislation to ensure that regional water utilities remain in public ownership.

There were also numerous motions carried aimed at addressing the issues of the housing shortage, attracting doctors to rural areas and issues relating to the planning portal.

Cr Greg Verdon
Delegate

Recommendation: that the Delegates' Reports be received and noted.

STATUS REPORT/PRÉCIS OF CORRESPONDENCE ISSUED

Status Report: Council Resolutions and Tasks to be finalised

Minute No:	Officer to Action	Council Resolution	Action Taken
Ordinary Council Meeting held 16 October 2023			
190/23	DCCS	<p>Audited Financial Statements – 2022/23</p> <ol style="list-style-type: none"> Council endorses seeking an extension to lodge its 2022/23 financial statements by Friday December 15, 2023. An Extraordinary Council Meeting be held on 30 October 2023 at 5pm, via audio-visual link to re-present the draft Audited Financial Statements for the 2022-2023 financial year. 	<p>OLG approved extension. Complete.</p> <p>Extraordinary Council Meeting was held Monday 30th October. Complete.</p>
189/23	DCCS	<p>Youth & Community Services Officer Position</p> <ol style="list-style-type: none"> Endorse new position for a part time Youth and Community Services Officer position being added to Council’s staffing structure. The position will be located in the Corporate and Community Services team and report to the Director Corporate and Community Services. 	<p>Complete</p> <p>Complete</p>
180/23	GM	<p>Australia Day Awards</p> <ol style="list-style-type: none"> Appoint The Rock Recreation Ground Management Committee as host of the 2024 Australia Day celebrations; and That the Australia Day Awards Committee comprise Cr Walker, Cr Sharp, Cr Day and Cr Hunter. 	<p>Australia Day Awards nominations advertised on website, Facebook and November Council Newsletter. Complete.</p>
Ordinary Council Meeting held 18 September 2023			
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>Superseded by 190/23. Complete.</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 (refer Staff Report 2)</p> <p>Complete.</p>

Lockhart Shire Council
Ordinary Meeting – 20 November 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>Concept plans currently being prepared.</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 approval received.</p> <p>Ongoing progress reports will be provided through the quarterly Grant Funded Projects Status Reports.</p> <p>Complete.</p>
Ordinary Council Meeting held 21 August 2023			
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. Awaiting advice from OLG on shared employment of Chief Audit Officer.</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>b) Upon review of the budget, due to disaster funding, \$150,000 is able to be funded from existing budget for this financial year only.</p> <p>c) Refer Staff Report 5 - Commera Wilson Lane.</p> <p>Complete.</p>

Lockhart Shire Council
Ordinary Meeting – 20 November 2023

Minute No:	Officer to Action	Council Resolution	Action Taken
Ordinary Council Meeting held 17 July 2023			
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. Parts ordered. Complete.</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>	<p>Sent to Local Traffic Committee. Awaiting response from Transport for NSW regarding outcome of assessment.</p>
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>	<p>Development application has been lodged with landowner’s consent and awaiting determination.</p>
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 approved by TfNSW.</p>

*Lockhart Shire Council
Ordinary Meeting – 20 November 2023*

Minute No:	Officer to Action	Council Resolution	Action Taken
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. Awaiting response from mortgagees' bank.</p>
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>Concrete plinth seating has been installed. Paving will commence late November.</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 approved.</p> <p>Detailed design to commence.</p> <p>Complete.</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>

Lockhart Shire Council
Ordinary Meeting – 20 November 2023

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>1) That Council proceed with the subdivision of Lots 62 and 90 Prichard Place Lockhart as outlined in the report.</p> <p>2) That the cost of subdividing the land be funded from the Infrastructure Reserve with the proceeds of any land sales to be returned to the Reserve.</p>	<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 16 October 2023 – Councillor Questions & Statements			
Questions & Statements	DCCS	<p>Cr Day: Honour Boards – Memorial Hall</p> <p>Asked when the honour boards currently displayed in the Memorial Hall will be moved to mitigate further water damage?</p>	<p>Local contractor sourced and works completed.</p> <p>Complete.</p>
	DEES	<p>Cr Day: W Drummond Monument</p> <p>Asked how the matter of the damaged monument is progressing.</p>	<p>Quotes for repairs to the stonework and lantern are currently being sourced.</p>
191/23	DEES	<p>Cr Driscoll: Maintenance of Rear Lanes</p> <p>Asked if there is going to be any kind of grading maintenance carried out on rear lanes, especially at The Rock? Cr Driscoll advised the lane at the rear of Coronation Park is particularly bad. Cr Driscoll asked if there is a priority list?</p>	<p>Condition report being prepared.</p>
	DCCS	<p>Cr Sharp: Pleasant Hills Tennis Courts</p> <p>Asked if there was a timeframe for repairs to the tennis courts to be carried out?</p>	<p>Quotes are being sourced.</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>	<p>Tree clearing will be undertaken in conjunction with widening of the intersection.</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>	<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.</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>	<p>Works request created. Will be attended to when crews in the area.</p>
	DEES	<p>Cr Verdon: Entrance laneway, The Rock Bowling Club</p> <p>Advised there are potholes in this laneway which require attention.</p>	<p>Works request created. Will be included in future sealing program.</p>

Lockhart Shire Council
Ordinary Meeting – 20 November 2023

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: Defibrillator Availability</p> <p>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>In consulting the swimming pool contractor, the contractor has advised that the defibrillator is required to be kept inside the premises. The Rock Recreation Ground s355 management committee has secured grant funding for the purchase of its own defibrillator for the recreation ground.</p> <p>Complete.</p>
	DEES/ DCCS	<p>Cr Marston: Toilets, The Rock Recreation Ground</p> <p>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>	Complete.
	DEES	<p>Cr Marston: Back Lanes, The Rock</p> <p>Asked if there was a similar maintenance program for the urban back lanes as there is for more major roads.</p>	Superseded by 191/23. Complete.
Ordinary Council Meeting held 17 July 2023 – Councillor Questions & Statements			
Questions & Statements	DCCS	<p>Cr Day: International Volunteer Day, 5 December</p> <p>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?</p>	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	<p>Cr Rockliff: CCTV</p> <p>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.</p>	<p>Contractor experiencing delay with procuring modem routers for connect of cameras to the internet which is delaying installation.</p> <p>Protocols for management of the CCTV footage currently being developed (refer Staff Report 11).</p>
Ordinary Council Meeting held 15 May 2023 – Councillor Questions & Statements			
Questions & Statements	DCCS	<p>Recreation Ground Lights</p> <p>Cr Jane Hunter: requested an update in relation to this project.</p> <p>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.</p>	<p>AFL funding has been approved for lighting and towers at Osborne Recreation Ground. Purchase order issued. Complete.</p> <p>Contractor scheduled to commence installation and compliance works week commencing Monday 20th November.</p>

Lockhart Shire Council
Ordinary Meeting – 20 November 2023

Minute No:	Officer to Action	Council Resolution	Action Taken
	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.	Superseded by 189/23. Complete.
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. Contractor engaged.
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.	Tiles have been sourced and ordered, awaiting delivery.
Ordinary Council Meeting held 17 October 2022 – Councillor Questions & Statements			
Questions & Statements	MP&E/ DCCS	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.	Meeting scheduled for Friday 17 th November with Neil Smith of BEST.
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
30 October	Mayor (via Executive Assistant)	Mayoral Update
31 October	Lockhart Little Athletics	Report of Carnival held on 22 October 2023. (Hard copy supplied.)

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

STAFF REPORTS

STRATEGIC DIRECTION A: A Connected and Resilient Community

1. DRAFT BROOKONG CREEK MASTER PLAN

(TEDO: 23/14066)

Executive Summary

Council has engaged Habitat Planning and Yonder Landscape Architecture to prepare a Master Plan for Brookong Creek and surrounds, in Lockhart. The purpose of this report is to outline the process, provide an introduction to the draft Master Plan and recommend its public exhibition to enable community feedback.

Report

Lockhart Shire Council has engaged Habitat Planning and Yonder Landscape Architecture to prepare a Master Plan for Brookong Creek and surrounds in Lockhart.

The purpose of the master plan is to:

- Facilitate community led design outcomes and develop a coherent vision to develop Brookong Creek over the next ten years.
- Form the basis for Council to sequence and prioritise the works within the Master Plan; and
- Consider future budgeting and funding options.

In March 2023 Council appointed the Tourism and Economic Development Steering Committee (TEDSC) to be the lead project team along with Council staff and Consultants.

So far, the group has consulted with stakeholder groups and community members throughout the development of the Master Plan, including.

- Crown Lands,
- Wiradjuri representatives,
- Lockhart Progress Association
- Lockhart Lions Club
- Lockhart Red Cross
- Lockhart Central Students
- St Joseph's Primary School
- Residents that live or own property close to the scoped area.

Their input has been gathered via face-to-face meetings as well as an online survey which received 115 responses. The feedback has helped to iteratively guide the development of the Draft Master Plan.

The TEDSC at its November meeting discussed the Draft Master Plan and has recommended to Council to place it on public exhibition to gather community and stakeholder feedback.

During the exhibition period:

- Copies of the draft Master Plan will be made available for viewing at the Council's Administration Building, 65 Green Street Lockhart
- A notice will be published in the Council newsletter and on its Facebook Page
- A copy of the draft Master Plan will be made available on Council website.
- An online survey will be available for the community to provide feedback.
- Open community consultation sessions, as well as with key stakeholders will be held at an upcoming date (TBC) during the exhibition period.

During this time staff and the consultants will continue to work on costings of a section/s of the plan which will accompany the Final Draft Master Plan which will be presented to Council in February 2024.

Integrated Planning and Reporting Reference

A1: Support, or partner to provide, welcoming and well-maintained community spaces and facilities.

- B2: Plan, develop and maintain facilities, parks and gardens that respond to the needs of the community.
- B2: Manage and improve the appearance of our towns, in line with their desired identities.
- B2: Improve the image of Lockhart Shire for tourists.
- B2: Use our natural strengths and assets to build our tourism sector.
- B2: Support and develop infrastructure for our tourism sector.

Legislative Policy & Planning Implications

The Masterplan includes Council owned land as well as Crown land. The NSW Crown Lands Office have been consulted during the preparation of the Draft Masterplan

Budget & Financial Aspects

Council has received grant funding totalling \$140,000 under Round 5 of the Stronger Country Communities Fund to implement the first stage of improvements under the Masterplan. Under the grant program guidelines Council has until January 2026 to complete the project.

Attachments

- Brookong Creek Draft Masterplan

Recommendation: That, due to several factors including timing with harvest, Christmas/New Year period, staff and consultant's leave, Council place the Brookong Creek Draft Master Plan on public exhibition from 21 November 2023 to 15 January 2024, for a total of 8 weeks.

2. DRAFT PLAN OF MANAGEMENT - CROWN RESERVES FOR WHICH COUNCIL IS THE CROWN LAND MANAGER AND COUNCIL OWNED LAND CLASSIFIED AS 'COMMUNITY'

(GM: 23/13130)

Executive Summary

An amended Draft Plan of Management (PoM) has been publicly exhibited in accordance with advice received from the Crown Lands Office and a resolution of Council passed at the Council meeting held on 18 September 2023, and the Draft PoM is now being tabled for adoption by Council.

Background

Lockhart Shire Council is the Crown Land Manager for a number of crown reserves in the Shire. The Crown Land Management Act imposes a number of obligations on councils that are crown land managers, most notably, the requirement to have a PoM in place for the crown reserves. In addition to this, Council has an obligation pursuant to the Local Government Act to prepare a PoM for land owned by Council which is classified as 'community'.

The NSW Government has provided financial assistance to councils to help them prepare compliant PoMs for the crown reserves. Lockhart Shire Council has received a grant of \$73,880 for this purpose.

An initial draft PoM was placed on public exhibition in July 2022. Amendments were made to the draft PoM in response to submissions received from the community as well as in response to issues raised by the Crown Lands Office. The amended Draft PoM was endorsed by Council at its meeting held on 18 September 2023. The most significant changes involved the following:

1. The categorisation for Reserve 65412 'The Rock Recreation Ground' being altered to 'Sportsground' and 'General Community Use'. This was done to facilitate the establishment of a community centre on the Reserve.
2. That part of the Lockhart Recreation Ground on which the Lockhart Pre-school is situated being excluded from the Draft PoM due to its use as a pre-school being inconsistent with the gazetted purpose of the Reserve. This was done so that the amended Draft PoM may continue to progress towards finalisation without further delay, and subsequently deal with the section on which the pre-school is situated once the matter has been resolved.

Advice was subsequently received from the Crown Lands Office that given the changes made to the Draft PoM, Council is required to place the PoM on public exhibition again. The Crown Lands Office further advised that, subject to no changes being made following public exhibition, consent is granted to Council to adopt the PoM pursuant to clause 70B of the Crown Land Management Regulation 2018.

If the PoM is further amended after public exhibition (except for minor editorial and formatting changes), Council is required to resubmit the draft PoM for the Minister's consent to adopt.

The amended Draft PoM was placed on public exhibition in accordance with the advice received from the Crown Lands Office and the resolution of Council passed at the Council meeting held on 18 September 2023, and no submissions were received.

Accordingly, it is recommended that Council adopt the draft PoM.

Integrated Planning and Reporting Reference

- A1: Support cultural and sporting opportunities that respond to the needs of the community.
- A2: Support, or partner to provide, welcoming and well-maintained community spaces and facilities.
- D1: Strategically plan for our sports and recreation infrastructure, as well as cemeteries.
- E1: Meet all governance and regulatory requirements in the conduct of Council operations.

Legislative Policy and Planning Implications

The Crown Land Management Act 2016 came into force on 1 July 2018. Under the legislation councils are required to prepare PoMs for those crown reserves under their control.

A PoM is also required to be prepared for council owned land that has been classified as 'community' pursuant to the Local Government Act.

Budget and Financial Aspects

Council has received funding in the amount of \$73,880 to assist with the preparation of PoMs for crown reserves for which Council is the Crown Land Manager and will be sufficient to complete the exercise.

Attachments

Nil.

Recommendation: That Council adopt the Plan of Management, as publicly exhibited, pursuant to clause 70B of the Crown Land Management Regulation 2018.

3. REQUEST TO RENAME THE ROCK RECREATION GROUND

(GM: 23/13515)

Executive Summary

A request has been received from The Rock Recreation Ground Management Committee seeking in principle support to rename The Rock Recreation Ground.

Report

Council has delegated care, control and management of The Rock Recreation Ground to The Rock Recreation Ground Management Committee pursuant to section 355 of the Local Government Act.

The Rock Recreation Ground Management Committee has written to Council seeking "in-principle" support to rename The Rock Recreation Ground as "Driscoll Park". The Recreation Ground is currently known as Victoria Park. The Committee's letter is reproduced below (sic).

“Introduction

It was put to The Rock Recreation Ground Committee (TRRGC) AGM that the name of the facility be changed from Victoria Park to Driscoll Park. The committee agreed in principle with the following conditions:

- 1. The chairman was to write to Council to put forward the request to change the name.*
- 2. If this is successful it was to be put to the public for consultation.*

Background

The name Victoria Park was originally used back in the 1990s by the then secretary of The Rock Yerong Creek Football Club (TRYCFNC) David Oehm, who is a staunch Collingwood Magpies supporter, to refer to the ground on press releases. Victoria Park was the home of Collingwood at the time and consequently the name stuck.

Conditions

Council is hesitant in naming a crown structure after a person who is still alive in case of that person is found to have caused a misdemeanour which in turn would cause problems and embarrassment when removing the name.

Execution

The name Driscoll Park will not be referred to as one particular Driscoll but up to 10+ separate Driscolls who have been heavily associated with the Rec Ground by means of a Rec Ground committee member or as a committee member of a User body.

It is intended to put the name of Driscoll Park on the entry fence. Within the grounds, a QR code is placed showing as a group, what each Driscoll has achieved in relation to their particular committee and the Rec Ground. (It could reach out further and include other Driscolls on town committees.) The idea on not naming the park under one particular person is that if a misdemeanour is discovered at a later date that person is simply removed from the QR code without embarrassment to council or the town. An example of what would likely be on the QR Code is as follows:

- a) *Anne Driscoll - life member of TRYCFNC*
- b) *Robert Driscoll - player/committee/president 30 yrs + TRYCFNC life member*
- c) *Gail Driscoll- netballer/committee/treas TRYCFNC 30yrs+ & treas TRRGC and coord of grants and construction of the roof on netball courts. Life member*
- d) *Leo Driscoll - footballer TRYCFNC + President TRRGC + President TR Touch 30yrs + life member TR Touch*
- e) *Lorraine Driscoll - Netballer and coordinator night netball competition and fundraiser for 1st upgrade of the netball courts*
- f) *Mark Driscoll - football/committee/president TRYCFNC 30yrs+ life member
Dom Driscoll - netballer/treas TRYCFNC*
- g) *Kevin Driscoll - footballer/committee/president TRYCFNC juniors 30yrs+ life member*
- h) *Janice Driscoll - netballer/committee/coordinator netball TRYCFNC*
- i) *Natasha Gowland née Driscoll - netballer TRYCFNC/sec TR Touch 20yrs+*
- j) *Anthea Stephenson nee Driscoll - netballer/committee/treas TRYCFNC 20yrs+*
- k) *John Driscoll - player/committee/president TRYCFNC 20 yrs+*

These achievements will be expanded with agreement by council in principle and then the letter delivered to council for approval to consult to the residents of The Rock

Summary

In most facilities in communities like The Rock there are individuals who dedicate a lot of their time and similar to the Driscoll's indicated above.

However, this is a unique situation not only in Lockhart Shire but Australia wide, where a clan through the generations have coordinated, controlled, supported and encouraged people in the Shire and beyond to be part of the town and participate in a sporting body/event at The Rock Rec Ground.

They do this because they love what they do and not for the recognition. However, with fewer volunteers running organisations it is important to recognise the feats of individuals whilst they are still alive. Hopefully this will go towards encouraging the younger generation to participate in community groups as administrators as well.

Conclusion

It is requested that council approve this proposal in principle so that an accurate report of each individuals' accomplishments and a letter drafted to be delivered to council staff for word smithing and then council for approval. The letter is then released to The Rock residents for comments and consultation.

Ian Marston
Chairman
The Rock Rec Ground Committee”

The above request needs to be considered in the context of Council's Policy 1.26 Naming of Roads, Bridges, Public Places and Buildings. A copy of Policy 1.26 is attached, and attention is particularly drawn to Section 11 (general principles) and Section 15 (names that will not be supported). Policy 1.26 is scheduled for review in February 2024.

It is noted that at this stage The Rock Recreation Ground Management Committee is not requesting final approval of the proposal. Instead the Management Committee is seeking in-principle support which, if granted by Council, would be followed by further research that would be used to inform a community consultation process. Any final decision by Council would be subject to a further report and the consideration of any feedback received through the consultation process.

It is recommended that when “...an accurate report of each individuals’ accomplishments” has been prepared by the Management Committee that the information be tabled for Council’s further consideration.

Integrated Planning and Reporting Reference

- A1: Build capacity, capability and partnerships to encourage sustainable community groups and clubs.
- A1: Provide support and advice to community groups, clubs, and volunteers.
- E1: Promote the increased participation of local people in local government and the community.

Legislative Policy & Planning Implications

Council's Policy 1.26 Naming of Roads, Bridges, Public Places and Buildings applies and has been addressed earlier in this report.

Budget & Financial Aspects

Any subsequent community consultation process can be undertaken through the Council's Newsletter, Council's website and the Lockhart Shire Community Facebook Page which would have no discernible impact on the Council budget. The only other cost attributable to a name change is the erection of any signage which is assumed will be the responsibility of the Section 355 Management Committee which receives an annual subsidy from Council.

Attachments

- Policy 1.26 Naming of Roads, Bridges, Public Places and Buildings.

Recommendation: That The Rock Recreation Ground Committee be invited to submit a further report to Council detailing each individual’s achievements for consideration by Council and endorsement for community consultation.

[Next Report](#)

Staff Report 3: Attachment – Policy 1.26 Naming of Roads, Bridges, Public Spaces and Buildings

1.26 NAMING OF ROADS, BRIDGES, PUBLIC PLACES AND BUILDINGS

POLICY TITLE: NAMING OF ROADS, BRIDGES, PUBLIC PLACES AND BUILDINGS

FILE REF: SC235

EXPIRY DATE: APRIL 2024

OBJECTIVE

1. This policy provides direction for Council and the community on the principles and protocols guiding the naming of roads, bridges, parks, reserves and other public spaces as well as buildings in the Lockhart Shire Local Government Area.
2. The policy also aims to ensure that the naming of roads, bridges, parks, reserves and other public spaces as well as buildings within the Lockhart Shire are uniform with relevant legislation and the guidelines of the Geographical Names Board (NSW) where applicable.
3. At the same time, the policy seeks to:
 - a) Promote the ongoing recognition of Council's rich and diverse history through its naming procedures.
 - b) Outline the process for the naming of public assets and public spaces within the Shire that, preserves the Shire's identity & heritage.
 - c) Provide an opportunity for Council and all community stakeholders to have input to the naming of the Shire's public assets and public spaces.

LEGISLATIVE CONTEXT

4. The Geographical Names Board (GNB) has the statutory power to assign names to places – refer section 5 Geographical Names Act 1966 (the Act).
5. For the purposes of the Act "place" means any geographical or topographical feature or any area, district, division, locality, region, city, town, village, settlement or railway station or any other place within the territories and waters of the State of New South Wales but does not include any road, any area (within the meaning of the [Local Government Act 1993](#)), area of operations of a county council or a joint organisation area (within the meaning of that Act), any electoral district under the [Electoral Act 2017](#), any school or any place or place within a class of places to which the provisions of this Act do not apply by virtue of the regulations.
6. The GNB does not have specific statutory responsibility for formally naming infrastructure (other than Railway Stations and Post Offices), schools, private estate names or building names.
7. The GNB does not name bridges. The naming of bridges and other structures on roads does not have a formal legislative basis. However, the same procedures for road naming applies to bridges and other road infrastructure:
8. Local councils initiate the naming of bridges on local, regional and state roads (other than freeways). Roads and Maritime Services (RMS) to approve these proposals. RMS will approve a naming proposal for a bridge or structure provided that:-
 - a) The name has wide community support.
 - b) An Aboriginal name has the support of local Aboriginal groups.
 - c) Consideration has been given to National and State commemorative initiatives involving the naming of new of key road infrastructure.
 - d) The name is consistent with GNB place name criteria.
 - e) The design of the name plaque accords with RMS requirements.
9. Section 162 of the Roads Act 1993 designates local councils as the road naming authority for regional and local roads while Section 7 of the Roads Regulation 2018 sets out the process for road naming which includes notifying all relevant parties of the proposal.

A roads authority may not proceed with a proposal to name or rename a road against an objection made by a relevant party except with the approval of the Minister.

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For the purposes of Clause 1) (b) above "relevant party" means the following:

- a) Australia Post,
- b) the Registrar-General,
- c) the Surveyor-General,
- d) the chief executive of the Ambulance Service of NSW,
- e) Fire and Rescue NSW,
- f) the NSW Rural Fire Service,
- g) the NSW Police Force,
- h) the NSW State Emergency Service,
- i) the NSW Volunteer Rescue Association,
- j) in relation to a classified road--RMS.

SCOPE

10. This Policy is intended only to relate to assets owned by or entrusted to, Lockhart Shire Council, including assets for which Council has delegated care, control and management to a committee established pursuant to section 355 of the Local Government Act. Public Assets include:
 - a) Reserves, parks and public open space owned by Council or which Council is the Crown Land Manager.
 - b) Buildings and facilities owned by Council or situated on reserves, parks and public open spaces.
 - c) Roads, streets, Bridges, culverts and other road features.

GENERAL PRINCIPLES

11. All applications to name or re-name roads, bridges, parks, reserves and other public spaces as well as buildings in the Lockhart Shire will be considered on their individual merits and having regard to the following general principles: -
 - a) Names embracing the Shire's heritage and community should be used.
 - b) The proposed name should reflect the character, landscape, flora or fauna, or function of the site to be named.
 - c) The level of community support for the proposed name.
 - d) The chosen name should not duplicate existing names within the Shire and be easy to read, spell and pronounce.
 - e) Personal names may be used to commemorate persons (deceased) who have made a significant contribution to the community, or an event or occasion significant to the community or who were pioneers of the area.
 - f) The person being honoured by the naming should be of proven character and have either had a direct long-term association with the area or have made a significant contribution to the area.
12. Where a name is to be used posthumously, consent will be gained from the surviving partner or immediate family members.
13. Where an Aboriginal name is proposed, consent will be obtained from the relevant Aboriginal communities.
14. The following names will not be supported: -
 - a) Names of individuals currently holding public office.
 - b) Names of individuals not yet deceased.
 - c) Names that are unduly long, complex, difficult to spell or pronounce.
 - d) Names that could be construed to be derogatory or offensive.
 - e) Names that are incongruous, out of place, or of a commercial nature.

PROCEDURE FOR CONSIDERING NAMING PROPOSALS

15. All naming proposals shall include:
 - a) A map showing the location of the Public Asset.
 - b) The proposed name.
 - c) Evidence that the proposal is either in accordance with, or contrary to (i.e. seeking an exemption) this policy.
 - d) The reason for the choice of name.

- e) For personal names, the biographical details, including dates of birth and death (if relevant), length and years of service or association, and evidence that the next of kin or family have been consulted.
 - f) Evidence of community support (this does not alleviate the need to publicly advertise the proposal as outline below).
 - g) Where an Aboriginal name is proposed, evidence that the relevant Aboriginal communities have been consulted.
 - h) Where the applicant is a user body of a reserve or facility being managed by a committee established pursuant to section 355 of the Local Government Act, evidence that the section 355 committee has been consulted.
 - i) Where the applicant is a committee established pursuant to section 355 of the Local Government Act, or a user body of a reserve or facility being managed by a section 355 committee, details of any signage being considered for the proposed name.
16. Council staff will prepare a report for Council to consider, including all the supporting information outlined above. The Council report shall provide a recommendation that upholds this policy.
17. If Council support the proposal the Council will resolve to advertise the proposal for a period of 28 days during which submissions will be accepted.
18. In the case of a naming proposal for a road written notice will be given to all property owners along the road.
19. Council will consider the feedback it receives at the end of the advertising period and formally resolve a position on the naming proposal.
20. If the naming proposal is supported by Council and it relates to a “place” within the meaning of the Act, or to a local road or bridge, Council will submit an application with the proposed name change to the GNB or RMS respectively as required, and:
- a) If the proposal is rejected by the GNB/ RMS, Council will provide a letter to the original applicant explaining the reasons for the rejection of the application.
 - b) Should the GNB require modification(s) to the proposal, Council will consult with relevant bodies where necessary and re-submit the application to the GNB/ RMS.
 - c) Where the proposed name change is accepted by the GNB/RMS, Council will advise the applicant accordingly.

SIGNAGE

21. Where a naming proposal is accepted in relation to a reserve, park, public open space, building, road, street, bridge, culvert or other asset directly managed and maintained by Council, the Council will create and install new signage and also ensure all relevant maps and locality guides are updated.
22. Where a naming proposal submitted by a committee established pursuant to section 355 of the Local Government Act, or a user body of a reserve or facility being managed by a section 355 committee, is accepted in relation to a reserve, park or other facility that is managed and maintained by a section 355 Committee of Council, the Committee or the user body will be responsible for creating and installing new signage with Council's consent.

*Adopted by Council 19 April 2021
Refer minute 57/21*

STRATEGIC DIRECTION B: A Dynamic and Prosperous Economy

Nil.

STRATEGIC DIRECTION C: An Environment that is Respected and Protected

4. INTEGRATED WATER CYCLE MANAGEMENT STRATEGY – LOCKHART SEWERAGE TREATMENT PLANT

(DEES: 23/13276)

Executive Summary

Council was successful in securing funding for an Integrated Water Cycle Management (IWCM) Strategy. The associated issues paper has been completed and the options are presented for adoption in the draft IWCM Strategy. A Councillor workshop was held on the 16 October 2023 and this report seeks to formalise the agreed outcomes.

Background

In November 2018 and subsequent years, Council was successful in obtaining grant funding for a scoping study of Lockhart Sewerage Treatment Plant and an Integrated Water Cycle Management Strategy (IWCM). The IWCM is Council's 30-year strategy for the provision of appropriate, affordable, cost-effective and sustainable water services that meet the community needs and protects public health and the environment.

As part of the IWCM an Issues Paper was developed which identified issues with Council's sewerage schemes. Following the completion of the Issues Paper, Council engaged Public Works Advisory (PWA) to undertake studies that evaluated and assessed options to address the issues. The following studies were undertaken:

- Investigations into the Lockhart Sewage Treatment Plant
- Investigations into servicing south Lockhart

The shortlisted options from these studies were bundled into four (4) IWCM Scenarios to include build and non-build measures.

The IWCM scenarios were then evaluated to enable sound investment decisions for both build and non-build sewerage solutions on a triple bottom line (TBL) basis. This involves identifying the scenario that provides the best value for money after taking full account of social, environmental and economic considerations.

Report

The full documents have previously been distributed to Councillors. The below tables are extracts from the full report. The scenarios developed from the Issues Paper are presented in the below table and were discussed at the Councillor Workshop.

Target for compliance	Issue	Option	Scenario 1	Scenario 2	Scenario 3	Scenario 4
Asset condition – Lockhart STP	Plant equipment at Lockhart STP nearing end of their design life and are not reliable.	New activated sludge (IDEA based) plant in 2035, and continue with effluent reuse for public open spaces.	✓ 2035			
	A number of WHS issues identified at the Lockhart STP.	Avoid renewals and replace existing trickling filter with new oxidation pond system with effluent reuse for agricultural irrigation.		✓ 2023		

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Target for compliance	Issue	Option	Scenario 1	Scenario 2	Scenario 3	Scenario 4
		Avoid renewals and replace existing trickling filter with new activated sludge (IDEA based) plant with effluent reuse for public open spaces.			✓ 2023	✓ 2023
Public health risks from on-site sewage management systems	Lockhart South – some dwellings located close to Treasure Street, Lockhart that are within 100 m from Brookong Creek and also within its 1% AEP flood level.	Extend sewerage service area in Lockhart South.				✓ 2023

Each scenario was evaluated on a triple bottom line assessment comprising total present value, environmental and social score and net present value. The ranking of the scenarios is presented in the table below.

Scenario	Total present value (\$M)	ESS	ESS/NPV	Rank
Scenario 1	3.3	5.0	1.5	2
Scenario 2	2.1	5.1	2.4	1
Scenario 3	7.4	8.1	1.1	3
Scenario 4	10.0	8.1	0.8	4

Scenario 2 is ranked number one. This is the option to replace the existing trickling filter with a new oxidation pond system with effluent reuse. Scenario 4 – sewerage of south Lockhart was not modelled in combination with Scenario 2, which will mean a slight increase in the estimated cost of Scenario 2, however this does not affect the ranking shown.

Once adopted and placed into the draft IWCM the document will be placed on exhibition for public comment. Inclusion in the IWCM will mean that the projects will be eligible for available grant funding.

Integrated Planning and Reporting Reference

- C2: Our open space and natural environment are protected for future generations
- C1: Our environmental practices are sustainable
- D1: Our assets and infrastructure are well planned and managed to meet the demands of the community now and in the future
- B1: Our Shire is attractive and welcoming to businesses, industry, residents and visitors.

Legislative Policy and Planning Implications

Council must comply with the Work Health and Safety Act and provide a safe workplace environment. Council has an EPA licence which it must meet the conditions of. Lockhart Sewerage Treatment Plant has been 100% compliant with no non-compliance in the last ten years.

Budget and Financial Aspects

Council will be reliant on available grant funding to commence the project. The renewal of the Lockhart Sewerage Treatment Plant will increase the Typical Residential Bill for residents in line with the table in the report.

Attachments

Nil.

Recommendation: that Council

- 1) adopt the option as determined in the Councillor Workshop held 16 October 2023 for incorporation into the draft IWCM Strategy, that being:

- Replace existing Lockhart Sewerage Treatment Plant (trickling filter) with a new oxidation pond with effluent reuse; and
 - Include the sewerage of south Lockhart
- 2) That the draft IWCM Strategy be placed on public exhibition for a period of not less than 28 days.

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

5. ENGINEERING AND ENVIRONMENTAL SERVICES REPORT

(DEES)

Executive Summary

Monthly report on engineering and environmental services matters.

As part of Council's on-going commitment to sustainability, a program of solar system installation has commenced on Council-owned buildings. The first site has been completed at The Rock swimming pool with the installation of a 15kW system which will significantly reduce Council's electricity bills associated with running pumps etc at the pool.

Council was successful in obtaining a NSW Government Get Active Grant for new footpath in Lockhart. Three-quarters of the work in Hayes Street and O'Connell Street has been completed, Lockhart in accordance with the adopted footpath masterplan.

Works

Heavy Patching Program

The Regional and Local Roads Repair Program (RLRRP).

Regional Roads: Work has been completed on Lockhart Collingullie Rd, The Rock Collingullie Rd, Urana Lockhart Rd - a total of 36,019 m².

Local Sealed Roads: The Rock Lockhart is now complete along with The Rock Mangoplah Rd, County Boundary Rd, Urana Boree Creek Rd, Yuluma Rd, Lockhart Boree Creek Rd - a total of 68,742 m².

Local Sealed Roads: Shoulder grading on Henty Pleasant Hills Rd, and Urana Boree Creek Rd has been completed. Slashing roadside shoulders has been completed on Urana Boree Creek Rd and Yuluma Rd.

Unsealed Roads: Unsealed Road Maintenance of Shire gravel roads has been conducted on Seeligers Ln, Schirmers Ln, Curries Ln, Hogans Ln, Spurrells Rd, Wallendoon Access Rd, Bakes Ln, Clancys Ln, and Munyabla Boundary Rd.

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.

Maintenance crews have repaired the culverts on Urana Boree Creek Rd. Assisting with the heavy patching, roadside slashing and sign installation, backfill and remove spoils on Hayes Street footpath and attending to the back log of customer enquiries.

Parks & Gardens

The swimming pools at The Rock and Lockhart opened on 31 October with no problems reported.

A slab has been laid adjacent to the entrance of Lockhart Pool ready for installation of the motorbike sculpture donated by Ms van Steyn.

The landscaping of 109 Green Street continues, with paving set to commence soon.

Mowing, watering of street trees and other general maintenance continues across the Shire's open spaces.

Biosecurity

WEEDS

Property Inspections

Inspections were carried out on residential and industrial properties. The majority of properties were selected due to a change in ownership, or to assess landholder competency in implementing weed management.

The most commonly found weeds were African boxthorn (*Lycium ferocissimum*), Privet (*Ligustrum sp.*), and Horehound (*Marrubium vulgare*) respectively.

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

Control Program

Priority has been given to the control of Horehound (*Marrubium vulgare*) and St. John's wort (*Hypericum perforatum*) on roadside reserves and council managed land.

PESTS

Spring Fox Baiting Program

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

Development Approvals for the Period Ending 31 October 2023

(MP&B: 23/13786)

DA/CDC No.	Development	Site of Development	Applicant	Value
DA03/24	12 Lot Subdivision	Harry Davies Drive, Lockhart	Lockhart Shire Council	\$ 900,000
DA18/24	Two Lot into three Lot Subdivision	61 Drummond St, Lockhart	M Walsh	\$ 17,000
DA19/24	Installation of second-hand manufactured home & ancillary metal garage	10-16 Osborne St, Lockhart	D Shepherd	\$ 159,900
DA20/24	Construction of colorbond shed with shower and toilet	13A Railway St, The Rock	T Tilden	\$ 51,200
			Total	\$ 1,128,000

Road Classifications

Following the formation of a committee to consider reclassification of Shire roads, Council formally adopted to improve 14 roads over the next seven years at a cost of \$1.05 million. Commera Wilson Lane was not included. However, Council requested an investigation into its upgrade. Commera Wilson Lane is a mix of Class 1, Class 2 and Earth Formation. There are five lots which can access the earth formation section. Each lot also has access to the Class 2 section of Commera Wilson Lane or Yuluma Road or Lockhart Boree Creek Road, both of which are sealed. To ensure that Council's roads budget is spent effectively, no upgrade to Commera Wilson Lane is proposed.

Flood Data Release

The Bureau of Meteorology released flood data confirming that southeastern Australia had the highest spring rainfall on record in 2022 including over 200 sites that have been recording for at least 100 years. Rain fell on catchments where water storages and river levels were high and soils were already wet after two years of above average rainfall. The three major climate drivers influencing this weather were La Nina, a negative Indian Ocean Dipole and a positive Southern Annular Mode.

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.

6. REVIEW OF ANNUAL KERBSIDE BULKY WASTE COLLECTION

(DEES: 23/13300)

Executive Summary

This report provides a summary of the current annual bulky waste collection, including costs and issues, a review of how other local Councils are managing the issues and discussion of alternative service delivery options.

Background

Council provides a kerbside bulky waste collection service on an annual basis for all householders receiving a domestic waste collection service. Residents are able to present up to two cubic metres of waste for collection in a scheduled collection service.

Report

There are several issues with the current system raised by operational staff:

- Items being left out that are not acceptable, leading to altercations with residents
- Items greater than two cubic metres being left
- Aesthetic impact of waste at kerbside
- Rubbish being left at vacant blocks/premises potentially from outside the LGA

Benefits include a likely reduction in illegal dumping and convenience for residents without vehicles to dump waste. In addition, the cost to carry out the collection in 2022/23 was \$26,549.58.

Other options include:

- Booked service – once per year, requires own vehicle, administration resources
- Voucher system – issued with rates notices, requires own vehicle
- No service – residents would pay to dispose of all waste, may encourage illegal dumping
- Free tip days – causes long delays and frustration for residents, requires own vehicle.

Within the region, Coolamon Shire offers a booked service once per year, Bland Shire have a free tip day but are considering looking at a voucher system. Junee, Temora and Greater Hume offer no service.

It is proposed to move to expand the current voucher system, as this provides more control on the waste collected, is aesthetically better and still provides a free option for the community. A voucher would be issued with each annual rate notice (once per year) to include all premises with a residence.

Integrated Planning and Reporting Reference

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

Legislative Policy & Planning Implications

Nil.

Budget & Financial Aspects

Anticipated savings of approximately \$13,000 based on the costs of the current service.

Attachments

Nil.

Recommendation: That Council trials the expansion of the existing annual voucher system for the disposal of waste for a 12-month period in 2024/25.

STRATEGIC DIRECTION E: Strong Leadership and Governance

7. INVESTMENT AND BANK BALANCES REPORT – OCTOBER 2023

(DCCS: 23/13494)

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			816,024.00
Add: Total Receipts			
	Sale of Nissan Forklift #1346		2,714.00
	Rockoosh Payments		4,831.09
	Interest		8,769.09
	Rockoosh CCS Payments		9,822.48
	2022/2023 Statecover Premium Rebate		14,711.20
	Caravan Park Takings		16,176.00
	Miscellaneous		18,786.52
	Apprenticeship Incentives		20,141.79
	Sale of Mitsubishi Triton #2109		22,299.83
	Debtors		33,480.71
	Sale of Toyota Hilux #2206		40,048.45
	Development Applications		70,569.45
	Rates		98,267.65
	Return of Investments		500,000.00
	Transport NSW - Traffic Facilities		37,500.00
	Transport NSW - Supplementary Grant		50,500.00
	Transport NSW - Block Grant		476,000.00
	Transport NSW - Get NSW Active Grant		53,000.00
			1,477,618.26
Less: Total Payments			1,776,462.94
	New Investments	0	
Closing Combined Cashbook Balance			<u>517,179.32</u>
Closing Bank Statement Balance			
	Bendigo Bank		463,544.55
	Macquarie Bank		26,398.10
	Bendigo Bank-Prichard Trust		31,817.49
			521,760.14
Add: Outstanding Deposits			3,161.45
			524,921.59
Less: Outstanding Cheques			7,742.27
Closing Combined Cashbook Balance			<u>517,179.32</u>

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Investments:	Interest Rate per		Amount Invested	% of Total
	Annum			
Bank of Queensland	5.00		700,000.00	5.59
Bendigo Bank	4.59		250,000.00	2.00
Bendigo Bank	4.59		1,000,000.00	7.99
Bendigo Bank	4.95		500,000.00	3.99
Bendigo Bank	at call		66,072.20	0.53
Commonwealth Bank	4.75		1,000,000.00	7.99
Commonwealth Bank	4.78		1,000,000.00	7.99
Commonwealth Bank	4.81		500,000.00	3.99
Commonwealth Bank	4.83		500,000.00	3.99
IMB Ltd	4.85		500,000.00	3.99
MACQUARIE BANK	4.80		500,000.00	3.99
MACQUARIE BANK	4.81		500,000.00	3.99
MACQUARIE BANK	4.67		500,000.00	3.99
MACQUARIE BANK	4.73		500,000.00	3.99
MACQUARIE BANK	4.76		500,000.00	3.99
National Australia Bank	4.95		500,000.00	3.99
National Australia Bank	4.90		500,000.00	3.99
National Australia Bank	4.85		500,000.00	3.99
National Australia Bank	5.00		500,000.00	3.99
National Australia Bank	5.07		500,000.00	3.99
National Australia Bank	5.05		500,000.00	3.99
National Australia Bank	5.10		1,000,000.00	7.99
			12,516,072.20	100.00
				AMOUNT
	1490-3000-0000			(2,093,318.17)
Combined Sewerage	8490-3000-0000			2,578,680.00
Trust Fund	9991-3000-0000			31,817.49
			517,179.32	517,179.32
	TOTAL FUNDS HELD ARE:		13,033,251.52	

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 \$400,000 income from interest on investments for General Fund & Sewer Fund combined. For the period July 2023 to October 2023, the average end of month balance of funds invested has been \$13.1 million and the average return on invested funds has been 4.85%. On these year to date figures, Council's budgeted income on investments will be achieved for the General Fund and Sewer Fund.

Responsible Accounting Officer Statement

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

Recommendation:

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

8. QUARTERLY BUDGET REVIEW – SEPTEMBER 2023

(DCCS: 23/13880)

Executive Summary

In accordance with the Local Government Act, 1993, a review of Council's Budget position as at 30 September 2023 has been undertaken and the following is submitted for Councillors' consideration.

Report

General Fund

When Council adopted the 2023-2024 Operational Plan Budget in June 2023 Council budgeted for a deficit of **\$72,666.00**. The Budget Review as at 30 September 2023 indicated an estimated **SURPLUS of \$85,886.00** as at 30 June 2024 after taking into account movements in revenue and expenditure for the first quarter.

Financial Assistance Grant (FAGS): Council's methodology for the setting the budget for the FAGs each year is to use the actual allocation for the previous year and then adjust at the first Quarterly Budget Review based on the latest information available on the Australian Government's The Department of Infrastructure, Transport, Regional Development, Communications and the Arts website and information provided by the NSW Local Government Grants Commission.

<https://www.infrastructure.gov.au/territories-regions-cities/local-government/financial-assistance-grant-local-government/national-principles-allocation-grants/nsw>

Council's 2023-24 FAGs allocation entitlement, of which the Federal Government paid 95% of Council's estimated 2023-24, in advance in June 2023 is as follows:

-	General Purpose Component	\$ 3,082,473
-	Local Roads Component	<u>\$ 1,759,133</u>
	Total	\$ 4,841,606

This equates to an increase of \$543,807 in FAGs compared to the amount as estimated in the original adopted Budget for 2023-24.

Carry Forwards: these are expenditure items budgeted for in 2021-22, which were not expended in 2022-23 and are still required to be expended that were not included in the 2023-24 budget.

- Training \$20,000
- Tourism/Economic Development (TEDO) \$33,000
- TEDO Shipping Container – Store Resources \$4,000

Training: Due to a number of challenges in recent years, training has not been able to occur with the regularity and frequency as required to expend and achieve Council's training plan for staff.

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

Adjustments of note in the first Quarterly Review Budget:

Increase in **Income** general ledgers:

•	1040-1400-0000	Financial Assistance Grant - General Purpose	\$ 361,937
•	5010-1400-0000	Financial Assistance Grant – Local Roads	\$ 181,870
•	5540-1150-0000	Caravan Park – Rent	\$ 28,000

Increases in **Expenditure** general ledgers:

•	1020-2220-0000	Consultants	\$ 80,000
•	1020-2308-0000	Section 356 Contributions	\$ 15,000
•	1020-2345-0000	Grant Application Preparedness	\$ 30,000
•	1020-2385-0000	Recruitment Expenses	\$ 18,000
•	1080-2001-0000	Outdoor Staff - Annual & LSL Leave	\$ 25,000
•	1080-2500-0000	Plant Running Expenses	\$ 150,000

- 2020-2025-0000 Env Services - LEP Reviews \$ 20,000
- 5620-2350-0000 Land Development Expenses \$ 300,000

Increase in **Capital Expenditure** general ledger:

- 5490-4600-0000 Plant & Equip – Total Station Laser Level \$ 30,000

Caravan Park – Rent: Since 1 July 2023, the Caravan Park commenced under new management. New management have had great results with takings to date up by 300% on the same time last year. Caravaners are out and about now that the effects of Covid are behind us. The new Caravan Park Managers have requested the current “On-Site Cabin – 6 berth” weekly fee for cabins be removed from Council’s schedule of Fees & Charges. There will be just a daily rate for the day(s) booked, for all cabin bookings.

Consultants: Council has a number of Asset Classes that require revaluation as part of the audit cycle that requires Councils to revalue each Asset Class at a minimum of every 5 years.

Section 356 Contributions: This will provide Council with more capacity to support requests from community groups throughout the Shire.

Grant Application Preparedness: Provides Council more resources to address “shovel ready” projects as resolved back in 2020. Projects listed below, with the “preparedness” of projects 2 & 4 being achieved to date:

1. Graincorp Building Development
2. Avenue of Honour
3. Government Dam, The Rock – Recycling Water
4. Brookong Creek Masterplan
5. Galore Hill Scenic Reserve Masterplan

Recruitment Expenses: Estimated cost to engage a recruitment consultant for the General Manager position.

Outdoor Staff - Annual & LSL Leave: The budget estimate for outdoor staff is based on an average of staff taking 4 weeks leave per year. Current estimates are that on average outdoor staff will take more than the 4 weeks leave this financial year.

Plant Running Expenses: Increase due mainly to fuel costs and increase in working time to repair roads.

Env Services - LEP Reviews: This is the balance of funds to undertake review as per Council resolution 60/22.

Land Development Expenses: Estimate of costs to develop Prichard Place lots and Stage 3 Industrial land.

Plant & Equipment: Cost to trade-in to upgrade to new Total Station Laser Level.

OOSH Services: The Lockhart OOSH is currently closed due to no enrolments. Also, with enrolments down on previous years at The Rock, the budget forecasts for OOSH Services has been adjusted. With the Lockhart OOSH effectively closed due to no enrolments, it is recommended Council temporarily close the Lockhart OOSH and review the service again at the commencement of Term 1 in 2024. For an OOSH service to be sustainable, even with Government funding, enrolments will need to be in that range of 12 or more students on average for each of the 10 sessions per week (Before & After School) during school terms.

Section 355 Management Committees: Two new S355 Committees were established by Council at its May 2023 meeting: Lockhart Golf Course Management Committee allocate \$4,000 and the Lockhart Airstrip Management Committee allocate \$1,500. Allocate The Rock Observatory Management Committee \$4,500.

Sewer Fund

When Council adopted the 2023-2024 Operational Plan Budget in June 2023 Council budgeted for a surplus of **\$11,044.00** for the Sewer fund operations. For the Budget Review at 30 September 2023 the

budget adjustments resulting in an estimated **SURPLUS of \$15,748.00** as at 30 June 2024 after taking into account movements in revenue for the first quarter.

Integrated Planning and Reporting Reference

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

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

Legislative Policy & Planning Implications

Clause 203 (1) of the Local Government (General) Regulation states that “not later than 2 months after the end of each quarter (except the June quarter), the responsible accounting officer of a council must prepare and submit to the council a budget review statement that shows, by reference to the estimate of income and expenditure set out in the statement of the council's revenue policy included in the operational plan for the relevant year, a revised estimate of the income and expenditure for that year.

Budget & Financial Aspects

Fund	Adopted Budget @ 1 July 2023	Amendments @ 30 Sept 2023	Revised Estimates @ 30 June 2024
General Fund	(\$72,366.00)	\$ 158,252.00	\$ 85,886.00
Sewerage Fund	\$ 11,044.00	\$ 4,704.00	\$ 15,748.00
Net Consolidated Budget Surplus/(Deficit)	(\$61,322.00)	\$ 162,956.00	\$ 101,634.00

Attachments

- Quarterly Budget Review Statement for the period 01/07/23 to 30/09/23 will be provided under separate cover.

Recommendation: That:

- a) The information be noted, and
- b) The adjustments in income, expenditure and reserves in the September 2023 Quarterly Budget Review be adopted, and
- c) The carried forward as reported to be funded from Reserves be adopted, and
- d) The Lockhart OOSH service be temporarily suspended, with a further review to be undertaken at the start of the 2024 school term with stakeholders.
- e) The “On-Site Cabin – 6 berth” weekly fee of \$510.00 be removed from Council’s fees and charges.

9. 2022/23 ANNUAL REPORT

(GM: 23/10897)

Executive Summary

Council is required, within five months after the end of each financial year, to prepare an annual report for that year reporting as to its achievements in implementing its delivery program. Accordingly, a draft 2022/23 Lockhart Shire Council Annual Report is tabled for Council’s endorsement.

Report

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

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

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

- a) Details of any overseas visits undertaken by councillors, council staff or other persons representing the Council.
- b) Total cost of the payment of expenses and provision of facilities to councillors in relation to their civic functions.
- c) Details of each contract awarded by the Council during the year (whether as a result of a tender or otherwise).
- d) Amounts incurred by the council during the year in relation to legal proceedings taken by or against the Council.
- e) Resolutions made by Council during the year under section 67 (3) of the Local Government Act concerning work carried out on private land.
- f) The total amount contributed or otherwise granted under section 356 of the Local Government Act.
- g) A statement of all external bodies that during the year exercised functions delegated by the Council.
- h) A statement of all corporations, partnerships, trusts, joint ventures, syndicates or other bodies (whether or not incorporated) in which the Council held a controlling interest or participated in.
- i) Activities undertaken by Council during the year to implement its equal employment opportunity management plan.
- j) The total remuneration comprised in the remuneration package of the general manager during the year.
- k) Total remuneration comprised in the remuneration package of all senior staff members (other than the general manager).
- l) Activities undertaken by Council in relation to enforcing and ensuring compliance with the Companion Animals Act 1998 and regulations made under that Act.
- m) Rates and charges written off during the year.
- n) Information regarding training and professional development activities provided to the mayor and councillors.
- o) Details of fraud control activities undertaken during the year.

A copy of the Draft 2022/23 Annual Report incorporating Parts 1) and 3) referred to above has been separately distributed to Councillors.

With respect to Part 2) above, an extension has been granted by the Office of Local Government to Council for the finalisation of the audited financial reports which will be the subject of a separate report to Council once the Auditor's Report has been issued.

Integrated Planning and Reporting Reference

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

Legislative Policy & Planning Implications

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

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

Budget & Financial Aspects

Nil.

Attachments

- A Draft 2022/23 Annual Report has been separately distributed to Councillors.

Recommendation: That the 2022/23 Annual Report, be endorsed and the General Manager be authorised to forward a copy of the Report to the Minister for Local Government.

10. CODE OF CONDUCT STATISTICS – ANNUAL REPORT

(GM: 23/12844)

Executive Summary

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

Report

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

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

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

It is noted that for the reporting period 1 October 2022 to 30 September 2023 there were no complaints made under the Council's Code of Conduct and that the response to items a) to h) above is "0".

Integrated Planning and Reporting Reference

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

Legislative Policy & Planning Implications

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

Budget & Financial Aspects

Not applicable.

Attachments

Nil.

Recommendation: That:

- a) Council notes that, for the reporting period 1 October 2022 to 30 September 2023, there were no complaints made under the Council's Code of Conduct; and
- b) The information be forwarded to the Office of Local Government.

11. CLOSED CIRCUIT TELEVISION (CCTV) POLICY

(GM: 23/13570)

Executive Summary

Council has allocated grant funds for the installation of CCTV cameras in selected publicly accessible locations. As the CCTV footage captured by the cameras will form part of Council's official records, it is important that appropriate policies and procedures are in place for the management of the audio-visual records.

Report

Council has allocated grant funds received under Phase 3 of the Local Roads and Community Infrastructure grant program for the installation of CCTV cameras at the following locations:

- Green Street, Lockhart
- Urana Street, The Rock
- Lockhart Recreation Ground
- Osborne Recreation Ground
- The Rock Recreation Ground
- Yerong Creek Recreation Ground

Installation of the CCTV cameras has commenced and will be followed by training and induction for authorised users of the system.

The CCTV system is aimed at the detection and conviction of offenders. Council recognises that the presence of CCTV can have a deterrent effect on crime and antisocial behaviour, whilst contributing to a greater sense of safety in the community. Accordingly it is intended that the images captured by the CCTV cameras will be made available to assist NSW Police.

Notwithstanding this the CCTV footage captured by the cameras will form part of Council's official records. It is particularly important that appropriate policies and procedures are in place for the management of the audio-visual records having regard to the NSW Government Policy Statement and Guidelines for the Establishment and Implementation of CCTV in Public Places, the Privacy and Personal Information Protection Act 1998 and the Government Information (Public Access) Act 2009.

With this in mind a draft CCTV policy has been developed and a copy is attached. Standard operating procedures and a memorandum of understanding between Council and NSW Police is also being developed in consultation with police to complement the policy.

In view of the subject matter and the nature of the policy it is recommended that the draft policy be placed on public exhibition prior to it being formally adopted by Council.

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

The draft policy has been developed having regard to the NSW Government Policy Statement and Guidelines for the Establishment and Implementation of CCTV in Public Places, the Privacy and Personal Information Protection Act 1998 and the Government Information (Public Access) Act 2009.

Budget & Financial Aspects.

The installation of CCTV cameras is being funded by a grant made available under Phase 3 of the Local Roads and Community Infrastructure grant program. Allowance will be made in future budgets for the cost of operating and maintain the CCTV system.

Attachments

- Draft Policy 1.29 CCTV

Recommendation: That Draft Policy 1.29 CCTV, be placed on exhibition for a period of 28 days and any comments received be considered by Council prior to adoption of the policy.

[Next Report](#)

Staff Report 11: Attachment – Draft Policy 1.29 CCTV

1.29 Closed Circuit Television (CCTV)

POLICY TITLE: Closed Circuit Television (CCTV)

FILE REF: SC67

EXPIRY DATE: December 2026

INTRODUCTION

This policy underpins the management and operation of Closed-Circuit Television (CCTV) within the Lockhart Shire Local Government Area. Standard Operating Procedures will guide staff in the day-to-day operation of the scheme and ensure alignment with the NSW Government Policy Statement and Guidelines for the Establishment and Implementation of CCTV in Public Places.

The Policy and the Standard Operating Procedures also aim to increase public confidence that Council's CCTV system is appropriately controlled, administered and accountable.

This CCTV scheme is aimed at the detection and conviction of offenders. Council recognises that the presence of CCTV can have a deterrent effect on crime and antisocial behaviour, whilst contributing to a greater sense of safety in the community. The CCTV cameras will capture images that can be used to assist NSW Police. The NSW Police may also passively monitor live images provided by the CCTV scheme.

STRATEGIC CONTEXT

The Lockhart Shire Community Strategic Plan states that Council will “...work with stakeholders to ensure our community is safe and well prepared to respond to adversity.”

PURPOSE

The purpose of the Policy is to:

- Reduce the fear of crime as measured by:
 - Increased community perception of safety within the City
- Assist in the apprehension and prosecution of offenders as measured by:
 - Increase in the number of offenders identified.
 - Increase in the number of offenders apprehended.

SCOPE

This policy relates to the CCTV cameras in locations identified as being publicly accessible, namely:

- Green Street, Lockhart
- Urana Street, The Rock
- Lockhart Recreation Ground
- Osborne Recreation Ground
- The Rock Recreation Ground
- Yerong Creek Recreation Ground

Although every effort will be made to ensure maximum effectiveness of the system it is not possible to guarantee that the system will detect every incident taking place within the area of coverage.

POLICY PROVISIONS

Responsibilities

Lockhart Shire Council

Lockhart Shire Council is the owner and operator of the public place CCTV scheme. Council has responsibility for securing funding, responsibility to consult with and inform the community, and responsibility for design, management, running costs, evaluation and audit activities.

The CCTV system provided will not be monitored live by Council. Council will maintain all equipment and will be responsible for recording images that can be used to assist NSW Police.

NSW Police Force

The Standard Operating Procedures for the scheme incorporate protocols covering communication and liaison between Council and NSW Police. NSW Police are provided with the ability to review stored footage and download for evidentiary purposes.

GENERAL PROVISIONS

Guiding Principles

The nine principles outlined in the NSW Government Policy Statement and Guidelines for the Establishment and Implementation of CCTV in Public Places include issues relating to privacy, fairness, public confidence and support, managerial efficiency and effectiveness, and police involvement in public area CCTV. The principles below are essential for the implementation of CCTV:

The Ownership of Schemes and Its Accompanying Responsibilities

Principle: The ownership of public area CCTV schemes must be clear and publicly known and ensure appropriate public accountability.

Community Consultation

Principle: When considering setting up or significantly expanding a public area CCTV scheme, the relevant concerns of all parties potentially affected by the scheme should be taken into account through an effective community consultation strategy. Consultation will help to ensure that schemes meet local needs and circumstances, and that the operation of the scheme has the support of those affected by it.

Setting Clear Objectives

Principle: Clear scheme objectives should be set to guide the design, implementation, management and outcomes of public area CCTV. A clear statement of objectives will provide a basis for effective monitoring and evaluation of the scheme and help to ensure that the use of CCTV is consistent with overall crime prevention objectives.

Integrated Approaches to Crime Prevention

Principle: The implementation of CCTV should be part of an integrated, multi-agency approach to crime control and community safety.

Police Involvement in Public Area CCTV Schemes

Principle: While the NSW Police Force should not fund or operate public area CCTV schemes, it should be closely involved in the assessment and planning phase, including risk analysis and evaluation. The Standard Operating Procedures for the scheme should incorporate protocols covering communication and liaison between the scheme operators and the police.

Managing and Operating Schemes

Principle: Schemes should be open and accountable and operate with due regard for the privacy and civil rights of individuals and the community.

Evaluation

Principle: Effective evaluation of schemes is essential in order to identify whether their formal objectives are being achieved. Evaluation frameworks should be developed at the planning stage of the scheme.

Complaints

Principle: Publicly accountable, impartial and fair schemes should have procedures for dealing with complaints.

Monitoring and Auditing

Principle: Audit is needed to provide an account of the operation of a scheme, by testing its compliance against relevant policy, legislation and procedures, and to be used as the basis of recommendations for improved practice.

SPECIFIC PROVISIONS

Disclosure

CCTV footage and records will only be used and disclosed in accordance with the primary purpose of collection. This CCTV scheme is aimed at the detection and conviction of offenders, with footage to be provided to NSW Police for retrospective review.

In accordance with the NSW Government Policy Statement and Guidelines for the Establishment and Implementation of CCTV in Public Places reasonable steps are taken to protect information gathered through public place CCTV from misuse or inappropriate disclosure.

Disposal

Where footage has been provided to NSW Police it is their responsibility to appropriately retain and destroy the record of the footage in accordance with their protocols.

Privacy

The Privacy and Personal Information Protection Act 1998 covers local government authorities as public sector agencies and as such needs to be addressed when considering the establishment and implementation of CCTV.

CCTV in public places need to balance the need for public safety against the right to privacy for members of the public. The CCTV scheme needs to be operated with respect for people's privacy and their right to conduct or engage in lawful activities.

The NSW Government Policy Statement and Guidelines for the Establishment and Implementation of CCTV in Public Places states:

“Continuing community support for the operation of CCTV schemes will depend upon the confidence people have that the scheme is providing the anticipated benefits. It is therefore essential that:

- *the recording and retention of images should be undertaken fairly and lawfully.*
- *the purpose for which the information is being obtained is known.*
- *the information not be used for any other purpose than that proclaimed.*
- *people be aware that they may be subject to CCTV surveillance.*
- *the CCTV surveillance should only be used to identify crimes occurring within the CCTV area.*
- *the CCTV surveillance should never be used to monitor or track individuals who have not obviously been involved in a crime.*
- *the CCTV surveillance should not be used for general intelligence gathering, and*
- *the owners of the scheme are known and accountable for its operation.”*

CCTV information and records are to be handled in accordance with the Privacy and Personal Information Protection (PPIP) Act 1998 and the Privacy and Personal Information Regulation 2005. Use and disclosure of CCTV footage and personal information must only be in accordance with privacy laws.

The Privacy and Personal Information Regulation 2005 exempts councils from certain provisions of the PPIP Act relating to the use of CCTV cameras, specifically as follows:

- Council is exempt from section 11 of the Act with respect to the collection of personal information by using a CCTV camera that the council has installed for the purpose of filming a public place if the camera is positioned so no other land is filmed (unless it is not reasonably practicable to avoid filming the other land when filming the public place).

- Council is also exempt from section 18 of the Act with respect to the disclosure to the NSW Police Force of personal information by way of live transmission from such a CCTV camera.

The Standard Operating Procedures will ensure:

- persons are informed about the collection and purpose for collection of the personal information in accordance with section 10 of the PPIP Act, and
- that the information is protected by taking reasonable security safeguards against loss, unauthorised access and misuse in accordance with section 12 of the PPIP Act

These aspects are addressed in the Standard Operating Procedures to ensure compliance with the Privacy and Personal Information Regulation 2021.

Legislative Context

- NSW Government Policy Statement and Guidelines for the Establishment and Implementation of CCTV in Public Places
- Privacy and Personal Information Protection Act 1998
- Privacy and Personal Information Regulation 2021
- Surveillance Devices Act 2007
- Government Information (Public Access) Act 2009
- The Workplace Surveillance Act 2005

Related Documents

- NSW Government Policy Statement and Guidelines for the Establishment and Implementation of CCTV in Public Places
- CCTV Standard Operating Procedures
- Memorandum of Understanding – Lockhart Shire Council and NSW Police

Definitions

Closed Circuit Television (CCTV) is a television system that transmits images within a closed system. Images are not openly transmitted but available to a specific location on a limited set of monitors. The footage taken by the cameras is sent to a television monitor or recorder. CCTV systems consist of cameras, monitors, recorders, interconnecting hardware and support infrastructure.

Passive monitoring refers to where CCTV monitors may be intermittently viewed.

Publicly Accessible Location means a location that is accessible to members of the community at any time without approval or supervision.

Retrospective review refers to where CCTV footage is reviewed after an incident.

Adopted by Council 18 December 2023

Refer minute xxx/23

12. POLICY REVIEWS

(GM: 23/13080)

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

- 1) Policy 1.22 Legislative Compliance Policy
- 2) Policy 2.1 Parking on Nature Strips
- 3) Policy 2.5 Provision of Water tanks at Shows and Festivals
- 4) Policy 3.19 Council Volunteers
- 5) Policy 3.20 Guidelines for Secondary Employment
- 6) Policy 3.24 Recognition of Service

Minor changes have been made to the Schedules to Policy 1.22 Legislative Compliance to update references to relevant legislation and position titles. No other significant changes have been made to the policies listed above.

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 1.22 Legislative Compliance Policy
2. Policy 2.1 Parking on Nature Strips
3. Policy 2.5 Provision of Water tanks at Shows and Festivals
4. Policy 3.19 Council Volunteers
5. Policy 3.20 Guidelines for Secondary Employment
6. Policy 3.24 Recognition of Service

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

- a) Policy 1.22 Legislative Compliance Policy
- b) Policy 2.1 Parking on Nature Strips
- c) Policy 2.5 Provision of Water tanks at Shows and Festivals
- d) Policy 3.19 Council Volunteers

- e) Policy 3.20 Guidelines for Secondary Employment
- f) Policy 3.24 Recognition of Service

[Next Report](#)

Staff Report 12: Attachment 1 – Policy 1.22 Legislative Compliance

1.22 Legislative Compliance

POLICY TITLE: LEGISLATIVE COMPLIANCE

FILE REF: SC67

EXPIRY DATE: NOVEMBER 2026

INTRODUCTION

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

OBJECTIVES

The aim of an effective compliance program is to:

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

COMMITMENT

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

IMPLEMENTATION

The General Manager will have overall responsibility for compliance.

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

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

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

MONITORING AND MEASURING

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

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

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

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

CONTINUAL IMPROVEMENT

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

- a) Incorporating periodic internal audit reviews focusing on compliance in the Council's Internal Audit Plan and monitoring the work of the Internal Auditors in their reports to the Audit Committee especially noting the risk ratings attached.
- b) Regular review of Council policies in accordance with a pre-determined timetable (refer Schedule 2);

- c) Remaining abreast of changes in legislation and policies of Government by subscribing to Office of Local Government (OLG) Circulars, retaining membership of LGNSW and participating in conferences, seminars and other events hosted by OLG, LGNSW, Local Government Professionals Australia, REROC and other local government industry bodies.

*Adopted by Council 20 November 2023
Refer minute xxx/2023*

*Adopted by Council 16 November 2020
Refer minute 239/2020*

Staff Report 12: Attachment 2 – Policy 2.1 Parking on Nature Strips

2.1 Parking on Nature Strips

POLICY TITLE: PARKING ON NATURE STRIPS

FILE REF: SC67

EXPIRY DATE: NOVEMBER 2026

OBJECTIVES

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

POLICY STATEMENT

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

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

Adopted by Council – 20 November 2023

Refer Minute No. xxx/23

Adopted by Council – 16 November 2020

Refer Minute No. 239/20

Staff Report 12: Attachment 3 – Policy 2.5 Provision of Water Tanks at Shows and Festivals

2.5 Provision of Water Tanks at Shows and Festivals

POLICY TITLE: PROVISION OF WATER TANKS AT SHOWS AND FESTIVALS

FILE REF: SC67

EXPIRY DATE: NOVEMBER 2026

OBJECTIVES

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

POLICY STATEMENT

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

*Adopted by Council 20 November 2023
Refer minute xxx/23*

*Adopted by Council 16 November 2020
Refer minute 239/20*

Staff Report 12: Attachment 4 – Policy 3.19 Council Volunteers

3.19 Council Volunteers

POLICY TITLE: COUNCIL VOLUNTEERS

FILE REF: SC67

EXPIRY DATE: NOVEMBER 2026

PURPOSE

1. Lockhart Shire Council recognises volunteers are an integral part of the organisation and a valuable asset to the community.
2. The efforts of volunteers represent a significant contribution towards the successful delivery of Council programs, services, facilities, events and projects for the community and are highly valued by Council.
3. This policy acknowledges the importance of volunteering to a diverse, vibrant, cohesive and sustainable community. The aim of the policy is to formalise the commitment of Council to supporting volunteers.
4. The purpose of this policy is to:
 - a) Ensure that volunteering remains a mutually beneficial activity.
 - b) Recognise the important contribution volunteers make to achieving Council and community goals.
 - c) Clarify the relationship between Council staff and volunteers.
 - d) Provide a safe and healthy workplace for volunteers.
 - e) Identify training requirements to ensure associated activities are undertaken in a safe manner.
 - f) Provide appropriate supervision to ensure activities are satisfactorily performed.
 - g) Ensure Council fulfils its duty of care to volunteers and those impacted by volunteering, including clients, staff and the community.
 - h) Promote a positive volunteering experience with Council.

SCOPE

1. This policy applies to all volunteers of Council and its associated auspiced bodies. Volunteers may be involved in all programs and activities of the organisation and serve at all levels of skill and decision making.
2. Volunteers are defined as persons who undertake activities:
 - a) Without monetary reward
 - b) Of their own free will
 - c) Of benefit to Council and the local community
 - d) That complement but do not replace the services provided by paid staff.
3. Council volunteers include:
 - a) Volunteers who are members of Council managed reference groups and focus groups.
 - b) Volunteers who participate in Council managed projects and events.
 - c) Volunteers who are members of Section 355 Committees of Management which operate Council facilities and venues.
 - d) Volunteers who fundraise and/or participate in other activities associated with Council's facilities or services.
4. Council volunteers do not include:
 - a) People involved in Work for the Dole initiatives.
 - b) People/businesses providing goods and/or services for a fee.

POLICY STATEMENT

1. Volunteer positions will be developed in response to an identified need and where it has been assessed that the need would be more appropriately met by a volunteer. To engage and retain volunteers the work needs to be meaningful, not contrived or designed to 'make work'.
2. Volunteers should not be expected to undertake roles they have not agreed to do. Likewise, volunteers will be placed in activities and programs that match their skills, interests and experience.
3. Volunteers are not paid for their services, nor are they free labour. As with paid staff, in order for volunteers to effectively fulfil their duties and meet legislative requirements, they need access to information and appropriate resources – human, physical and financial. The resources need to be allocated in line with relevant Council policies and the National Standards for Involving Volunteers.
4. Volunteers must comply with all relevant Council policies including, but not limited to policies relating to work, health and safety, confidentiality, bullying and harassment etc. and will attend an appropriate induction program if required by Council.
5. Volunteers are responsible for taking reasonable care for the health and safety of themselves and others.
6. Council is responsible for providing volunteers with a safe work environment.
7. Council may, depending on the nature of the volunteering, require volunteers to undertake an induction program.
8. Council values diversity and welcomes volunteers from all culturally and linguistically diverse backgrounds, and people of all abilities to apply to volunteer at Lockhart Shire Council.

REFERENCE DOCUMENTS

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

- Policy 1.11 Section 355 Committees
- Policy 2.8 Works for Local Management Committees
- Policy 3.1 Provision of Protective Clothing/Equipment
- Policy 3.3 Bullying and Harassment
- Policy 3.6 Work Health & Safety
- Policy 3.11 Smoke Free Workplace Policy
- Policy 3.16 Drugs & Alcohol in the Workplace

Confirmed by Council 20 November 2023
Refer minute xxx/23

Confirmed by Council 19 October 2020
Refer minute 216/20

Staff Report 12: Attachment 5 – Policy 3.20 Guidelines for Secondary Employment – Notification of Secondary Employment/Contract work

3.20 Guidelines for Secondary Employment - Notification of Secondary Employment/Contract Work

POLICY TITLE: GUIDELINES FOR SECONDARY EMPLOYMENT

FILE REF: SC67

EXPIRY DATE: NOVEMBER 2026

OBJECTIVE

The aim of this policy is to provide a framework for notifications and requests by employees to undertake secondary employment.

LEGISLATIVE CONTEXT

Section 353 of the Local Government Act states as follows:

- “353. (1) The general manager must not engage, for remuneration, in private employment or contract work outside the service of the council without the approval of the council.
- (2) A member of staff must not engage, for remuneration, in private employment or contract work outside the service of the council that relates to the business of the council or that might conflict with the member’s council duties unless he or she has notified the general manager in writing of the employment or work.
- (3) The general manager may prohibit a member of staff from engaging, for remuneration, in private employment or contract work outside the service of the council that relates to the business of the council or that might conflict with the member’s council duties.
- (4) A member of staff must not engage, for remuneration, in private employment or contract work outside the service of the council if prohibited from doing so under subsection (3).”

PROCEDURE

Any request from the General Manager for approval to engage, for remuneration, in private employment or contract work outside the service of the Council should be submitted in writing to the Mayor and referred to Council.

Any staff member wishing to be involved in secondary employment/contract work additional to their Council employment, which relates to the business of the council or that might conflict with the staff member’s council duties, for which payment or in kind benefit is received, must apply in writing for approval from the General Manager.

As a guideline the following conditions should be met:

- a) Secondary employment/contract work for which payment or in kind benefit is received will be carried out in the employee’s own time.
- b) The likely timing and duration of the employment will not adversely affect the employee’s performance or productivity with respect to their work with Council.
- c) It will not lead to a conflict of interest, or a fair minded person perceiving there to be a conflict of interest.
- d) The nature and extent of public contact involved in the secondary employment/contract work and the employee’s position with Council are not in conflict.
- e) It will not involve the use of Council resources, materials or equipment, nor involve the use of Council information and/or commercial in confidence information available to the employee through their Council employment.
- f) The employee acknowledges that Lockhart Shire Council directed work takes precedence over any approved secondary employment.
- g) The employee takes full responsibility for meeting all tax obligations that relate to their paid secondary employment/contract work.
- h) The employee undertakes to act at all times in an ethical manner which does not reflect adversely on or discredit Council.

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- i) The employee takes out all necessary insurances to cover the circumstances of your secondary employment/contract work including professional indemnity.
- j) The employee does not engage in secondary employment/contract work while on sick leave from Council.
- k) There is a clear distinction between the employee's travel to & from work as distinct from the employee's travel to and from their secondary employment/contract work which precludes them from workers compensation claims against Lockhart Shire Council.
- l) The employee does not use their position in Council to canvass for work in their secondary employment/contract work.

*Confirmed by Council 20 November 2023
Refer minute xxx/23*

*Confirmed by Council 21 September 2020
Refer minute 194/20*

Staff Report 12: Attachment 6 – Policy 3.24 Recognition of Service

3.24 Recognition of Service

POLICY TITLE: RECOGNITION OF SERVICE

FILE REF: SC67

EXPIRY DATE: NOVEMBER 2026

OBJECTIVES

To provide a procedure for recognising Councillors and staff for their service to Lockhart Shire Council.

POLICY STATEMENT

In recognition of the important contribution made by long serving Councillors and staff, awards will be presented on an annual basis where appropriate.

IMPLEMENTATION

Council will formally recognise the continuous service of staff and combined years of service by Councillors as follows: -

<i>Years of Service</i>	<i>Recognition</i>
10 Years	\$100.00 gift voucher and framed certificate
20 Years	\$200.00 gift voucher and framed certificate
30 Years	\$300.00 gift voucher and framed certificate.

For each 5 years of service that exceed 30 years, recipients will be presented with a framed certificate and additional recognition will be as per 30 years.

The recipient will have the choice as to where the gift voucher can be redeemed subject to approval of the General Manager.

*Adopted by Council – 20 November 2023
Refer Minute No. xxx/23*

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

13. 2024 LOCAL GOVERNMENT ELECTIONS UPDATE

(GM: 23/13139)

Executive Summary

With less than 12 months before the next Local Government Elections the first of a series of election updates is provided.

Report

The next Local Government Elections will be held on Saturday 14 September 2024.

The NSW Electoral Commission (NSWEC) will be providing a series of updates in the lead up to the elections and these will be reported to Council.

The NSWEC will be providing a series of webinars with information about each upcoming webinar to be published on the NSWEC's website at elections.nsw.gov.au. Each webinar will be recorded and published on the website for viewing at any time.

The NSWEC will also be developing a state-wide communications and engagement plan, focussing on voter awareness in the lead-up to the elections. As this will be a broad voter awareness campaign, Council can supplement the campaign with its own voter awareness activities at a local level.

Maintaining public trust in the integrity of all NSW democratic processes is vital. An Integrity Hub has also been established by the NSWEC on its website to maintain public trust in the integrity of the election process.

The Integrity Hub is a centralised location for information about the NSWEC's role as the independent regulator of elections and election participants in New South Wales. It includes information focused on the transparency of electoral processes, election funding and disclosures and the investigation of breaches of electoral laws. The Hub also provides guidance and support to stakeholders through the provision of educational resources.

To respond to the integrity risks of disinformation and misinformation about elections, the NSWEC will also monitor media and social media and has established a Disinformation Register. A link to the Disinformation Register is found in the Integrity hub. For the 2024 NSW Local Government elections, the Register will correct false and/or misleading statements about local government electoral processes. It will also note any action taken by the Electoral Commission in response to identified disinformation.

In the meantime the following information is provided regarding the 2024 election:

Timeline of key election dates

Date	Activity
30 June	Final date for submission of poll and referendum questions.
5 August	Electoral rolls close at 6.00pm. Nominations open.
14 August	Nominations close at 12 noon.
15 August	Ballot paper draw.
19 August	Postal pack distribution commences.
2 September	Pre-poll voting commences.
6 September	Registration of electoral material (how to vote cards etc.) closes.
9 September	Telephone assisted voting registration and voting commences. Postal vote applications close at 5.00pm.
13 September	Pre-poll voting closes. Telephone assisted voting registration ends.
14 September	Election day
27 September	Postal pack return ends
30 Sept – 2 Oct	Progressive distribution of preferences
1 – 3 October	Progressive declaration of results

Council Polls and Constitutional Referendums

Council may resolve to take a poll of the electors for its information and guidance on any matter. Voting is not compulsory and the Council is not compelled to adhere to the outcome of the poll.

Council may resolve to conduct a constitutional referendum. Constitutional referenda are limited to the following issues which change the structure of the Council:

- Changing the method of election of the mayor i.e. popularly elected or elected by the councillors.
- Increasing or reducing the number of councillors to be elected.
- Dividing the area into wards or abolishing all wards.
- Changing the method of election of councillors for an area divided into wards.

Voting is compulsory and the Council must adhere to the outcome of the referendum.

Electoral rolls

The NSWEC will prepare the residential roll for the election. Voting is compulsory for all electors on the residential roll.

The Council is responsible for preparing the non-residential roll i.e. roll of non-resident landowners and ratepaying lessees. Electors must make application to be included on the non-residential roll. Voting is not compulsory for all electors on the non-residential roll.

Countback elections

A countback election is used to fill a councillor casual vacancy instead of a by-election during the first 18 months of a new council's term. The new council must pass the relevant resolution at its first meeting following the election in order for a countback election to apply.

The countback is conducted using the same ballot papers from the previous ordinary election. Each ballot paper with the vacating councillor as a preference will be allocated to the candidate with the next highest preference on the ballot paper. Countback is not applicable to uncontested elections.

Integrated Planning and Reporting Reference

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

Legislative Policy & Planning Implications

Council has entered into a service contract with the NSWEC for the conduct of the 2024 elections.

Legislative provisions regarding the conduct of Local Government Elections, including rules about the information that candidates and their supporters can publish or distribute, are contained in the Local Government Act 1993 and the Local Government (General) Regulation 2005.

Budget & Financial Aspects

Provision will be made in the 2024/25 budget for the conduct of the council elections based on an estimate to be provided by the NSWEC.

Attachments

Nil.

Recommendation: That the information be noted.

QUESTIONS AND STATEMENTS

CLOSED SESSION

Nil.