



MINUTES

**of the
Ordinary Meeting
held
18 March 2024**

**Minutes of the Ordinary Monthly Meeting of Lockhart Shire Council held in the Council Chambers,
Lockhart on Monday, 18 March 2024 commencing at 5.00pm.**

PRESENT

Cr G Verdon (Mayor), Cr P Sharp (Deputy Mayor), Cr F Day OAM, Cr G Driscoll, 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, Director Planning and Environment 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

33/24 RESOLVED on the motion of Crs Walker and Rockliff that the apology from Cr Hunter 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 19 FEBRUARY 2024

34/24 RESOLVED on the motion of Crs Mathews and Day that the Minutes of the Ordinary Meeting held on Monday, 19 February 2024 as printed and circulated be taken as read and confirmed.

DECLARATION OF PECUNIARY AND NON-PECUNIARY INTERESTS

Nil.

SUSPENSION OF STANDING ORDERS

35/24 RESOLVED on the motion of Crs Marston and Rockliff that Standing Orders be suspended to allow Ms Amanda Matthews and Mr Steve Matthews to address Council regarding the proposed extension of sewer to South Lockhart as part of Council's IWCM Strategy, the time being 5:03pm.

RESUMPTION OF STANDING ORDERS

36/24 RESOLVED on the motion of Crs Marston and Driscoll that Standing Orders be resumed, the time being 5.21pm.

MAYORAL MINUTE

Nil

REPORT ON MAYORAL AND COUNCILLOR ACTIVITIES

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

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| 23 February | Along with the General Manager and Crs Mathews and Day, attended ceremony to mark 25 years of Lockhart being declared a Rotary Peace Town. |
| 27 February | Along with the General Manager attended a meeting with Local Government Minister Ron Hoenig and REROC Mayors. |
| 5 March | Along with the General Manager and Project Officer attended a pre-tender meeting for The Rock Community Centre. |
| 8 March | Along with General Manager inspected the new Rural Fire Service station at The Rock. |

The following Councillors reported on their activities during the past month:

Cr Mathews verbally reported attending the Rotary Peace Town 25th Anniversary Celebration on 23 February 2024.

Cr Day verbally report the following activities:

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|-------------|---|
| 23 February | Lockhart Rotary Peace Town 25 th Anniversary celebration |
| 26 February | Attended the concerned citizen's meeting re sewer extension plans, along with the Director of Engineering and Director of Planning and Environment. |
| 4 March | Attended the Lockhart Progress Association meeting on behalf of Cr Mathews. |
| 15-17 March | Attended the Australian Local Government Women's Association Conference at Macquarie Park, Sydney. |

Cr Driscoll verbally reported attending the Riverina Water County Council meeting on 22 February 2024 and REROC on 23 February 2024.

37/24 RESOLVED on the motion of Crs Sharp and Rockliff that the Mayoral Report be received.

URGENT MATTERS

Nil.

NOTICE OF MOTION

Nil.

COMMITTEE REPORTS

1. **MINUTES OF THE MEETING OF THE LOCKHART SHIRE COUNCIL AUDIT, RISK AND IMPROVEMENT COMMITTEE (ARIC) HELD VIRTUALLY VIA MS TEAMS, ON WEDNESDAY, 6 MARCH 2024 AT 2.00PM**

1. **Present**

Luke Taberner (Acting Independent Chairperson)

Lloyd Hart (Independent Member)

2. **In Attendance**

Craig Richardson (National Audits Group) – part meeting only

Danielle McKenzie (Crowe) – part meeting only

Jason Gilbert (Crowe) – part meeting only

Hugh Wilson (Audit Office of NSW (AONSW)) – part meeting only

Peter Veneris (General Manager)

Tracy Hounsell (Acting Director Corporate and Community Services)

3. **Apologies**

James Davis (Independent Chairperson)

Cr Andrew Rockliff (Lockhart Shire Councillor)

Stephen Prowse (National Audits Group)

Craig Fletcher (Director Corporate and Community Services)

4. **Confirmation of Minutes**

It was **RESOLVED** on the motion of Lloyd Hart and Luke Taberner that the minutes of the meeting held on 8 November 2023, as printed and circulated, be confirmed as a true and correct record of the proceedings of that meeting.

5. **Business Arising**

Nil.

6. **Internal Audit Reports**

6.1 **Integrated Planning and Reporting (IP&R) Framework - Implementation of Internal Audit Recommendations**

In accordance with a resolution of the ARIC meeting held on 8 November 2023, the General Manager tabled a report outlining a plan for implementing the internal audit recommendations relating to the Council's IP&R Framework.

The General Manager advised that the recommendations will be addressed in conjunction with the forthcoming review of the IP&R documents which is required to occur within 12 months of a council election with the next election scheduled for September 2024. He also noted that the implementation plan may be subject to change noting that a new General Manager is expected to be in place by that time who may wish to recommend a different approach and that the Report should be read in that context.

It was **RESOLVED** on the motion of Lloyd Hart and Luke Taberner that the Report from the General Manager on the plan for implementing the recommendations of the Internal Audit Report on Council's IP&R Framework, be noted.

6.2 **Internal Audit Report – Enterprise Risk Management Framework**

The Chairman invited the Internal Auditor, Craig Richardson of National Audits Group, to present his report.

Mr Richardson focused on the Report's recommendations and noted that they had been drafted having regard to the size of the organisation and available resources. He also noted the General Manager's plans to allocate more resources to the enterprise risk management function.

The General Manager acknowledged that significant progress needed to be made in relation to the maturity of the Council's enterprise risk management framework. He was particularly pleased with the four recommendations because whilst more progress needed to be made beyond the four tasks that were the subject of the recommendations, they enabled the Council to focus on the priority areas before progressing further.

It was **RESOLVED** on the motion of Lloyd Hart and Luke Taberner that the Internal Audit Report on Council's enterprise risk management framework be received and noted.

7. Prior Internal Audit Recommendations – Status Report

The Status Report regarding prior internal audit recommendations was tabled and the General Manager advised that a number of the recommendations relating to section 355 committees will be addressed shortly with the rolling out of the latest Information Handbook at meetings with committee representatives at which Council's insurer will also be represented to discuss risk management and insurance matters.

It was **RESOLVED** on the motion of Lloyd Hart and Luke Taberner that the status of prior internal audit recommendations be noted.

8. External Audit Arrangements

The Chairman invited the external audit representatives to outline the audit arrangements for the 2023/24 financial year.

Danielle McKenzie of Crowe advised that following a tender process by the AONSW, Crowe had been appointed the Audit Services Provider for Lockhart Council for the next three years.

Notwithstanding this, she noted that in accordance with their rotation policy, she will be replaced by Jason Gilbert of Crowe and Hong Wee Soh will be replaced by Hugh Wilson as the AONSW Lead Signing Officer.

Jason Gilbert referred to the 2023/24 Audit Engagement Plan and noted that there will be a particular focus on the following areas:

- Revaluation of sewer assets
- Fair value of infrastructure, property, plant and equipment assets
- Quality and timeliness of financial reporting
- Cyber security
- Rehabilitation provision for landfill sites
- Grant income and revenue recognition

Hugh Wilson of the AONSW advised that the Engagement Plan outlines the key audit issues and risks that can impact the financial statements audit and suggested that these risks should be the focus of the ARIC's activities.

It was **RESOLVED** on the motion of Lloyd Hart and Luke Taberner that the Draft 2023/24 Audit Engagement Plan and the external audit arrangements for 2023/24 and beyond be noted.

9. Annual Review of Risk Register

The Chairman complimented the Council on the comprehensiveness of its Risk Register.

It was **RESOLVED** on the motion of Lloyd Hart and Luke Taberner that the Risk Register as tabled be noted.

10. Adoption of ARIC Work Plan for 2024/25

The General Manager advised that whilst the 2024/25 ARIC Work Plan is presented for adoption, it should be noted that the ARIC is transitioning towards compliance with the new OLG Guidelines and the Work Plan is therefore subject to change.

It was **RESOLVED** on the motion of Lloyd Hart and Luke Taberner that the ARIC Work Plan for 2024/25 as presented be adopted, noting that the Work Plan is subject to change as the ARIC transitions towards compliance with the OLG Guidelines for ARICs.

11. Notice of Reportable Incidents

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

12. General Business

Nil.

13. Date of Next Meeting

Date to be confirmed.

There being no further business the meeting closed at 2.42pm.

Luke Taberner
Chairperson

Recommendation: that the minutes of the Lockhart Shire Council Audit, Risk and Improvement Committee meeting held on 6 March 2024 be received and noted.

38/24 RESOLVED on the motion of Crs Walker and Marston that the minutes of the Lockhart Shire Council Audit, Risk and Improvement Committee meeting held on 6 March 2024 be received and noted.
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DELEGATES' REPORTS

1. RIVERINA WATER COUNTY COUNCIL BOARD MEETING HELD 22 FEBRUARY 2024

(GM: 24/2587)

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 22 February 2024 has been distributed separately to Councillors.

2. RIVERINA EASTERN REGIONAL ORGANISATION OF COUNCILS (REROC) – 23 FEBRUARY 2024 AT WAGGA WAGGA

(GM: 24/2916)

I, together with the Director Engineering, attended the REROC Board meeting in Wagga on 23 February 2024 on behalf of the Mayor and General Manager respectively. A summary of the main issues addressed is set out below.

- Correspondence received from The Hon Jihad Dib MP was tabled advising that in relation to the red fleet the RFS has drafted a new model agreement which will be issued shortly.
- The proposal from LGSG for recruitment of the new REROC CEO was accepted.
- Minister for Local Government, the Hon Ron Hoenig accepted REROC's invitation to meet on 27 February 2024.

- New staff member Peter Dale joined REROC as Circular Economy Project Officer. (The Project Officer will be in Lockhart on Tuesday evening 19 March and The Rock on Wednesday 20 March to address as many local businesses as possible on the benefits of their participation in the project).
- The new amendments to the Local Government (General) Regulation in relation to waste services were discussed.

Cr G Driscoll
Delegate

Recommendation: that the Delegates' Reports be received.

39/24 RESOLVED on the motion of Crs Walker and Sharp that the Delegates' reports be received.

STATUS REPORT/PRÉCIS OF CORRESPONDENCE ISSUED

Status Report: Council Resolutions and Tasks to be finalised

Minute No:	Officer to Action	Council Resolution	Action Taken
Ordinary Council Meeting held 19 February 2024			
29/24	GM	<p>Review of Organisation Structure</p> <ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> 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. 	<ol style="list-style-type: none"> 1. All staff have been advised of the new organisation structure. 2. Relevant Position Descriptions and Instruments of Delegation have been updated. 3. Policy Register updated. <p>Complete</p>
25/24	GM	<p>IPART Review of Local Government Financial Model</p> <ol style="list-style-type: none"> 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. 	A submission will be prepared when the Draft Terms of Reference have been finalised and submissions are formally invited.
24/24	GM	<p>2024 Local Government Elections Update</p> <p>That Council invite expressions of interests from persons considering nominating for Council in attending a Pre-Election Candidate Information Briefing Workshop.</p>	Expressions of interest invited through the Council Newsletter and social media. Three EOIs received to date.

*Lockhart Shire Council
Ordinary Meeting – 18 March 2024*

Minute No:	Officer to Action	Council Resolution	Action Taken
22/24	GM	<p>External Audit Arrangements – 30 June 2024 and Beyond</p> <p>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.</p>	A submission will be prepared when the Draft Terms of Reference have been finalised and submissions are formally invited.
19/24	DE	<p>Tootool Roadside Rest Stop</p> <p>That Council:</p> <ol style="list-style-type: none"> Takes over the mowing of the Tootool Roadside Rest Stop. Increases the budget by \$10,400 from the March 2024 quarterly budget review. Requests further information regarding the Section 355 Management Committee's continuing activities 	<ol style="list-style-type: none"> Complete Adjustment to be made at next quarterly budget review. Information requested. Complete.
18/24	DE	<p>Matthews Street Bus Stop</p> <p>That Council seeks feedback from all stakeholders on a proposal to relocate the bus stop and shelter in Matthews Street, Lockhart.</p>	Feedback currently being sought.
17/24	DE	<p>Community Energy Upgrades Fund</p> <p>That Council:</p> <ol style="list-style-type: none"> endorse a submission under the Community Energy Upgrades Fund to install energy saving infrastructure at Council's Lockhart Depot and 109 Green Street, and if successful include Council's 50% contribution in the 2024/25 budget. 	Submission being prepared.
16/24	DPE	<p>DA29/24 – Subdivision of Two Lots into Six Lots at 50 Emily Street, The Rock</p> <p>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.</p>	<p>Notice of Determination issued to the applicant.</p> <p>Complete.</p>
9/24	GM	<p>Request For Financial Assistance – Yerong Creek Public Hall</p> <p>That Council contributes an amount of \$1,000 to the fundraising event being hosted by the Yerong Creek Public Hall.</p>	<p>Yerong Creek Public Hall Committee has been advised of Council's decisions and funds have been paid to the Committee.</p> <p>Complete.</p>
8/24	GM	<p>Request For Financial Assistance – The Rock And District Meals On Wheels</p> <p>That Council provides an amount of \$500 as assistance to The Rock and District Meals on Wheels for the purposes of a "Seniors Expo".</p>	<p>The Rock & District meals on Wheels Inc has been advised of Council's decisions and funds have been paid to the Committee.</p> <p>Complete.</p>

Lockhart Shire Council
Ordinary Meeting – 18 March 2024

Minute No:	Officer to Action	Council Resolution	Action Taken
Ordinary Council Meeting held 18 December 2023			
235/23	GM	<p>Policy Reviews</p> <p>1. That the following Policies, as presented, be adopted:</p> <p style="margin-left: 20px;">a) Policy 1.9A Records Management</p> <p style="margin-left: 20px;">b) Policy 1.9B Records Management (Councillors)</p> <p style="margin-left: 20px;">c) Policy 2.40 Liquid Trade Waste</p> <p style="margin-left: 20px;">d) Policy 2.44 Street Trees</p> <p style="margin-left: 20px;">e) Policy 2.57 Grants Management</p> <p>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.</p>	<p>1. Policy Register updated. Complete.</p> <p>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.</p>
Ordinary Council Meeting held 20 November 2023			
211/23	DEES	<p>Integrated Water Cycle Management Strategy – Lockhart Sewerage Treatment Plant</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"> • Replace existing Lockhart Sewerage Treatment Plant (trickling filter) with a new oxidation pond with effluent reuse; and • Include the sewerage of south Lockhart <p>2) That the draft IWCM Strategy be placed on public exhibition for a period of not less than 28 days.</p>	<p>1) Complete</p> <p>2) Refer Report to Council (Staff Report 3). Complete</p>

Lockhart Shire Council
Ordinary Meeting – 18 March 2024

Minute No:	Officer to Action	Council Resolution	Action Taken
Ordinary Council Meeting held 18 September 2023			
163/23	GM	<p>Magnolia Lodge and Youth Flats</p> <p>1) Concept plans be prepared for the development of additional accommodation on the Magnolia Lodge site in Green Street and the Youth Flats site in Drummond Street Lockhart to facilitate further investigation and negotiation with the NSW Land and Housing Corporation; and</p> <p>2) A further report be presented to Council at a future meeting regarding the Prichard Place Lockhart residential developments and the proposal to withhold from sale one or two lots for the purposes of developing them for rental accommodation.</p>	<p>NSW Land and Housing Corporation advised of Council's decision.</p> <p>Concept plans have been received and will be presented at Budget Workshop on 18 March 2024.</p>
Ordinary Council Meeting held 21 August 2023			
148/23	GM	<p>Guidelines for Audit, Risk and Improvement Committees</p> <p>That Council continue to participate in the Internal Audit Alliance and transition to the requirements outlined in the <i>Guidelines for Risk Management and Internal Audit for Local Councils in NSW</i> issued by OLG.</p>	<p>To be progressively implemented in conjunction with other Internal Audit Alliance member councils. Refer Report to Council (Staff Report 8) for update.</p>
Ordinary Council Meeting held 13 February 2023			
26/23	GM	<p>Proposed Acquisition of Land</p> <p>That, subject to obtaining the landowner's consent, Council authorises the General Manager to prepare and submit a development application for the development of a car park on the land situated at Lot 2 DP1196082.</p>	<p>Development application has been lodged with landowner's consent and awaiting determination. 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>Disaster Recovery Funding Arrangements</p> <p>In accordance with the outcome of the Councillor Workshop held earlier in the day, Council nominates the following projects for funding under the Local Government Recovery Grants Program:</p> <ol style="list-style-type: none"> 1. Emily Street, The Rock – drainage improvements 2. Cole Street, Yerong Creek – drainage improvements 3. Green Street West, Lockhart – drainage improvements 4. Flood Detour Road – culvert installation 5. Waste Mgt Facilities Access Roads 6. Community information initiative (social media) 7. Access Road – Golf Club 	<p>Projects submitted to the Office of Local Government and funds received.</p> <p>More detailed costings and work plans have been submitted and awaiting approval.</p> <p>OLG has requested additional information which has been provided.</p>

Lockhart Shire Council
Ordinary Meeting – 18 March 2024

Minute No:	Officer to Action	Council Resolution	Action Taken
Ordinary Council Meeting held 18 July 2022			
141/22	GM	<p>Request for Council to Purchase Private Access</p> <p>Council agrees to the request in principle subject to Council and the applicants agreeing to a reasonable cost sharing arrangement.</p>	<p>Survey plan has signed by the affected landowners and one of the affected mortgagee banks. Consent is awaited from the other mortgagee bank.</p>
Ordinary Council Meeting held 16 May 2022			
109/22	GM	<p>Tender – 109 Green Street</p> <p>Council declines to accept the tender received from ASCO Group (Aust) Pty Ltd for the provision of public toilets at 109 Green Street Lockhart and seek separate quotations for the individual components of the project for the following reasons:</p> <p>a) Seeking separate quotations and being able to negotiate with different contractors for the different components of the project will provide more flexibility in seeking the most cost-effective solution bearing in mind that the funding approved under Round 4 of the Stronger Country Community Fund is less than the amount for which Council applied.</p> <p>b) Accepting the one tender that has been received for the public toilets without a contract in place for the community space component of the project will prove problematic as the community space and landscaping is critical to providing access to the public toilets.</p>	<p>George the Friesian Bull has been moved into place. Paving completed. Sealing of carpark to be completed within the next two months.</p>
Ordinary Council Meeting held 16 August 2021			
148/21	GM	<p>Proposed “Tim Fischer Way”</p> <p>Council to reinstate investigations into the erection of tourism signage indicating “Tim Fischer Way”.</p>	<p>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>
Ordinary Council Meeting held 19 April 2021			
63/21	GM	<p>Residential Development – Lockhart</p> <p>1) That Council proceed with the subdivision of Lots 62 and 90 Prichard Place Lockhart as outlined in the report.</p> <p>2) That the cost of subdividing the land be funded from the Infrastructure Reserve with the proceeds of any land sales to be returned to the Reserve.</p>	<p>The development application for Lot 62 (westernmost lot) has been approved. The application for Lot 90 has now also been approved.</p> <p>Subdivision works to be scheduled. Quotes from contractors being sought.</p> <p>Sewer design currently being prepared.</p>

Lockhart Shire Council
Ordinary Meeting – 18 March 2024

Minute No:	Officer to Action	Council Resolution	Action Taken
Ordinary Council Meeting held 19 February 2024 – Councillor Questions & Statements			
Questions & Statements	DEES	<p>Cr Rockliff: 109 Green Street</p> <p>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.</p>	Lighting has been adjusted. Complete.
	DPE	<p>Cr Hunter: Biodiversity</p> <p>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).</p>	Environmental Officer is investigating options and a report will be prepared for a future meeting.
	DPE	<p>Cr Mathews: Brookong Creek</p> <p>Noted that there were cats in and around the creek and requested that the matter be referred to the Compliance Officer.</p>	Referred to Local Land Services who have responsibility for feral cats.
	GM	<p>Cr Mathews: Lockhart Solar Farm</p> <p>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?</p>	Contact has been made with the proponent regarding the opportunity for the community to invest in the project. Arrangements are being made for the proponent to provide an update either by attending the next Council meeting or in writing.
	DCCS	<p>Cr Driscoll: The Rock Recreation Ground Lighting</p> <p>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.</p>	It is understood that the new lighting tower will be 100 lux but confirmation is being sought.
	DE	<p>Cr Marston: Wheeled Recreational Activities on Netball Courts</p> <p>Has received questions regarding skateboards, scooters etc being used on the netball courts and asked if such activities would damage the courts?</p>	Scooters, skateboards etc can mark netball surfaces but will not damage the surface. Complete.
Ordinary Council Meeting held 18 December 2023 – Councillor Questions & Statements			
Questions & Statements	DEES	<p>Cr Rockliff: Drain to Creek, Urana Street, Lockhart</p> <p>Mentioned this drain is overgrown with pine trees etc, and requires cleaning out.</p>	Investigations have confirmed the drain is located on private property but the pollutant trap and related infrastructure has been installed by Council. Arrangements are being made for Council to undertake cleaning of Council's asset subject to consultation with the landowner.

Lockhart Shire Council
Ordinary Meeting – 18 March 2024

Minute No:	Officer to Action	Council Resolution	Action Taken
	DEES	Cr Sharp: Alma Park Road/Scheetz Lane Advised of quite a bad pothole near this intersection that requires attention.	Works request has been created.
Ordinary Council Meeting held 20 November 2023 – Councillor Questions & Statements			
Questions & Statements	DEES	Cr Mathews: Councillor Dress 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.
Ordinary Council Meeting held 16 October 2023 – Councillor Questions & Statements			
Questions & Statements	DEES	Cr Driscoll: Maintenance of Rear Lanes 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 engaged. Programmed to commence in April.
	DCCS	Cr Sharp: Pleasant Hills Tennis Courts 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.
Ordinary Council Meeting held 18 September 2023 – Councillor Questions & Statements			
Questions & Statements	GM	Cr Mathews: Veterinary Services 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	Cr Verdon: Lodge Road 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. Works planned April 2024.
	DEES	Cr Verdon: Entrance laneway, The Rock Bowling Club Advised there are potholes in this laneway which require attention.	Works request created. Will be included in future sealing program. Contractor has been engaged.
Ordinary Council Meeting held 21 November 2022 – Councillor Questions & Statements			
Questions & Statements	DCCS	Cr Hunter: Tiled Wall outside The Rock Gym Referred to a problem with tiles on the external wall of The Rock Pool near the gym and asked what was being done to rectify the issue.	Tiles have been sourced and ordered, awaiting delivery. 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
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Minute No:	Officer to Action	Council Resolution	Action Taken
Ordinary Council Meeting held 17 October 2022 – Councillor Questions & Statements			
Questions & Statements	DPE/ DCCS	<p>Cr Verdon: Disability Access Across the Shire</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 17th 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> <p>BEST have been engaged to undertake the audit. BEST to commence with an initial inspection over the coming weeks.</p>

Correspondence Received

Date sent to Councillors	From	Subject
4 March 2024	Mayor via Executive Assistant	Mayoral Update

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

<p>40/24 RESOLVED on the motion of Crs Mathews and Sharp that the Status Report and Correspondence Précis be received.</p>


 CHAIRPERSON

STAFF REPORTS

STRATEGIC DIRECTION A: A Connected and Resilient Community

1. ANZAC DAY 2024 COMMEMORATIONS

(GM: 24/2990)

Executive Summary

Information has been received from the various RSL Sub-Branches in the Shire regarding arrangements for commemorating Anzac Day on 25 April 2024. It has been customary for Council representatives to attend and lay a wreath at the respective commemorations.

Report

Arrangements for the commemoration of Anzac Day will be as follows:

Lockhart

- 09.00am Service at Lockhart Cemetery
- 10.30am March departing from outside the Commercial Hotel to the cenotaph in Hebden Street (form up at 10.20am)
- 10.40am Commemoration & wreath laying service at Cenotaph.
All invited to Ex-Servicemen's Club for lunch.

Pleasant Hills

- 9.00am Commemoration Service at Pleasant Hills Public Hall, followed by morning tea.

The Rock

- 6.00am Dawn Service at Soldier Memorial, Urana Street, followed by gunfire breakfast at The Rock Memorial Bowling Club
- 10.15am Congregate for march in front of The Rock Memorial Bowling Club
- 10.30am March to cenotaph in Urana Street
- 12.30pm Luncheon at The Rock Memorial Bowling Club.

Yerong Creek

- 10.45am March departing from Delta Ag to Stanley Galvin Park
- 11.00am Anzac Service at Stanley Galvin Park
Following the service a bring-to-share lunch will be held at Yerong Creek Bowling Club.

Advice has also been received that the Lockhart RSL Sub-branch will no longer continue as a standalone sub-branch and is transitioning to becoming a chapter of the Wagga RSL Sub-branch.

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.
- E2: Provide effective community engagement practices with the community.
- E3: Promote strong and beneficial relationships between local government and service providers, other levels of government and the community.

Legislative Policy & Planning Implications

Nil.

Budget & Financial Aspects

Nil.

Attachments

Nil.

Recommendation: That Council determine its representatives to participate at the respective Anzac Day ceremonies and to lay a commemorative wreath on behalf of Council.

41/24 RESOLVED on the motion of Crs Driscoll and Sharp that Council be represented at Anzac Day commemorations as follows:

- Cr Sharp – Pleasant Hills
- Crs Day and Mathews – Lockhart
- Crs Verdon, Marston and Driscoll – The Rock
- Cr Walker – Yerong Creek

2. BROOKONG CREEK MASTERPLAN

(GM: 24/3199)

Executive Summary

Council has engaged Habitat Planning and Yonder Landscape Architecture to prepare a Masterplan for Brookong Creek and surrounds in Lockhart. The draft Masterplan has been the subject of extensive consultation and consideration of submissions and the document is now tabled for adoption by Council.

Report

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

The purpose of the Masterplan is to:

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

There has been extensive consultation with stakeholder groups and community members throughout the development of the Masterplan, including with:

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

Their input was gathered via face-to-face meetings as well as an online survey which received 115 responses. The feedback helped to guide the development of the Draft Masterplan which was subsequently placed on public exhibition from 21 November 2023 to 15 January 2024, a total of 8 weeks.

The Tourism and Economic Development Steering Committee (TEDSC) considered the submissions received during the public exhibition period at its February 2024 meeting and recommended a number of changes be made to the draft the Masterplan in response to the issues raised in submissions.

Council, at its meeting held on 19 February 2024, endorsed the TEDSC's recommended changes. These changes have now been made to the document which is tabled for formal adoption.

Council, at its February 2024 meeting, also endorsed sections 1 and 2 of the Masterplan to be costed, bearing in mind that Council has received grant funding totalling \$140,000 under Round 5 of the Stronger Country Communities Fund to implement the first stage of improvements under the Masterplan.

Section 2 also includes the Wiradjuri Dreaming Project which Council endorsed back in 2017 and for which separate grant funding has been secured. It is proposed to present a separate report to Council at the 15 April Council meeting identifying works within the adopted Masterplan that can be implemented with the available grant funding. In this regard it is also proposed to report on additional funding that can be applied to the project from Council's Developer Contributions Plan.

Integrated Planning and Reporting Reference

- A1: Support, or partner to provide, welcoming and well-maintained community spaces and facilities.
- B2: Plan, develop and maintain facilities, parks and gardens that respond to the needs of the community.
- B2: Manage and improve the appearance of our towns, in line with their desired identities.
- B2: Improve the image of Lockhart Shire for tourists.
- B2: Use our natural strengths and assets to build our tourism sector.
- B2: Support and develop infrastructure for our tourism sector.

Legislative Policy & Planning Implications

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

Budget & Financial Aspects

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

Council can make available further funding for the project from its Development Contributions Plan (DCP) which will be the subject of a separate report to Council.

Attachments

The Draft Brookong Creek Masterplan has been separately distributed to Councillors.

Recommendation: That the Brookong Creek Masterplan, as presented be adopted.

42/24 RESOLVED on the motion of Crs Day and Sharp that the Brookong Creek Masterplan, as presented, be adopted.
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STRATEGIC DIRECTION B: A Dynamic and Prosperous Economy

3. INTEGRATED WATER CYCLE MANAGEMENT PLAN – LOCKHART SEWERAGE TREATMENT PLANT

(DES: 24/3156)

Executive Summary

Council was successful in securing funding under for the development of an Integrated Water Cycle Management (IWCM) Strategy. The draft IWCM was placed on exhibition for 28 days. The adoption of the IWCM is now sought.

Background

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

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

- Investigations into the Lockhart Sewage Treatment Plant
- Investigations into servicing south Lockhart
- The shortlisted options from these studies were bundled into four (4) IWCM scenarios to include build and non-build measures.

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

A Councillor Workshop was held on 16 October 2023 to consider the IWCM scenarios and Council resolved at the October Council meeting as follows:

"that Council:

- 1) *adopt the option as determined in the Councillor Workshop held 16 October 2023 for incorporation into the draft IWCM Strategy, that being:*
 - *Replace existing Lockhart Sewerage Treatment Plant (trickling filter) with a new oxidation pond with effluent reuse; and*
 - *Include the sewerage of south Lockhart*
- 2) *That the draft IWCM Strategy be placed on public exhibition for a period of not less than 28 days."*

Report

Submissions following public exhibition

Council has received submissions from the following residents during the public exhibition period:

Sewering of South Lockhart

B Bender	R Lavender	M Sims	A-M Schilling
D Hunter	S & C Matthews	D Read	R & C Parks
K Stewart	G Johnson	K Burn	A Matthews
H Primrose	C Power	D & Y Brockwell	

A petition with 12 signatures was also received.

Extension of sewer at The Rock

T Parker

Copies of the individual submissions and the petition have been forwarded to all Councillors.

Sewering of South Lockhart

Objections to the proposal to sewer South Lockhart can be summarised as follows:

- Cost – an increase in rates incurred by each property within the sewer extension, noting that developed properties have already paid for septic systems to be installed. This cost would either be borne by the landowner or passed onto a tenant. Also, that water from septics can be reused for gardening saving costs on water.
- Environmental –septic systems are better for the environment than sewerage systems.
- Land size –lot sizes should remain at a 2-hectare minimum in South Lockhart for lifestyle choice.

With respect to the first dot point above, the Draft IWCM as exhibited quoted financial years commencing 2024/25 which gave rise to concerns that residents' rates could be impacted from next financial year. However, the IWCM is a 30-year strategy, subject to grant funding being secured and, in the event of grant funding being received, priority would be given to upgrading the Lockhart Sewerage Treatment Plant. Realistically the extension of reticulated sewerage services to South Lockhart is therefore some years away. As it is not possible to predict if and when grant funding might be secured, and to better reflect this situation, it is recommended that reference to financial years be removed from the IWCM and replaced with a reference to Years 1 – 30.

The last dot point is made in most of the submissions and refers to Council's recent *Housing and Employment Strategy* which was prepared to support the Local Environmental Plan (LEP) review.

Council considered submissions received in relation to that Strategy at its meeting held in March 2023 including a submission that land within the R5 Large Lot Residential zone in South Lockhart be rezoned RU5 Village Zone. At that meeting Council resolved that the R5 Large Lot Residential zone in South Lockhart remain unchanged but did agree to the Minimum Lot Size in the R5 Zone being reduced from two hectares to a minimum lot size of 7,500m². This change is still subject to a planning proposal being prepared and lodged with the Department of Planning and Environment, the Department agreeing to the proposal being placed on public exhibition and the consideration of any submissions received.

Whilst the IWCM and the LEP are separate documents subject to separate and distinct processes the LEP review is relevant to the IWCM as a sewer system would allow smaller lot sizes if the LEP is amended as such.

A common statement in a majority of the submissions was that:

"Residents of South Lockhart are accepting of growth and sewer to Osborne, Reid and Federal Streets. But it should not financially disadvantage those with existing and compliant septics (all South Lockhart septics passed compliance inspection in 2023). Providing there can be compromises such as financial offsets e.g. "not connected no charge" for those owners of existing dwellings and compliant septics as well as future build dwellings that have septics installed prior to availability and access to sewer."

The above paragraph refers to the fact that residents would have to pay an access fee whether or not they connect to any new sewer system under the current fees and charges. The timing of the proposed works was also a concern as financial years were reported, albeit subject to grant funding.

Extension of Sewer at The Rock

A submission was made to extend sewer infrastructure to Braithwaite's Lane/Yerong Street The Rock. The IWCM was prepared based on Council's planning forecasts at the time, which allows for population growth. The specific area was not included; however it can be included in future reviews.

Integrated Planning and Reporting Reference

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

Legislative Policy and Planning Implications

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

Budget and Financial Aspects

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

Attachments

1. Submissions received during public exhibition have been separately forwarded to Councillors.
2. Draft IWCM strategy separately distributed to Councillors

Recommendation: that Council adopt the draft Integrated Water Cycle Management Plan with the following amendment:

- 1) Reference to financial years be removed and replaced with Years 1 – 30.

<p>43/24 RESOLVED on the motion of Crs Day and Verdon that Council adopts the draft IWCM Strategy as previously exhibited, with a caveat that the sewerage of south Lockhart be the subject of further consultation.</p>

STRATEGIC DIRECTION C: An Environment that is Respected and Protected

Nil.

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

4. ENGINEERING AND ENVIRONMENTAL SERVICES REPORT

(DE AND DPE)

Executive Summary

Monthly report on engineering and environmental services matters.

Background Information

a) Works

(24/3252)

Local Sealed Roads: Boree Creek-Kywong Rd shoulder widening has commenced. Culvert widening on Mittagong Yerong Creek Rd - the northern culvert is completed and the southern culvert is well under way. Vegetation, drains and shoulder grading have been completed on the Alma Park Rd and Henty Ryan Rd.


CHAIRPERSON

Unsealed Roads: Maintenance of Shire gravel roads has been conducted on Meltons Lane, Murphys Lane, Hendersons Road, Crowes Lane, Browns Lane, Old French Park Road and French Park town streets.

Maintenance Crews: The 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 Boree Creek Kywong Road, extending box culverts.

b) Parks & Gardens

(24/3158)

The Rock staff have installed remembrance seating in the Avenue of Honour and they do look amazing. Staff have been busy hand watering street trees and non-irrigated garden beds. Staff are also preparing to close down our two pools for the off-season while also carrying out maintenance of buildings and the surrounds.

We have welcomed two new members of staff to our parks and gardens team in February and both have fitted in well and are having an immediate impact on work rosters.

Our sports fields will get some extra attention as the football season draws closer and preparations are in place to ensure our war memorials are ready for Anzac Day commemorations.

c) Biosecurity

Weed Control Program

Priority has been given to the control of Silverleaf nightshade (*Solanum elaeagnifolium*), Horehound (*Marrubium vulgare*), Bathurst burr (*Xanthium spinosum*), Feathertop Rhodes grass (*Chloris virgata*), and Purple-flowered devil's claw (*Proboscidea louisianica*) on roadside reserves and council managed land.

Bathurst burr (*Xanthium spinosum*) was controlled on Bahrs Lane, Benders Lane, Boyds Road, Crowes Lane, Dunleveys Lane, Frank Westblade Lane, Humphrys Lane, Jaegars Lane, Klimpschs Lane, Krauses Lane, Maffra Lane, Moores Bus Route, Richters Lane, The Rock Collingullie Road, Tuttys Lane, Vennells Lane, and Wide Lane.

Feathertop Rhodes grass (*Chloris virgata*) was controlled on Albury Road, Soldier Settlement Road, and Yuluma Road.

Horehound (*Marrubium vulgare*) was controlled on Albert Smiths Lane, Alma Park Road, Bankvale Road, Calare Lane, Carns Lane, Carrolls Lane, Clancys Lane, Dick Knobles Road, Dunleveys Lane, Ellis Lane, Figtree Road, Fletts Lane, Forcks Lane, Krauses Lane, Lehdeys Lane, Long Park Road, Lockhart Kywong Road, Maffra Lane, Munyabla Munyaplah Road, Osborne Pleasant Hills Road, Pleasant Hills Road, Richters Lane, Scheuners Lane, Scotts Lane, Semlers Road, Spurrells Road, Tara Boundary Road, Woodend Fiveways Road, Wolters Lane, and Zwecks Lane.

Purple-flowered devil's claw (*Proboscidea louisianica*) was controlled on Webbs Lane.

Silverleaf nightshade (*Solanum elaeagnifolium*) was controlled on Crowes Lane, Frank Westblade Lane, French Park Bullenbong Road, Hendersons Road, Mortons Lane, Old French Park Bullenbong Road, Urana Boree Creek Road, and Wide Lane.

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

St. John's wort (*Hypericum perforatum*) was controlled on Jaegars Lane, Klimpschs Lane, and Lockhart Kywong Road.

The back lanes of The Rock and Yerong Creek townships were also sprayed.

Riverina Regional Weeds Committee Meeting

On February 7 Council's Environmental Officer attended the Riverina Regional Weeds Committee Meeting, held in Wagga Wagga. Issues raised included:

- Weeds Action Program (WAP) funding

- Preparing for the next WAP funding application for 2026 - 2030
- The use of social media for weed detection
- Delegates reports showed most councils, including Lockhart Shire Council, have experienced multiple germinations of Silverleaf nightshade (*Solanum elaeagnifolium*) and St. John's wort (*Hypericum perforatum*) due to continuous rainfall events in spring and early summer.
- CSIRO has begun African boxthorn (*Lycium ferocissimum*) biocontrol trials at Hay.
- Alligator weed (*Alternanthera philoxeroides*) has been found in the ACT in waterways that feed into the Murrumbidgee River system.
- Weed risk assessment of Sticky nightshade (*Solanum sisymbriifolium*) and proposed inclusion in the regional priority weeds list, with the category eradication.
- Review of the regulatory status of Frogbit (*Limnobium laevigatum*) and potential removal from the prohibited matter list.
- The use of drones in weed inspections.
- Guest speaker was representative of Rapid Logix Technologies, regarding universal spray flow tracking, recording and mapping technology that may make record keeping and weed control activities easier.
- Next Riverina Regional Weeds Committee meeting scheduled for 8 May 2024.

d) Development Approvals

(24/3109)

This report advises of the Development Application Approvals for February 2024

Development Activity Table

DA/CDC No.	Development	Site of Development	Applicant	Value
DA29/24	Subdivision of 2 Lots into 6	38-50 Emily St, The Rock	B Taylor	\$ 30,000
DA36/24	Subdivision of 1 Lot into 3	21 Milne Rd, The Rock	B Taylor	\$ 45,000
DA42/24	Demolition of Existing Dwelling & associated buildings	107- 109 Reid St, Lockhart	Lockhart Shire Council	\$ 0
DA43/24	Alterations & Additions to Dwelling & Installation of new Carport	73-75 Reid St, Lockhart	P Hyde	\$ 25,000
DA45/24	Demolition of Existing Dwelling	15 King St, The Rock	RJ Hannam	\$ 0
DA46/24	Detached Steel Shed	8 Veneris St, Lockhart	S Hounsell	\$ 90,000
CDC47/24	New Inground Swimming Pool	6 Bond St, Lockhart	MAC Wagga P/L	\$ 56,560
DA51/24	New Inground Swimming Pool & Retaining Block Wall	8 Bond St, Lockhart	D Lawson	\$ 68,000
			Total	\$ 314,560

Legislative Policy and Planning Implications

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

Weed inspections and associated activities are carried out in accordance the *Biosecurity Act 2015* and associated regulations.

Integrated Planning and Reporting Reference

C2: Flora and fauna are protected across the Shire.

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

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

Budget and Financial Aspects

Will be conducted within Council's allocated budget.

Attachments

- Works Program, provided under separate cover.

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

44/24 RESOLVED on the motion of Crs Walker and Rockliff that Council notes the information provided in the Engineering and Environmental Services report.

**5. DA38/24 – INSTALLATION OF CARPORT EXTENSION AT 3 FERRIER STREET, LOCKHART
(DPE: 24/3352)**

Executive Summary

Council have received a request for variation to the building controls in the Lockhart Development Control Plan 2016 (DCP), for the proposed installation of a carport extension located at 3 Ferrier Street, Lockhart.

Report

In conjunction with Development Application 38/24, Council have received a request for variation to the building line setback control applied by the Lockhart Development Control Plan 2016 (DCP), for the installation of a 3 metre by 5 metre carport extension at 3 Ferrier Street, Lockhart.

The Lockhart Development Control Plan provides for efficient development controls that positively respond to the character of existing villages. The 'Residential and Village Development' chapter applies building line setbacks to allow for correct siting of buildings relative to each other, the public domain and natural features, while also maintaining safety, privacy, noise amelioration, views, streetscape, provision of services, retention of vegetation and protection of sensitive areas.

Section 2.1 of the DCP states that *"the following front setbacks apply to a new dwelling house with frontage to a primary road:*

- *The average distance of the setbacks of the nearest two dwelling houses having a boundary with the same primary road and located within 40 metres of the lot on which the dwelling house is to be erected;*
- *In the case where two dwelling houses are not located within 40m of the lot:*
 - *A front setback of 4.5 metres applies, if the lot has an area of at least 450m² but less than 900m² and any attached garage is setback a minimum of 1 metre behind the front of the dwelling; or*
 - *A front setback of 6.5 metres applies, if the lot has an area of at least 900m² but less than 1500m²; or*
 - *A front setback of 10 metres, if the lot has an area of 1500m² or greater.*

The existing front setback at the subject site is 7.5 metres. The application proposes a carport that will extend a further 3 metres towards the front boundary, meaning that the proposed new front setback will be 4.5 metres.

The average front setback of the two nearest neighbouring dwellings is approximately 7.8 metres. The existing dwelling on the subject development site is already in front this average front setback. The subject site is 1011m² and therefore a minimum setback of 6.5m would be allowable if there were not two dwellings within 40 metres of the site.

Before determining the request, Council should consider the aims of the DCP in applying building line setbacks, as well as the following:

Precedence

Setbacks are influenced by the size of the lot upon which a building stands. In Ferrier Street, there are some buildings that do not comply exactly with the setback controls applied by the DCP. However, most

of these buildings pre-date Council's building line setback controls. Intrusions into the setback area are fixed components of the existing homes, such as attached garages, bay windows, or verandahs. There are no legal 'detached' buildings such as carports along this streetscape in front of the building line. It should be noted that the proposed carport extension will match in with the existing front verandah and therefore it is considered that it will not look out of place.

Permitting the variation will create a precedent and will make it difficult to refuse similar proposals in the future.

Impacts on street aesthetics

The proposed carport will match in with the existing front verandah located at the front of the dwelling and with a proposed size of 3 metres by 5 metres, is unlikely to have a negative impact to the streetscape.

Objectives of the control requirements

The proposed carport is of minor development and is not expected to have any significant impact with respect to the public domain and natural features, safety, privacy, noise amelioration, views, provision of services, retention of vegetation and protection of sensitive areas.

A similar proposal for the subject site was refused by Council at the March 2019 Council meeting. Since that time a new front verandah has been installed and it is proposed that the carport will match in with the front verandah. The applicant requires the extension to the carport as the existing carport is not wide enough to allow for parking a car and getting in and out of the car.

Integrated Planning and Reporting Reference

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

Legislative Policy & Planning Implications

The Lockhart Shire Development Control Plan 2016 is pursuant to Division 6 of the Environmental Planning & Assessment Act 1979 and sets out Council's controls for building and development in conjunction with the Lockhart Local Environmental Plan 2012.

Budget & Financial Aspects

Nil.

Attachments

- Site Plan

Recommendation: That Council refuses the variation to the front setback for the proposed carport extension and that Development Application 38/24 be refused.

45/24 RESOLVED on the motion of Crs Walker and Sharp that Council refuses the variation to the front setback for the proposed carport extension and that Development Application 38/24 be refused.

Cr Driscoll requested that her opposition to the motion be recorded.

STRATEGIC DIRECTION E: Strong Leadership and Governance

6. INVESTMENT AND BANK BALANCES REPORT – FEBRUARY 2024

(A/DCCS: 24/3344)

Executive Summary

The purpose of this report is to inform Council of the funds that have been invested and bank account balances.

Report

It is required under Clause 212 of the Local Government (General) Regulation 2005 and Section 625 of the Local Government Act 1993 to provide the Council with a written report each month detailing all money that Council has invested.

Cash at Bank

Opening Combined Cashbook Balance		1,198,577.84
Add: Total Receipts		
	Miscellaneous	15,176.57
	Rates	579,357.55
	Debtors	401,730.76
	Interest on Investments	52,571.26
	Caravan Park Takings	8,523.00
	Transport for NSW - Block Grant	564,000.00
	Rockoosh CCS Payments	2,785.19
	Development Applications	13,889.43
	Rockoosh Payments	4,279.14
	January BAS Refund	64,159.00
	Financial Assistance Grant	61,277.00
	Rockoosh Inclusion Support Program	1,897.50
	Tip Fees	3,075.00
		1,772,721.40
Less: Total Payments		1,693,208.70
	New Investments	0
Closing Combined Cashbook Balance		<u>1,278,090.54</u>
Closing Bank Statement Balance		
	Bendigo Bank	1,191,035.14
	Macquarie Bank	49,078.39
	Bendigo Bank-Prichard Trust	31,860.37
		1,271,973.90
Add: Outstanding Deposits		6,274.00
		1,278,247.90
Less: Outstanding Cheques		157.36
Closing Combined Cashbook Balance		<u>1,278,090.54</u>

Investments:	Interest Rate per Annum	Amount Invested	% of Total
Bank of Queensland	5.20	1,000,000.00	8.88
Bank of Queensland	4.95	700,000.00	6.21
Bendigo Bank	4.90	1,000,000.00	8.88
Bendigo Bank	4.76	500,000.00	4.44
Bendigo Bank	at call	66,072.20	0.59
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	4.96	1,000,000.00	8.88
Macquarie Bank	4.96	500,000.00	4.44
Macquarie Bank	4.76	500,000.00	4.44
Macquarie Bank	4.80	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
National Australia Bank	5.05	500,000.00	4.44
National Australia Bank	5.05	500,000.00	4.44
		11,266,072.20	100.00

		AMOUNT
	1490-3000-0000	(1,299,664.48)
Combined Sewerage	8490-3000-0000	2,545,894.65
Trust Fund	9991-3000-0000	31,860.37
		1,278,090.54
		<u>1,278,090.54</u>
TOTAL FUNDS HELD ARE:		<u>12,544,162.74</u>

This is page 24 of the Minutes of the Ordinary Monthly Meeting of Lockhart Shire Council held in the Council Chamber, 65 Green Street, Lockhart – 18 March 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 February 2024, the average end of month balance of funds invested has been \$12.42 million and the average return on invested funds has been 4.96%. 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 February 2024 Investment and Bank Balances Report be received and noted.
- b) That the Responsible Accounting Officer Statement be noted, and the report be adopted.

46/24 RESOLVED on the motion of Crs Mathews and Driscoll that:

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

7. POLICY REVIEWS

(GM: 23/15854)

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:

1. Policy 2.2 Disabled Persons Access
2. Policy 2.3 Response to Incidents Involving Hazardous Materials
3. Policy 2.4 Environmental Restoration – Emergency Grant Procedures
4. Policy 3.23 Employee Assistance Program (EAP) and Trauma Counselling

No significant changes have been made to the above policies. However, it is noted that the matters contained in Policy 2.4 Environmental Restoration – Emergency Grant Procedures are covered by the broader delegation extended by resolution of Council to the General Manager. Accordingly, Policy 2.4 is considered superfluous and is therefore recommended that the policy be rescinded.

Whilst Policy 3.18 Credit Card Use is not scheduled for review in accordance with the normal three-year cycle, it is proposed to amend the policy to reflect the recent Council resolution to shift to a three-directorate organisation structure. The current policy provides for the issue of credit cards to the Mayor, General Manager, Director Corporate and Community Services and Director Engineering and Environmental Services. It is proposed to amend the policy by adding the Director Planning and Environment whilst changing the title of the Director Engineering and Environmental Services to Director Engineering.

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 2.2 Disabled Persons Access
2. Policy 2.3 Response to Incidents Involving Hazardous Materials
3. Policy 2.4 Environmental Restoration – Emergency Grant Procedures
4. Policy 3.18 Credit Card and Fuel Card Use
5. Policy 3.23 Employee Assistance Program (EAP) and Trauma Counselling

Recommendation:

1. That the following policies, as presented, be adopted:
 - a) Policy 2.2 Disabled Persons Access
 - b) Policy 2.3 Response to Incidents Involving Hazardous Materials
 - c) Policy 3.18 Credit Card and Fuel Card Use
 - d) Policy 3.23 Employee Assistance Program (EAP) and Trauma Counselling
2. That Policy 2.4 Environmental Restoration – Emergency Grant Procedures, be rescinded.

47/24 RESOLVED on the motion of Crs Rockliff and Sharp:

1. That the following policies, as presented, be adopted:
 - a) Policy 2.2 Disabled Persons Access
 - b) Policy 2.3 Response to Incidents Involving Hazardous Materials
 - c) Policy 3.18 Credit Card and Fuel Card Use
 - d) Policy 3.23 Employee Assistance Program (EAP) and Trauma Counselling
2. That Policy 2.4 Environmental Restoration – Emergency Grant Procedures, be rescinded.

8. AUDIT RISK & IMPROVEMENT COMMITTEE

(GM: 24/2288)

Executive Summary

An update is provided in relation to Lockhart Shire Council's transition to the new Guidelines for Audit Risk and Improvement Committees (ARICs) issued by the Office of Local Government.

Report

As previously reported to Council, amendments inserted into the Local Government Act in recent years require councils to appoint an Audit, Risk and Improvement Committee (ARIC).

The OLG has issued *Guidelines for Risk Management and Internal Audit for Local Councils in NSW* to guide the operations of ARICs and to require councils to have a risk management framework and internal audit function to support and inform their operations.

Councils must comply with the Guidelines from **1 July 2024**.

Lockhart Shire Council is a member of an Audit Alliance together with five other councils. The Audit Alliance has been a cost-effective way of sharing the services of a contracted internal auditor and having general managers and finance staff sit as independent members of another council's ARIC. However, this arrangement will not be compliant with the new Guidelines.

In order to transition towards compliance with the new Guidelines Council, at its meeting held on 21 August 2023 resolved as follows:

"That Council continue to participate in the Internal Audit Alliance and endorse the following arrangements for the purpose of transitioning the Alliance to the requirements outlined in the Guidelines for Risk Management and Internal Audit for Local Councils in NSW issued by OLG:

1. *A separate ARIC continue to be maintained by each member council as opposed to establishing a single shared ARIC for all six councils.*
2. *Member councils appoint the same independent chairperson that meets the eligibility criteria following an expression of interest process.*
3. *A panel comprising persons that meet the eligibility criteria be established following an expression of interest process from which member councils can appoint two independent ARIC members.*
4. *Member councils share the cost of employing an Internal Audit Coordinator.*
5. *Member councils continue to share the cost of a contracted internal auditor where possible."*

With respect to 2) above it is advised that expressions of interest will shortly be invited from suitably qualified persons, to act as the Chair of the Audit, Risk and Improvement Committees of each of the Alliance member councils. The EOI process is being coordinated by Bland Shire Council. The fees payable to the ARIC Chair will be approximately \$1,500 per day ex GST (inclusive of all travel, preparation and other costs) with four ARIC meetings to be held each year.

Council will be required to seek expressions of interest from suitably qualified persons to act as independent members of its ARIC.

With respect to 4) above Bland Shire Council has agreed to be the host employer for the Internal Audit Coordinator. It is proposed that 80% of the costs of employing the Internal Audit Coordinator will be shared by all the Alliance member councils with the other 20% being met by Bland Shire Council for work to be undertaken directly for Bland.

The estimated cost of the Audit Alliance model from 1 July 2024 is \$53,000 compared with an amount of \$16,000 included in Council's 2023/24 budget. However, the alternative of Council complying with the new Guidelines on its own, including appointing its own ARIC Chair and Internal Audit Coordinator is significantly higher.

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

Legislative Policy & Planning Implications

Council has complied with the primary obligation under the Local Government Act to establish an ARIC. However, the current composition of the ARIC does not comply with the new eligibility requirements for ARIC chairs and independent members. Council will need to transition its ARIC in terms of its composition so as to comply with the eligibility requirements by July 2024.

Budget & Financial Aspects

An allocation has been included in the 2023/24 Operational Plan Budget which covers the cost of a contracted internal auditor whose services are shared with other member councils with which Council has collaborated to form an Internal Audit Alliance.

The Audit Alliance model for complying with the new Guidelines from 1 July 2024 is expected to cost each Alliance Council approximately \$53,000 on an annual basis and includes ARIC membership costs, employment of an internal audit co-ordinator and engagement of subject matter experts to undertake internal audits across all the six Councils.

Attachments

Nil.

Recommendation: That Council:

- 1) Note the update in relation to Council's compliance with the "Guidelines for Risk Management and Internal Audit for Local Councils in NSW" issued by the Office of Local Government.
- 2) Allocate an amount of \$53,000 in the 2024/25 Budget for the operation of Council's Audit Risk and improvement Committee in compliance with the Guidelines.

48/24 RESOLVED on the motion of Crs Walker and Day that Council:

1. Note the update in relation to Council's compliance with the "Guidelines for Risk Management and Internal Audit for Local Councils in NSW" issued by the Office of Local Government.
2. Allocate an amount of \$53,000 in the 2024/25 Budget for the operation of Council's Audit Risk and improvement Committee in compliance with the Guidelines.

QUESTIONS AND STATEMENTS

Cr Rockliff

- i) **Laneway rear Green/Ferrier Streets:** Cr Rockliff referred to this laneway, which is in need of repair, particularly behind the Valmar building.

Response – Director of Engineering

The Director advised he is aware of the problem, which is caused by water run-off from a local business's air-conditioning unit. Kerb and gutter in that area needs to be redone to fix the problem.

Cr Walker

- i) **Lockhart Hospital:** Cr Walker referred to a person recently deceased after they tried to return to Wagga for assistance and asked if there is enough information, including signposting, available regarding Lockhart Hospital for people who are not local?

Cr Sharp

Nil.

Cr Mathews

- i) **Ed Schirmers Crossing, Hollies Road:** Cr Mathews has been approached by a resident regarding the progress of the upgrade to this crossing. Funding has been available for some time and works have not commenced. Where is it up to?

Response – Director of Engineering

The Director advised that a design has been completed and the next step is to engage contractors to complete works.

- ii) **Airstrip:** Cr Mathews advised the s.355 committee would like to use the hanger and charge for use. However, a glider is stored there which would need to be removed so the hiring can happen. The committee also mentioned the camera on the airstrip won't pick up planes accessing the airstrip as they're not travelling the full length of the runway due to khaki weed.

Response – Director of Corporate & Community Services

The Director advised he is aware of the glider currently in the hangar and will communicate with the committee.

Cr Driscoll

- i) **Labyrinth Memorial Project, The Rock:** Cr Driscoll advised the community would like to progress this project and asked who the contact person within Council would be now.

Response – Director of Engineering

The Director advised that David Fellows, as the new Manager of Parks and Gardens, would be the appropriate officer.

- ii) **Umpires Shed, The Rock:** Cr Driscoll thanked the Director of Corporate & Community Services for the now completed works and asked where works on the netball sheds are up to.

Response – Director of Corporate & Community Services

The Director advised he has requested an update from the contractor and will provide further information when it is available.

Cr Day

- i) **Childcare for Under 2's:** Cr Day enquired as to what Council's position is on provision of childcare services to this age group as there doesn't appear to be any service available at this point.

Response – Director of Corporate & Community Services

The Director advised he has received an approach from one family regarding this issue. It is understood the existing provider does not currently have approval to provide that service but it is hoped this will be remedied in the near future. The Director advised he is unsure of Council's obligation might be in this regard.

- ii) **MiniMates:** Cr Day referred to a new parent group using supper room for a meeting space and thanked Council for making the space available.

- iii) **Costing for Recognition of Volunteers:** Cr Day referred to her question at a previous meeting and asked where this costing information might be up to.

Response – Director of Corporate & Community Services

The Director advised he will take the question on notice and respond.

- iv) **Street Sweeper:** Cr Day asked what days does the street sweeper operate?

Response – Director of Engineering

The Director advised there is no set schedule for this service.

Cr Marston

- i) **Rods Road Streetblade:** Cr Marston advised the street blade on the intersection of Rods Road and the Olympic Highway has gone missing again.
- ii) **Streetsweeper:** Cr Marston advised that it appears the street sweeper is not actually sweeping the gutter areas, leaving a lot of dust behind. Cr Marston asked if an inspection could be carried out after the street sweeper next visits, to ensure the service is being provided to a suitable standard.

Cr Verdon

- i) **Laneway rear Emily Gardens:** Cr Verdon advised he has been approached by a resident who needed a replacement tyre due to a large hole in the laneway at the rear of Emily Gardens.

Response – Director of Engineering

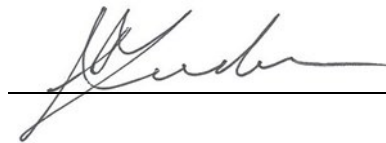
The Director advised he is aware of an issue around the drainage pit in that location and he will investigate further.

CLOSED SESSION

Nil.

The meeting concluded at 6.26 pm.

The minutes of the meeting held on Monday, 18 March 2024, were confirmed as a true and accurate record at the Ordinary Council Meeting held on 15 April 2024, at which time the signature was hereunto subscribed.



CHAIRPERSON



CHAIRPERSON