



BUSINESS PAPER
of the
Ordinary Meeting
to be Held
16 December 2024

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

The Prayer

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

Amen

Acknowledgement of Country

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

Statement of Ethical Obligations

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

Oath or Affirmation of Office

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

Webcasting of Council Meetings

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

ORDER OF BUSINESS

OPENING WITH A PRAYER

ACKNOWLEDGEMENT OF COUNTRY

STATEMENT OF ETHICAL OBLIGATIONS

WEBCASTING OF COUNCIL MEETING

APOLOGIES

REQUESTS FOR LEAVE OF ABSENCE OR ATTENDANCE VIA AUDIO VISUAL LINK

CONFIRMATION OF MINUTES OF THE ORDINARY MEETING, 25 NOVEMBER 2024

DECLARATIONS OF PECUNIARY & NON-PECUNIARY INTEREST

MAYORAL MINUTE 4

REPORT ON MAYORAL & COUNCILLOR ACTIVITIES 4

URGENT MATTERS 4

NOTICE OF MOTION 4

COMMITTEE REPORTS 4

DELEGATES' REPORTS 4

1. 2024 Local Government NSW Annual Conference - held in Tamworth on 17-19 November 2024 4

STATUS REPORT/PRÉCIS OF CORRESPONDENCE ISSUED 6

STAFF REPORTS 13

STRATEGIC DIRECTION A: A Connected and Resilient Community 13

1. Request for Financial Assistance – The Rock and District Meals On Wheels 13

2. The Rock Triathlon – Request for Assistance 14

3. Request for Financial Assistance – The Rock Christmas Lights 16

4. Request For Financial Assistance – Pleasant Hills Community Hotel 16

5. Request for Financial Assistance – Women's Shearing World Record Attempts 17

STRATEGIC DIRECTION B: A Dynamic and Prosperous Economy 19

STRATEGIC DIRECTION C: An Environment that is Respected and Protected 19

STRATEGIC DIRECTION D: Infrastructure for the Long-Term Needs of the Community 19

6. Engineering Report 19

7. Planning and Environment Report 20

8. Grant Funding Amendments 21

9. Asset Management 22

10. DA21/25 – Installation of Carport Extension at 3 Ferrier Street, Lockhart 23

STRATEGIC DIRECTION E: Strong Leadership and Governance 27

11. Investment and Bank Balances Report – 30 November 2024 27

12. Review of Delegations 28

| | | |
|--------------------------------------|---|-----------|
| 13. | Policy Reviews | 30 |
| 14. | Community Engagement Strategy | 35 |
| 15. | 2021/24 State of the Shire Report..... | 36 |
| QUESTIONS AND STATEMENTS..... | | 37 |
| CLOSED SESSION..... | | 37 |
| 16. | Tender – Motor Grader – 2024-25-02 | 37 |
| 17. | Tender – Winning & Crushing of Gravel | 37 |
| 18. | Tender – Review of Lockhart Flood Study | 37 |
| 19. | Australia Day Awards 2025 | 37 |

MAYORAL MINUTE

Nil.

REPORT ON MAYORAL & COUNCILLOR ACTIVITIES

To be presented at the meeting.

URGENT MATTERS

Nil.

NOTICE OF MOTION

Nil.

COMMITTEE REPORTS

DELEGATES' REPORTS

1. 2024 LOCAL GOVERNMENT NSW ANNUAL CONFERENCE - HELD IN TAMWORTH ON 17-19 NOVEMBER 2024

(GM: 24/13936)

I report having attended the Annual Conference of Local Government NSW as Council's voting delegate together with Councillor Fran Day and the General Manager.

The Conference was addressed by the following speakers:

- Cr Darriea Turley AM, President, LGNSW
- The Hon Ron Hoenig MP, Minister for Local Government
- The Hon Jenny Aitchison MP, Minister for Regional Transport and Roads
- The Hon Kristy McBain MP, Minister for Regional Development, Local Government and Territories
- The Hon Kevin Anderson MP, Shadow Minister for Tourism, Gaming and Racing, Arts and Heritage
- Mayor Matt Burnett, President ALGA
- Scientia Professor Veena Sahajwalla, Director, Centre for Sustainable Materials Research and Technology, The University of New South Wales
- Andy Johnston – Local Government Information Unit (LGIU)
- Arjun Ramachandran and Jonathan Topham, from elevenM (Cyber Security)
- Kiersten Fishburn, NSW Department of Planning, Housing and Infrastructure

The Conference Business Paper contained 110 motions that were considered by Conference delegates. Motions carried at the Conference become resolutions and form part of LGNSW's advocacy program on behalf of councils.

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

That LGNSW:

- Requests the Australian and NSW governments make improvements required to better support local government in the context of an operating environment characterised by climate change and an increase in natural disasters.
- Calls on the Federal Government to restore Financial Assistance Grants to 1% of Commonwealth taxation revenue.
- Write to the Minister for Local Government to advocate that councils retain discretion to hold informal briefings and workshops with councillors as a supporting mechanism to formal meeting and committee structures.
- Calls on the State Government to abolish the newly introduced cemeteries tax.

There were also numerous motions carried aimed at addressing the issues of the housing shortage and attracting professionals to rural areas.

Cr Peter Sharp

Delegate

STATUS REPORT/PRÉCIS OF CORRESPONDENCE ISSUED

Status Report: Council Resolutions and Tasks to be finalised.

| Minute No: | Officer to Action | Council Resolution | Action Taken |
|---|-------------------|--|--|
| Ordinary Council Meeting held 25 November 2024 | | | |
| 190/24 | GM | <p>Retail Energy Tender – Small Sites – REROC</p> <p>that Council:</p> <ol style="list-style-type: none"> 1. participates in the joint REROC small sites electricity tender; 2. acknowledges that there are extenuating circumstances surrounding the procurement of electricity due to the short validity period of offers (approx. 2-3 days) from electricity retailers where anything longer than this is likely to include a price risk component and as such Council should be excused from the tendering requirements under S55(3)(i) of the Local Government Act for the procurement of electricity for small tariff sites; and 3. delegates the authority to accept or reject the recommended retailer to the General Manager. | <p>Awaiting update from REROC regarding the Small Sites electricity tender.</p> <p>Complete.</p> |
| 186/24 | GM | <p>2023/24 Annual Report</p> <p>That the 2023/24 Annual Report, be endorsed and the General Manager be authorised to forward a copy of the Report to the Minister for Local Government.</p> | <p>2023/24 Annual Report website link has been provided to the Office of Local Government as per <i>Local Government Act 1993</i> legislative requirements.</p> <p>Complete.</p> |
| 181/24 | DE | <p>Closure of Part Stewart Street, Pleasant Hills</p> <p>That Council closes Lot 1 DP1300658 (unformed road reserve known as Stewart Street) subject to there being no objection from the adjoining landowners.</p> | <p>Application sent to Crown Lands Office.</p> <p>Complete.</p> |
| 177/24 | GM | <p>Request for Financial Assistance – The Rock CWA</p> <p>That Council provides financial assistance to the CWA The Rock Branch totalling \$5,000 to assist with the repairs of The Rock CWA building pending approval of a development application if required.</p> | <p>Letter issued to The Rock CWA advising of conditions (pending approval of a DA) of financial assistance. 177/24</p> <p>Complete.</p> |
| 176/24 | GM | <p>Australia Day Host Organisation</p> <p>That Yerong Creek Hall Committee be appointed as host organisation for the 2025 Australia Day commemorations.</p> | <p>Committee has held a planning meeting.</p> <p>Complete.</p> |
| 175/24 | DCCS | <p>Request for Financial Assistance – Ballroom Dancing</p> <p>That Council waives the \$25 (incl GST) hall hire fee for the first 4 weeks pursuant to section 356 of the Local Government Act, to be funded from Council's 2024/25 budget allocation for S356.</p> | <p>Approved at November Council meeting 175/24.</p> <p>Complete.</p> |

*Lockhart Shire Council
Ordinary Meeting – 16 December 2024*

| Minute No: | Officer to Action | Council Resolution | Action Taken |
|---|--------------------------|---|---|
| 174/24 | DCCS | <p>Request for Financial Assistance – The Rock Pony Club</p> <p>That Council provides a contribution of \$13,500 (ex GST) to supply and install a new toilet facility pursuant to section 356 of the Local Government Act, to be funded from Council's 2024/25 budget allocation for S356.</p> | <p>Approved at November Council meeting 174/24.</p> <p>Have met with Pony Club to discuss. Contractor engaged. Works scheduled to be complete in New Year.</p> <p>Complete.</p> |
| 173/24 | DCCS | <p>Request for Financial Assistance – Osborne Recreation Ground Mgt C'ttee</p> <p>That Council provides a contribution of \$13,000 (ex GST) to construct a mobility access path pursuant to section 356 of the Local Government Act, to be funded from Council's 2024/25 budget allocation for S356.</p> | <p>Approved at November Council meeting 173/24.</p> <p>Council officers have met onsite to discuss. Works scheduled to be complete in New Year.</p> <p>Complete.</p> |
| Ordinary Council Meeting held 19 August 2024 | | | |
| 142/24 | GM | <p>Policy Reviews</p> <p>that:</p> <ol style="list-style-type: none"> 1. Policy 2.45 Stock Movement and Grazing, be place on public exhibition for a period of not less than 28 days and any submissions received be considered prior to adopting the policy. 2. Policy 3.31 Health and Wellbeing, as presented, be adopted. | <p>Policy 2.45 placed on Council's website for public exhibition.</p> <p>The adoption of Policy 2.45 is on hold whilst further information is sought from Local Land Services on Council's jurisdiction in this matter.</p> |
| Ordinary Council Meeting held 17 June 2024 | | | |
| 125/24 | DPE | <p>Planning Proposal for Existing R5 Large Lot Residential Land at South Lockhart</p> <p>Council:</p> <ol style="list-style-type: none"> a. Endorses the Planning Proposal and forward it to the Minister for Planning seeking an Amendment to the Lockhart Local Environmental Plan 2012 and request that a Gateway Determination be issued, including the delegation of Plan making powers, so as to enable the public exhibition of the Planning Proposal pursuant to the Environmental Planning & Assessment Act 1979; b. Upon receipt of a Gateway Determination under Section 56 of the Environmental Planning & Assessment Act 1979, places the Planning Proposal and any supporting material on public exhibition pursuant to any requirements of the Gateway Determination and Section 57 of the Environmental Planning & Assessment Act 1979; and c. Subject to the conditions of the Gateway Determination, undertakes those actions necessary to address outstanding matters. | <p>Council has received the Gateway Determination and the Planning Proposal will be placed on public exhibition prior to the end of the year.</p> |

*Lockhart Shire Council
Ordinary Meeting – 16 December 2024*

| Minute No: | Officer to Action | Council Resolution | Action Taken |
|--|--------------------------|--|---|
| 120/24 | GM | Naming of 109 Green Street, Lockhart That Council invites naming proposals from the general community for the public open space at 109 Green Street, Lockhart. | Proposals invited up to 23 August 2024. On hold pending consideration of the use of adjacent Council-owned buildings, with naming to be considered in context of the whole precinct. |
| Ordinary Council Meeting held 17 June 2024 | | | |
| 107/24 | DCCS | Lockhart Long Day Care Services That, as the approved provider for childcare services operated from the Lockhart Central School library, Council meets the cost of modification and improvement works required for the purposes of extending the existing licence obtained for the Lockhart OOSH to include a long day care service. | DoE Asset Management Unit have engaged a local builder. Construction scheduled to commence in school holidays. |
| Ordinary Council Meeting held 15 April 2024 | | | |
| 65/24 | GM | Housing Initiatives and Opportunities for Council 1. Development applications be prepared for the construction of two x three-bedroom units on an allotment in each of the two proposed subdivisions in Prichard Place, Lockhart. 2. A development application be prepared for the construction of a single dwelling house on 65 Nicholas Street, The Rock for staff accommodation. 3. Council endorses an approach being made to Transport for NSW regarding availability to purchase Lots 4/5 and 7/8 Section 14, Nicholas Street, The Rock. | 1. Plans to support a DA to be prepared as construction of the subdivision progresses. 2. Plans to support a DA to be prepared. An environmental assessment has been carried out. 3. Approach made to TfNSW, awaiting a response. |
| 57/24 | DE | Brooking Creek Masterplan That Council implements the improvements that form part of the Brooking Creek Masterplan and are outlined in this report, utilising the grant funding received under Round 5 of the Stronger Country Communities Fund. | Works commenced. Move to grant fund reporting. Complete. |
| Ordinary Council Meeting held 18 September 2023 | | | |
| 163/23 | GM | Magnolia Lodge and Youth Flats 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 | 1) Concept plans have been prepared and forwarded to the NSW Land and Housing Corporation for feedback. |

Lockhart Shire Council
Ordinary Meeting – 16 December 2024

| Minute No: | Officer to Action | Council Resolution | Action Taken |
|---|-------------------|--|---|
| 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> | Awaiting further quotation from another Environmental Consultant. Once additional quote has been received will engage the preferred consultant. |
| 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>Subject land has been transferred to Council and dedicated as public road. Payment has been received from landowners in accordance with agreed cost sharing arrangement.</p> <p>Upgrade works complete.</p> |
| Ordinary Council Meeting held 25 November 2024 – Councillor Questions & Statements | | | |
| Questions & Statements | DE/MW | <p>Cr Marston: Linemarking – Urana Street Rail Crossing</p> <p>Has received a complaint regarding the linemarking at this crossing and asked if it could be investigated as it appears they are incorrect, possibly too short in places. The issue is causing some near misses because heavy vehicles need to cross the markings, whereas light vehicles are cutting the corners.</p> | Investigation in progress. |
| | DPE | <p>Cr Driscoll: Non-compliant Dwellings</p> <p>Drew attention to a dwelling in Davidson Street, The Rock which is non-compliant and has no sewer connection. Cr Driscoll also advised of an uninhabitable dwelling in Milne Road, and asked what Council can do with regard to these issues.</p> | <p>Have contacted the owner of the subject dwelling in Davidson Street and the owner is currently preparing a Development Application for the dwelling.</p> <p>Council staff have investigated the dwelling on Milne Road and have contacted the owner of the property regarding the issue.</p> |
| | GM | <p>Cr Driscoll: Professional Development Plan</p> <p>Referred to the pro forma mentioned at the recent Integrated Planning & Reporting Training and asked if the General Manager had been able to obtain a copy.</p> | <p>OLG Councillor Induction and Professional Development Guidelines 2018 issued to all Councillors. Councillor training opportunities to be provided by GM.</p> <p>Complete.</p> |
| | GM | <p>Cr Mathews: Sister City, Lockhart TX</p> <p>Asked why this project is no longer on the Status Report.</p> | <p>Correspondence issued by Mayor to counterpart in July 2023. The project was then referred to the Tourism & Economic Development Committee and is on the Committee's Project List.</p> <p>Complete.</p> |
| | DE/MW | <p>Cr Rushby: Memorial Garden, The Rock Cemetery</p> <p>Has received a copy of an email, possibly already received by Council staff, requesting a memorial garden and/or burial space established at The Rock Cemetery for babies miscarried prior to 20 weeks.</p> | <p>Request received from Ms C Biddle. Manager of Parks and Gardens is in communication with Ms Biddle regarding this project.</p> <p>Complete.</p> |

Lockhart Shire Council
Ordinary Meeting – 16 December 2024

| Minute No: | Officer to Action | Council Resolution | Action Taken |
|--|-------------------|--|---|
| | DPE | Cr Rushby: Shipping Containers Requested copies of Council's guidelines or policies regarding the installation of shipping containers on both residential and rural properties as he is receiving a lot of complaints. Cr Marston asked if the information could be in a simple format, rather than copies of legislation. | A shipping container fact sheet in a simplified version will be created in the coming months. |
| | MWks | Cr Rushby: Moores Bus Route Advised that a stop sign adjacent to the railway crossing on this road has completely faded to white and asked if it could be remedied. | Stop sign replaced. Complete. |
| | DPE | Cr Hunter: Residence – Cole St, Yerong Ck Advised that a house in Cole Street, Yerong Creek, has an overflowing septic which neighbours have complained about. Cr Hunter believes the house is unoccupied. | Council staff have conducted preliminary investigations, and the subject property is connected to the low-pressure sewer. The alarm for the system is not going off and there does not appear to be an issue with the system. Will continue to monitor. |
| | DCCS | Cr Hunter: Annual Report – Social Media Strategy Referred to the Draft Annual Report and to mention of the social media strategy funding approval, on page 38 and asked why the comment had not been updated from the previous year. | Refer Staff Report 8 – Grant Funding Amendments – mentioned as Community Information Initiatives. Complete. |
| | MWks | Cr Sharp: B&W Chevron, Manson St, Pleasant Hills Advised that the chevron sign has been damaged and asked if it could be repaired or replaced. | Works programmed. Complete. |
| Ordinary Council Meeting held 21 October 2024 – Councillor Questions & Statements | | | |
| Questions & Statements | DE | Cr Driscoll: Traffic Counter, Urana Street Asked if the traffic counter currently in Urana Street is set up for a specific purpose? | Traffic counter updating Council's Road use data. Complete. |
| | DE | Cr Day: Hydrotherapy Pool Asked what pathways are available for Council to investigate the feasibility of establishing a hydrotherapy pool for residents, and what resources or partnerships might be required to support the initiative? | Council resolution required to allocate funding for feasibility study. Complete. |

Lockhart Shire Council
Ordinary Meeting – 16 December 2024

| Minute No: | Officer to Action | Council Resolution | Action Taken |
|---|-------------------|---|---|
| | GM | <p>Cr Marston: Defibrillators</p> <p>Advised that three defibrillators have been donated to The Rock township by the Recreation Ground Committee in cooperation with the local touch and AFL football clubs and asked that Council takes on the maintenance of these, which will be made available in places such as the pharmacy, RFS/SES, rec ground and preschool.</p> | <p>Approximate costs for replacement items are shown below. Prices vary between suppliers and brands.</p> <p><u>Philips Heartstart</u> replacement pads cartridge starts at \$139.90, paediatric start at \$235.00 (2y shelf life)</p> <p>Batteries are approx. \$295.00 (4y shelf life)</p> <p><u>Defibtech</u></p> <p>Adult Pads \$104.75 (2yr shelf)</p> <p>Paed. Pads \$225.00</p> <p>Battery \$486.50</p> <p>A report will be brought to a future council meeting.</p> |
| Ordinary Council Meeting held 19 August 2024 – Councillor Questions & Statements | | | |
| Questions & Statements | TEDO | <p>Cr Driscoll: Road Damage, near Piggery, Pleasant Hills</p> <p>Has received reports that traffic numbers have caused deterioration of Dick Knobels Road, Semmlers Road and Robertsons Lane, in the vicinity of the piggery. Feedlotting of sheep is happening in that area, which is leading to increased traffic. Cr Driscoll asked if Council could investigate, including whether the owners of that business could be requested to contribute to the road repairs as was included in the development approval?</p> | <p>Development approval only permits travel on Semmlers Road. Will be referred to Compliance Officer for action. Upgrades to road infrastructure triggered when development expands to Stage 2.</p> <p>Traffic Counters are being placed on Dick Knobels Road, Semmlers Road and Robertsons Lane.</p> |
| Questions & Statements | DCCS | <p>Cr Mathews: Sale of Land for Unpaid Rates</p> <p>Referred to a recent newspaper report of other councils selling properties for unpaid rates and asked if that was a possibility in Lockhart Shire.</p> | <p>A review of properties with unpaid rates and eligibility for potential sale is currently being conducted.</p> |
| Ordinary Council Meeting held 15 July 2024 – Councillor Questions & Statements | | | |
| Questions & Statements | DE | <p>Cr Marston: Back Lanes, The Rock</p> <p>Acknowledged that work has been completed on some back lanes in The Rock and asked if there were any plans to complete works on the remaining lanes.</p> | <p>Director Engineering requested Cr Marston to provide list of back lanes being referred to. Work order created and works programmed.</p> <p>Complete.</p> |
| Ordinary Council Meeting held 20 May 2024 – Councillor Questions & Statements | | | |
| Questions & Statements | GM | <p>Cr Mathews: Border Trust</p> <p>Advised that he, along with the General Manager and Director of Corporate and Community Services met with Ms Sue Gold, Executive Officer of the Border Trust. Cr Mathews suggested Ms Gold could be invited to address a future meeting of Council and believes membership of the Trust could be advantageous.</p> | <p>Border Trust has been contacted with a view to making arrangements to address the newly elected council in several months' time.</p> |

*Lockhart Shire Council
Ordinary Meeting – 16 December 2024*

| Minute No: | Officer to Action | Council Resolution | Action Taken |
|---|-------------------|--|---|
| Ordinary Council Meeting held 19 February 2024 – Councillor Questions & Statements | | | |
| Questions & Statements | DE | Cr Rockliff: Fairy Lights, Lockhart Main Street Asked if the fairy lights in the shopping precinct can be repaired and/or reinstated? | Fairy lights west of lamp posts not able to be repaired and need replacing. Quotes being sourced. |
| Ordinary Council Meeting held 20 November 2023 – Councillor Questions & Statements | | | |
| Questions & Statements | DE | Cr Mathews: Councillor Dress Suggested an option somewhere between the blazer and a polo shirt might be appropriate for attending conferences etc. | Catalogue has been made available for shirts and blazers from the Biz Corporate collection. Councillors to provide sizes to Executive Assistant. |
| Ordinary Council Meeting held 16 October 2023 – Councillor Questions & Statements | | | |
| Questions & Statements | DCCS | Cr Sharp: Pleasant Hills Tennis Courts Asked if there was a timeframe for repairs to the tennis courts to be carried out? | Bottom two courts were completed by 30 June 2024. Top two courts require excavation and levelling work. Drainage completed. Gravel for sub-base has been delivered. |
| 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. | Retiling wall has commenced. Quotes for tiling being sourced. One quote received. Liaising with builder to provide tiles. |

Correspondence Received

| Date sent to Councillors | From | Subject |
|--------------------------|-----------------|---|
| 28 Nov 2024 | General Manager | Details of Community Satisfaction Survey process |
| 9 Dec 2024 | General Manager | Council Response to Storm Damage across the Shire |
| 12 Dec 2024 | General Manager | Councillor Training/Professional Development Update |

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

STAFF REPORTS

STRATEGIC DIRECTION A: A Connected and Resilient Community

1. REQUEST FOR FINANCIAL ASSISTANCE – THE ROCK AND DISTRICT MEALS ON WHEELS (DCCS: 24/14616)

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 seek financial support from Lockhart Shire Council for our upcoming Seniors Expo, which aims to promote independent living and community connection for seniors in our region.

Our inaugural event in 2024 was a remarkable success, attracting 20 exhibitors and over 150 seniors from our community. The expo provided a vital platform for older residents to access information about services that enable them to maintain their independence and continue living in their own homes. Despite this success, we were unsuccessful in securing government funding for our 2025 event.

The proposed expo will:

- Connect seniors with essential service providers*
- Promote independent living options*
- Foster community engagement*
- Provide valuable information about available support services*
- Create networking opportunities for local service providers*
- Scheduled for 11th March 2025*

We are seeking funding of \$4,000 to cover the following essential expenses:

- Venue hire and setup costs*
- Marketing and promotional materials*
- Catering for attendees and exhibitors*
- Administrative costs*

As a not-for-profit organization, we have previously demonstrated our ability to deliver successful community events through careful planning and collaboration with local businesses. Council support would be acknowledged through:

- Prominent logo placement on all promotional materials*
- Recognition in media releases and social media*
- Verbal acknowledgment during the event*
- Invitation for Council representatives to speak at the opening ceremony*

We believe this event aligns perfectly with Council's commitment to supporting our aging population and fostering community wellbeing. Your support would help ensure this valuable community initiative continues to serve our senior residents."

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 \$67,000 in the 2024/25 Budget for the consideration of requests for financial assistance pursuant to Section 356 of the Local Government Act.

There is \$8,000 available from the 2024/25 budget allocation. There is also \$54,000 available in an internal reserve.

Attachments

Nil.

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

2. THE ROCK TRIATHLON – REQUEST FOR ASSISTANCE

(DE: 24/14604)

Executive Summary

A request for assistance has been received from The Rock Triathlon and is tabled for Council's consideration.

Background

The Rock Triathlon is an annual sporting event aimed at getting the community involved in physical activity. The Rock Triathlon Committee have requested assistance with the review of the Traffic Guidance Scheme (TGS). The event runs from 6am to 1pm.

Report

The request for assistance is attached. Transport for NSW now requires two signatures from suitably qualified persons in the preparation of a TGS. As Council staff must approve the TGS the preparation will need to be done by an external organisation to meet the requirement of two signatures on the TGS.

Integrated Planning and Reporting Reference

A1.3: Support community driven projects.

Legislative Policy & Planning Implications

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

Budget & Financial Aspects

Council has a remaining allocation of \$8,000 in the 2024/25 budget to accommodate requests for financial assistance.

Attachments

- Email request from Cr Driscoll

Recommendation: That Council provide \$500 for the preparation of a new TGS for The Rock Triathlon.

Staff Report 2: Attachment – Email Request – Cr Driscoll

From: [Gavin Rhodes](#)
To: [Clr Gail Driscoll](#)
Cc: [Austin Morris](#); [Matthew Holt](#)
Subject: Re: The Rock Triathlon - TRYCFNC
Date: Sunday, 17 November 2024 11:10:34 AM

Hi Gail,

I will discuss with Austin and Matt when I return from Tamworth.

Regards

Gav

Sent from my iPhone

On 14 Nov 2024, at 11:34 AM, Clr Gail Driscoll
<gdriscoll@lockhart.nsw.gov.au> wrote:

Hi Gavin

We hold our triathlon in February each year. I am in the process of completing our event management plan. Our traffic management plan has been problematic in the past. Is it possible to have council complete a new one for us that is more compliant. I have discussed with Matt and Austin.

Kind regards

Gail

Cr Gail Driscoll
Lockhart Shire Councillor – Ward C

3. REQUEST FOR FINANCIAL ASSISTANCE – THE ROCK CHRISTMAS LIGHTS

(DCCS: 24/14622)

Executive Summary

A request for financial assistance has been received from The Rock Parish of the Roman Catholic Church which is tabled for Council's consideration.

Report

The following correspondence has been received from The Rock Parish of Roman Catholic Church requesting financial assistance towards the provision of Christmas decorations:

"I am also wondering Matthew if I can access the council funds available last year for Christmas decorations for The Rock? The biggest cost this year will be going to the Men's Shed for recycling the demolished Show Shed timber for a surrounds for the display.

\$400 would cover the Men's Shed, then I can use the donations to cover the lights. Businesses have been understandably a bit slow with donating this year and we've only raised \$150, which will be used on lights."

The request is seeking the amount of \$400.00.

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. Council has allocated an amount of \$67,000 in the 2024/25 Budget for this purpose.

Integrated Planning and Reporting Reference

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

A2: Support, or partner to provide, welcoming and well-maintained community spaces and facilities.

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 \$67,000 in the 2024/25 Budget for the consideration of requests for financial assistance pursuant to Section 356 of the Local Government Act.

There is \$8,000 available from the 2024/25 budget allocation. There is also \$54,000 in an internal reserve available.

Attachments

Nil.

Recommendation: That Council contributes an amount of \$400.00 to The Rock Parish - Roman Catholic Church for Christmas decorations.

4. REQUEST FOR FINANCIAL ASSISTANCE – PLEASANT HILLS COMMUNITY HOTEL

(DCCS: 24/14688)

Executive Summary

A request for financial assistance has been received from the Pleasant Hills Community Hotel which is tabled for Council's consideration.

Report

The Pleasant Hills Community Hotel will be celebrating their 25th anniversary in 2025. The Pleasant Hills Community Hotel will be holding a "birthday party" in March 2025. They have requested to have the

street closed around the hotel which will require a traffic management plan and Council staff to manage the appropriate signage for the event.

New regulations requiring two authorised staff to assess and sign off on a traffic management plan, the actual traffic management plan will be required to be outsourced.

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 \$67,000 in the 2024/25 Budget for the consideration of requests for financial assistance pursuant to Section 356 of the Local Government Act.

There is \$8,000 available from the 2024/25 budget allocation. There is also \$54,000 available in an internal reserve.

Attachments

Nil

Recommendation: That Council fund the cost of a traffic management plan and staff to supervise required signage at an estimated cost of \$1,000.

5. REQUEST FOR FINANCIAL ASSISTANCE – WOMEN'S SHEARING WORLD RECORD ATTEMPTS (GM: 24/14680)

Executive Summary

A request for financial assistance has been received from Mrs Helen Guttler for sponsorship towards hosting the upcoming women's shearing world record attempts by her daughter Nicki Guttler. Nicki is a resident of the Shire with the request being tabled for Council's consideration.

Report

A request has been received from Mrs Helen Guttler for sponsorship towards hosting the women's shearing world record attempts by her daughter, Nicki Guttler. Nicki is planning to attempt three women's shearing world records for merino lambs, ewes and wethers in late 2024 and early 2025.

Nicki hails from Lockhart where she grew up on a family farm, learning how to shear from a young age. Nicki's impressive shearing career to date includes:

- 10+ years dedicated to the shearing industry
- The first woman to win an Open Speed Shear Title (August 2024)
- Countless Sports Shear titles including NSW Team Representative to Sports Shear Australia Nationals (2023 and 2024)
- First Australian competitor (male or female) to qualify for Nationals across all three categories in Blade Shearing, Machine Shears and Wool Handling in the one year (2023)

According to the information in the request, sponsorship funds will be utilised to cover the costs associated with hosting the world record attempts. These costs include travel and support for local, interstate and international world record judges and officials, official fees and administrative costs, and shearing shed expenses.

These world record attempts will also enable the promotion and awareness of sHedway, a shearing industry charity for suicide prevention and positive mental health.

More information is contained in the written request received by Council, a copy of which is attached.

Council has previously provided financial assistance to young athletes to enable them to participate in State and national competitions or pursue their high-level sporting achievements.

In June 2022 Council resolved to contribute \$200 to the Southern Sports Academy for a resident of the Shire enrolled at the Academy.

In June 2023 Council resolved to contribute \$400 to the Southern Sports Academy for two residents of the Shire enrolled at the Academy i.e. \$200 per athlete.

In June 2024 Council resolved to donate \$500 to a young athlete of the Shire to assist with their expenses in representing New South Wales at the National Swimming Titles.

Consistent with previous resolutions it is recommended that Council provides sponsorship to the value of \$500 to assist in hosting the women's shearing world record attempts by Nicki Guttler.

Integrated Planning and Reporting Reference

A3: Support our children and young people.

Legislative Policy and Planning Implications

Section 356 of the Local Government Act states that 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 and Financial Aspects

Council includes an annual allocation in its budget for contributions to community groups and individuals pursuant to Section 356 of the Local Government Act.

Attachments

Nil.

Recommendation: That in accordance with section 356 of the Local Government Act, Council provides sponsorship to the value of \$500 to assist in hosting the women's shearing world record attempts by Nicki Guttler.

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

6. ENGINEERING REPORT

(DE)

Executive Summary

Monthly report on engineering matters.

Background Information

a) Works Delivery Update

Regional Roads – Programmed Works

- MR370 Culvert Extension: Culvert extension finalized; guardrail installation is pending.
- Various Locations: Routine spot patching continues to maintain road safety and surface quality.
- MR370 Albury Reseal Program: Scheduled to enhance road durability and safety.
- MR370 Albury: Line marking works are planned.

Local Sealed Roads – Programmed Works

- Various Locations: Heavy patching and resealing are planned for targeted local sealed roads.
- Routine maintenance and spot patching are ongoing to ensure safety and reliability.

Local Unsealed Roads – Programmed Works

- Focused efforts on repairing damage caused by the Nov 21/Jan 22 and Aug/Sept 22 flood events. Priority works are nearing completion, addressing critical areas.
- Maintenance grading is under way to improve road conditions and usability.

Capital Works Program

- Hollies Road: Culvert upgrade scheduled.
- Vincent Road Upgrade: Culvert extension completed; pavement works are set to begin in the new year.

Other Works

- Mobility Access Path: Construction of a footpath at Osborne Recreation Ground, connecting the netball courts to the pavilion.
- Flood Damage: Recent rain events have caused localised damage, particularly in the Tootool area. Work is ongoing with Transport for NSW (TfNSW) and ND Assessment to determine if affected roads meet funding criteria. Impacted roads include:
 - Curries Lane
 - Wetmores Lane
 - Illets Lane
 - Benders Lane

- Mittagong Yerong Creek Road
- Frank Westblade Lane
- Soldier Settlement Road

Summary

The Works Delivery team continues to make significant progress across both regional and local roads, ensuring infrastructure safety and reliability. Flood repairs remain a priority, with further assessments under way to address recent damage effectively.

b) Parks & Gardens

- Staff have been busy dealing with the aftermath of Saturday's storm and will continue removing green waste in the days ahead while also carrying out maintenance work on damaged trees and shrubs.
- Mowing of all greenspace areas continues after recent rains and staff will also be spraying/slashing roadside vegetation where needed.
- Irrigation repairs and maintenance remains a priority for staff at this time and hand watering of trees and garden beds takes up more of our time as the days get hotter.

Legislative Policy and Planning Implications

Nil.

Integrated Planning and Reporting Reference

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

Budget and Financial Aspects

Will be conducted within Council's allocated budget.

Attachment

- Grading Program – December 2024

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

7. PLANNING AND ENVIRONMENT REPORT

(DPE)

Executive Summary

Monthly report on priority weeds, environmental matters and development approvals.

Background Information

a) Biosecurity

Weed Control Program

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

French Park Bullenbong Road, Pat Gollaschs Lane, Maffra Lane, Krauses Lane, Hollies Road, Tinamba Lane, Fargunyah Lane, Dunleveys Lane, Strongs Lane, Napier Road, Rawson Park Road, Lynchs Lane, Reads Lane, Pleasant Hills Road, Alma Park Road, Forcks Lane, Bakes West Lane, Osborne Yerong Creek Road, Wallendoon Access Road, Bullenbung The Rock Road, Humphrys Lane, Boyds Road, and The Rock Collingullie Road were inspected for St. John's wort. Infestations were controlled.

Pests – Common White Snail

Snail baiting occurred on Fairview Lane on 25 November.

- c) **Development Approvals:** This report advises of the Development Application Approvals for November 2024.

| DA/CDC No. | Development | Site of Development | Applicant | Value |
|------------|----------------------------------|---|-----------------|-------------------|
| CDC18/25 | Swimming Pool | 126 The Rock Collingullie Road, The Rock | Mitchell Basham | \$ 100,000 |
| DA13/25 | Shed | 32 Railway Street, The Rock | Steven Hall | \$ 60,000 |
| DA17/25 | Extension to Dwelling | 388 Mittagong Yerong Creek Road, Yerong Creek | Ryan Morey | \$ 143,000 |
| DA19/25 | Shed | Cullen Street, Pleasant Hills | Rob Holyoake | \$ 114,178 |
| DA22/25 | Renovations to existing dwelling | 63 Wilson Street, The Rock | Craig Taylor | \$ 39,000 |
| | | | Total | \$ 456,178 |

Legislative Policy and Planning Implications

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

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

Integrated Planning and Reporting Reference

C2: Flora and fauna are protected across the Shire.

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

Nil.

Recommendation: That Council notes the information provided in the Planning and Environment report.

8. GRANT FUNDING AMENDMENTS

(DE: 24/14537)

Executive Summary

To seek Council endorsement of proposed changes to grant funded projects.

Background

Following Councillor workshops Council nominated the following projects under the Local Government Recovery Grants (LGRG) Program:

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, Lockhart – Culvert installation
5. Waste Management Facilities Access Roads
6. Community information initiatives
7. Access Road, Lockhart Golf Club - Culvert installation

And the following roads projects under the Local Roads and Community Infrastructure (LRCI) Grant:

1. Figtree Road – intersection reconstruction
2. Yerong Creek Mangoplah Road (Davidson's Hill) – Shoulder widening
3. Vincents Road, The Rock - Sealing

Report

Since the nomination of projects, engineering staff have completed survey, layout design, pavement design, compaction testing and cost estimates.

Based on the cost estimates not all nominated projects can be funded from the LGRG Program. It is proposed to complete Emily Street (\$600,000), Cole Street (\$220,000) and Flood Detour Road (\$170,000) with available funds and consider remaining projects for future grant funds.

Similarly, under LRCI engineering staff have completed survey, compaction testing, designs and cost estimates. These investigations have revealed that rock excavation required for Yerong Creek Mangoplah Road (Davidson's Hill) is in the order of \$250,000. The construction cost estimate is \$700,000 based on the existing pavement and alignment and significant works that would be needed to comply with relevant standards. In this regard it is proposed to reallocate the funding from Yerong Creek Mangoplah Road (\$300,000) to the remaining two projects at Figtree Road, and Vincents Road and consider Yerong Creek Mangoplah Road under future grant programs.

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

The proposal is within the allocated grant funding allocations. Inclusion of the remaining projects would need budget allocation.

Attachments

Nil.

Recommendation: That Council:

1. Endorses the completion of Emily Street, The Rock, Cole Street, Yerong Creek and Flood Detour Road, Lockhart under the Local Government Recovery Grant Program; and
2. Endorses the transfer of funding for Yerong Creek Mangoplah Road (Davidson's Hill) to Vincents Road (\$120,000), and Figtree Road (\$180,000); and
3. Considers Green Street West, Lockhart; Waste Management Facilities Access Roads; Community Information initiatives; Access Road Lockhart Golf Club, Yerong Creek Mangoplah Road (Davidsons Hill) under future grants programs.

9. ASSET MANAGEMENT

(DE: 24/14539)

Executive Summary

An amendment to the position of Assets/Mapping Officer within Council's organisational structure is presented for Council's consideration.

Report

Asset management is fundamental to ensure that Council's assets are maintained to a suitable level which prioritises resources to obtain best value for money within our limited budgets. Our assets include parks, sports fields, cemeteries, buildings, footpaths, stormwater drainage, sewer infrastructure and roads.

At the strategic level, Council is required to prepare an asset management framework as part of our Integrated Planning and Reporting requirements. The framework consists of an Asset Management Policy, Asset Management Strategy and Asset Management Plans. The Asset Management Plans

influence the Long Term Financial and Workforce Plans and integrate with the Delivery Program and Operational Plans.

Asset data is fundamental to all asset management documents, which includes the development of an asset register and monitoring and reporting on asset condition.

Considering the importance of proper asset management, in 2011 Council created the role of Assets/Mapping Officer. Following the resignation of the incumbent, a review of the position has been undertaken. It is proposed to upgrade the position to an Asset Engineer position, to attract a suitably qualified and experienced candidate who can progress and oversee Council's Asset Management Framework. The approximate cost to increase the position is \$15,399.

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

The 2024/25 Budget provides a salary allocation of \$76,259 for an Assets/Mapping Officer. Any budgetary implications greater than the existing budget will be incorporated into the second Quarterly Budget Review to be presented at the April 2025 Council meeting.

Attachments

- Draft position description for the Asset Engineer

Recommendation: That Council endorses the upgrade of the Assets/Mapping Officer to Asset Engineer in Council's staffing structure.

10. DA21/25 – INSTALLATION OF CARPORT EXTENSION AT 3 FERRIER STREET, LOCKHART (DPE: 24/14542)

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. Council has previously refused past similar applications for the variation on the subject property and now the applicant has provided further information as to why the carport is required to be extended.

Report

In conjunction with Development Application 21/25, 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 precedence and will make it difficult to refuse similar proposals in the future.

The applicant has provided a medical certificate that relates to mobility and the need for more space when getting in and out of their car. The width of the existing carport does not allow the applicant to get in and out of her car due to the medical condition outlined in the medical certificate. The extension of the carport will enable the applicant to be able to get in and out of her car whilst also ensuring that her car is able to be parked undercover.

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 proposal was also refused at the March 2024 Council meeting.

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

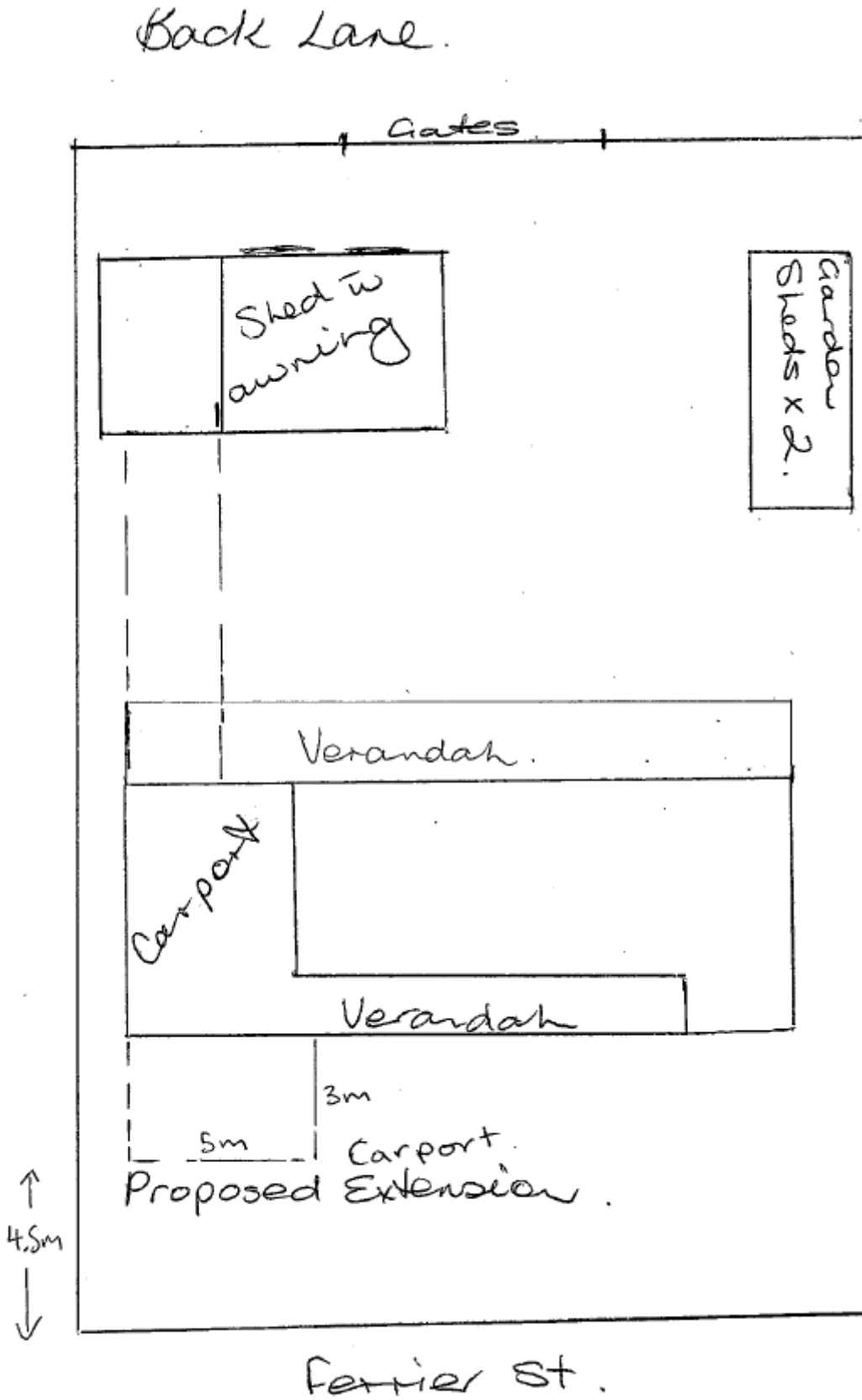
Nil.

Attachments

- Site Plan

Recommendation: That Council approves the variation to the front setback for the proposed carport extension and that Development Application 21/25 be approved subject to standard conditions as determined by the Director Planning and Environment.

Staff Report 10: Attachment – Site Plan, 3 Ferrier Street



STRATEGIC DIRECTION E: Strong Leadership and Governance

11. INVESTMENT AND BANK BALANCES REPORT – 30 NOVEMBER 2024

(DCCS: 24/14529)

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 | | 745,354.54 |
| Add: Total Receipts | | |
| | Miscellaneous | 9,934.32 |
| | Rates | 523,842.71 |
| | Debtors | 25,805.91 |
| | Interest on Investments | 18,111.83 |
| | Caravan Park Takings | 17,975.00 |
| | Rockoosh CCS & Inclusion Support Payments | 2,083.59 |
| | Development / Planning Applications | 23,323.15 |
| | Rockoosh Payments | 2,128.87 |
| | Tip Fees | 1,755.00 |
| | Sale of Plant #2303 | 29,007.90 |
| | FAG Qtr 2 | 193,174.00 |
| | Redeemed Investment | 1,450,000.00 |
| | NSW Seniors Festival Grant | 11,000.00 |
| | Library Grant | 72,433.00 |
| | | 2,380,575.28 |
| Less: Total Payments | | 2,334,182.71 |
| | New Investments | 0 |
| Closing Combined Cashbook Balance | | 791,747.11 |
| Closing Bank Statement Balance | | |
| | Bendigo Bank | 696,533.30 |
| | Macquarie Bank | 38,794.21 |
| | Bendigo Bank-Prichard Trust | 31,955.90 |
| | | 767,283.41 |
| Add: Outstanding Deposits | | 24,463.70 |
| | | 791,747.11 |
| Less: Outstanding Cheques | | 0.00 |
| Closing Combined Cashbook Balance | | 791,747.11 |
| | Interest Rate per | |
| Investments: | Annum | |
| National Australia Bank | 4.95 | 500,000.00 8.24 |
| Bank of Queensland | 5.30 | 500,000.00 8.24 |
| Bendigo Bank | 4.74 | 1,000,000.00 16.49 |
| National Australia Bank | 5.00 | 500,000.00 8.24 |
| National Australia Bank | 5.00 | 500,000.00 8.24 |
| Beyond Bank | 4.95 | 500,000.00 8.24 |
| Bendigo Bank | 5.00 | 500,000.00 8.24 |
| Bendigo Bank | 5.25 | 1,000,000.00 16.49 |
| National Australia Bank | 5.40 | 500,000.00 8.24 |
| Bank of Queensland | 5.00 | 500,000.00 8.24 |
| Bendigo Bank | on call | 66,072.20 1.09 |
| | | 6,066,072.20 100.00 |
| | | AMOUNT |
| General Fund | 1490-3000-0000 | (1,982,632.27) |
| Combined Sewerage | 8490-3000-0000 | 2,742,423.48 |
| Trust Fund | 9991-3000-0000 | 31,955.90 |
| | | 791,747.11 791,747.11 |
| | TOTAL FUNDS HELD ARE: | 6,857,819.31 |

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 2024/25 Operational Budget has forecast a total of \$408,000 income from interest on investments for General Fund & Sewer Fund combined. For the period July to November 2024, the average end of month balance of funds invested has been \$7.73 million and the average return on invested funds has been 5.06%. On these year to date figures, Council's budgeted income on investments will not be achieved for the General Fund and Sewer Fund. An adjustment will be required in the December Quarterly Budget Review that will be presented to Council at the February 2025 meeting.

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

12. REVIEW OF DELEGATIONS

(GM: 24/14339)

Executive Summary

Council is required to review its delegations within 12 months of an ordinary election.

Report

A council may, pursuant to Section 377 of the Local Government Act, by resolution, delegate to the general manager or any other person or body (not including another employee of the council) any of the functions of the council, other than the following:

- a) the appointment of a general manager
- b) the making of a rate
- c) a determination under section 549 as to the levying of a rate
- d) the making of a charge
- e) the fixing of a fee
- f) the borrowing of money
- g) the voting of money for expenditure on its works, services or operations
- h) the compulsory acquisition, purchase, sale, exchange or surrender of any land or other property
- i) the acceptance of tenders to provide services currently provided by members of staff of the council
- j) the adoption of an operational plan under section 405
- k) the adoption of a financial statement included in an annual financial report
- l) a decision to classify or reclassify public land under Division 1 of Part 2 of Chapter 6
- m) the fixing of an amount or rate for the carrying out by the council of work on private land

- n) the decision to carry out work on private land for an amount that is less than the amount or rate fixed by the council for the carrying out of any such work
- o) the review of a determination made by the council, and not by a delegate of the council, of an application for approval or an application that may be reviewed under section 82A of the Environmental Planning and Assessment Act 1979
- p) the power of the council to authorise the use of reasonable force for the purpose of gaining entry to premises under section 194
- q) a decision under section 356 to contribute money or otherwise grant financial assistance to persons
- r) a decision under section 234 to grant leave of absence to the holder of a civic office
- s) the making of an application, or the giving of a notice, to the Governor or Minister
- t) this power of delegation
- u) any function under this or any other Act that is expressly required to be exercised by resolution of the council

Section 380 of the Local Government Act states that “...each council must review all its delegations during the first 12 months of each term of office”.

Council has extended delegations to its respective section 355 management committees. The authority delegated to the section 355 committees includes the care, control and management of various council facilities such as recreation grounds and public halls. These delegations were reviewed and reaffirmed by Council at its meeting held on 19 April 2022 (refer minute no. 83/22).

The only other delegations that remain in force and are required to be reviewed by Council are those that have been delegated by Council to the Mayor and the General Manager.

The delegation previously extended by Council to the Mayor is as follows:

“The authority to exercise the policy making functions of the governing body of the Council between meetings of the Council.”

This is consistent with section 226 of the Local Government Act which outlines the role of the Mayor which includes “...to exercise, in cases of necessity, the policy-making functions of the governing body of the council between meetings of the council.”

The delegations previously extended by Council to the General Manager are as follows:

1. *Authority to exercise all such powers, authorities, duties and functions as may be experienced by the Council under any Act other than:*
 - a) *In relation to any matter where the Mayor has directed the General Manager, in writing, not to exercise a delegated function and to refer the matter to Council for determination; and*
 - b) *Those functions that are required by Section 377 to be exercised only by the Council.*
2. *Authority to write off outstanding amounts of up to \$500 that are deemed uneconomic to collect.”*
3. *Authority to approve requests from the Union regarding the nominated day for the Annual Union Picnic.*

Integrated Planning and Reporting Reference

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

Legislative Policy & Planning Implications

It is a requirement of the Local Government Act that a council review its delegations within 12 months of an ordinary council election.

Budget & Financial Aspects

Not applicable.

Attachments

Nil.

Recommendation:

1. That pursuant to Section 377 of the Local Government Act 1993 the Mayor, Peter Sharp, be delegated authority to exercise, in cases of necessity, the policy-making functions of the governing body of the council between meetings of the council.
2. That pursuant to Section 377 of the Local Government Act 1993 the General Manager, Gavin Rhodes, be delegated authority to:
 - a) Exercise all such powers, authorities, duties and functions as may be exercised by the Council under any Act other than:
 - i. In relation to any matter where the mayor has directed the General Manager, in writing, not to exercise a delegated function and to refer the matter to Council for determination; and
 - ii. Those functions that are required by Section 377 to be exercised only by the Council.
 - b) Write off outstanding amounts of up to \$500 that are deemed uneconomic to collect.
 - c) Approve requests from the Union regarding the nominated day for the Annual Union Picnic.

13. POLICY REVIEWS

(GM: 24/14605)

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 3.1 Provision of Protective Clothing/Equipment
2. Policy 3.12 Provision of Indoor Staff Uniform

No significant changes have been made to the policies.

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 3.1 Provision of Protective Clothing/Equipment
2. Policy 3.12 Provision of Indoor Staff Uniform

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

1. Policy 3.1 Provision of Protective Clothing/Equipment
2. Policy 3.12 Provision of Indoor Staff Uniform

Staff Report 13: Attachment 1 – Policy 3.1 Provision of Protective Clothing/Equipment

3.1 Provision of Protective Clothing/Equipment

POLICY TITLE: PROVISION OF PROTECTIVE CLOTHING/EQUIPMENT

FILE REF: SC67

EXPIRY DATE: DECEMBER 2027

OBJECTIVES

A. To comply with Council's obligations as an employer under the:

- a) Work Health & Safety Act 2011; and
- b) Local Government (State) Award 2017; and

Any relevant legislation by, inter alia, supplying workers with protective clothing and equipment suitable to the nature of the work performed and the work environment.

B. To demonstrate a positive approach towards work health and safety.

POLICY STATEMENT

1. Application of the Policy

This policy applies to all workers of Lockhart Shire Council who work in an environment where they are exposed to workplace hazards such as ultraviolet radiation, chemical and mechanical hazards. These positions shall be supplied with personal protective clothing and equipment to reduce the risk of exposure.

2. Employee Responsibilities

All Lockhart Shire Council workers are responsible for their personal health, safety and welfare and that of their fellow workers. They are required to co-operate with their employer in the interest of health and safety in accordance with Section 28 of the Work Health & Safety Act 2011.

In conjunction with this employee statutory requirement, it is the responsibility of supervisory staff to enforce this policy to ensure that each worker required to wear protective clothing/equipment does so at the appropriate times.

3. Clothing Protection

Employees are to wear clothing in accordance with Council's Personal Protection Equipment and Clothing procedure.

4. Supply of Protective Clothing/Equipment

Council will supply safety boots meeting Australian Standards up to a value of \$200.00. Additionally, Council will supply FXD pants at \$60.00 each and FXD shorts at \$50.00 each. Any costs exceeding these amounts must be covered by the employee.

Council will provide all other protective clothing and equipment outlined in Clause 3 at no cost to the employee. Quantities of clothing supplied will be at the discretion of the Director of Engineering.

5. Maintenance and Replacement of Items

Items will be replaced only if the unserviceable items are returned to the Storeperson who will determine whether the item is serviceable or not.

The worker will be responsible for notifying the Storeperson of any lost or stolen items.

The worker will be responsible for the daily maintenance and safekeeping of all personal protective clothing and equipment issued to them.

6. Disputes

Any disputes regarding the replacement of unserviceable or lost items will be referred to the relevant Director.

7. Property Ownership

At all times personal protective equipment remains the property of Lockhart Shire Council.

8. Return of Personal Protective Clothing and Equipment
Permanent and temporary employees upon termination may be required, at the discretion of Director of Engineering, to return all items of personal protective clothing and equipment to the Council Storeperson. If clothes are deemed serviceable, Council will arrange for their suitable cleaning, and they will go into a pool of clothing for temporary workers.

9. Exemption
There will be no exemptions to the wearing of personal protective clothing and equipment and other safety equipment deemed necessary under the circumstances.

10. Disciplinary Procedures
Any worker who fails to wear any of the personal protective clothing/equipment shall not be paid until such time that they report to work wearing the correct personal protective clothing/equipment. The incident will be reported to the relevant Director and the disciplinary procedure as outlined in the NSW Local Government (State) Award 2017 applied.

11. Education and Training of Employees
At induction to Council all new workers are to be made aware of the Protective Clothing & Equipment Policy and their duty to comply with this Policy.

Supervisors who work in an environment exposed to solar UV radiation will be required to participate in sun protection education training dealing with issues surrounding supervisory responsibilities.

12. Plant
Where practicable, all items of plant shall be air-conditioned, and all large areas of glass shall be tinted. Seatbelts, where fitted, must be worn at all times.

13. Contractors
Contractors and their workers are required to meet the minimum personal protective equipment requirements as set out in Council's Personal Protection Equipment and Clothing procedure at their own cost. Pool lifeguard Contractors will be provided with approved lifeguarding apparel and personal protective equipment as required.

*Adopted by Council – 16 December 2024
Refer Minute No. XXX/XX*

Staff Report 13: Attachment 2 – Policy 3.12 Provision of Indoor Staff Uniform

3.12 Provision of Indoor Staff Uniform

POLICY TITLE: PROVISION OF INDOOR STAFF UNIFORM

FILE REF: SC67

EXPIRY DATE: DECEMBER 2027

OBJECTIVES

To make available a corporate uniform for indoor staff, which is comfortable to wear, promotes local government and Council's image and enhances employee morale.

POLICY STATEMENT

- Application of the Policy
This section of the policy applies to all indoor administration and management staff, and any other approved staff as deemed appropriate by the General Manager.
- Supply of Uniform
Council will contribute a one-off payment of \$450 towards the cost of any uniform garment that meets the requirements of the Approved Occupational Clothing Guidelines for each new staff member at the completion of their 3-month probation period.
Further, Council will contribute up to \$350 per annum (July to June) per existing employee towards the cost of any uniform garment that meets the requirements of the Approved Occupational Clothing Guidelines.
- Supply of Personal Protective Equipment
All permanent and temporary indoor staff required to work outdoors from time to time on work sites are eligible for protective clothing and personal protective equipment in accordance with Policy 3.1 Provision of Protective Clothing/Equipment.
- Standard Clauses
The wearing of a uniform by staff is not compulsory.

Each staff member is responsible for the cleaning and repair of their uniform.

Adopted by Council 16 December 2024
Refer minute XXX/24

14. COMMUNITY ENGAGEMENT STRATEGY

(GM: 24/14603)

Executive Summary

Council's Community Engagement Strategy and Community Participation Plan has been reviewed and updated to satisfy the requirements of the Local Government Act 1993 and the Environmental Planning and Assessment Act 1979.

Report

Section 402 (4) of the Local Government Act provides that:

"The council must establish and implement a strategy (its "community engagement strategy"), based on social justice principles, for engagement with the local community when developing the community strategic plan".

The Environmental Planning and Assessment Act 1979 also places obligations with respect to community engagement on Council when exercising its planning function. Division 2.6 Section 2.23 of the Act states as follows:

(1) A planning authority to which this Division applies is required to prepare a community participation plan about how and when it will undertake community participation when exercising relevant planning functions (subject to this section)".

To satisfy and comply with both Acts a single document has been prepared that incorporates both the Community Engagement Strategy, as required by the Local Government Act, and the Community Participation Plan mandated by the Environmental Planning and Assessment Act.

The draft document includes, amongst other things, the objectives of the strategy, principles of good community engagement, identification of stakeholders and the following guides to community engagement and community participation:

- A broad framework for community engagement in Lockhart Shire based on the IAP2 Public Participation Spectrum developed by the International Association of Public Participation and detailed in Schedule A.
- Council's approach to community participation when exercising its planning functions and detailed in Schedule B.
- A summary of the minimum legislative requirements for consultation, public exhibition of documents etc. and detailed in Schedule C.

The Community Engagement Strategy will form part of the Council's suite of Integrated Planning and Reporting documents once adopted.

Integrated Planning and Reporting Reference

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

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

E2: Provide effective community engagement practices with the community.

E2: Increase opportunities and provide support for people with disabilities to exercise their rights for civic participation.

E2: Ensure the community is informed by improving access to information.

Legislative Policy & Planning Implications

Section 8A of the Local Government Act 1993 sets out the guiding principles for councils. Sub-section (3) deals with community participation and states that:

"Councils should actively engage with their local communities, through the use of the integrated planning and reporting framework and other measures."

More specifically Section 402 (4) of the Local Government Act provides that:

“The council must establish and implement a strategy (its “community engagement strategy”), based on social justice principles, for engagement with the local community when developing the community strategic plan”.

The Environmental Planning and Assessment Act 1979 also places obligations with respect to community engagement on Council as a consent authority. Division 2.6 outlines mandatory community participation requirements and states as follows:

Section 2.22

“(1) Part 1 of Schedule 1 sets out the mandatory requirements for community participation by planning authorities with respect to the exercise of relevant planning functions.

(The mandatory requirements include public exhibition for a minimum period, public notification requirements and the giving of reasons for decisions by planning authorities. The regulations under that Schedule may also require community consultation by applicants for consents or other approvals”).

(2) Those mandatory requirements for community participation include any other forms of community participation that are set out in a community participation plan under this Division and that are identified in that plan as mandatory requirements.

Section 2.23

(1) A planning authority to which this Division applies is required to prepare a community participation plan about how and when it will undertake community participation when exercising relevant planning functions (subject to this section)”.

Budget & Financial Aspects

Nil.

Attachments

- Draft Community Engagement Strategy & Participation Plan 2025.

Recommendation: That Council endorse the draft Community Engagement Strategy & Participation Plan 2025 and place on public exhibition for a period of 28 days, following which a further report be presented to Council together with any submissions received.

15. 2021/24 STATE OF THE SHIRE REPORT

(GM: 24/14705)

Executive Summary

Council is required, within five months after the end of each financial year, to prepare an annual report for that year reporting as to its achievements in implementing its delivery program. In the year in which an ordinary election of Councillors is held the annual report must also include a State of the Shire Report.

The State of the Shire Report 2021-2024, as an appendix to the 2023-2024 Annual Report, is tabled for Council's endorsement.

Report

Section 428 of the Local Government Act provides that Council must prepare an annual report within five months after the end of each financial year i.e. by 30 November. Council's Annual Report for 2023-24 was endorsed by Council at its meeting held 25 November 2024.

In the year in which an ordinary election of Councillors is held, the annual report must also include a report as to the council's achievements in implementing the community strategic plan over the previous term (State of the Shire Report).

As such a State of the Shire Report for 2021-2024 is presented to Council for endorsement as an appendix to the Annual Report 2023-2024.

Integrated Planning and Reporting Reference

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

Legislative Policy & Planning Implications

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

The annual report in the year in which an ordinary election of councillors is to be held must also report as to the council's achievements in implementing the community strategic plan over the previous 4 years.

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

Budget & Financial Aspects

Nil.

Attachments

- State of the Shire Report 2021-2024, under separate cover.

Recommendation: That Council endorse the State of the Shire Report 2021-2024 as an appendix to the Annual Report 2023-2024.

QUESTIONS AND STATEMENTS

CLOSED SESSION

Agenda

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

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|-----|---|----------------|
| 16. | TENDER – MOTOR GRADER – 2024-25-02 | (DE: 24/14447) |
| 17. | TENDER – WINNING & CRUSHING OF GRAVEL | (DE: 24/14554) |
| 18. | TENDER – REVIEW OF LOCKHART FLOOD STUDY | (DE: 24/14594) |
| 19. | AUSTRALIA DAY AWARDS 2025 | (GM: 24/14588) |