



**MINUTES**  
of the  
**Ordinary Meeting**  
**Held**  
**19 February 2024**

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

**Minutes of the Ordinary Monthly Meeting of Lockhart Shire Council held in the Council Chambers,  
Lockhart on Monday, 19 February 2024 commencing at 5.00pm.**

## **PRESENT**

Cr G Verdon (Mayor), Cr F Day OAM, Cr G Driscoll, Cr J Hunter, Cr I Marston, Cr R Mathews, Cr A Rockliff and Cr J Walker.

Also in attendance were the General Manager, Director Corporate and Community Services, Director Engineering & Environmental Services, Manager of Planning and Environmental Services and Executive Assistant.

The meeting opened with a prayer, followed by an Acknowledgement of Country.

The Mayor reminded Councillors of their ethical obligations as reflected in the oath and affirmation of office, and the Code of Conduct.

The Mayor also informed all persons present that the proceedings of the meeting were being recorded.

## **APOLOGIES**

**1/24 RESOLVED** on the motion of Crs Mathews and Walker that the apology from Cr Sharp be accepted and leave of absence be granted.

## **REQUESTS FOR LEAVE OF ABSENCE OR ATTENDANCE BY AUDIO-VISUAL LINK**

Nil.

## **CONFIRMATION OF MINUTES ORDINARY MEETING HELD 18 DECEMBER 2023**

**2/24 RESOLVED** on the motion of Crs Rockliff and Marston that the Minutes of the Ordinary Meeting held on Monday, 18 December 2023 as printed and circulated be taken as read and confirmed.

## **DECLARATION OF PECUNIARY AND NON-PECUNIARY INTERESTS**

Cr Driscoll: Staff Report 1 – Request for Financial Assistance – The Rock & District Meals on Wheels.

Cr Rockliff: Staff Report 6 – Engineering Services Report.

  
CHAIRPERSON

## MAYORAL MINUTE

### 1. RECRUITMENT OF GENERAL MANAGER

(24/1274)

Further to the Mayoral Minute tabled at the Council meeting held on 20 November 2023 and the Councillor Workshop convened on 29 January 2024, a process and indicative timeframe has been developed for the recruitment of a General Manager to replace Peter Veneris whose resignation will take effect in July 2024.

The process and indicative timeframe are summarised in the table below. In addition to having all councillors participate in determining the position description, selection criteria and the development of a comprehensive Candidate Information Pack, it is proposed that all councillors be involved in the interviews of shortlisted candidates.

In accordance with previous practice, it is proposed that a sub-committee comprising the Mayor, Deputy Mayor and one other Councillor assist the Recruitment Consultants in the shortlisting of candidates with the sub-committee continuing on to perform the role of the General Manager's Performance Review Committee.

The current members of the General Manager's Performance Review Committee are the Mayor, Deputy Mayor and Cr Driscoll.

Date	Action	By whom
29 January	Councillor Workshop to assist in determining the position description, selection criteria and the development of a comprehensive Candidate Information Pack.	Recruitment Consultants and all councillors
22 February to 18 March	Advertising and candidate search.	Recruitment Consultants
From 27 March	Review of applications and shortlisting of candidates.	Recruitment Consultants and Panel Members
27 March – 12 April	Referee checks and Hogan Personality Assessments conducted on shortlisted candidates.	Recruitment Consultants
12 April	Interviews of shortlisted candidates	Recruitment Consultants and all councillors
From 12 April	Background checks conducted on successful candidate, contract negotiation and contract preparation.	Recruitment Consultants
TBC	Report to Council.	Mayor
TBC	Council meeting and formal resolution to appoint successful candidate.	Council
TBC	Media Release.	Mayor and Recruitment Consultants
TBC	Post appointment Induction Workshop and development of General Manager's Performance Agreement.	Recruitment Consultants and all councillors

**Recommendation:** That Council:

1. Endorse the process and timeframe for the recruitment of a general manager as outlined in the Mayoral Minute.

2. Appoint the Mayor, Deputy Mayor and Cr Driscoll to the General Manager Recruitment sub-committee and General Manager's Performance Review Committee.

**3/24 RESOLVED** on the motion of Crs Marston and Mathews that Council:

1. Endorse the process and timeframe for the recruitment of a general manager as outlined in the Mayoral Minute.
2. Appoint the Mayor, Deputy Mayor and Cr Driscoll to the General Manager Recruitment sub-committee and General Manager's Performance Review Committee.

## REPORT ON MAYORAL & COUNCILLOR ACTIVITIES

The Mayor, Cr Verdon, reported on activities during the past month as follows:

- |                 |  |
|-----------------|--|
| 17 January 2024 | Along with Crs Driscoll & Marston and the General Manager attended meeting with Project Manager and Designer on The Rock Community Centre.   |
| 23 January      | Along with GM attended meeting on Riverina Regional Library (RRL) dispute with RRL Mayors and General Managers.                              |
| 24 January      | Along with General Manager attended meeting with Wagga City Council on RRL dispute.  |
| 25 January      | Along with Crs Marston, Sharp, Day, & Mathews attended reception for Australia Day Ambassador.   |
| 26 January      | Along with Crs Driscoll, Marston, Day, Mathews, Walker, Sharp & Hunter attended Australia Day celebrations at The Rock.                      |
| 29 January      | Along with Crs Sharp, Driscoll, Marston, Mathews, Hunter & Day met with Local Government Services Group re criteria for new General Manager. |

Cr Mathews reported on the following activities during the past month:

- |             |   |
|-------------|---|
| 25 January  | Attended reception for Australia Day Ambassador Craig Goozee OAM with fellow councillors.                       |
| 26 January  | Attended Australia Day commemorations at The Rock.  |
| 29 January  | Attended an initial information session in readiness for the recruitment process to find a new General Manager. |
| 18 February | Attended Cultural Awareness session at the Elecnor workers' camp at Lockhart.                                   |

Cr Day verbally reported the following activities:

- |             |  |
|-------------|--|
| 8 February  | Attended the Tourism and Economic Development Steering Committee Meeting at The Rock Regional Observatory.   |
| 13 February | Attended a meeting with the Chief Executive Officer of Eastern Riverina Arts and Council's Tourism & Economic Development Officer regarding the Brookong Creek and Wiradjuri Projects. |

**4/24 RESOLVED** on the motion of Crs Walker and Marston that the Report on Mayoral and Councillor activities be received.

## URGENT MATTERS

Nil.

  
CHAIRPERSON

## NOTICE OF MOTION

Nil.

## COMMITTEE REPORTS

### 1. MINUTES OF THE TOURISM AND ECONOMIC DEVELOPMENT STEERING COMMITTEE HELD 8 FEBRUARY 2024 AT THE ROCK REGIONAL OBSERVATORY

(TEDO: 24/1755)

<b>Date &amp; Time</b>	Thursday 8th February 2024 – 6pm
<b>Location</b>	The Rock Regional Observatory, Lockhart - The Rock Road, The Rock
<b>Attendees</b>	Erica Jones (Chair) Michelle Bailey (Deputy Chair), Heather Trevaskis (Timekeeper), Matt Holt (TEDO - Secretary), Deputy Mayor Cr Peter Sharp, Cr Fran Day, Cr Ian Marston, Fiona Beckett, Rachel Viski, Debbie Bender, Shiree Gillies, and Joel Sim. Guest Speaker: Regional Development Australia (RDA) Riverina CEO – Rachel Whiting
<b>Apologies</b>	Cr Bob Mathews, Mandy Strong and Navneet Choujar
<b>1 &amp; 2.</b>	The meeting opened with a welcome from the Chair and an Acknowledgment of Country
<b>3. Guest Presentation.</b>	Regional Development Australia (RDA) Riverina CEO – Rachel Whiting
<b>4. Declarations of Interest</b>	Nil.
<b>5. Confirmation of the minutes for the meeting Wednesday 8th November 2023</b>	
<b>Resolution:</b>	<b>Recommended</b> on the motion of Heather Trevaskis and Fiona Beckett that the minutes of the meeting held on Wednesday 8th November 2023 as circulated, be confirmed as a true and correct record of the proceedings.
<b>6. Action from previous minutes – Cr Mathews/Matt/Cr Marston/Cr Day</b>	
<b>Minutes:</b>	<ul style="list-style-type: none"> <li>Propose New Event - Indian Hawkers Festival – Cr Mathews provided an update through Matt. Although the Albury Indian community has shown interest in this festival, the level of support and potential numbers would reduce the viability of a stand-alone festival. Going to try and invite stall holders from the Indian Community to the Spirit of the Land Festival. <b>Complete</b></li> <li>EV Chargers signage and promotions. Listed on website and brochures where applicable. Sign installed - <b>Complete</b>.</li> <li>CEO of RDA Riverina to be invited to present to TEDSC in February. <b>Complete</b></li> <li>Pastoral Shadows of Brookong updates, works to be undertaken in November. <b>98% Complete, waiting on a sign to be delivered to Council from Lockhart Progress - Complete</b></li> <li>Bus Trip of Shire for local Business – Outstanding – <b>Consider date down the track. Complete</b></li> <li>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 limit compression breaking. Sign installed. <b>Complete</b></li> <li>Green Gonyah Museum Parking – <b>Funded by grant with Council, area covered with crushed granite, signs on order and street line marking to take place. TBC</b></li> <li>Terms of Reference Update and project template – <b>Complete</b></li> <li>The Rock Railway Station – Rach Viski provided the response from Dr Joe McGirr MP. Committee agreed to keep pursuing this project. <b>Move to project list.</b></li> <li>Water Tower Way/Tim Fischer Way – <b>Outstanding.</b></li> <li>Galore Hill Masterplan – No update – <b>Remove.</b></li> </ul>

	<ul style="list-style-type: none"> <li>• LEP Expo – LEP needs to be adopted first - <b>Remove.</b></li> <li>• What's On Sign for Lockhart – Cr Mathews working on a proposal that is to be either brought back to TEDSC or Council directly.</li> <li>• Current projects update across Council – updates in share drive with others listed below. <b>Lockhart Solar Farm</b> – Approved with private developer looking for funding. <b>The Rock Community Hub</b> – Public exhibition closed. Cr Marston provided an update. <b>Lockhart Gym</b> - Project Committee formed. Cr Day provided an update.</li> <li>• <b>Green Street Walkway</b> – progressing, near completion.</li> </ul>
<b>Actions:</b>	Matt and members to continue to work on outstanding items and action the below.
<b>Resolution:</b>	<b>Recommended</b> on the motion by Fiona Beckett and Joel Sim that the Committee note the completed actions and the TEDO action the outstanding items.
<b>7. Current Projects – Priority 1 - TEDO</b>	
<b>Minutes:</b>	<p><b>Current Projects – Priority 1</b></p> <ul style="list-style-type: none"> <li>• Brookong Creek Masterplan – Report in Share Drive.</li> <li>• Walk of Fame – Copy with families to approve, difficulty finding appropriate images, signs to be made shortly. Wall in park needs some work, with damaged signs to be back up soon.</li> <li>• Murrumbidgee Trails – social media brought in house to be shared among Councils. Advertising Prospectus in market for businesses to advertise, with the next guide to be A5. As per feedback from advertisers and printing costs. Closes 1<sup>st</sup> March</li> <li>• Brochures – Lockhart Shire Large Scale Murals, Bird Trail, Pastoral Shadows of Brookong, The Rock Observatory and Lockhart Carvan Park in final stages – <b>In final stages of design</b></li> <li>• Former Lockhart Entrance Town signs – <b>progressing, need to track down original image.</b></li> <li>• Visitor Information Boards – with graphic designer – <b>progressing.</b></li> <li>• New Residents Information - Webpage and guide – <b>progressing.</b></li> <li>• Secure Energy Partnership Projects – <b>outstanding</b></li> <li>• Connectivity Project <ul style="list-style-type: none"> <li>○ Telstra Info Van Visited Lockhart 16<sup>th</sup> November 2023 with about 12 people visiting. Held two meetings with Telstra in Jan/Feb to continue advancing strategy.</li> <li>○ NBN together with Riverina Regional Library held a Scam Alert workshop In January with 8 people attending.</li> <li>○ NBN, meeting held 18/1 to go over final strategy.</li> <li>○ NBN 5G towers still determining potential sites.</li> </ul> </li> <li>• Drought Resilience Planning Grant – successful. Meeting in Wagga 5/2/24 (\$450k over two years) at procurement stage.</li> <li>• Proposed new caravan and RV camping location at The Rock – Back on the agenda if we can find land - <b>Investigating.</b></li> <li>• Australia Day Grant Funding - \$10,000 in acquittal stage - <b>Complete</b></li> </ul>
<b>Actions:</b>	TEDO to continue to work on outstanding items

<b>Resolution:</b>	<p><b>Recommended</b> on the motion by Cr Peter Sharp and Heather Trevaskis that Council make the following changes to the Brookong Creek Draft Masterplan in response to the community feedback, with Sections 2 to be costed first, followed by Section One, with the final Masterplan to be presented to Council in March for adoption.</p> <ul style="list-style-type: none"> <li>• Remove the dog park altogether and for Council to consider at another location.</li> <li>• Remove the proposed suggested trees/shrubs around proposed dog park area.</li> <li>• Make Hodgson Park more inclusive for people with a disability, including wheelchair accessible, to enable all residents and visitors to obtain health and wellbeing.</li> <li>• Offer to create access ways on four Voluntary Purchase Scheme blocks owned by Council so existing residents in Urana Street can have access to their backyards. (See examples)</li> <li>• Installation of drinking fountains around the Creek not just within activation areas.</li> <li>• Relocate the toilet block at 11 to 12 (south part of the Master Plan)</li> <li>• Include bench seating at intervals along all walkways.</li> <li>• Include non-native species of plants, with further indigenous consultation.</li> <li>• Realign walkway through Caravan Park.</li> <li>• Consider upgrading the concrete crossing over the Lagoon, West of the Caravan Park.</li> <li>• Consider natural stabilisation of the banks of the lagoon to stop erosion and make it safer for maintenance.</li> <li>• Consider a small aeration system for the lagoon. This could include using plants or by having a mechanical sculpture.</li> <li>• Include solar lights around the walkways.</li> <li>• Keep Lockhart Lovelocks Arch and add connecting walkway.</li> <li>• Keep Splash Park for consideration at a later date.</li> <li>• Remove White Cypress Pines and Cumbungi on plant list.</li> <li>• Remove proposed new Street trees in Brookong Street</li> <li>• Continue new Street trees along Urana Street from Railway Line to Green Street</li> <li>• Include way finding signs along the walkways.</li> <li>• Include the newly acquired property under VPS in the Masterplan (77 Urana St)</li> </ul> <p><b>Recommended</b> on the motion by Cr Fran Day and Joel Sim that the TEDO continue to work on the priority 1 projects.</p> <p><b>Recommended</b> on the motion by Fiona Beckett and Cr Fran Day that the items below be rolled over to the April meeting due to time.</p>
<b>8. Projects - Priority 2 - Share Drive</b>	
<b>9. Projects – Potential – Share drive</b>	
<b>10. News/Issues/Topics.</b>	
<b>Minutes:</b>	<ul style="list-style-type: none"> <li>• Events Support – Resources provided to The Rock Charity Ball, The Rock Recreation Ground Committee for Aust. Day, and The Rock Triathlon. Events promoted through Visit NSW website, VLS website, VLS social media pages, print media and various memberships with Murrumbidgee Trails, Wagga, Albury, and Visit Riverina.</li> <li>• Marketing Material – Visit Lockhart Shire iron-on cloth patches - these will go to the two Museums to sell. Visit Lockhart Shire wrap on the TEDO Car.</li> <li>• Visit Riverina – TEDO is now Deputy Chair as of Nov 2023. Lockhart also hosted the latest meeting 1/2/24.</li> <li>• Riverina Water Grants – Greens Gonyah Museum, Lockhart Golf Club and The Rock Meals on Wheels recipients.</li> <li>• Spirit of the Land Festival is a finalist of Australian Street Art Competition under Festival Category.</li> </ul>

  
 CHAIRPERSON



• TEDO on leave 8 -26 April 2024.
<b>10. Museum Advisor Report November and End of Year</b>
<b>11. Questions/Feedback/Updates</b>
<b>12. Next meeting: Wednesday 3<sup>rd</sup> April 2024 – Location TBC</b>
<b>Meeting Closed: 8.20pm</b>

**Recommendation:** that the minutes of the Tourism and Economic Development Steering Committee meeting held on 8 February 2024 be received and the recommendations therein be adopted.

**5/24 RESOLVED** on the motion of Crs Day and Hunter that the minutes of the Tourism and Economic Development Steering Committee meeting held on 8 February 2024 be received and the recommendations therein be adopted.

## DELEGATES' REPORTS

### 1. RIVERINA WATER COUNTY COUNCIL BOARD MEETING - 14 DECEMBER 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 14 December 2023 has previously been distributed separately to Councillors.

### 2. POLICE AND COMMUNITY CONSULTATION GROUP MEETING HELD 13 FEBRUARY 2024 AT LOCKHART

(24/1791)

A quarterly meeting of the Police and Community Consultation Group was held at the Lockhart Shire Council Administration Building on Tuesday, 13 February 2024.

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

- The local Police provided an update on policing matters and tabled statistics in relation to reported incidents since the last Committee meeting, particularly with respect to break and entering and motor vehicle theft.
- The Police indicated that comparative information will be provided at the next meeting to analyse how the current statistics compare with similar times of year in the past.
- It was noted that the offenders are generally from outside the local government area and an active investigation is in progress in relation to recent offences.
- Cr Jane Hunter's Delegates Report to Council regarding the Crime Prevention and Community Safety Conference was distributed to Committee members.
- It is proposed to invite the NSW Police Rural Crime Unit to address a future meeting of the Committee.
- The need for more street lighting in Lockhart was raised from a community safety perspective particularly in view of the aging population.
- An update was provided regarding the installation of CCTV cameras.

**Cr P Sharp**  
Delegate

**Recommendation:** That the Delegates' Reports be received and noted.

**6/24 RESOLVED** on the motion of Crs Walker and Driscoll that the Delegates' Reports be received and noted.

  
CHAIRPERSON



## STATUS REPORT/PRÉCIS OF CORRESPONDENCE ISSUED

### Status Report: Council Resolutions and Tasks to be finalised

Minute No:	Officer to Action	Council Resolution	Action Taken
<b>Ordinary Council Meeting held 18 December 2023</b>			
235/23	GM	<p><b>Policy Reviews</b></p> <ol style="list-style-type: none"> <li>1. That the following Policies, as presented, be adopted:               <ol style="list-style-type: none"> <li>a) Policy 1.9A Records Management</li> <li>b) Policy 1.9B Records Management (Councillors)</li> <li>c) Policy 2.40 Liquid Trade Waste</li> <li>d) Policy 2.44 Street Trees</li> <li>e) Policy 2.57 Grants Management</li> </ol> </li> <li>2. That expressions of interest be invited from section 355 management committees for one representative from each committee to complete a grant writing course funded by Council.</li> </ol>	<ol style="list-style-type: none"> <li>1. Policy Register updated. Complete.</li> <li>2. EOIs to be invited at workshops proposed to be convened with Section 355 committees to roll out the updated Section 355 Committee Information Handbook and explain the Grant Guru platform. Dates in March are currently being considered in conjunction with Council's insurer who will be attending the workshops to provide information and guidance to committees on insurance matters.</li> </ol>
234/23	GM	<p><b>Policy 1.29 Closed Circuit Television (CCTV) Policy</b></p> <p>That Draft Policy 1.29 CCTV Policy, as publicly exhibited, be adopted.</p>	Policy Register updated. Complete.
231/23	DEES	<p><b>Review of Correct Spelling and Renaming of Pietches Lane</b></p> <p>That Council:</p> <ol style="list-style-type: none"> <li>1. Endorse the proposed name change from 'Pietches Lane' to 'Pietschs Lane'; and</li> <li>2. Notify NSW Spatial Services of the name change.</li> </ol>	Signs have been changed and NSW Spatial Services have been notified. Complete.

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Minute No:	Officer to Action	Council Resolution	Action Taken
<b>Ordinary Council Meeting held 20 November 2023</b>			
211/23	DEES	<p><b>Integrated Water Cycle Management Strategy – Lockhart Sewerage Treatment Plant</b></p> <p>1) Council adopts the option as determined in the Councillor Workshop held 16 October 2023 for incorporation into the draft IWCM Strategy, that being:</p> <ul style="list-style-type: none"> <li>• Replace existing Lockhart Sewerage Treatment Plant (trickling filter) with a new oxidation pond with effluent reuse; and</li> <li>• Include the sewerage of south Lockhart</li> </ul> <p>2) That the draft IWCM Strategy be placed on public exhibition for a period of not less than 28 days.</p>	<p>IWCM currently on public exhibition until 29 February 2024.</p> <p>IWCM to be tabled at March Council meeting, together with any submissions received.</p>
198/23	GM	<p><b>General Manager’s Contract</b></p> <p>That Council invites a proposal from LG Services Group to undertake a recruitment process for the appointment of a general manager.</p>	<p>Refer Mayoral Minute (page 4). Complete.</p>
<b>Ordinary Council Meeting held 18 September 2023</b>			
163/23	GM	<p><b>Magnolia Lodge and Youth Flats</b></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. Concept plans currently being prepared.</p>
<b>Ordinary Council Meeting held 21 August 2023</b>			
148/23	GM	<p><b>Guidelines for Audit, Risk and Improvement Committees</b></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>

  
 CHAIRPERSON

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Minute No:	Officer to Action	Council Resolution	Action Taken
<b>Ordinary Council Meeting held 19 June 2023</b>			
100/23	DEES	<p><b>Proposed Speed Limit Changes – Green Street, Lockhart</b></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>A review has been carried out on Green St and the application for a HPAA area.</p> <p>After consideration TfNSW would not endorse this change.</p> <p>The following comments were recorded from the review:</p> <p><i>There is no records of accidents in this area.</i></p> <p><i>The roadside environment (car parking, road width, consistency with bordering roads, consistency with other block on Green St) is not reflective of HPAA place. The latest standard promotes consistency for the road user as a defining factor of speed limits.</i></p> <p>Complete.</p>
<b>Ordinary Council Meeting held 13 February 2023</b>			
26/23	GM	<p><b>Proposed Acquisition of Land</b></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. Further information required. Lighting consultant engaged to prepare plan. Lighting plan has been lodged. A report will be prepared for a future Council meeting.</p>
9/23	GM	<p><b>Disaster Recovery Funding Arrangements</b></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"> <li>1. Emily Street, The Rock – drainage improvements</li> <li>2. Cole Street, Yerong Creek – drainage improvements</li> <li>3. Green Street West, Lockhart – drainage improvements</li> <li>4. Flood Detour Road – culvert installation</li> <li>5. Waste Mgt Facilities Access Roads</li> <li>6. Community information initiative (social media)</li> <li>7. Access Road – Golf Club</li> </ol>	<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>OLG have responded requesting further information. Currently being prepared.</p>

  
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Minute No:	Officer to Action	Council Resolution	Action Taken
<b>Ordinary Council Meeting held 18 July 2022</b>			
141/22	GM	<p><b>Request for Council to Purchase Private Access</b></p> <p>Council agrees to the request in principle subject to Council and the applicants agreeing to a reasonable cost sharing arrangement.</p>	Survey plan has signed by the affected landowners and now forwarded to the Mortgagee Bank for signature. Awaiting response from mortgagees' bank.
<b>Ordinary Council Meeting held 16 May 2022</b>			
109/22	GM	<p><b>Tender – 109 Green Street</b></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>	George the Friesian Bull has been moved into place. Paving completed. Sealing of carpark to be completed later this year.
<b>Ordinary Council Meeting held 16 August 2021</b>			
148/21	GM	<p><b>Proposed "Tim Fischer Way"</b></p> <p>Council to reinstate investigations into the erection of tourism signage indicating "Tim Fischer Way".</p>	<p>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 in mid-2024.</p>
<b>Ordinary Council Meeting held 19 April 2021</b>			
63/21	GM	<p><b>Residential Development – Lockhart</b></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>

  
 CHAIRPERSON

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Minute No:	Officer to Action	Council Resolution	Action Taken
<b>Ordinary Council Meeting held 18 December 2023 – Councillor Questions &amp; Statements</b>			
Questions & Statements	MPE	<b>Cr Rockliff: Green Street Monument</b> Asked for an update on the repairs to the monument.	Contractors have been engaged to carry out repairs and reinstate the monument.  Complete.
	DEES	<b>Cr Rockliff: Drain to Creek, Urana Street, Lockhart</b> Mentioned this drain is overgrown with pine trees etc, and requires cleaning out.	Investigations revealed drain is located on private property. Complete.
	DEES	<b>Cr Hunter: Streetlighting</b> Asked what Council's streetlighting costs are.	Monthly expenditure for streetlighting is approximately \$4,500 per month. Complete.
	DEES	<b>Cr Sharp: Alma Park Road/Scheetz Lane</b> Advised of quite a bad pothole near this intersection that requires attention.	Works request has been created.
	DEES	<b>Cr Mathews: Heat Havens</b> Advised that some shires are providing "heat havens" to provide respite for residents during heatwaves and asked is this something Council could look at doing?	Common locations for 'heat havens' include libraries, leisure centres and galleries. Council has nominated evacuation centres that can be used in extreme heat which are outlined in the Local Emergency Plan. Complete.
	DEES	<b>Cr Marston: Line Markings</b> Has been contacted by grain truck operators regarding the faded linemarkings at the Olympic Highway/Urana Street crossing which has led to a few near-misses with grain trucks.	Contractor has undertaken linemarking at The Rock. Further linemarking will be complete when resealing program is completed. Complete.
	GM	<b>Cr Marston: Condolences</b> Advised of the passing of Mrs Ann Flinn and asked that Council send a message of condolence to Mr Flinn and Cr and Mr Driscoll.	Condolences sent to Mr Flinn and Cr and Mr Driscoll. Donations were made to the Heart Foundation and Australian Red Cross in lieu of floral arrangements.  Complete.
<b>Ordinary Council Meeting held 20 November 2023 – Councillor Questions &amp; Statements</b>			
Questions & Statements	DEES	<b>Cr Mathews: Councillor Dress</b> Suggested an option somewhere between the blazer and a polo shirt might be appropriate for attending conferences etc.	Executive Assistant is sourcing appropriate short-sleeved options. The shirt currently worn by female Councillors is no longer in production.
<b>Ordinary Council Meeting held 16 October 2023 – Councillor Questions &amp; Statements</b>			
	DEES	<b>Cr Day: W Drummond Monument</b> Asked how the matter of the damaged monument is progressing.	Superseded by Cr Rockliff's question on 18 December 2023. Complete.

Lockhart Shire Council  
Ordinary Meeting – 19 February 2024

Minute No:	Officer to Action	Council Resolution	Action Taken
191/23	DEES	<b>Cr Driscoll: Maintenance of Rear Lanes</b> 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?	Contractor quotes are being sourced.
	DCCS	<b>Cr Sharp: Pleasant Hills Tennis Courts</b> Asked if there was a timeframe for repairs to the tennis courts to be carried out?	Quotes being reviewed. Scope of works being reviewed to match funding.
<b>Ordinary Council Meeting held 18 September 2023 – Councillor Questions &amp; Statements</b>			
Questions & Statements	GM	<b>Cr Mathews: Veterinary Services</b> 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.	Enquiries have been made with the Animal Welfare League NSW mobile veterinary Animal Care Truck. Advice has been received that a trip is being planned in October to Wagga Wagga, with dates and times to be confirmed.
	DEES	<b>Cr Verdon: Lodge Road</b> Advised this road, which provides access to The Rock Cemetery, is deteriorating rapidly and requires attention.	Works request created. Will be attended to when crews in the area.
	DEES	<b>Cr Verdon: Entrance laneway, The Rock Bowling Club</b> Advised there are potholes in this laneway which require attention.	Works request created. Will be included in future sealing program.
<b>Ordinary Council Meeting held 17 April 2023 – Councillor Questions &amp; Statements</b>			
Questions & Statements	DEES	<b>Cr Marston: Yerong Creek Mittagong Road Culvert – Trees Encroaching</b> 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. Trees have been trimmed. Completed.
<b>Ordinary Council Meeting held 21 November 2022 – Councillor Questions &amp; Statements</b>			
Questions & Statements	DCCS	<b>Cr Hunter: Tiled Wall outside The Rock Gym</b> 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. Builder's project manager advises tiles have been received, will schedule date for fitting. Builder has indicated works to start in coming weeks.



Lockhart Shire Council  
Ordinary Meeting – 19 February 2024

Minute No:	Officer to Action	Council Resolution	Action Taken
<b>Ordinary Council Meeting held 17 October 2022 – Councillor Questions &amp; Statements</b>			
Questions & Statements	MP&E/ DCCS	<p><b>Cr Verdon: Disability Access Across the Shire</b></p> <p>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.</p>	<p>Meeting held Friday 17<sup>th</sup> November with Neil Smith of BEST.</p> <p>Council to provide BEST list of sites. Proposed quote provided, reviewing and finalising scope of works.</p>
<b>Ordinary Council Meeting held 20 June 2022 – Councillor Questions &amp; Statements</b>			
Questions & Statements	DCCS	<p><b>Cr Hunter – Yerong Creek Bowling Club</b></p> <p>Advised the Bowling Club are still awaiting receipt of an Occupation Certificate for the building.</p>	<p>Fire safety upgrades have been completed satisfactorily and a Building Information Certificate has been issued.</p> <p>Complete.</p>

**Correspondence Received**

Date sent to Councillors	From	Subject
8 January 2024	Mayor, via General Manager	Mayoral Update
17 January 2024	General Manager	Confirmation of Workshop on 29 January 2024
9 February 2024	Mayor, via Executive Assistant	Invitation – 25 <sup>th</sup> Anniversary of Rotary Peace Town Declaration
13 February 2024	General Manager	Invitation to participate in Elecnor’s Cultural Awareness Session – 18 Feb 2024.

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

<p><b>7/24 RESOLVED</b> on the motion of Crs Marston and Rockliff that the Status Report and Correspondence Précis be received.</p>
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 CHAIRPERSON



## STAFF REPORTS

### STRATEGIC DIRECTION A: A Connected and Resilient Community

*Cr Driscoll declared a non-pecuniary interest in the following matter and vacated the chamber at 5.22pm*

1. **REQUEST FOR FINANCIAL ASSISTANCE – THE ROCK AND DISTRICT MEALS ON WHEELS**  
(GM: 24/257)

Executive Summary

A request for financial assistance has been received from The Rock and District Meals on Wheels which is tabled for Council's consideration.

Report

The following correspondence has been received from the Service Manager of The Rock and District Meals on Wheels requesting financial support for a Seniors Expo:

*"I am writing to ask if your organisation would be interested in supporting and assisting with funding for a Seniors Expo.*

*This event will be held on Tuesday 19<sup>th</sup> March at The Rock Memorial Bowling Club.*

*Late last year I applied to the Senior Week grant funding, through the government, and to gauge the level of interest I sent out an expression of interest letter to over 60 different organisations.*

*Whilst I have had a lot of interest from those I asked, we were unsuccessful with our funding application.*

*However, I would like to see this expo go ahead, as I feel that it has a lot to offer the senior members of our community along with their family and carers.*

*The objective of this expo is to have numerous businesses and government organisations set up information stalls, so that the consumers can come along and receive as much information as possible about living independently whilst remaining in their own homes.*

*I am asking if your organisation would consider making a contribution towards our expo, of \$200 or more.*

*I look forward to your reply."*

Integrated Planning and Reporting Reference

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

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

Legislative Policy & Planning Implications

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

Budget & Financial Aspects

Council has allocated an amount of \$52,000 in the 2023/24 Budget for the consideration of requests for financial assistance pursuant to Section 356 of the Local Government Act. An amount of \$39,430 has been expended to date.

Attachments

Nil.

**Recommendation:** That Council determine the amount of assistance to be provided to The Rock and District Meals on Wheels for the purposes of a "Seniors Expo".

**MOVED** by Crs Rockliff and Mathews that Council provide an amount of \$1,000 as assistance to The Rock and District Meals on Wheels for the purposes of a “Seniors Expo”.

Moved as an **AMENDMENT**, by Crs Marston and Day that Council provides an amount of \$500 as assistance to The Rock and District Meals on Wheels for the purposes of a “Seniors Expo”.

8/24 On being put to the vote the **AMENDMENT** was carried, became the **MOTION**, and was again **CARRIED**.

**Cr Driscoll returned to the Chamber at 5.28pm.**

## 2. REQUEST FOR FINANCIAL ASSISTANCE – YERONG CREEK PUBLIC HALL

(GM: 24/508)

### Executive Summary

A request for financial assistance has been received from the Yerong Creek Public Hall Committee which is tabled for Council's consideration.

### Report

Set out below is an extract from correspondence received from the Yerong Creek Public Hall Committee requesting financial support towards the hosting of a fundraising event for community organisations in the town:

*“I am writing in relation to our phone conversation today, 11th January. We discussed the upcoming performance by country music star Fanny Lumsden at Yerong Creek Hall on February 18th. The hall is hosting this event and we are hoping to make it a huge fundraiser for Yerong Creek community organisations.*

*We would appreciate the Lockhart Shire council supporting us with sponsorship of \$1000 for the day. The Yerong Creek hall has accepted a payment package of \$6000 to the event organiser which we are confident of meeting in ticket sales. We are also running a mechanical bull ride and BBQ dinner on the afternoon and council sponsorship would ensure we cover costs and hopefully make some profit from our efforts.*

*This will be a great opportunity to bring our community together for a social occasion and to experience a high quality music production. It is also a chance to showcase our great facilities at the club/hall and recreation ground.*

*As you can appreciate it is difficult to raise funds in small towns and events and sponsorships like this will enable us to maintain our facilities and give back to the community through donations, community breakfasts etc.*

*Any monetary support the council could offer would be gratefully accepted.”*

### Integrated Planning and Reporting Reference

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

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

### Legislative Policy & Planning Implications

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

### Budget & Financial Aspects

Council has allocated an amount of \$52,000 in the 2023/24 Budget for the consideration of requests for financial assistance pursuant to Section 356 of the Local Government Act. An amount of \$39,430 has been expended to date.

### Attachments

Nil.

  
CHAIRPERSON

**Recommendation:** That Council contribute an amount of \$1,000 to the fundraising event being hosted by the Yerong Creek Public Hall.

**9/24 RESOLVED** on the motion of Crs Hunter and Walker that Council contribute an amount of \$1,000 to the fundraising event being hosted by the Yerong Creek Public Hall.

### 3. RIVERINA REGIONAL LIBRARY – DISPUTE RESOLUTION

(GM: 24/1348)

#### Executive Summary

An update is provided in relation to the dispute between Wagga Wagga City Council (WWCC) and the remaining members of the Riverina Regional Library (RRL) regarding the distribution of assets after WWCC ceased to be a member of RRL.

#### Report

Operating since 1978, RRL is a non-profit collaborative that provides central library services to ten member Councils including Lockhart, 19 branch libraries, and a mobile library that services 21 remote and rural communities.

WWCC ceased to be a member of the library service on 30 June 2022 and, following failed attempts to reconcile how the accumulated assets of the RRL should be distributed, the parties entered into an arbitration process to resolve the dispute.

A distribution of assets was required following Wagga Wagga City Council deciding to provide all library services to its community directly and both parties agreed to limit the first stage of the arbitration to key points about whether particular terms in the RRL Deed of Agreement applied to the asset distribution.

The partial award was handed down by the arbitrator in September 2023 who found a further round of arbitration would be required to resolve the dispute unless the parties were able to negotiate an agreed position on the division of assets.

RRL member councils came to an agreement on the distribution of accumulated RRL assets when they met with WWCC on Wednesday, 24 January 2024.

A joint statement was issued at the time noting that *“WWCC and RRL member councils are very pleased with the equitable outcome of negotiations and, more importantly, that the RRL organisation can now move forward and continue to provide valuable library services to the region.”*

#### Integrated Planning and Reporting Reference

A1: Facilitate and support programs and projects within the community to make them accessible to people with all abilities.

A1: Support cultural and sporting opportunities that respond to the needs of the community.

#### Legislative Policy & Planning Implications

The operation of the RRL is governed by a Deed of Agreement executed by all member councils. Council granted authority for the current RRL 2022-2026 Deed of Agreement to be executed under Council's seal on 20 June 2022.

#### Budget & Financial Aspects

Council pays an annual membership contribution to the RRL for the provision of library services in the Shire which is provided for in the 2023/24 Budget.

#### Attachments

Nil.

**Recommendation:** That the information be noted.

**10/24 RESOLVED** on the motion of Crs Day and Rockliff that the information be noted.

4. **DECLARATION OF LOCKHART AS A PEACE TOWN – 25<sup>TH</sup> ANNIVERSARY**

(GM: 24/1358)

Executive Summary

Lockhart was declared a Peace Town on 23 February 1999 as part of a broader Rotary International initiative. The 25<sup>th</sup> anniversary of the declaration will occur on 23 February 2024 and an event is being planned to mark the occasion.

Report

The concept of Rotary District D9700 Community Peace Cities/Towns was conceived in Wagga Wagga by Rotarian Tony Quinlivan. The City became the first Peace Community on 23 February 1993 with the Community Peace Monument being unveiled by Past Rotary World President Royce Abbey and then Mayor Cr Pat Brassil.

There are now more than 60 peace counties, cities and towns in 20 different countries around the world. Lockhart was declared a Rotary Peace town on February 23, 1999.

The declaration of Lockhart as a Peace Town was commemorated by the unveiling of a plaque at Hodgson Park with the following inscription:

*Rotary Peace Town  
Rotary Club of Lockhart  
The town of Lockhart was declared a Rotary Peace Town on 23 February 1999  
by Mayor of Lockhart Councillor Rob Yates  
Dedicated to the memory of Francis Arvan Prichard  
Past District Governor, Paul Harris Fellow Former Shire Engineer  
"A man of peace"  
His wife Del Paul Harris Fellow  
A Rotary International District 9700 Australia Project*

It is proposed to have a small event at Hodgson Park on Friday 23 February 2024 to mark the 25<sup>th</sup> anniversary of the declaration. Representatives of Rotary Clubs in the region, specifically Wagga where this international movement was initiated, have been invited along with local parliamentarians and other guests. A morning tea will be provided.

Integrated Planning and Reporting Reference

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

Legislative Policy & Planning Implications

Nil.

Budget & Financial Aspects

The event will be held within existing budgetary allocations.

Attachments

Nil.

**Recommendation:** That the information be noted.

**11/24 RESOLVED** on the motion of Crs Marston and Walker that the information be noted.

5. REGIONAL DROUGHT RESILIENCE PLANNING PROGRAM

(GM: 24/1552)

Executive Summary

It was reported at the October 2023 Council meeting that a joint application had been lodged with Wagga Wagga City Council (WWCC) under the Regional Drought Resilience Planning Program. Lockhart Shire Council together with WWCC have been successful in securing funding in the amount \$450,000 under the Program over a two-year period, with WWCC to be the project lead.

Report

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

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

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

Lockhart Shire Council has been grouped with WWCC for the purposes of the funding. It was reported at the October 2023 Council meeting that a joint application was lodged with WWCC.

Confirmation has now been received that Lockhart Shire Council together with WWCC have been successful in securing funding in the amount \$450,000 over a two-year period, with WWCC agreeing to be the project lead. The funding deed has been signed, work has commenced on the procurement process for the engagement of a suitably qualified consultant to undertake the community consultation process and development of a Regional Drought Resilience Plan and a project group is being established that will steer the project.

The funding will be provided in two phases as follows:

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

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

The applicant councils will be required to consider the CSIRO feedback and incorporate it into the Regional Drought Resilience Plan prior to its finalisation.

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

Integrated Planning and Reporting Reference

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

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

Legislative Policy & Planning Implications

WWCC has agreed to be the lead council for the project including being responsible for engaging the consultant, administering the grant funds and executing the funding agreement.

Budget & Financial Aspects

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

Attachments

Nil.

**Recommendation:** That the information be noted.

**12/24 RESOLVED** on the motion of Crs Driscoll and Mathews that the information be noted.

## **STRATEGIC DIRECTION B: A Dynamic and Prosperous Economy**

Nil.

## **STRATEGIC DIRECTION C: An Environment that is Respected and Protected**

Nil.

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

*Cr Rockliff declared a pecuniary interest in the following matter and vacated the chamber at 5.35pm.*

### **6. ENGINEERING AND ENVIRONMENTAL SERVICES REPORT**

Executive Summary

Monthly report on engineering and environmental services matters.

Background Information

- Staff shortages have affected operational tasks particularly in parks and gardens and works. Recruitment is under way to fill vacancies.
- Linemarking of give way and stop lines has been undertaken at The Rock and Lockhart.
- Council's Jetpatcher is back on-line after a short breakdown.
- New footpath has been completed in O'Connell and Hayes Street under state government Get Active NSW funding.
- Solar panels have been installed on The Rock and Lockhart Swimming pools which will reduce Council's electricity bills. Further installation to occur at The Rock Sewerage Treatment Plant.
- A replacement program for sewer assets is being prepared on a criticality basis for future budgets.
- Similarly, a program for Council's pools is also being prepared and costed.
- The consultant for The Rock Flood Study is preparing consultation material to go out to the community. Flood model has been updated with latest rainfall and runoff data and incorporating flood works undertaken by Council. Floodplain management committee will meet following consultation period.

**a) Works**

**(24/1862)**

Local Sealed Roads

Western Rd and The Rock Mangoplah Rd shoulder widening are now complete. Boree Creek Kywong Rd shoulder widening has commenced.

Drainage improvements and shoulder widening on the Yerong Creek Mangoplah Rd is now complete.



Culvert widening on the Mittagong Yerong Creek Rd is well under way, with the northern culvert completed.

#### Unsealed Roads

Maintenance of Shire gravel roads has been conducted on: Carns Lane, Dan Gleesons Lane, McLellands Lane, McKintys Lane, Osborne Pleasant Hills Road, Thomas Lane, Jim McDonnells Lane, Pat Gleesons Lane, Pietchs Lane, Ferndale Road, Jack Blights Lane and Schneiders Lane.

#### Maintenance Crews

Bitumen crew have been kept busy with routine maintenance on our Local and Regional Roads.

Maintenance crews have been assisting with the shoulder widening on the Western Rd and The Rock Mangoplah Rd.

### **b) Parks & Gardens**

#### Lockhart

Paving of 109 Green Street has been completed. Access has been opened and bollards at rear have been installed. Mowing of parks and entrances have been affected by staff shortages, watering activities for street trees and gardens maintained over the break.

#### The Rock

Staff shortages have also affected work at The Rock, watering and mowing undertaken with available staff. Concrete slab has been poured at the Avenue of Honour.

### **c) Biosecurity**

(24/1758)

#### WEEDS

#### Property Inspections

Inspections were carried out on residential properties, rural properties and State government-managed properties. The majority of properties were selected due to a change in ownership.

The only weed found was Wild radish (*Raphanus raphanistrum*).

No. 1 <sup>st</sup> Inspections	No. Re-inspections required	No. 2 <sup>nd</sup> Inspections	No. Biosecurity Undertakings Accepted	No. Biosecurity Directions Issued	No. 3 <sup>rd</sup> Inspections	No. 4 <sup>th</sup> Inspections
7	0	0	0	0	0	0

#### Control Program

Priority has been given to the control of St. John's wort (*Hypericum perforatum*) on roadside reserves and council managed land. Due to continued rainfall events, multiple germinations of St. John's wort have occurred.

The following roads were inspected for St. John's wort and herbicide application was administered where appropriate: Albury Road, Bakes Lane, Bankvale Lane, Bidgeemia Road, Clancys Lane, Clontarf Lane, County Boundary Road, Edgehill Stock Route, Fargunyah Lane, Fletts Lane, Forcks Lane, French Park Bullenbong Road, Henty Pleasant Hills Road, Henty Ryan Road, Edgehill Lane, Hollies Road, Jaegars Lane, Klemkes Road, Krauses Lane, Lallarook Lane, Lockhart Kywong Road, Lockhart The Rock Road, Munyabla Road, Munyabla Munnyaplah Road, Munnyaplah Boundary Road, Ryan Stock Route, Scheetz Lane, Schneiders Lane, Scotts Lane, Seberry's Lane, Slocums Lane, Soldier Settlement Road, Tinamba Lane, Urana Lockhart Road, Wallendoon Access Road, Western Road, Wolters Lane, and Zwecks Lane.

Priority has also been given to the control of Silverleaf nightshade (*Solanum elaeagnifolium*) on roadside reserves and council-managed land. Also due to continued rainfall events, infestations have increased in density, area and population. Silverleaf nightshade was controlled on Albury Road, Barracluffs Road, Bidgeemia Road, French Park Bullenbong Road, Hendersons Lane, Lockhart Kywong Road, Old French Park Bullenbong Road, Urana Lockhart Road and Western Road.

Bathurst burr (*Xanthium spinosum*) was controlled on Farrells Lane, French Park Bullenbong Road, McRaes Lane, and Soldier Settlement Road.

Clockweed (*Oenothera curtiflora*) was controlled on Urana Lockhart Road.



Feathertop Rhodes grass (*Chloris virgata*) was controlled on Albury Road, Lockhart Collingullie Road, Lockhart The Rock Road, and Urana Lockhart Road.

Horehound (*Marrubium vulgare*) was controlled on Albury Road, French Park Bullenbong Road, Lallarook Lane, Lockhart The Rock Road, Schneiders Lane and Soldier Settlement Road.

Spiny burrgrass (*Cenchrus spinifex*) red guidepost sites were sprayed on County Boundary Road.

St. Barnaby's thistle (*Centaurea colstitialis*) was controlled on Jaegars Lane, Klimpschs Lane, and Yuluma Road.

Yellow-flowered devil's claw (*Ibicella lutea*) was controlled on Soldier Settlement Road.

#### *Railway Corridor Weed Infestations*

In November, Council's Environmental Officer contacted ARTC to discuss the weed infestations present on the main branch railway line within Lockhart Shire, from the shire boundary northeast of The Rock to the shire boundary north of Henty. Positive correspondence has occurred and control of priority weeds, as well as environmental weeds, has been established.

Also in November, Council's Environmental Officer contacted UGL Regional Linx Pty Ltd to discuss the weed infestations present on the regional branch railway line within the Lockhart Shire from The Rock to the shire boundary, southeast of Boree Creek. Council's Environmental Officer was informed that UGL Regional Linx Pty. Ltd. only spray weeds that are state priority weeds and regional priority weeds. St. John's wort (*Hypericum perforatum*) is prevalent on this railway corridor, which is a local priority weed within Lockhart Shire. Landholders that are adjacent to this regional railway corridor were invited by Council's Environmental Officer to provide written correspondence, detailing the location and weed species of greatest concern, to be forwarded to UGL Regional Linx Pty. Ltd. Council's Environmental Officer will continue to seek advice on this matter, and continue communication with UGL Regional Linx Pty. Ltd. and Transport for NSW to resolve this matter.

#### *Khaki Weed Control by Community Effort*

With Khaki weed (*Alternanthera pungens*) being widespread in townships, Lockhart Shire Council encourages residents to be vigilant in its control. Bearing in mind that Khaki weed is not considered a priority weed in the Shire, Council does not have the resources to attend to all infestations with the townships of the Shire before the plant produces seed. If residents are attentive to their own property, as well as the adjacent nature strip and back lanes, greater control can be achieved. On rural properties, regularly check directly under your mailbox and around electricity meters.

#### *Weed of Concern – Bristly Ox-Tongue*

Following the discovery of Bristly ox-tongue (*Helminthotheca echinoides*) on private property within the Shire, this species was chosen as the weed of the month in the December 2022 – January 2023 Council newsletter. Roadside inspections in spring of 2023 and summer of 2024 have shown that this species is quite widespread within the Shire, with small patches being present on many roads. It has the ability to remain undetected by looking similar to many other common weeds. To prevent this weed becoming a major problem within the Shire, locations will be monitored, and control methods will be investigated.

#### *DrumMUSTER Collection Events*

March drumMUSTER collection events have been scheduled. The Lockhart drumMUSTER event is scheduled to occur on Tuesday, 12 March, and will be managed by St. Joseph's School. The Rock drumMUSTER event is scheduled for Thursday, 14 March, and will be managed by The Rock Men's Shed.

#### ENVIRONMENTAL MATTERS

##### *Bird Sightings at Tootool Wetlands and Milbrulong Forest*

Council's Environmental Officer would like to extend her appreciation to The Murrumbidgee Field Naturalists for providing a copy of their December 2023 newsletter, "The Murrumbidgee Naturalist". During December 2023, members with expertise in bird identification, visited the Tootool Wetlands and Milbrulong Forest. The newsletter contains a list of species sighted at these locations.

At Tootool Wetlands, sightings included: Australian king parrot (*Alisterus scapularis*), Southern boobook (*Ninox novaeseelandiae*), Brown treecreeper (*Climacteris picumnus*), Fan-tailed cuckoo (*Cacomantis flabelliformis*), Yellow-billed spoonbill (*Platalea flavipes*) including a pair displaying synchronization

behaviour, and over fifty sightings of Fairy Martin (*Petrochelidon ariel*), which were displaying behaviour suggesting nest building.

At Milbrulong Forest, sightings included: Brown treecreeper (*Climacteris picumnus*), Eastern yellow robin (*Eopsaltria australis*) and Jacky Winter (*Microeca fascinans*), one of which was an adult on a nest.

This is greatly appreciated information, which is essential in establishing the habitat health of these natural areas, as well as extending the native species list.

**d) Development Activity Report – Period Ending 31 January 2024 (24/1504)**

This report advises of the Development Application Approvals for the December 2023 & January 2024.

Development Activity Table

DA/CDC No.	Development	Site of Development	Applicant	Value
DA59/22	Subdivision of land creating two allotments	6 Hill St, The Rock	M Arts	N/A
DA17/24	Continued use of existing transportable office building	18 Urana St, Lockhart	A Rockliff	\$25,000
DA25/24	New 4-bedroom single dwelling with attached garage	7 Prichard Pl, Lockhart	JT & KL McDonnell	\$548,000
DA27/24	Removal of existing shed & construction of new detached shed with attached awning	79 Ferrier St, Lockhart	S Hounsell	\$64,000
DA30/24	Install a manufactured home	20 Carson Rd, The Rock	C Kendall	\$431,300
DA31/24	Construction of new single dwelling	6 Crown St, The Rock	JD & EA Matheson	\$500,000
DA32/24	Subdivision of One Lot into Three Lots	Ryan St, Pleasant Hills	A Kim	N/A
DA34/24	Removal of existing shed & construction of new detached shed with attached awning	60 Ferrier St, Lockhart	K Goodwin	\$73,000
DA35/24	New 4-bedroom single dwelling with attached garage and detached shed	Treasure St, Lockhart	S Hounsell	\$840,000
DA37/24	Demolition of existing dwelling and installation of new manufactured home	179 Eulenstein Rd, Henty	C Kendall	\$337,040
CDC39/24	New inground swimming pool	329 Urana Lockhart Rd, Lockhart	TI & DA Bender	\$56,000
DA41/24	New 9m x 9.5m Carport	1 Treasure St, Lockhart	AM Schilling	\$42,236
<b>Total</b>	<b>12</b>			<b>\$2,916,576</b>

LEP Review Update

A draft Planning Proposal for the proposed changes to residential components of the Lockhart LEP was sent to the Department of Planning, Housing and Infrastructure and relevant agencies late last year for preliminary comments. Comments have since been received and several areas are required to be addressed prior to the submission of a Planning Proposal. Flooding and biodiversity at The Rock are the main areas of concern that need further investigation and reporting prior to the submission of a Planning Proposal. With the review of The Rock Flood Study due to be completed later this year, this will address the additional information that is required for flooding. A draft Planning Proposal for the proposed LEP residential changes at The Rock will be resubmitted once the Flood Study Review has been completed. This will also give time for the biodiversity concerns that were raised to be addressed also.

In the meantime, a draft planning proposal will be completed and sent to the Department and relevant agencies for the proposed residential amendments for Lockhart. This is due to the flooding and biodiversity concerns being minimal for the proposed Lockhart residential amendments. This draft Planning Proposal will be presented to a council meeting in the coming months, prior to it being placed on public exhibition.

Legislative Policy and Planning Implications

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

  
CHAIRPERSON

Weed inspections and associated activities are carried out in accordance with 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.

**13/24 RESOLVED** on the motion of Crs Mathews and Driscoll that the monetary value of development applications not be included in the table of development approvals published in the Council newsletter.

**14/24 RESOLVED** on the motion of Crs Walker and Driscoll that Council notes the information provided in the Engineering and Environmental Services report.

**Cr Rockliff returned to the Chamber at 5.50pm.**

**7. REVIEW OF POOL OPENING HOURS**

**(DEES: 24/882)**

Executive Summary

Residents of The Rock community have requested an increase to pool opening hours through unsupervised access. Unsupervised access can be permitted under certain circumstances.

Background

Council operates two swimming pools, at Lockhart and The Rock.

Council employs contractors on a fixed term to operate, run and staff each pool at Lockhart and The Rock. The contractors must have the pool open for certain times each day (see table below) with lifeguards on duty.

Council has had a request from residents from The Rock requesting increased access to the pool via unsupervised sessions. This would increase the usage rates of the pool.

Current opening hours of each pool complex are as follows:

<b>Lockhart Swimming Pool Operating Hours</b>	
<i>During School Term</i>	<i>Opening Times</i>
Monday to Friday	6am – 8am
	1pm – 7pm
Saturday and Sunday	11am – 7pm
<i>School Holidays</i>	<i>Opening Times</i>
Monday to Friday	6am – 8am
	11am – 7pm
Saturday and Sunday	11am – 7pm
<b>CHRISTMAS AND BOXING DAY</b>	<b>CLOSED</b>

## Report

The Royal Life Saving Society Association “*Guidelines for Safe Pool Operations*” makes recommendations in relation to the minimum supervision requirements for public pool facilities. The guidelines explicitly address pool supervision under section 1.2.1 “*Supervision should be in place for all swimming pools...situated, constructed or installed, on any non-residential premises occupied by the Crown, public authority...*”

There are other councils in the surrounding areas who have unsupervised pool hours, including Federation Shire Council and Carrathool Shire Council. Acting in accordance with section 1.2.1 of the *Guidelines for Safe Pool Operations*, the Council pools were underutilised due to an inability to provide adequate supervision. The Councils advertised for staff, contacted labour hire companies and specialist pool contractors yet were still unable to provide adequate supervision. The Councils made use of internal staff at overtime rates and were only open for 2 hours each weekday and 7.5 hours on weekends. Considering the inability to open their facilities with adequate supervision, and the unavoidable costs of operating the facilities such as chemicals and testing, those Councils chose to undertake a risk assessment to implement unsupervised pool access. Capital upgrades to the pools were required as well as waiver forms from patrons and increased age limits. Indicative costs are shown below:

Initial capital costs:

PA Gate Magnetic Lock Gate	\$15,000
Signs for Remote Supervision	\$2,000
Camera System	\$5,000
Public Access Defibrillator	\$3,000
Integriti system	\$11,500
Internet access for Integriti system	\$1000
<b>Total With Intergiti system</b>	<b>\$37,500</b>

In comparison to Federation Shire and Carrathool Shire, the current opening hours of each facility in Lockhart Shire is 8 hours per weekday on school days, 10 hours per weekday during school holidays and 8 hours per day on weekends all season. Furthermore, Council has received advice from our insurer Statewide Mutual as follows:

*“Whilst the Guidelines are not explicitly referred to as a legislative requirement, it is suggested if there were ever an accident involving the operation of an unsupervised pool, SafeWork NSW, a court and/or a coroner would almost certainly defer to the Guidelines when considering the reasonableness of any decision of a council to make public pool facilities available on an unsupervised basis as part of an investigation or hearing.*

*It is also suggested that a court, SafeWork NSW or a coroner would also likely reasonably expect that pool facility operators have obtained access to the Guidelines and are familiar with their content.*

*Having regard to the above, it is certainly clear that any operation of public swimming pool facilities on an unsupervised basis involves a significant degree of inherent risk from a liability and WH&S perspective. Indeed, if a future liability claim were to arise involving these circumstances, it is suggested that the reasonable care condition would be a significant consideration by the supporting insurers as to whether an indemnity could even be extended, and in the very least the prospects for a successful defence would likely be extremely limited.”*

Based on the advice from Councils insurer regarding liability in the event of an accident, and the current opening hours, introducing unsupervised access is not supported.

## 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

Nil.

Attachments

Nil.

**Recommendation:** That the status quo be retained in relation to the operation of Council's public swimming pool complexes with respect to supervision and operating hours.

**15/24 RESOLVED** on the motion of Crs Walker and Driscoll that the status quo be retained in relation to the operation of Council's public swimming pool complexes with respect to supervision and operating hours.

**8. DA29/24 – SUBDIVISION OF TWO LOTS INTO SIX LOTS AT 50 EMILY STREET, THE ROCK  
(MPE: 24/1639)**

Executive Summary

Council have received a Development Application for a residential subdivision of two existing allotments into six allotments at 50 Emily Street, The Rock. The application was notified to landowners along Emily Street and one submission was received throughout the notification period.

Report

A Development Application has been submitted with Council for the residential subdivision of two allotments into six allotments at 50 Emily Street, The Rock. Upon receipt of the application landowners along Emily Street were provided notification of the development and given opportunity to make a submission regarding the development in accordance with the notification of development controls provided in the *Lockhart Shire Development Control Plan 2016*.

Throughout the notification period one submission was received and is attached to this report. The submission advised of concerns regarding the impact of the proposed development on the drainage along Emily Street and the impact of the proposed development on the road network. Council staff have undertaken an assessment of the development and provide the following regarding the concerns raised in the submission:

- To minimise the potential increase to street drainage along Emily Street, Council can condition the Development Consent to require a suitably worded legal mechanism (such as an instrument created pursuant of section 88B of the *Conveyancing Act 1919*) be created requiring that any future dwellings constructed on the allotments be provided with a minimum 20,000L on-site rainwater tank, with the overflow from the rainwater tank(s) being discharged into on-site absorption trenches.
- The proposed new property access points to be installed to service the development will be required to be designed by a Hydraulic Engineer and approved by Council via the issuing of a Section 138 Road Opening Permit prior to any access works commencing. Furthermore, these access points will be required to be installed at full cost to the applicant.
- The existing road seal along Emily Street is five metres wide which allows one lane each way. The impact of the potential additional traffic will be consistent with a residential area and there is no history of any accidents on Emily Street. The road pavement is designed to accommodate vehicles associated with the proposed lots.

The proposed development is permissible with consent under the *Lockhart Local Environmental Plan 2012* and complies with the relevant clauses and controls listed in the *Lockhart Local Environmental Plan 2012* and *Lockhart Shire Development Control Plan 2016*. For more detailed information regarding compliance with the applicable clauses and controls please refer to the attached 4.15 Assessment report.

Integrated Planning and Reporting Reference

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



Legislative Policy & Planning Implications

- Environmental Planning & Assessment Act 1979
- Lockhart Local Environmental Plan 2012.
- Lockhart Shire Development Control Plan 2016

Budget & Financial Aspects

Nil.

Attachments

- Subdivision Plan
- Section 4.15 Assessment (under separate cover)
- Submission Letter

**Recommendation:** That Council approves Development Application 29/24 for the subdivision of two lots into six lots at 50 Emily Street, The Rock, subject to conditions as outlined in the attached Section 4.15 Assessment Report.

**16/24 RESOLVED** on the motion of Crs Driscoll and Marston that Council approves Development Application 29/24 for the subdivision of two lots into six lots at 50 Emily Street, The Rock, subject to conditions as outlined in the attached Section 4.15 Assessment Report.

**9. COMMUNITY ENERGY UPGRADES FUND**

**(DEES: 24/1656)**

Executive Summary

The Federal Government Department of Climate Change, Energy, the Environment and Water (DCCEEW) is partnering with local governments through the Community Energy Upgrades Fund (CEUF). Endorsement is sought to apply for a grant through the program.

Background

The CEUF is a targeted, competitive grant program that provides co-funding for energy upgrades at existing local government facilities.

Grants between \$25,000 and \$2.5 million will be awarded on a merit basis.

The program aims to help local governments to:

- make their facilities more energy efficient
- lower their greenhouse emissions and energy bills.

Grants cover 50% of eligible expenditure including EV charging infrastructure and rooftop solar with storage.

Report

In September 2021 Council received an energy savings action plan developed by ChargeWorks. The plan considered five sites: Lockhart Swimming Pool, The Rock Swimming Pool, Lockhart Sewerage Treatment Plant (STP), The Rock STP (and depot) and Lockhart Caravan Park.

Council has completed solar upgrades to three of the five sites this year, with Lockhart STP to be completed as part of the IWCM update. Other sites eligible for solar systems were not considered. One such site not included is Council's Depot in Reid Street, Lockhart. The depot is currently home to Council's electric mower, with further transition to electric vehicles (utilities, trucks, heavy plant) to occur when models become available. As these vehicles are mostly used during the day, a solar system with battery storage would allow charging overnight when vehicles are garaged. Similarly, battery storage at sites with existing solar can be considered in the one application. Council's site at 109 Green Street is a suitable location, which has EV charging and lighting which can be covered by a small scale solar and battery system.

As the current allocation for energy savings projects this financial year has been expended, Council will need to approve the 50% co-contribution if a grant is acquired through the program.

It is proposed to apply for funding at Lockhart Depot to:

- install a 20kW solar system (\$32,000)
- install battery storage (\$20,000)
- install EV charging infrastructure (\$15,000)

Solar and battery storage for 109 Green Street (\$22,000) will be included in the submission. Other sites can be included or, conversely, 109 Green Street could be excluded.

If the grant application as proposed is successful, Council will need to fund 50% namely, \$44,500. The earliest start date for the project is September 2024, which means Council can allocate funds in the 2024/25 budget if needed.

#### 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

Nil.

#### Attachments

Nil.

**Recommendation:** That Council

- a) endorse a submission under the Community Energy Upgrades Fund to install energy saving infrastructure at Council's Lockhart Depot and 109 Green Street, and
- b) if successful include Council's 50% contribution in the 2024/25 budget.

**17/24 RESOLVED** on the motion of Crs Hunter and Rockliff that Council:

- a) endorse a submission under the Community Energy Upgrades Fund to install energy saving infrastructure at Council's Lockhart Depot and 109 Green Street, and
- b) if successful include Council's 50% contribution in the 2024/25 budget.

## 10. MATTHEWS STREET BUS STOP

(DEES: 24/1680)

### Executive Summary

Council has been asked to consider reinstating the access ramp in Matthews Street for the Post Office. Due to the current location of the bus zone reinstatement is not appropriate. Relocating the bus stop from in front of the Post Office would be required. Community feedback is sought prior to implementing any changes.

### Background

Approximately eight years ago Council received funding to replace the existing 'J-pole' bus stop in Matthews Street with a bus shelter. As part of the work Council removed a pedestrian ramp adjacent to the post office rear gate. New signs were installed stating 'Bus Zone' and an additional sign was installed stating 'Mail Contractors excepted'. The second sign was installed due to the fact that, under the Australian Road Rules, vehicles other than buses are not permitted to stop within a bus zone. Once a mail contractor vehicle is stopped, they use the pedestrian ramp at the corner of Matthews and Green Street, toward the front of the Post Office.



Report

The bus stop is used by the Monday – Friday school bus and also Monday, Wednesday, Friday, Sunday, Wagga Wagga to Echuca Countrylink bus service.

The kerb and gutter in front of the post office is planned for replacement. The Lockhart Post Office have requested the reinstatement of the pedestrian ramp. As it is a bus zone, the reinstatement of the ramp access for the post office is not appropriate at the old location. However, if the bus zone was relocated the ramp could be reinstated as part of the kerb and gutter works.

The proposed site for consideration is in front of the Lockhart Memorial Hall. This would allow the ramp to be reinstated and any vehicles would be permitted to stop in front of the Post Office. The two trees within the roadway would need to be removed to accommodate the entry/exit of the bus. If supported the proposal will go to the next meeting of the Lockhart Local Traffic Committee (LTC). The LTC comprises local police, Transport for NSW and the Local Member of Parliament.

Before considering the matter at the LTC consultation will be undertaken with residents, bus operators and bus users. In this regard a notice is planned for the Council newsletter and social media sites. Bus operators and schools will be contacted directly.

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

Nil.

Attachments

Nil.

**Recommendation:** That Council seeks feedback from all stakeholders on a proposal to relocate the bus stop and shelter in Matthews Street, Lockhart.

<b>18/24 RESOLVED</b> on the motion of Crs Day and Mathews that Council seeks feedback from all stakeholders on a proposal to relocate the bus stop and shelter in Matthews Street, Lockhart.
---

**11. TOOTOOL ROADSIDE REST STOP**

**(DEES: 24/1886)**

Executive Summary

Council has received a request to take over maintenance of the Tootool Roadside Rest Stop.

Background

The Tootool Roadside Rest Stop has been maintained by a committee of local residents.

Report

The Tootool Roadside Rest Stop Committee have requested that Council take over maintenance over the rest stop. This includes regular mowing, weeding, spraying and whipper snipping. The committee have made the request due to ill health of the volunteers who have maintained the area for over 20 years.

If Council is to take over the maintenance additional resources will be needed as it estimated it will require 4 hours and 2 staff once a fortnight average over the year to maintain to an acceptable standard.

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

Nil.

Attachments

Nil.

**Recommendation:** That Council:

- a) Dissolves the Tootool Roadside Stop Section 355 Management Committee and take over mowing of the Tootool Roadside Rest Stop;
- b) Increases the Parks and Gardens budget by \$10,400 from the March 2024 quarterly review.

**MOVED** by Crs Driscoll and Rockliff that Council:

- a) Dissolves the Tootool Roadside Stop Section 355 Management Committee and takes over mowing of the Tootool Roadside Rest Stop.
- b) Increases the Parks and Gardens budget by \$10,400 from the March 2024 quarterly budget review.

Moved as an **AMENDMENT** by Crs Marston and Mathews that Council:

- a) Takes over the mowing of the Tootool Roadside Rest Stop.
- b) Increases the budget by \$10,400 from the March 2024 quarterly budget review.
- c) Requests further information regarding the Section 355 Management Committee's continuing activities

**19/24** On being put to the vote the **AMENDMENT** was carried, became the **MOTION<sub>1</sub>** and was again **CARRIED**.

## STRATEGIC DIRECTION E: Strong Leadership and Governance

### 12. INVESTMENT AND BANK BALANCES REPORT – DECEMBER 2023

(DCCS: 24/1730)

#### 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 – December 2023

<b>Opening Combined Cashbook Balance</b>			3,198,998.90
Add: Total Receipts			
	Miscellaneous		7,600.59
	Rates		247,813.82
	Debtors		354,110.40
	Interest on Investments		26,938.54
	Caravan Park Takings		6,837.00
	Pensioner Concession Rebate 23/24		42,133.21
	Pickles Auctions - Sale of Plant		36,617.83
	Sale of Steel		54,577.70
	Rockoosh Grant		14,850.00
	Rockoosh CCS Payments		5,608.56
	Development Applications		22,376.90
	Rockoosh Payments		2,250.79
	Return of Investments		500,000.00
	Rockoosh Inclusion Support Program		1,299.50
	Safety and Wellbeing Incentive 2023/2024		15,161.88
	DEFT Downloads		50,000.00
	Tip Fees		9,050.00
			1,387,226.72
Less: Total Payments			4,293,114.88
	New Investments	0	
<b>Closing Combined Cashbook Balance</b>			<b>293,110.74</b>
<b>Closing Bank Statement Balance</b>			
	Bendigo Bank		255,004.76
	Macquarie Bank		4,186.22
	Bendigo Bank-Prichard Trust		31,838.76
			291,029.74
Add: Outstanding Deposits			2,110.00
			293,139.74
Less: Outstanding Cheques			29.00
<b>Closing Combined Cashbook Balance</b>			<b>293,110.74</b>
	<b>Investments:</b>		
	<b>Interest Rate per</b>		
	<b>Annum</b>	<b>Amount Invested</b>	<b>% of Total</b>
	Bank of Queensland	5.00	700,000.00
	Bank of Queensland	5.20	1,000,000.00
	Bendigo Bank	4.59	250,000.00
	Bendigo Bank	4.59	1,000,000.00
	Bendigo Bank	4.95	500,000.00
	Bendigo Bank	at call	66,072.20
	Commonwealth Bank	4.75	1,000,000.00
	Commonwealth Bank	4.78	1,000,000.00
	Commonwealth Bank	4.81	500,000.00
	Commonwealth Bank	4.83	500,000.00
	IMB Ltd	4.85	500,000.00
	Macquarie Bank	4.80	500,000.00
	Macquarie Bank	4.76	500,000.00
	Macquarie Bank	4.96	1,000,000.00
	Macquarie Bank	4.96	500,000.00
	National Australia Bank	5.00	500,000.00
	National Australia Bank	5.07	500,000.00
	National Australia Bank	5.00	500,000.00
	National Australia Bank	5.05	500,000.00
	National Australia Bank	5.00	500,000.00
	National Australia Bank	5.10	1,000,000.00
			13,016,072.20
			100.00
			<b>AMOUNT</b>
			(2,296,154.37)
Combined Sewerage	1490-3000-0000		2,557,426.35
Trust Fund	9991-3000-0000		31,838.76
			293,110.74
			<b>293,110.74</b>
	<b>TOTAL FUNDS HELD ARE:</b>		<b>13,309,182.94</b>

This is page 32 of the Minutes of the Ordinary Monthly Meeting of Lockhart Shire Council held in the Council Chamber, 65 Green Street, Lockhart – 19 February 2024.

  
 CHAIRPERSON

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 \$401,000 income from interest on investments for General Fund & Sewer Fund combined. For the period July 2023 to December 2023, the average end of month balance of funds invested has been \$12.82 million and the average return on invested funds has been 4.86%. 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 31 December 2023 Investment and Bank Balances Report be received and noted.
- b) That the Responsible Accounting Officer Statement be noted, and the report be adopted.

**20/24 RESOLVED** on the motion of Crs Hunter and Walker that:

- a) the 31 December 2023 Investment and Bank Balances Report be received and noted.
- b) the Responsible Accounting Officer Statement be noted, and the report be adopted.

**13. INVESTMENT AND BANK BALANCES REPORT – JANUARY 2024**

**(DCCS: 24/1731)**

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.

*Lockhart Shire Council*  
*Ordinary Meeting – 19 February 2024*

Cash at Bank – January 2024

<b>Opening Combined Cashbook Balance</b>		293,110.74
Add: Total Receipts		
	Miscellaneous	19,232.99
	Rates	358,979.86
	Debtors	247,491.87
	Interest on Investments	82,248.21
	Caravan Park Takings	13,461.00
	Transport for NSW - Flood Grant	289,679.08
	Apprenticeship Incentive Subsidy	5,382.38
	Rockoosh CCS Payments	6,464.81
	Development Applications	43,182.86
	Rockoosh Payments	4,617.49
	Return of Investments	1,750,000.00
	November BAS Refund	45,864.95
	December BAS Refund	47,569.00
	Rockoosh Inclusion Support Program	3,662.75
	Tip Fees	3,145.00
		2,920,982.25
Less: Total Payments		2,015,515.15
	New Investments	0
<b>Closing Combined Cashbook Balance</b>		<b>1,198,577.84</b>
<b>Closing Bank Statement Balance</b>		
	Bendigo Bank	1,148,737.22
	Macquarie Bank	18,775.43
	Bendigo Bank-Prichard Trust	31,849.58
		1,199,362.23
Add: Outstanding Deposits		1,389.50
		1,200,751.73
Less: Outstanding Cheques		2,173.89
<b>Closing Combined Cashbook Balance</b>		<b>1,198,577.84</b>

	Interest Rate per		
Investments:	Annum	Amount Invested	% of Total
Bank of Queensland	5.00	700,000.00	6.21
Bank of Queensland	5.20	1,000,000.00	8.88
Bendigo Bank	at call	66,072.20	0.59
Bendigo Bank	4.95	500,000.00	4.44
Bendigo Bank	4.90	1,000,000.00	8.88
Commonwealth Bank	4.89	500,000.00	4.44
Commonwealth Bank	4.92	1,000,000.00	8.88
IMB	4.90	500,000.00	4.44
Macquarie Bank	4.80	500,000.00	4.44
Macquarie Bank	4.96	1,000,000.00	8.88
Macquarie Bank	4.96	500,000.00	4.44
Macquarie Bank	4.76	500,000.00	4.44
National Australia Bank	5.00	500,000.00	4.44
National Australia Bank	5.07	500,000.00	4.44
National Australia Bank	5.00	500,000.00	4.44
National Australia Bank	5.05	500,000.00	4.44
National Australia Bank	5.00	500,000.00	4.44
National Australia Bank	5.10	1,000,000.00	8.88
		<b>11,266,072.20</b>	100.00
			<b>AMOUNT</b>
		1490-3000-0000	(1,411,628.12)
Combined Sewerage		8490-3000-0000	2,578,356.38
Trust Fund		9991-3000-0000	31,849.58
		<b>1,198,577.84</b>	<b>1,198,577.84</b>
		<b>TOTAL FUNDS HELD ARE:</b>	<b>12,464,650.04</b>

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.

  
CHAIRPERSON

Budget and Financial Aspects

Council's 2023/24 Operational Budget has forecast a total of \$401,000 income from interest on investments for General Fund & Sewer Fund combined. For the period July 2023 to January 2024, the average end of month balance of funds invested has been \$12.59 million and the average return on invested funds has been 4.87%. 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 31 January 2024 Investment and Bank Balances Report be received and noted.
- b) That the Responsible Accounting Officer Statement be noted, and the report be adopted.

**21/24 RESOLVED** on the motion of Crs Day and Walker that:

- a) the 31 January 2024 Investment and Bank Balances Report be received and noted.
- b) the Responsible Accounting Officer Statement be noted, and the report be adopted.

**14. EXTERNAL AUDIT ARRANGEMENTS – 30 JUNE 2024 AND BEYOND**

**(GM: 24/442)**

Executive Summary

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

Report

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

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

A report was tabled at the October 2023 Council meeting noting that advice had been received from the AONSW regarding the audit arrangements for Lockhart Shire Council for the financial year ending 30 June 2024 and beyond. In particular it was noted that the Auditor-General has decided to continue to use a private audit firm, as ASP, to assist in delivering the audit of the Lockhart Shire Council's financial statements and that the AONSW will commence a competitive, open tender process inviting audit firms to tender for the audit of the council.

In relation to audit fees the AONSW advised at the time that:

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

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

The competitive tender process that was foreshadowed at the time has now been completed and the outcome has been advised to Council by the AONSW as follows:

- The Auditor-General has appointed Crowe to conduct Lockhart Shire Council's audit for the years ending 30 June 2024 to 30 June 2026 with an option to extend for a further two years.
- The audit fee for next year's audit will be \$73,500, an increase of 41% compared to the 2022/23 audit fee.

In the last ten years Council's audit fees have increased from \$17,000 in 2013/14 to \$73,500 in 2023/24. The latest increase outstrips CPI, the rate peg or any other reasonable benchmark.

In the meantime IPART has announced a review of the Local Government financial model which is the subject of a separate report (refer Staff Report 17, page 41). The draft Terms of Reference for the review include *"Has the Audit Mandate been successful in providing a consistent view on the accounting and risk management practices of councils?"*

It is recommended that Council make a submission to the IPART review at the appropriate time and, express concern at the spiralling audit fees in addition to any other matters to be raised in the submission.

#### Integrated Planning and Reporting Reference

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

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

#### Legislative Policy & Planning Implications

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

#### Budget & Financial Aspects

The increase in audit fees for the 2023/24 financial statements audit will impact on the 2024/25 budget.

Council will need to incorporate the increase in audit fees in the 2024/25 budget when preparing the budget later this year.

#### Attachments

Nil.

**Recommendation:** That Council make a submission to the IPART review of the Local Government financial model at the appropriate time and express concern at the spiralling audit fees in addition to any other matters to be raised in the submission.

**22/24 RESOLVED** on the motion of Crs Driscoll and Mathews that Council make a submission to the IPART review of the Local Government financial model at the appropriate time and express concern at the spiralling audit fees in addition to any other matters to be raised in the submission.

## 15. DELIVERY PROGRAM 2022-2025 PROGRESS REPORT

(GM: 23/13808)

### Executive Summary

Provision of a six-monthly progress report on the implementation of the Delivery Program.

### Report

Section 404 of the Local Government Act states the General Manager must ensure that regular progress reports are provided to the Council reporting as to its progress with respect to the principal activities detailed in its Delivery Program. Progress reports must be provided at least every 6 months.

The 2022-2025 Delivery Program was adopted by the newly elected Council on 19 April 2022 (minute no. 85/22) for the period 1 July 2022 to 30 June 2025. This is the third six monthly progress report for this Delivery Program.

  
CHAIRPERSON



- Whilst this six-monthly report relates to the period 1 July to 31 December 2023, the strategies and actions which are being pursued relate to the Delivery Plan for the period 1 July 2022 to 30 June 2025. A new Delivery Plan will have to be prepared and adopted by the new Council following the September 2024 local government elections.
- Whilst some strategies and actions have been marked as achieved or complete, particularly as far as the current financial year is concerned, the nature of the strategy or action is such that it is continuous or ongoing.

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 legislative requirement that regular progress reports are provided to Council.

Budget & Financial Aspects

Not applicable.

Attachments

Lockhart Shire Council 2022-2025 Delivery Program Progress Report has been separately distributed to Councillors.

**Recommendation:** That the report on the progress of the 2022-2025 Delivery Program for the period 1 July to 31 December 2023 be received and noted.

**23/24 RESOLVED** on the motion of Crs Walker and Driscoll that the report on the progress of the 2022-2025 Delivery Program for the period 1 July to 31 December 2023 be received and noted.

**16. 2024 LOCAL GOVERNMENT ELECTIONS UPDATE**

**(GM: 23/15764)**

Executive Summary

Local Government NSW (LGNSW) is offering to host Pre-Election Candidate Information Briefing Workshops for councils in the lead up to the Local Government Elections to be held in September 2024.

Report

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

LGNSW is offering to conduct both online and in-person candidate briefings in 2024 to ensure that candidates for the upcoming elections are fully aware of the role and responsibilities of elected members.

The aim of these Candidate briefings is to ensure that candidates are aware of:

- The role and responsibilities of councillors and the role of the governing body of a council under the *Local Government Act 1993*.
- The framework in which councils operate.
- The operational role of the General Manager and the strategic role of the mayor and councillors.
- The time commitment required of a councillor in terms of their participation in council meetings and other council activities, and more.

LGNSW was invited to submit a proposal for hosting a Candidate Briefing Session for Lockhart Shire. The proposal provides for the following options:

Option 1: Face-to-face

One 3.5-hour Candidate briefing session onsite for a total of \$4,590 ex GST. The total cost includes the session delivery, travel related expenses and workshop notebooks.

Option 2: Face-to-face (consecutive dates)

Two consecutive 3.5-hour Candidate briefing sessions onsite for a total of \$7,180 ex GST or \$3,590 per workshop. These can be held on an evening and morning, afternoon and evening, over consecutive days at selected times most suitable for council.

Option 3: Online

One 3.5-hour Candidate briefing session online for a total of \$3,180 ex GST) per workshop. The total cost includes the session delivery and workshop notebooks.

An extract of the LGNSW proposal outlining the content, structure and learning outcomes of the workshops is attached.

Determining whether or not to engage LGNSW to conduct the Pre-Election Candidate Information Briefing Workshops, and the most appropriate method of delivery, would be made easier if the level of interest in attending such briefings by prospective candidates was known.

Council could invite expressions of interest from persons considering nominating for council to determine whether or not there is sufficient interest to warrant engaging LGNSW.

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.

Whilst the 2023/24 Budget does not include a provision for the conduct of Pre-Election Candidate Information Briefing Workshops, there are sufficient funds in the budget allocation for Councillor Training to cover the cost of the Workshops should Council decide to proceed.

Attachments

- Extract – LGNSW proposal to conduct Pre-Election Candidates Briefing Session for Lockhart Shire Council.

**Recommendation:** That Council invite expressions of interests from persons considering nominating for Council in attending a Pre-Election Candidate Information Briefing Workshop.

**24/24 RESOLVED** on the motion of Crs Mathews and Day that Council invite expressions of interests from persons considering nominating for Council in attending a Pre-Election Candidate Information Briefing Workshop.

**17. IPART REVIEW OF LOCAL GOVERNMENT FINANCIAL MODEL**

**(GM: 24/1352)**

Executive Summary

The Independent Pricing and Regulatory Tribunal (IPART) is inviting feedback on the Draft Terms of Reference for its review of the NSW local government financial model.

Report

As Councillors will be aware a report was tabled at the last Council meeting held on 18 December 2023 noting that IPART had released its final report on the review of the rate peg methodology with changes to apply from the rate peg for the 2024-25 financial year.

That report also noted that an outcome of the review of the rate peg methodology was IPART's view that it would be timely for the NSW Government to initiate an independent investigation into the financial model for councils in NSW, including broader issues highlighted in the consultation process throughout the rate peg methodology review and had recommended that the NSW Government commission such a review.

IPART has now received a draft Terms of Reference from the NSW Government to investigate and make recommendations on the NSW council financial model.

The draft Terms of Reference asks IPART to review councillor and community visibility over financial and operational performance of their councils, whether current budget and financial processes deliver value for money and whether the current funding model will sustainably support the needs of communities.

IPART are inviting feedback on the draft Terms of Reference by 15 March 2024. A copy of the draft Terms of Reference is attached.

As far as the review process is concerned it is noted that:

- IPART will consider all feedback and may recommend the Premier make changes to the Terms of Reference for the review as a result of submissions it receives.
- IPART is required to consult publicly as part of the review including publishing a Draft Report for comment and undertaking a public hearing prior to finalising its report.
- IPART will provide a final report to the Minister for Local Government within 12 months of receiving the final Terms of Reference and the final report will be tabled in Parliament.

The review has been cautiously welcomed by local government industry bodies.

The President of Local Government NSW (LGNSW) stated that *"Financial sustainability has long been a primary advocacy priority of LGNSW and was a focus of LGNSW's 2023 election priorities, so we are pleased to see this initiative progress. The financial sustainability of councils has been undermined by rate-pegging, cost shifting onto local government, and state and federal funding arrangements that are no longer fit for purpose."*

The Chair of the Country Mayors Association of NSW (CMA) welcomed the review albeit with some reservations and noted that *"This review has been a long time coming"*.

Council will have the opportunity to make a submission to the Review as part of IPART's consultation process once the Terms of Reference have been finalised.

#### Integrated Planning and Reporting Reference

E1: Advocate and prepare for the long-term sustainability of our Shire.

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

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

#### Legislative Policy & Planning Implications

This review was recommended by IPART late last year as part of its review of the rate peg methodology and supported by the Minister for Local Government.

#### Budget & Financial Aspects

The implications of the review on councils' finances will depend on the recommendations contained in IPART's final report as well as the NSW Government's response i.e. the extent to which the Government accepts and implements any of the recommendations.

#### Attachments

- Draft Terms of Reference – IPART review of the NSW local government financial model.

#### **Recommendation:**

1. That the information be noted.
2. That Council make a submission to the IPART review of the NSW local government financial model at the appropriate time.

**25/24 RESOLVED** on the motion of Crs Driscoll and Walker:

1. That the information be noted.
2. That Council make a submission to the IPART review of the NSW local government financial model at the appropriate time.

## 18. POLICY REVIEWS

(GM: 23/15845)

### Executive Summary

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

### Report

At its meeting held on 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 now due for review in accordance with the scheduled three-year cycle referred to in Policy No. 1.0:

- Policy 3.14 Complaints Management
- Policy 3.15 Incident/ Accident Investigation
- Policy 3.22 Gathering Information

No significant changes have been made to the Policies, copies of which are attached.

### Integrated Planning and Reporting Reference

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

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

### Legislative Policy & Planning Implications

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

### Budget & Financial Aspects

Nil.

### Attachments

1. Policy 3.14 Complaints Management
2. Policy 3.15 Incident/Accident Investigation
3. Policy 3.22 Gathering Information

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

1. Policy 3.14 Complaints Management
2. Policy 3.15 Incident/Accident Investigation
3. Policy 3.22 Gathering Information

**26/24 RESOLVED** on the motion of Crs Rockliff and Hunter that the following policies, as presented, be adopted:

1. Policy 3.14 Complaints Management
2. Policy 3.15 Incident/Accident Investigation
3. Policy 3.22 Gathering Information

## 19. LOCAL GOVERNMENT CODE OF ACCOUNTING PRACTICE

(GM: 24/1354)

### Executive Summary

The Office of Local Government (OLG) has updated the Local Government Code of Accounting Practice and Financial Reporting (the Code) and the revised Code will apply to the preparation of the 2023/24 Financial Statements. The changes introduced have implications for the recognition of the Rural Fire Service (RFS) assets in Council's Financial Statements.

### Report

The Code prescribes the forms of financial statements approved by the OLG. The Code applies to each NSW council in respect of its general purpose financial statements, special purpose financial statements and special schedules.

The Code is intended to facilitate the practical and effective implementation of the Australian Accounting Standards and aims to provide:

- a basis for providing assistance in the interpretation and application of management reporting, accounting, auditing and financial reporting requirements of Chapter 13 of the Local Government Act 1993.
- a mechanism which will ensure that appropriate accounting policies and practices are implemented by all councils.
- a basis for audit and review functions to be undertaken in the context of comprehensive and approved accounting standards.
- reliable, comparable and readily comprehensible financial information which will be invaluable for making and evaluating decisions about the allocation of scarce resources, and which will assist in assessing the performance, financial position, finances and investments of councils.
- enhanced accountability of councils to the community.

The Code is reviewed and updated from time to time and the most recent version released by the OLG in December 2023 will apply to the Council's 2023/24 Financial Statements.

An important aspect of the external audit of Council's Financial Statements is to ascertain that the financial statements have been prepared in accordance with the Code.

Council will be aware that the Audit Office of NSW (AONSW) issued a qualified audit opinion in relation to the 2021/22 and 2022/23 Financial Statements because Council did not recognise the RFS mobile assets i.e. the red fleet in its accounts.

The AONSW issued a qualified audit opinion because it was "...unable to determine the carrying values of rural firefighting equipment assets and related amounts that should be recorded and recognised in the council's financial statements."

Council on the other hand maintained that the position it adopted in not recognising the RFS red fleet was consistent with the Code which, at the time, stated as follows:

*"Councils need to assess whether they control any rural firefighting equipment in accordance with Australian Accounting Standards..."*

However, the OLG in its latest review of the Code has amended the references relating to RFS assets. The updated Code now reads as follows:

*“Rural firefighting equipment*

22. Under Section 119 of the Rural Fire Services Act 1997 (NSW), ‘all firefighting equipment purchased or constructed wholly or from money to the credit of the Fund is to be vested in the council of the area for or on behalf of which the firefighting equipment has been purchased or constructed’.

23. The NSW Government has confirmed its view that these assets are not controlled by the NSW Rural Fire Services or the State.

24. Councils should recognise material rural firefighting equipment in their financial statements. Councils derive benefits from the rural firefighting equipment’s service potential on the basis they have delegated their legal responsibilities for bushfire prevention, under Part 4 Bush Fire Prevention of the RF Act, to prevent the transmission of fire from council landholdings (particularly asset protection zones) to private land holdings through the District Service Agreements with the RFS.”

Whilst to date there has been a difference of opinion between some councils including Lockhart and the AONSW as to who controls the RFS assets, by amending the Code in this way the OLG has made the issue one of compliance as Council is required by the Local Government Act and Regulations to prepare its Financial Statements in accordance with the Code.

Integrated Planning and Reporting Reference

E1: Advocate and prepare for the long-term sustainability of our Shire.

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

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

Legislative Policy & Planning Implications

Section 206 of the Local Government (General) Regulation requires that accounting records and practices must accord with the Code. Section 214 of the Regulation specifies that any matters required by the Code to be included in a council’s financial reports are prescribed matters.

Budget & Financial Aspects

Recognising the RFS assets will have an impact on the Annual Financial Statements if depreciation on the RFS assets is brought to account.

Attachments

Nil.

**Recommendation:** That the information be noted.

**27/24 RESOLVED** on the motion of Crs Day and Walker that the information be noted.

**20. QUARTERLY BUDGET REVIEW – DECEMBER 2023**

**(DCCS: 24/1789)**

Executive Summary

In accordance with the Local Government Act, 1993, a review of Council’s Budget position as at 31 December 2023 has been undertaken and the following is submitted for Council’s 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 31 December 2023 indicates an estimated **SURPLUS of \$82,878.00** as at 30 June 2024 after taking into account movements in revenue and expenditure for the second quarter.

Adjustments of note in the second Quarterly Review Budget:



Increase in **Income** general ledgers:

- 1040-1231-0000 Interest on Investment \$60,000
- 5662-1125-0000 Private Works Income \$115,000

Increases in **Expenditure** general ledgers:

- 5662-2375-0000 Private Works Expense \$120,000

**Interest on Investments** – will exceed adopted budget estimate due to a combination of steadily improving interest rates and an increase in available funds to invest. Council has been approved \$5.8M under the Regional and Local Roads Repair Program (RLRRP). These grant funds have been paid in advance to Council and as Council has only just started to expend these funds there are significantly more available funds to invest than Council estimated.

**Private Works** – there has been a significant increase in demand for gravel, mainly from rural land owners.

**Roads “Disaster” Funding:** Council has been approved in excess of \$11M of funding for road repair works. Under the **Disaster Recovery Funding Arrangements (DRFA) Assistance** program Council has received funding for events that occurred in January 2022 and September 2022.

		Timeline to Spend
<b>AGRN 1001 Event January 2022</b>	<b>2,462,307.87</b>	30 March 2025
<b>AGRN 1034 Event September 2022</b>	<b>2,718,260.38</b>	30 June 2025
<b>Fixing Local Roads Pothole Repair Round (PRR)</b>	<b>457,066.18</b>	Spent & Acquitted
<b>Regional and Local Roads Repair Program (RLRRP)</b>	<b>5,828,675.00</b>	31 October 2027
<b>TOTAL</b>	<b>11,466,309.43</b>	

As stated above Council has received all of the RLRRP funding in advance even though it does not have to be fully expended until 2027 (hence the additional interest on investments). The PRR funds have been received and expended in full.

For both the AGRN events Council receives the approved funding only after submitting claims once works have been completed and expended.

### 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 31 December 2023 the budget adjustments resulted in an estimated **SURPLUS of \$9,356.00** as at 30 June 2024 after taking into account movements in expenditure and revenue for the second 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	Amendments @ 31 Dec 2023	Revised Estimates @ 30 June 2024
<b>General Fund</b>	(\$72,366.00)	\$ 158,252.00	(\$3,008.00)	<b>\$ 82,878.00</b>
<b>Sewerage Fund</b>	\$ 11,044.00	\$ 4,704.00	(\$6,392.00)	<b>\$ 9,356.00</b>
<b>Net Consolidated Budget Surplus/(Deficit)</b>	<b>(\$61,322.00)</b>	<b>\$ 162,956.00</b>	<b>(\$9,400.00)</b>	<b>\$ 92,234.00</b>

  
 CHAIRPERSON

Attachments

- Quarterly Budget Review Statement for the period 01/10/23 to 31/12/23 will be provided under separate cover.

**Recommendation:** That:

- a) The information be noted, and
- b) The adjustments in income, expenditure and reserves in the December 2023 Quarterly Budget Review be adopted.

**28/24 RESOLVED** on the motion of Crs Driscoll and Walker that:

- a) The information be noted, and
- b) The adjustments in income, expenditure and reserves in the December 2023 Quarterly Budget Review be adopted.

**21. REVIEW OF ORGANISATION STRUCTURE**

**(GM: 24/156)**

Executive Summary

The purpose of this report is to finalise the transition to a three-directorate organisation structure that was foreshadowed by Council at its meeting held on 19 December 2022.

Report

Council may review and re-determine the organisation structure at any time but must review it within 12 months of an ordinary election. The last ordinary election of Council was held in December 2021 and Council last reviewed its organisation structure in December 2022 at which time Council resolved:

*“That, subject to the successful recruitment of a Director Planning and Environment, Council adopt the three-directorate organisation structure based on the distribution of functions as shown in the attached organisation chart”.*

The factors contributing to the Council’s resolution included:

- a) Increased population growth
- b) Increased development activity
- c) Increased revenues (e.g. DA income)
- d) Increased recurrent grant funding (Financial Assistance Grants)
- e) Skill shortages and recruitment challenges

With respect to e) above Lockhart Shire, like many councils, experiences difficulty in attracting skilled staff particularly in the engineering, planning and health and building fields. At the time of the organisation structure review in December 2022 the position of Manager Planning and Building Services remained vacant after two recruitment attempts and by elevating the position to Director Planning and Environment and adopting a three-directorate structure it was hoped that it would enhance Council’s chances of recruiting a suitably qualified person.

Whilst a suitably qualified person was recruited at the time the successful candidate did not have previous managerial experience. For this reason the successful candidate was employed as Manager Planning and Environment with a view to elevating the position to Director status and transitioning to a three-directorate structure once the successful candidate had the opportunity to complete appropriate training and professional development.

Since commencing duties with Council, the Manager Planning and Environment has completed the following external training and professional development:

1. Local Government Professionals Australia (NSW) - Aspiring Leaders Program
2. Leading Roles (local government specialist human resource advisory services) - Leading from the Front Program

In terms of internal professional development opportunities the Manager Planning and Environment has, together with the General Manager and existing Directors, participated in Management Executive (Manex) meetings and attended Council meetings on a regular basis irrespective of whether the Manager had a specific report on the Business Paper.

The Manager Planning and Environment has been a valuable addition to Council's staff and it is considered an appropriate time to formalise the transition to a three-directorate structure, first agreed upon in December 2022, by elevating the position of Manager Planning and Environment to Director Planning and Environment.

It is also proposed that the Director Planning and Environment be appointed a Disclosure Officer for the purposes of Policy 1.18 Public Interest Disclosures Policy, Key Management Personnel for the purposes of Policy 1.20 Related Party Disclosures Policy and a Designated Person for the purposes of Section 4.8 of the Code of Conduct. This will bring the position into line with the other director positions and impose obligations such as the requirement to submit annual disclosure of interest returns.

#### Integrated Planning and Reporting Reference

- E1: Meet all governance and regulatory requirements in the conduct of council's operation.
- E1: Plan for the long-term sustainability of the Shire.
- E1: Attract and retain a quality workforce.

#### Legislative Policy & Planning Implications

Section 332 of the Local Government Act states that:

- 1) A council must, after consulting the general manager, determine the following--
  - a) the senior staff positions within the organisation structure of the council.
  - b) the roles and reporting lines (for other senior staff) of holders of senior staff positions.
  - c) the resources to be allocated towards the employment of staff.
- 2) The general manager must, after consulting the council, determine the positions (other than the senior staff positions) within the organisation structure of the council.
- 3) The positions within the organisation structure of the council are to be determined so as to give effect to the priorities set out in the strategic plans (including the community strategic plan) and delivery program of the council.

Section 333 provides that the organisation structure may be re-determined from time to time and that the council must review, and may re-determine, the organisation structure within 12 months after any ordinary election of the council.

#### Budget & Financial Aspects

The impact of the change on the 2023/24 Budget is approximately \$12,000 and will be reported to Council as part of the Quarterly Budget Review Statement as at 31 March 2024.

#### Attachment

- Organisation structure listing the areas of responsibility under the General Manager and three directors.

#### **Recommendation:** That:

1. Council adopts a three-directorate organisation structure based on the distribution of functions as outlined in the report.
2. The position of Manager Planning and Environment be reclassified as Director Planning and Environment, and
3. The Director Planning and Environment be:
  - a) A Disclosure Officer for the purposes of Policy 1.18 Public Interest Disclosures Policy.
  - b) Key Management Personnel for the purposes of Policy 1.20 Related Party Disclosures Policy, and
  - c) A Designated Person for the purposes of Section 4.8 of the Code of Conduct.

**29/24 RESOLVED** on the motion of Crs Day and Driscoll that:

1. Council adopts a three-directorate organisation structure based on the distribution of functions as outlined in the report.
2. The position of Manager Planning and Environment be reclassified as Director Planning and Environment, and
3. The Director Planning and Environment be:
  - a) A Disclosure Officer for the purposes of Policy 1.18 Public Interest Disclosures Policy.
  - b) Key Management Personnel for the purposes of Policy 1.20 Related Party Disclosures Policy, and
  - c) A Designated Person for the purposes of Section 4.8 of the Code of Conduct.

## Questions & Statements

### Cr Marston

- i) **Wheeled Recreational Activities on Netball Courts:** Cr Marston has received questions regarding skateboards, scooters etc being used on the netball courts and asked if such activities would damage the courts?

#### Response

The Director Engineering and Environmental Services advised that it depends on the surface in place however, he would investigate the matter and provide advice. Cr Hunter advised that she made similar enquiries in relation to the Osborne Recreation Reserve and was advised that such use should not result in any damage.

- ii) **The Rock Gym:** Cr Marston advised that new equipment has been installed and recommended that people take advantage of it.

### Cr Day

- i) **Recognition of Volunteers:** Cr Day asked how volunteers are going to be recognised within Lockhart Shire and what will be the associated cost?

#### Response

Councillors responded that the Australia Day Citizen Awards provide an opportunity to recognise volunteers on an annual basis.

- ii) **New Residents:** Cr Day asked how Council will provide easy transition to the Shire for new residents e.g. welcome pack and what would the associated costs be?

#### Response – General Manager

The General Manager advised that a New Resident Information Pack used to be available on Council's website and is currently being reviewed by the Tourism and Economic Development Officer (TEDO).

- iii) **Affordable Housing:** Cr Day advised of a Tiny Homes expo being held in Sydney, from 24-26 May 2024, which will showcase the opportunities available for affordable housing alternatives and suggested Council may like to send a representative.

#### Response – Mayor

The Mayor suggested that this expo is just outside Council's purview at this point in time.

### Cr Driscoll

- i) **Condolence message:** Cr Driscoll thanked Council for the condolence message on passing of her sister-in-law, Anne Flinn.
- ii) **The Rock Triathlon:** Cr Driscoll thanked the Tourism & Economic Development Officer (TEDO) for the merchandise and event resources provided for the event.

- iii) **Access to The Rock Netball Courts:** Cr Driscoll advised that the gate from the playground to the netball courts is locked and asked if it could be unlocked.

Response – Director of Engineering and Environmental Services

The Director Engineering and Environmental Services advised that the gate was locked following the sighting of a snake in the playground but that he would arrange for it to be unlocked.

- iv) **The Rock Recreation Ground Lighting:** Cr Driscoll enquired if the lights being installed on the new lighting tower will be 100 lux. If not, could some of the surplus in Council's budget be used to ensure the lights will meet requirements.

Response – Director of Corporate and Community Services

The Director Corporate and Community Services advised that he believed they are 100 lux lights but will confirm.

### Cr Mathews

- i) **Businesses in Lockhart:** Cr Mathews advised that the Bluebird Café owner is progressing with plans whilst the New Gunyah continues to be a work in progress. He expressed disappointment that the Craft Shop has closed and that the antique shop may also be closing soon.

- ii) **Lockhart Solar Farm:** Cr Mathews noted that the project has been going on for too long and suggested giving the community the opportunity to invest in the project. Cr Mathews asked if Council could write to the proponent to progress the issue?

- iii) **Brookong Creek:** Cr Mathews noted that there were cats in and around the creek and requested that the matter be referred to the Compliance Officer.

- iv) **Project Manager:** Cr Mathews enquired as to what projects the Project Manager was undertaking at the moment.

Response – General Manager

The General Manager advised that a quarterly report on the progress of grant funded projects is provided on a quarterly basis with the next quarterly update to be distributed at the 18 March 2024 Council meeting.

### Cr Hunter

- i) **Fanny Lumsden Event:** Cr Hunter thanked the TEDO for the assistance provided to the Yerong Creek Public Hall Committee for the Fanny Lumsden event.

- ii) **Biodiversity:** Cr Hunter referred to an initiative being implemented by the Moorabool Shire Council in Victoria to enhance the area's biodiversity by distributing plants and trees to residents and requested that the matter be referred to the Council's Environmental Officer for consideration, perhaps used as a feelgood story and show to Council's commitment to protecting the Shire's biodiversity (refer to website at [ABC News - Moorabool Shire - Native Trees Giveaway](#)).

### Cr Walker

Nil.

### Cr Rockliff

- i) **109 Green Street:** Cr Rockliff complemented staff on the exceptional job done on the project so far but noted that the cubicle (interior) lighting isn't great during the day and asked if this could be investigated.

Response – Director of Corporate and Community Services

The Director Corporate and Community Services advised that the lights are low-energy LED's and are now on 24/7. He further advised he will investigate external lighting with the contractor.

- ii) **Main Street, Lockhart:** Cr Rockliff asked if the fairy lights in the shopping precinct can be repaired and/or reinstated?

Response – General Manager

The General Manager advised that he believed the power supply, and in particular the conduit under Green Street, that is the main issue but that options to address the problem can be investigated.

**Cr Verdon**

- i) **Australia Day:** the Mayor thanked Cr Marston and The Rock Recreation Ground Management Committee for hosting the Australia Day celebrations at The Rock. He also thanked the General Manager, Tourism and Economic Development Officer and Executive Assistant for their efforts and assistance. He encouraged the Yerong Creek community to host the 2025 celebrations and suggested opening nominations for the Australia Day Citizenship Awards a little earlier. He also extended his thanks to the General Manager and his wife Leanne for hosting the Australia Day Ambassador reception.

## CLOSED SESSION

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

**30/24 RESOLVED** on the motion of Crs Mathews and Hunter that Council close the meeting to the public as per section 10A(2)(c) of the Local Government Act 1993.

The meeting moved into Closed Session at 7.05pm.

**31/24 RESOLVED** on the motion of Crs Marston and Mathews that Council move into Open Session.

The meeting moved into Open Session at 7.07pm.

## OPEN COUNCIL

The resolution of Council, relating to Item 22, passed while the meeting was closed to the public was read to the meeting by the General Manager.

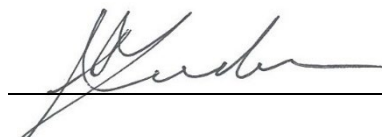
### 22. TENDER – SPRAY SEALING SERVICES

(DEES: 24/1671)

**32/24 RESOLVED** on the motion of Crs Driscoll and Rockliff that Council accepts the tender for spray sealing services from Country Wide Group as per the submitted schedule of rates.

The meeting concluded at 7.09 pm.

The minutes of the meeting held on Monday, 19 February 2024, were confirmed as a true and accurate record at the Ordinary Council Meeting held on 18 March 2024, at which time the signature was hereunto subscribed.

  
\_\_\_\_\_  
CHAIRPERSON

  
\_\_\_\_\_  
CHAIRPERSON