



LITHGOW CITY COUNCIL

A CENTRE OF REGIONAL EXCELLENCE

AGENDA

ORDINARY MEETING OF COUNCIL

TO BE HELD AT

THE ADMINISTRATION CENTRE, LITHGOW

ON

26 MARCH 2012

AT 7.00pm

AGENDA

APOLOGIES

PRESENT

CONFIRMATION OF THE MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON 5TH MARCH 2012

DECLARATION OF INTEREST

PUBLIC FORUM

PRESENTATIONS

NIL

MAYORAL MINUTES

General Managers Performance Review - See Closed Council

NOTICES OF MOTION

Annual reporting of contracts for Lithgow City Council Senior Staff - Councillor M F Ticehurst

Lithgow City Council and the 2012 Lithgow Show - Councillor M F Ticehurst

NOTICE OF RECISSIONS

NIL

CORRESPONDENCE AND REPORTS

General Managers Reports

Environment & Development Reports

Operation Services Reports

Community and Strategy Reports

Financial Services Reports

COMMITTEE MEETINGS

Economic Development Shopfront Committee Minutes

Youth Council Committee Meeting Minutes

South Littleton Hall Renovations Section 355 Committee Meeting Minutes

Traffic Authority Local Committee Meeting Minutes

REPORTS FROM DELEGATES

Centroc Meeting - 23 February 2012

BUSINESS OF GREAT URGENCY

as identified by Clause 241 of the Local Government (General) Regulations 2005

CLOSED COUNCIL

Mayoral Minute - Confidential Report - Performance Review of The General Manager

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NOTICE OF MOTIONS

ITEM-1 **NOTICE OF MOTION - 26/03/12 - ANNUAL REPORTING OF CONTRACTS FOR LITHGOW CITY COUNCIL SENIOR STAFF - COUNCILLOR M F TICEHURST**

REFERENCE

Section 339 of the Local Government Act, 1993, 'Annual reporting of contracts for Senior Staff'.

COMMENTARY

As Council, Councillors and the General Manager would be aware, Section 339 of the Local Government Act 'Annual reporting of contracts for senior staff', confirms that the **"The general manager must, at least once annually, report to the council on the contractual conditions of senior staff.**

Q. With respect to Section 339 of the Local Government Act, 1993, could the General Manager advise: -

1. When he will be annually reporting to this Council and Councillors on the Contractual Conditions of Senior Staff? and
2. Why this annual reporting on the Contractual Conditions of Senior Staff has not been provided annually to this Council and Councillors previously?

RECOMMENDATION

THAT respect to Section 339 of the Local Government Act, 1993, could the General Manager advise;

1. When he will be annually reporting to this Council and Councillors on the Contractual Conditions of Senior Staff? And;
2. Why this annual reporting on the Contractual Conditions of Senior Staff has not been provided annually to this Council and Councillors previously?

**ITEM-2 NOTICE OF MOTION - 26/03/12 - LITHGOW CITY COUNCIL AND THE
2012 LITHGOW SHOW - COUNCILLOR M F TICEHURST**

REFERENCE

Various Lithgow Mercury media reports.

COMMENTARY

- Q. Could the General Manager or responsible Senior Council Officers provide a verbal report to this Ordinary Meeting of the Lithgow City Council on the background of the recent public concerns that occurred between the Lithgow City Council and the Lithgow Show Society involving the Bull Ring / Rodeo held at the 2012 Lithgow Show?

RECOMMENDATION

THAT the General Manager or responsible Senior Council Officers provide a verbal report to this Ordinary Meeting of the Lithgow City Council on the background of the recent public concerns that occurred between the Lithgow City Council and the Lithgow Show Society involving the Bull Ring / Rodeo held at the 2012 Lithgow Show

GENERAL MANAGERS REPORTS

ITEM-3 GM - 26/03/12 - NSW LONG TERM TRANSPORT MASTER PLAN DISCUSSION PAPER

REFERENCE

NIL

SUMMARY

The NSW Government, through Transport for NSW, has issued a Long Term Transport Master Plan Discussion Paper for consultation.

COMMENTARY

The NSW Government is currently reviewing the quality of the transport network and is going through a consultation process for the creation of a NSW Long Term Transport Master Plan through the new integrated authority, [Transport for NSW](#).

The plan will identify a direction for transport over the next 20 years and will identify the role of each transport mode in meeting future needs including rail, road, buses, ferries, cycling, and walking. The plan will also help develop a freight network that maximises the benefits to the economy.

Over the next 12 months, Transport for NSW will be engaging directly with customers, communities, government, industry, transport specialists and operators through advisory groups that will be established to provide input to the Long Term Transport Master Plan.

The aim of the Master Plan is to determine how the transport system should evolve to meet many different customer needs and deliver a customer-focused transport system. The Plan is to identify the next set of priorities for transport, identify how we will meet the future needs of the customers and ensure a competitive and sustainable transport strategy is in place to support the State's development over the next 20 years.

The Plan will start with today's challenges and then anticipate the future transport needs of the community over the next 20 years. It will address transport needs in metropolitan, regional and rural areas. It is to tackle the increasing congestion in our cities, work on creating strong connections with regional centres, and have a strong focus on improving the State's overall productivity. It is to be designed to provide a basis upon which future investment decisions can be made.

The process to develop the Long Term Transport Master Plan commences with the Discussion Paper and includes face-to-face regional forums from February to May 2012. Advisory Groups have are being convened and will continue throughout 2012 to assist in the development of the Plan. These groups include representatives of customers, the

community, local government, industry, as well as transport specialists. Freight customers are being consulted in Reference Groups in a parallel initiative.

The objectives of the Plan are identified as:

- Putting the customer first – to design the transport system around the needs and expectations of the customer
- Economic development – to enable the transport system to support the economic development of the State, with a focus on freight systems
- Planning and investment – to ensure that good planning informs investment strategies
- Coherence and integration – to promote coherence and integration across all modes and all stages of decision-making
- Performance and delivery
- Efficiency
- Environmental sustainability
- Social benefits – to promote greater inclusiveness, accessibility and quality of life
- Safety – in accordance with the safety and regulatory framework.

Submissions are due by 27 April 2012.

Following submissions it is expected that a Draft Long Term Transport Master Plan is produced and then further community consultation will take place. This is Draft expected to be delivered late June 2012 and followed by the Final report in November 2012.

Within the Discussion Paper there is reference to a number of projects and issues around the State, including that the “*Great Western Highway is being upgraded to four lanes between Emu Plains and Katoomba, with completion expected by the end of 2014.(p18)*”. But of most significance, and concern, to the people of the Lithgow LGA and the Central West is the references in 6.7.2 of the Paper including:

Access to and across the Blue Mountains is an ongoing priority but, due to the topography, upgrades are costly. Making sure the roads are safe for these local communities, particularly where roads may be expanded and enhanced, needs to be considered.

Whilst cost is an important factor in the development of the Plan there are also issues for safety and equity. In this it will be important for Council to make representations to have considered further upgrades to the Great Western Highway, particularly west of Katoomba, along with the much needed upgrade of the Bell’s Line of Road.

To further expand on the Plan Transport for NSW is also holding community forums around NSW to ensure the views of stakeholders in rural and regional areas, and in Sydney, are heard. The nearest Forums to Lithgow will be:

- Penrith – Monday 23 April 2012, 7pm – 9pm at the St Mary’s Community Centre
- Orange – Thursday 26 April 2012 6pm – 8pm at “The Forum” Byng St

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

NIL

LEGAL IMPLICATIONS

NIL

ATTACHMENTS

1. NSW Long Term Transport Master Plan – Discussion Paper, February 2012
2. NSW Long Term Transport Master Plan – Discussion Paper Summary

RECOMMENDATION

THAT Council authorise the Mayor and Deputy Mayor to make a submission in relation to the NSW Long Term Transport Master Plan, Discussion Paper.

ITEM-4 GM - 26/03/12 - 2012 COUNCIL ELECTIONS

REFERENCE

NIL

SUMMARY

With the 2012 Local Government Elections to be held later this year it is being proposed that an information session(s) be held to provide prospective candidates with an awareness of the roles and responsibilities of councillors.

COMMENTARY

Section 287 of the Local Government Act 1993 (the Act) provides that an ordinary election for councillors is to be held on the second Saturday in September every 4 years. In 2012 the elections will be on 8 September.

Councillors have a very important role in the community. As community leaders councillors provide vision, strategic direction and make policy decisions on behalf of and for the benefit of the local community. These decisions impact directly on many aspects of our lives, our local community and our local environment, both now and in the future.

In order to provide those people considering nominating for this year's local government elections it is being proposed that Council conduct at least one information session for prospective candidates. This would be conducted by an independent facilitator.

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

A presenter will be required to be engaged. This would be estimated at \$2,000 to \$3,000 per information session.

LEGAL IMPLICATIONS

NIL

ATTACHMENTS

NIL

RECOMMENDATION

THAT Council authorise the General Manager to arrange information session(s) for prospective candidates for the 2012 Local Government Elections in the Lithgow Local Government Area.

ENVIRONMENT & DEVELOPMENT REPORTS

ITEM-5 ENVIRO - 26/03/12 - ICAC REPORT NSW PLANNING SYSTEM

REPORT BY: J NICHOLS – ACTING GROUP MANAGER ENVIRONMENT & DEVELOPMENT

REFERENCE

Independent Commission Against Corruption (ICAC) report “Anti-corruption safeguards and the NSW planning system”.

SUMMARY

To advise Council of the report released by ICAC on the NSW planning system and its recommendations.

COMMENTARY

The ICAC has recommended that the NSW Government adopts safeguards to ensure greater transparency, accountability and openness to minimise corruption risks in the NSW planning system.

In its report, *Anti-corruption safeguards and the NSW planning system*, the Commission recommends that the NSW Government takes steps to reduce the complexity of the planning system, makes it mandatory for major strategic policy documents to be considered during the making of planning instruments, and ensures that the system for assessing and approving developments of state significance provides adequate opportunities for competing public interests to be considered.

The Commission also recommends that the government should ensure that planning authorities are required to provide regular information and updates to the public about development applications under assessment, including any significant changes made to an application. Recommendations are also made to cover improved measures to manage Voluntary Planning Agreements.

The recommendations made by ICAC have been presented as a submission to the NSW Planning Review currently being conducted by the state government.

In total, ICAC has made 16 recommendations in its report. A copy of the report is attached for Council information.

ATTACHMENTS

1. ICAC Report February 2012 “Anti-corruption safeguards and the NSW planning system”.

RECOMMENDATION

THAT the ICAC report “Anti-corruption safeguards and the NSW planning system” be noted.

ITEM-6 ENVIRO - 26/03/12 - ROAD RE-NAMING - PROPOSED NAMES FOR CONSIDERATION

REPORT BY: J NICHOLS – ACTING GROUP MANAGER ENVIRONMENT AND DEVELOPMENT

REFERENCE

Min No 10-526 – Ordinary Meeting of 13 December 2010
Min No 11-372 – Ordinary Meeting of 12 September 2011
Min No 12-19 – Ordinary Meeting of 23 January 2012

SUMMARY

To advise Council of the proposed road names in regards to the abovementioned Council minutes for advertising, notification to property owners and authorities, if accepted.

COMMENTARY

In relation to minute 12-19 of 23 January 2012 it was resolved that:

- 2. Council seek further justification for names ‘Pinch Avenue’ and ‘Sutton Close’ prior to the advertisement and contacting property owners along Hassan Street and Park Avenue. Once justification is received Council will proceed with the notification and advertisement of these names. If no objection is raised then Council shall proceed to notification of the proposed road naming and advise Emergency Services and Government Gazette of these road names.*

However, it has been discovered that ‘Sutton’ has been accepted as a road name as part of an undeveloped part of Sweetbriar Estate (Attachment 1) and gazetted on 6 June 2008. Therefore the naming after ‘Sutton’ cannot be accepted in this instance.

It is proposed to rename/ name the following roads:

Road to be Re-Named	Attachment	Proposed Name	Reason
Wallerawang/ Portland/ Pipers Flat Road	2	Pipers Flat Road	The road currently has numerous names, however the most common is ‘Pipers Flat Road’ as it passes through Pipers Flat.
Wallerawang/ Cullen Bullen/ Portland Road	3	Bellamy Road	The name Bellamy was recently suggested within Portland to be named after the significant family. The road is to be named after Craig Bellamy’s father Norman who died at the Cement Works

			site.
Portland/ Sunny Corner Road	4	Garlands Road	The road travels past a significant landform known as Garlands Hills and is appropriate name for the road.
Rydal/ Hampton Road	5	Morten Road	This road is to be named after Mr AEG Morten who was one of the Blaxland Shire Presidents who also owned properties within the area.
Wallerawang/ Rydal Road	6	Fulton Road	An area known as Elizabeth Vale exists close to the road in which Elizabeth Fulton was the original land grantee of that area.
Edye Street	7	Brown Close	The street name Brown was previously used in Lithgow and was changed. A submission suggested that this name be reused elsewhere in Lithgow. The name is significant as Mr Brown was a major early developer of Lithgow.
Hassan Street	8	Tom Lesslie Place	Mr T Lesslie was a previous mayor of Lithgow City Council with significant contributions to the area. He lived at South Bowenfels before he past.

New Road to be Named	Map	Proposed Name	Reason
043/04DA- Subdivision off Mid Hartley Road, Hartley	9	Bruwalin Place	This name is formed from a composite of the names of the children of the developer Bob Morris.

Conclusion

These road names have been chosen for appropriate reasons and should be considered. These re-namings will help alleviate any confusion with similar or duplicated road names within the Lithgow Local Government Area.

POLICY IMPLICATIONS

These roads will be named in accordance with Council's Road Naming Policy.

FINANCIAL IMPLICATIONS

Council will incur some minor advertising costs in accordance with its Road Naming Policy as well as costs of the signs for the new naming.

ATTACHMENTS

1. Location of Sutton Place
2. Location of proposed Pipers Flat Road
3. Location of proposed Bellamy Road
4. Location of proposed Garlands Road
5. Location of proposed Morten Road
6. Location of proposed Fulton Road
7. Location of proposed Brown Close
8. Location of proposed Tom Lesslie Place
9. Location of proposed Bruwalin Place

RECOMMENDATION

THAT:

1. In accordance with Council's Policy for the naming of roads, Council advertise the road names, Sutton Place, Pipers Flat Road, Bellamy Road, Garlands Road, Morten Road, Fulton Road, Brown Close, Tom Lesslie Place and Bruwalin Place in the Lithgow Mercury calling for submissions to be made for the statutory period of twenty-eight (28) days.
2. If the road names suggested and listed above receive no submissions, then Council is to proceed with Government Gazette and advise the Emergency Services and land owners of these road names.

ITEM-7 ENVIRO - 26/03/12 - SMOKE FREE OUTDOOR AREAS

REPORT BY: J NICHOLS – ACTING GROUP MANAGER ENVIRONMENT & DEVELOPMENT

REFERENCE

Local Government Weekly Circular 7/12.

SUMMARY

To advise Council of the proposal by the NSW Government to introduce smoke-free legislation covering busy outdoor public places, including playgrounds and outdoor dining areas which is supported by the Local Government & Shires Association (LGSA) and the Cancer Council.

COMMENTARY

The LGSA has advised in its weekly circular of 17 February 2012 that it supports the campaign by the Cancer Council to have the NSW Government introduce state-wide legislation for smoke-free outdoor areas.

The NSW Minister for Health, Jillian Skinner, subsequently announced on 21 February 2012 that legislation will be introduced into parliament in the coming months that will ban smoking in playgrounds, public sports grounds, swimming pools, bus stops, and at entrances to public buildings.

NSW Health advises that tobacco smoking is the greatest single cause of premature death and is a leading preventative cause of morbidity in NSW. Smoking related illness accounts for around 5,200 deaths and 44,000 hospitalisations per year in NSW and costs around \$8 billion. The hospitalisations were mainly due to lung cancer, chronic obstructive pulmonary disease and heart disease.

Non-smokers can also be adversely affected by exposure to environmental tobacco smoke (ETS). In children, breathing ETS can lead to bronchitis, pneumonia, asthma, and other illnesses. In adults, breathing ETS can increase the risk of cardiovascular disease, lung cancer and other lung diseases. This is in addition to the “irritant” effects of ETS on the eyes, nose, throat and airway passages that arise from the presence of irritant chemicals in tobacco smoke.

At critical element of the NSW Tobacco Strategy 2012-2017 is to protect people from harmful second-hand smoke in outdoor areas.

Minister Skinner states that to honour its MOU with ClubsNSW, smoking will be permitted in outdoor dining areas until March 2015.

The LGSA and the Cancer Council has requested that individual councils in NSW formally resolve that their own Council call on the NSW Government to enact the proposed legislation for the benefit of their community.

The critical issue for Council will be how the legislation will be enforced once it is enacted. Until draft legislation is available for review it is uncertain where the enforcement role will sit, but it is considered likely the government will legislate this role to Council.

FINANCIAL IMPLICATIONS

There will potentially be financial implications to Council in the enforcement of this legislation which may be the responsibility of Council.

LEGAL IMPLICATIONS

Should the legislation be enacted Council may be legally responsible for its enforcement

RECOMMENDATION

THAT the information from the LGSA be noted and Council give further consideration to the proposal for smoke-free outdoor areas when the draft legislation is presented by the NSW Government for public comment.

OPERATION SERVICES REPORTS

ITEM-8 OPER - 26/03/12 - WATER REPORT

REPORT BY: GROUP MANAGER OPERATIONS, IAIN STEWART

REFERENCE

Min No 11-208: Ordinary Meeting 30 May 2011

SUMMARY

This report provides an update on various water management issues as per Minute Number 10-03.

COMMENTARY

In relation to current water management issues the following information is provided.

CURRENT DAM LEVELS FOR BOTH FARMERS CREEK AND OBERON

Farmers Creek Dam #2 capacity on Monday 12 March was 100%. Oberon Dam capacity on Monday 12 March was 86%.

CURRENT WATER USAGE FROM EACH SUPPLY

Table 1 below indicates total output from the Oakey Park Water Treatment Plant (consumption) and the volume transferred from the Clarence Transfer System for 2011/12.

Table 1 - Oakey Park Monthly Output and Clarence Transfer

Month Total	Oakey Park WTP (ML)	Clarence Transfer (ML)
July	149	0
August	119	0
September	112	0
October	105	0
November	118	0
December	109	0
January	113	0
February	96	0
2011 Monthly Average	124	3

Table 2 - Oakey Park Daily Output and Clarence Transfer

Oakey Park WTP	Avg Daily Use kL	Avg Daily CWTS Transfer kL
February	3,311	0
March	3,703	0

Table 3 2011/2012 Water Consumption for Fish River Water Scheme

Week Ending	Oberon Dam Level	Oberon Dam Volume in ML	Oberon Dam % Corrected for Carryover	Total Use	Total Carryover balance
					35.7
4/07/2011	53.09%	23763	52.17%	3.0	38.8
11/07/2011	53.39%	23897	52.42%	3.0	41.9
18/07/2011	53.51%	23951	52.48%	14.7	43.9
25/07/2011	54.05%	24193	52.96%	18.3	45.5
1/08/2011	54.29%	24302	53.16%	12.8	47.6
8/08/2011	54.59%	24438	53.41%	12.7	49.8
15/08/2011	54.84%	24547	53.59%	13.0	51.9
22/08/2011	56.25%	25180	54.96%	13.1	54.0
29/08/2011	57.07%	25544	55.71%	11.1	56.3
5/09/2011	57.32%	25657	55.91%	12.3	58.5
12/09/2011	57.32%	25657	55.86%	14.3	60.5
19/09/2011	57.95%	25940	56.44%	15.0	62.4
26/09/2011	57.89%	25911	56.33%	17.5	64.1
3/10/2011	58.91%	26369	57.32%	14.0	66.1
10/10/2011	59.75%	26745	58.10%	12.2	68.3
17/10/2011	60.07%	26890	58.37%	13.4	70.4
24/10/2011	60.14%	26920	58.38%	15.3	72.2
31/10/2011	60.40%	27037	58.59%	13.3	74.3
7/11/2011	60.33%	27007	58.47%	14.8	76.3
14/11/2011	60.33%	27007	58.43%	16.1	78.1
21/11/2011	60.33%	27007	58.38%	13.8	80.1
28/11/2011	62.59%	28016	60.58%	13.0	82.2
5/12/2011	62.79%	28106	60.73%	13.6	84.3
12/12/2011	63.13%	28257	61.01%	13.6	86.3
19/12/2011	63.13%	28257	60.96%	12.5	88.5
26/12/2011	63.80%	28560	61.58%	0.0	91.9
2/01/2012	63.87%	28591	61.61%	28.4	92.5
9/01/2012	63.80%	28560	61.48%	11.3	94.8
16/01/2012	63.53%	28439	61.16%	13.5	96.9
23/01/2012	63.40%	28378	60.98%	12.5	99.0
30/01/2012	63.46%	28408	61.01%	13.7	101.1
Total				405.8	

OAKEY PARK WATER QUALITY SUMMARY

No health-based ADWG guideline values were exceeded in February. 4 Total Coliforms samples exceeded aesthetic guidelines. Chlorine dosing was increased at the Oakey Park Water Treatment Plant in order to maintain higher residuals throughout the Lithgow distribution system.

FISH RIVER WATER SCHEME WATER QUALITY SUMMARY

No health-based ADWG guideline values were exceeded in February. 3 Total Coliforms samples exceeded aesthetic guidelines. An intensive residual chlorine sampling program was commenced in Wallerawang and Lidsdale and adjustments were made to the chlorine booster station to improve residuals for potable water customers in the Lithgow villages.

CURRENT WATER RESTRICTIONS UPDATE

Level 1 water restrictions are now in place for all residents throughout Lithgow and villages receiving water from both the Lithgow and the Fish River water supplies.

WATER SAVING SCHEMES OR PROCESSES UPDATE

Council's Rainwater Tank and Domestic Appliance Rebate Program continued in February with Council receiving 1 application for a household appliance rebate and 1 application for a water tank rebate.

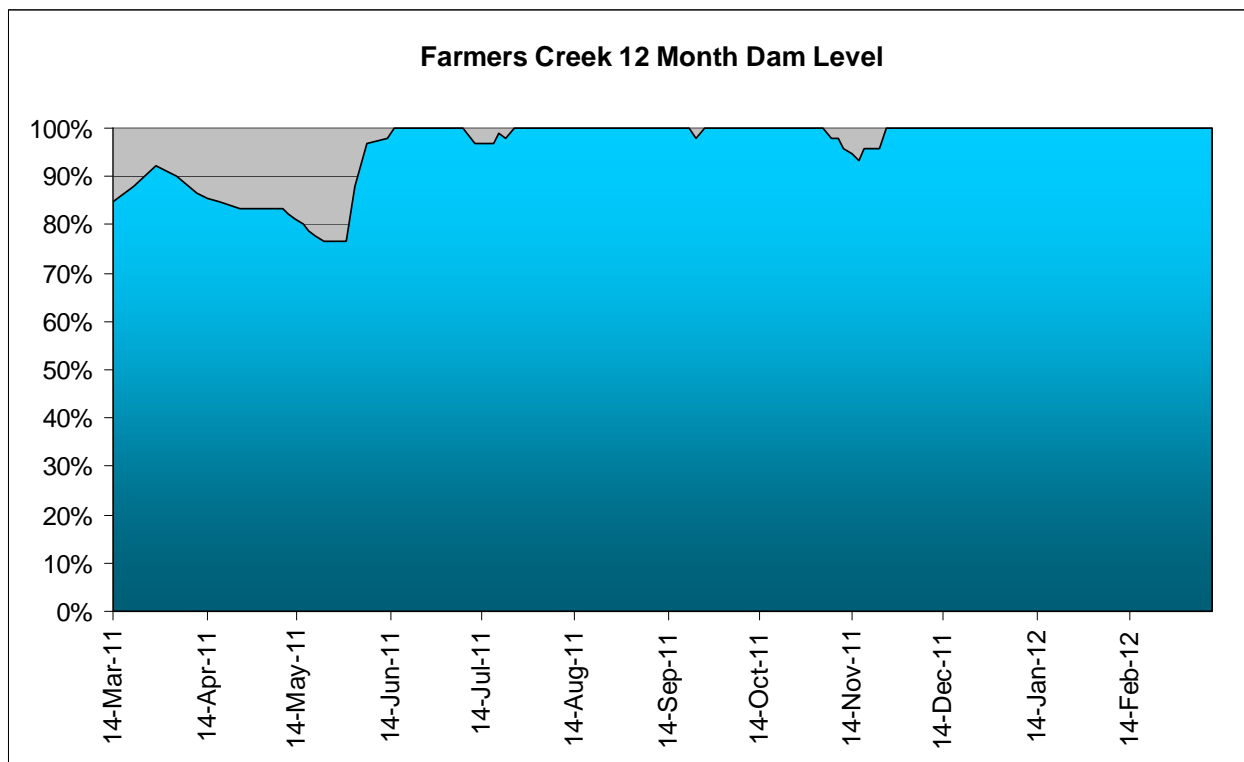
FISH RIVER WATER SCHEME PIPE UPGRADE

3.7km of pipelines will be replaced at the Fish River Water Supply in an \$8 million project being managed by State Water Corporation. Wet weather delayed construction of the bypass pipe work. There will be a supply interruption from FRWS Stage 1 21/3/2012 to 23/3/2012 inclusive for minor works (water supply to Lithgow villages) during which time supply will be provided by Oakey Park.

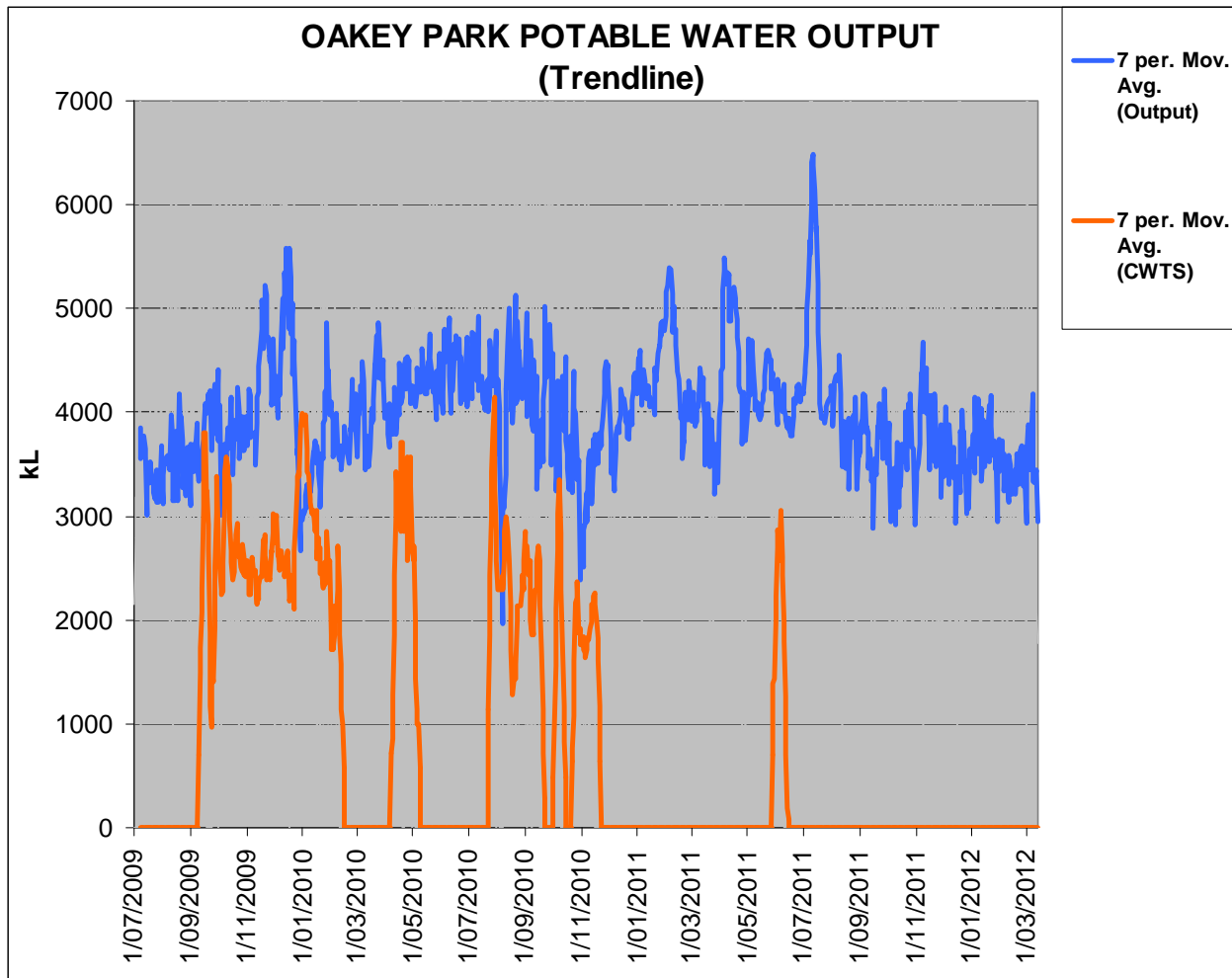
FARMERS CREEK DAM 12 MONTH LEVELS

The attached chart shows the storage data to date for the last twelve months.

Graph 2 Farmers Creek Dam #2 over 12 Months

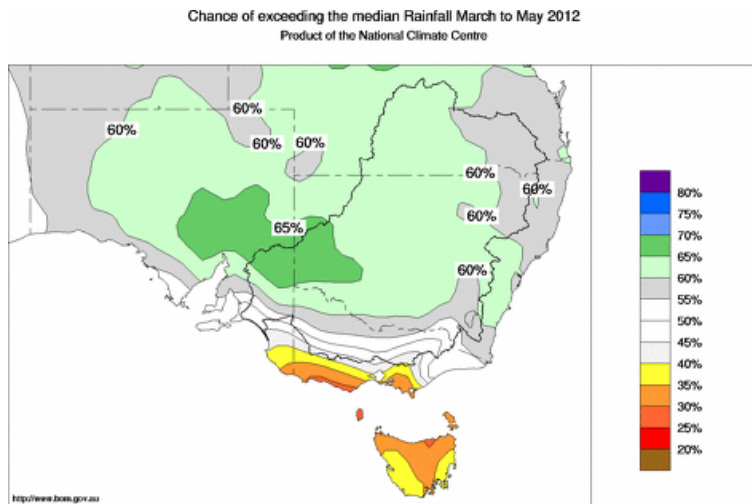


Graph 3 Trends in Oakey Park WTP Production and Clarence Water Transfer Scheme Use



FARMERS CREEK DAM #2 STORAGE OUTLOOK

The southeast Australian outlook for March to May 2012 shows a wetter autumn is more likely for NSW. At this time of year, the outlook model has low skill over SE Australia and caution is advised using this output. This outlook is mostly due to warmer than normal waters over the Indian Ocean; cooler Pacific waters associated with La Niña have had a lesser impact.



Routine Dam inspections continued throughout March.

On Thursday, March 15 a 2.1 magnitude earthquake occurred in the approximate vicinity of Sheedys Gully. This is about 6 km from Farmers Creek Dam Number 2. The dam inspection was conducted as normal on Friday, March 16 and there was no damage evident.

Lithgow, NSW.

Magnitude: 2.1 (ML)

Depth: 0 km

Tsunamigenic: Not available

Date and Time

UTC: 15 March 2012 @ 03:54:13

AEST: 15 March 2012 @ 14:54:13

Location

Coordinates: **-33.500, 150.146**

Solution status

Last updated: 16 March 2012 @ 12:38:41 (AEST)

Solution finalised: Not available

Source: AUST



ALTERNATE WATER SOURCES UPDATE

The Marrangaroo Zone is currently being supplied from the Oakey Park Water Treatment Plant via Cook St High Level Reservoir.

RESERVOIRS

An impressed current CP system is to be installed at Shaft St No.2 Reservoir. All CP system design installation and commissioning works shall be in accordance with Australian Standards AS2832.4. The minimum design life of the CP systems is 25 years for Shaft St. No.2 Reservoir.

The design life estimate assumes the reservoir internal surfaces are re-coated within the next year. This will require returning to service Shaft St Old No 1 reservoir and substantial repairs will be required.

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

NIL

LEGAL IMPLICATIONS

NIL

RECOMMENDATION

THAT the water report be noted.

ITEM-9 OPER - 26/03/12 - LITHGOW CITY COUNCIL CONTRACTOR MANAGEMENT SYSTEM (CMS)

REPORT BY: Works Manager - Chris Schumacher

REFERENCE

NIL

SUMMARY

This report provides information on an updated implementation of a new Contractor Management System in accordance with the new Work Health & Safety Act 2012. The aim is to develop a standardised Contractor Management System that consolidates the Health, Safety, Environment & Community (HSEC), Work Management, Supply and Commercial streams of contractor management into a formal, documented, standard and simple operating process that delivers clear benefits for Lithgow City Council.

COMMENTARY

From discussions with Councils insurer's and internal managers there has been a very clear business need to improve our HSEC and commercial contractor management performances, levels of compliance and process efficiencies to make it easier for people to understand and follow a one systematic process and its associated requirements.

It is essential that simple processes be adopted to manage a wide variety of contracted engagements and any risks associated with these commitments, in the most effective means possible.

As a part of a business wide approach, new documentation has been developed to improve HSEC performance and organisation effectiveness that delivers clear benefits and assists LCC to:

- improve and standardise the way contractors are managed
- improve HSEC performance;
- improve efficiency;
- make it easier for LCC personnel and contractors to understand the processes;
- improve compliance with LCC processes (LCC & Contractors);
- provide simple cost effective training in the application of the contractor management processes;
- promote methodology based decision making.

Key improvement messages included a need to standardised contractor management practices and make contractor management a One formalised document process capturing vital information front up, to simplify and streamline activities, clearly define roles and responsibilities and to introduce formalised and structured approaches to training and ongoing governance.

Other information requested in the CMS includes 'Schedule of Rates' for the hire of Contractor Services and the machinery information pertaining to current Australian Standards of compliance. The listed Schedule of Rates provides a tendered price which allows staff to assess best practice principles and fair value for money when selecting a required service. It is expected that the 'Schedule of Rates' will vary infrequently with rise and fall of fuel and any other influential market changes. However at the absolute minimum rate schedules will be updated annually in line with insurances or as per contractor advice.

It is proposed to engage these contractors as preferred contractors on an as needs basis to undertake works for Council when additional resources are required.

The CMS will remain indefinitely open on Councils web-site for any interested Contractor wishing to seek formal registration and become involved with services required by Council.

To date the following Civil Contractors have submitted all necessary information regarding formal induction into the CMS:

1. Gracey's Earthmoving & Excavations.
2. R.T & K.M Lund Earthmoving & Excavating Contractor
3. Dukes Civil Pty Limited

Furthermore it is the intention to convene an information session in the coming weeks to formally introduce the Contractor Management System to any contractors wishing to register their interests with Council business

POLICY IMPLICATIONS

Formal introduction of an updated system to fully capture Contractor information ensuring a higher level of governance within the organisation.

FINANCIAL IMPLICATIONS

NIL

LEGAL IMPLICATIONS

NIL

ATTACHMENTS

1. Gracey's Earthmoving & Excavations schedule of rates
2. R.T & K.M Lund Earthmoving & Excavating Contractor schedule of rates
3. Dukes Civil Pty Limited schedule of rates

RECOMMENDATION

THAT Council endorse the services offered by the current Contractors inducted into Councils CMS as preferred contractors for works that **do not** require compliance with tendering procedures;

1. Gracey's Earthmoving & Excavations.
2. R.T & K.M Lund Earthmoving & Excavating Contractor
3. Dukes Civil Pty Limited

COMMUNITY AND STRATEGY REPORTS

ITEM-10 **COMM - 26/03/12 - INTEGRATED PLANNING AND REPORTING - DRAFT COMMUNITY STRATEGIC PLAN - COMMUNITY ENGAGEMENT STRATEGY**

**REPORT BY: CORPORATE STRATEGY AND COMMUNICATIONS OFFICER –
DEBORAH MCGRATH**

REFERENCE

Min 06-05 – Policy and Strategy Committee Meeting 6 February 2006
Min 06-57 – Policy and Strategy Committee Meeting 6 March 2006
Min 06-93 – Policy & Strategy Committee Meeting 3 April 2006
Min 06-153 – Policy & Strategy Committee Meeting 5 June 2006
Min 06-281 – Policy & Strategy Committee Meeting 4 September 2006
Min 07-142 – Ordinary Meeting of Council 16 April 2007
Min 07-251 – Ordinary Meeting of Council 18 June 2007
Min 09-218 – Ordinary Meeting of Council 1 June 2009
Min 09-507 – Ordinary Meeting of Council 23 November 2009
Min 11-444 – Ordinary Meeting of Council 31 October 2011

SUMMARY

The purpose of this report is to:

1. Provide an update on findings of Phase 1 of the Community Engagement Strategy for the development of the Integrated Planning and Reporting Framework.
2. Provide a summary of the processes undertaken during the exhibition period of the Draft Community Strategic Plan.
3. Provide an outline of the preliminary timeframes and engagement activities identified for Phase 2 of the Community Engagement Strategy for the Integrated Planning and Reporting Framework which will consist of the following suite of documents:
 - Draft Community Strategic Plan 2025 (Version 2)
 - Resourcing Strategy
 - Draft Long-term Financial Plan
 - Draft Strategic Asset Management Plan
 - Draft Workforce Plan
 - Draft Combined Delivery Program 2012-2016 and Operations Plan 2012-2013
 - Community Strategic Plan 2025 Engagement Report
 - Community Engagement Report – Community Satisfaction Survey 2011

COMMENTARY

Background

In October 2009, NSW Parliament passed the Local Government Amendment (Planning and Reporting) Bill 2009 requiring all NSW local Councils to develop an Integrated Planning and Reporting Framework consisting of a 10 year Community Strategic Plan, Resourcing Strategy (Long-term Financial Plan, Workforce Plan and Asset Management Strategy), 4 year Delivery Program and Annual Operations Plan. Council is required to comply with this legislative requirement by 30 June 2012.

Phase 1 Community Engagement Process

From 1 November to 16 December, Council invited community feedback on the solutions, actions and accountabilities identified and captured in the Draft Community Strategic Plan via face-to face and online mechanisms which included:

- Distribution of hard copies of the Draft Community Strategic Plan and supporting documents to 73 local organisations and interest groups.
- Distribution of electronic copies to 31 Government departments and agencies and 21 external reference groups and advisory committees.
- Conducting a community leader's forum which was attended by 7 community representatives.
- Conducting a community satisfaction survey – 57 completed surveys were received.
- Inviting written feedback – 5 responses were received.

The following mechanisms were used by Council to promote the Draft Community Strategic Plan and invite community participation in the process:

- An Integrated Planning and Reporting Website www.lithgow.nsw.gov.au/integratedPlanning was developed and promoted through the media and all correspondence with the community.
- Four media releases were forwarded to local and regional media.
- One on-air interview was conducted with Radio 90.
- Articles were included in three editions of Council's community newsletter, Council Connections providing information on the Integrated Planning and Reporting Framework.
- Mail Outs were sent to Government departments and agencies, local politicians, infrastructure and service providers, external reference groups and advisory committees, local organisations and interest groups, local youth organisations and Schools as identified in the stakeholders list in the Community Engagement Strategy.
- E-mails were sent to community members and/or organisations on Council's Council Connections e-list, respondents to the Draft Lithgow Land Use Strategy and Council Staff.
- A message directing the community to the community satisfaction survey on the website was included on the bottom of Council's automatic response message.

Community Engagement Report

Following the exhibition of the Draft Community Strategic Plan an Engagement Report (see the attached documents) has been developed in two parts:

- Community Engagement Report; an analysis of the engagement process and summary of collated data from the community leaders forum, postcards to the Mayor, community satisfaction survey and written submissions; And
- Community Engagement Report – Community Satisfaction Survey 2011; a summary report of the results from the Community Satisfaction Survey.

All responses received during the engagement process have been summarised in the Community Engagement Report under the relevant Principal Activity Area.

- Caring for Our Community
- Strengthening Our Economy
- Developing Our Built Environment
- Enhancing Our Natural Environment
- Responsible Governance and Civic Leadership.

The feedback provided by the community as part of the consultation process for the Community Strategic Plan 2025 can be placed in two categories:

1. Issues and challenges that may be dealt with in the short to medium term as part of Council's ongoing works program; and
2. Issues and challenges that are more complex and require resolution over an extended period of time through lobbying/advocacy or long-term planning and resourcing.

The summarised data has been used in the draft budgetary process to develop the combined Draft Delivery Plan 2012-2016 and Operations Plan 2012-2013 in addition to the Strategic Asset Management Plan, Long-term Financial Plan and Workforce Plan.

Furthermore, it is considered appropriate that the attached reports be made available:

- Internally to Council Officers for use as a planning tool for short, medium and long-term projects including maintenance;
- For the development of major plans and studies by council officers and consultants;
- To the community on Council's website www.lithgow.nsw.gov.au/integratedPlanning so community needs, issues and aspirations for the future can be considered when planning community projects and programs or for business and industry development.
- To assist Council to better communicate with the community by providing feedback and education on Council's role, areas of responsibility and activities.

Phase 2 Community Engagement Activities

It is proposed that the second phase of community engagement for the Integrated Planning and Reporting Framework will be conducted during from Tuesday 24 April until Friday 25 May. However, this is subject to the adoption by Council of the suite of documents that make up the Integrated Planning and Reporting Framework at the Ordinary Meeting of Council to be held on Monday 23 April 2012.

As with Stage 1 Engagement, feedback will be invited via face-to-face and online mechanisms from the community on the solutions, actions and accountabilities that have

been identified and captured to form the Integrated Planning and Reporting Framework. It is proposed that the following activities will be undertaken:

- Community Briefing Sessions providing an overview of the IPR Framework and Operational Plan 2012-2013 will be held at the following community halls:
 - Capertee
 - Hartley
- Manned Open House Sessions to provide members of the community with an opportunity to review the suite of documents with a Council officer and provide feedback will be held at:
 - Lithgow Library
 - Portland Library
 - Wallerawang Library
 - Lithgow Valley Shopping Centre.
- Updating of Council's Integrated Planning and Reporting Website to include information on the full suite of documents within the framework.
- Media releases and items included in the Council Column advertising dates for Briefing Sessions, Open House Sessions and inviting feedback on the IPR Framework.
- Feedback be provided to all stakeholders identified in the Community Engagement Strategy and respondents to the Community Satisfaction Survey on the results of Phase 1 of the Community Engagement Process and inviting participation in Phase 2.
- Promotion of the Integrated Planning and Reporting Framework and exhibition period in Council Connections has been included in Council's newsletter which will be delivered to the community during week beginning 26 March.

Proposed Timetable

Dates	Action
Monday 23 April	Draft Integrated Planning and Reporting Framework document suite reported to Council to adopt for exhibition
Tuesday 24 April to Friday 25 May	Exhibition Period - Briefing Sessions Thursday 26 April 6-7.30pm - Capertee - IPR Briefing Session Friday 27 April 10am - 6pm - Lithgow Library - Open House Session Wednesday 2nd May 6-7.30pm - Hartley - IPR Briefing Session Thursday 3rd May 2-5pm - Portland Library - Open House Session Friday 4th May 10am-4pm - Lithgow Valley Shopping Centre - Open House Session Tuesday 8th May 10am - 1pm - Wallerawang Library - Open House Session

	Thursday 10th May 4-6pm - Council Admin Centre - Youth Forum
Monday 4 June	Final Integrated Planning and Reporting Framework Document Suite reported to Council for adoption.

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

NIL

LEGAL IMPLICATIONS

NIL

ATTACHMENTS

1. Our Place...Our Future – Community Strategic Plan Engagement Report
2. Our Place...Our Future – Community Engagement Report – Community Satisfaction Survey 2011.

RECOMMENDATION**THAT:**

1. The Community Engagement Report and Community Engagement Report – Community Satisfaction Survey 2011 be received.
2. The Community Engagement Report and Community Engagement Report – Community Satisfaction Survey 2011 be made available to Council officers and the community as a planning tool for the future development of the area.
3. The issues/ideas identified within the Community Engagement Report and Community Engagement Report – Community Satisfaction Survey 2011 be used to educate the community on Council's role, areas of responsibility and activities
4. The preliminary timeframes and activities identified in Phase 2 – Community Engagement Strategy be noted and approved subject to adoption of the Integrated Planning and Reporting Framework for exhibition by Council.

FINANCE REPORTS

ITEM-11 FINAN - 26/03/12 - COUNCIL INVESTMENTS HELD 29 FEBRUARY 2012

REPORT FROM - FINANCE MANAGER C FARNSWORTH

REFERENCE

Min No 11-342:	Ordinary Meeting of Council 22 August 2011 (July 2011)
Min No 11-374:	Ordinary Meeting of Council 12 September 2011 (Aug 2011)
Min No 11-411:	Ordinary Meeting of Council 10 October 2011 (Sept 2011)
Min No 11-474:	Ordinary Meeting of Council 21 November 2011 (Oct 2011)
Min No 11-501:	Ordinary Meeting of Council 12 December 2011 (Nov 2011)
Min No 12-28:	Ordinary Meeting of Council 23 January 2011 (Dec 2011)
Min No 12-50:	Ordinary Meeting of Council 13 February 2012 (Jan 2012)

SUMMARY

To advise Council of investments held as at 29 February 2012 in the 2011/12 financial year.

COMMENTARY

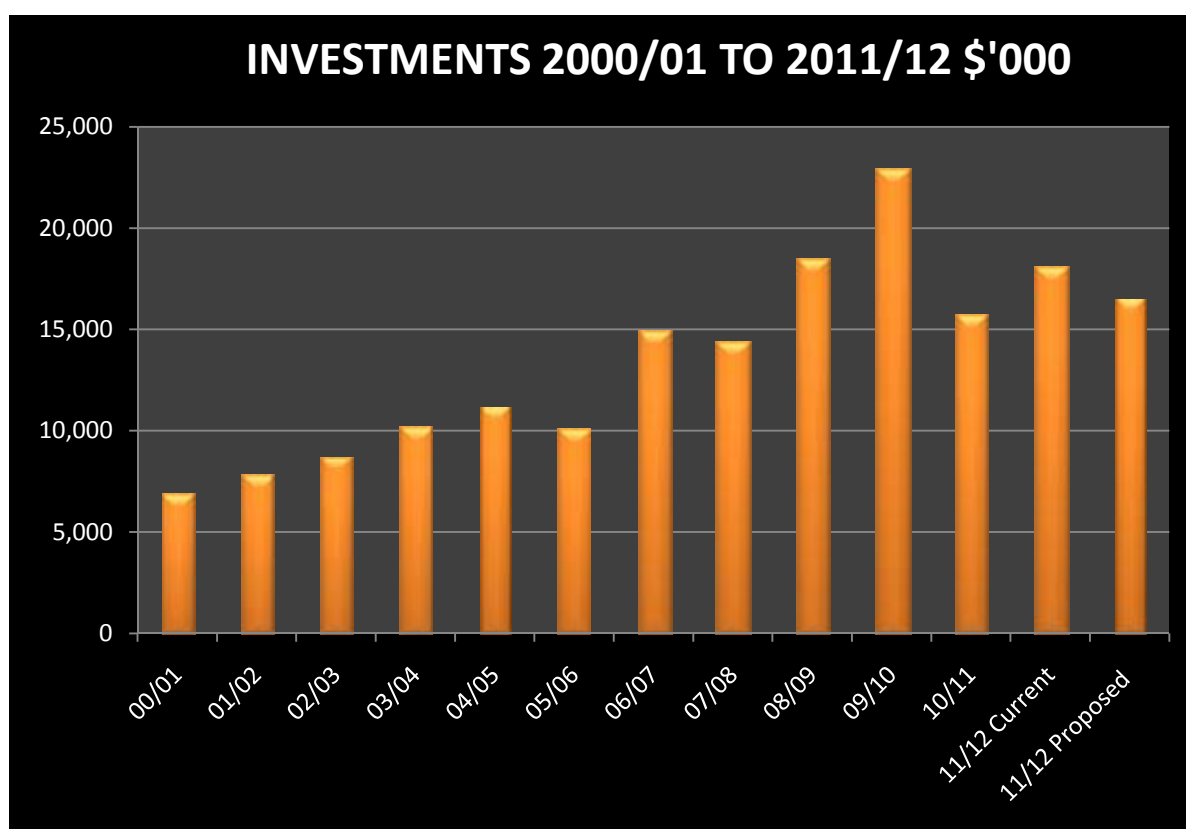
Council's total investment portfolio, as at 29 February 2012 when compared to 31 January 2012, has increased by \$1,063,444.05 from \$17,041,022.53 to \$18,104,466.58

INVESTMENT REGISTER 2011/12								
INSTITUTION	INV TYPE	DATE LODGED	DATE DUE	DAYS	INT	VALUE 31.01.12	VALUE 29.02.12	% OF TOTAL
ANZ	TD	13.12.11	12.03.12	90	5.17	817,587.80	817,587.80	4.52%
		10.02.12	10.04.12	60	4.93	500,000.00	504,167.12	2.78%
CBA	On Call				4.20	1,605,258.18	1,609,361.86	8.89%
		29.02.12	30.03.12	30	5.29	0.00	500,000.00	2.76%
		29.02.12	30.04.12	60	5.33	0.00	500,000.00	2.76%
		24.02.12	26.03.12	30	4.84	500,000.00	502,005.48	2.77%
IMBS	TD	27.02.12	28.05.12	91	5.75	1,091,847.11	1,107,363.30	6.12%
	TD	28.02.12	29.05.12	91	5.70	724,006.84	734,182.61	4.06%
	TD	14.12.11	14.03.12	91	5.85	1,029,510.40	1,029,510.40	5.69%
NAB	TD	06.06.12	06.02.12	120	5.82	1,082,216.83	1,097,827.44	6.06%
	TD	25.01.12	25.07.12	180	5.91	1,000,000.00	1,000,000.00	5.52%
	TD	25.01.12	24.04.12	90	5.79	500,000.00	500,000.00	2.76%
WESTPAC	TD	08.01.12	08.04.12	90	5.60	284,780.24	284,780.24	1.57%
	TD	08.01.12	08.07.12	180	5.80	569,560.51	569,560.51	3.15%
	TD	30.01.12	30.05.12	120	5.89	1,156,955.66	1,156,955.66	6.39%
	TD	12.01.12	11.07.12	180	5.80	250,000.00	250,000.00	1.38%
	TD	12.12.11	12.03.12	90	5.50	400,000.00	400,000.00	2.21%
ST GEORGE	On Call				4.25	20,380.00	20,380.00	0.11%
		04.01.12	04.07.12	180	5.94	522,047.36	522,047.36	2.88%

	TD	19.10.11	19.04.12	182	5.90	832,927.30	832,927.30	4.60%
	TD	12.12.11	12.03.12	90	5.56	500,000.00	500,000.00	2.76%
	TD	10.02.12	09.08.12	180	5.78	500,000.00	504,347.95	2.79%
	TD	16.02.12	18.05.12	92	5	500,000.00	502,471.51	2.78%
	TD	25.01.12	25.07.12	180	5.83	1,000,000.00	1,000,000.00	5.52%
SUNCORP	TD	08.02.12	08.05.12	90	5.55	1,153,944.30	1,158,990.04	6.40%
	TD	25.01.12	24.04.12	90	5.35	500,000.00	500,000.00	2.76%
			TOTAL			17,041,022.53	18,104,466.58	100.00%
INTERNAL LN (Commercial Loan Int Rate)	Gen to Sew	15.01.11	On Receipt of Ext Loan		7.31	2,750,000.00	2,750,000.00	

I, Carol Farnsworth, Lithgow City Council's Finance Manager (Responsible Accounting Officer) certify as required under Local Government (General) Regulations 2005, that Council's investments have been made in accordance with the Local Government Act 1993, Regulations and Lithgow City Council's Investment Policy.

On the graph below historical and current investments are shown for 2011/12 to 29 February 2012.



POLICY IMPLICATIONS

Investments are held in accordance with the Lithgow City Council's Investment Policy at the date of investing the funds. On 21 November 2011 Council adopted a draft of the Investment Policy as Policy 8.2 which includes the Ministers Investment Order of 12 January 2011.

FINANCIAL IMPLICATIONS

Interest received to 29 February 2012 is \$428,325.10 of an estimated \$550,802.00 shown in the 2011/12 Management Plan. Interest is paid on the maturity date of the investment.

LEGAL IMPLICATIONS

Investments are held in accordance with the Lithgow City Council's Investment Policy at the date of investing the funds. On 21 November 2011 Council adopted a draft of the Investment Policy as Policy 8.2 and future investments will comply with this Policy which includes the following:

- Local Government Act 1993 - Section 625
- Local Government Act 1993 - Order dated 12 January 2012
- Local Government (General) Regulation 2005
- Trustee Amendment (Discretionary Investments) Act 1997 Section 14A(2), 14c(1) & (2)

RECOMMENDATION

THAT Investments of \$18,104,466.58 for the period ending 29 February 2012 be noted.

COMMITTEE MEETINGS

ITEM-12 FINAN - 26/03/12 - ECONOMIC DEVELOPMENT SHOPFRONT COMMITTEE MINUTES

REPORT FROM – FINANCE MANAGER CAROL FARNSWORTH

REFERENCE

NIL

SUMMARY

Details of the Minutes of the Sports Advisory Committee Meeting held on Monday, 12 March 2012 for Council adoption.

COMMENTARY

At the Economic Development Shopfront Committee Meeting held on Monday, 12 March 2012, there were a number of items discussed by the Committee, with all items actioned under the Committee's delegated authority, and requiring Council to note the items.

Items discussed included:

- Update of vacant Council premises
- Update of the referral of Council report and resolution from the meeting of 23 January 2012 and further recommendations from the Shopfront Committee meeting of 1 February 2012 being the relocation of the current users of the Hoskins Institute in Lithgow
- Update of application and enquiries for the Main St Façade Restoration Program
- Review of Policy 5.4 'Footpaths – Use of Public Footpaths for Restaurant Seating & Display of Goods: Version 2'

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

NIL

LEGAL IMPLICATIONS

NIL

ATTACHMENTS

1. Minutes of the Economic Development Shopfront Committee Meeting held on 12 March 2012

RECOMMENDATION

THAT Council:

1. Note the minutes of the Economic Development Shopfront Committee meeting held on Monday, 12 March 2012;
2. Note no Council premises are vacant;
3. Note contact made with all current users of the Hoskins Institute and that Council will relocate artworks and depot supplies prior to 31 May 2012;
4. Agree to the Main St Façade subsidy being provided per property upon receipt of application and subject to approval.
5. Noted that Council will consider Policy 5.4 'Footpaths for Restaurant Seating & Display of Goods' at the Council Meeting of 19 March 2012

**ITEM-13 COMM - 26/03/12 - YOUTH COUNCIL COMMITTEE MEETING
MINUTES 27/02/12**

REPORT BY: COMMUNITY DEVELOPMENT OFFICER – VIKTORIA GULABOVSKI

REFERENCE

Min – 10-457 Ordinary Meeting of Council 1 November 2010
Min – 10-545 Ordinary Meeting of Council 13 December 2010
Min – 11-58 Ordinary Meeting of Council 14 February 2011
Min – 11-508 Ordinary Meeting of Council 12 December 2011
Min – 12-54 Ordinary Meeting of Council 13 February 2012

SUMMARY

This report details the minutes of the Youth Council meeting held on 27 February 2012.

COMMENTARY

At the Youth Council meeting held 27 February 2012 there were a number of items discussed by the committee including:

- Progress on organising a Rock-Up event during Youth Week 2012.
- The need for a cinema for young people in Lithgow.
- The need for basketball courts/ hoops for young people.
- Advice from the Mayor that Council would consider provision of recurrent funding to the Matthew Sharpe Scholarship Fund in the 2012-13 budget deliberations.

POLICY IMPLICATIONS

In accordance with the terms of reference of S355 Committees of Council.

FINANCIAL IMPLICATIONS

NIL

LEGAL IMPLICATIONS

Local Government Act NSW 1993, Section 356

ATTACHMENTS

1. Minutes of Youth Council meeting held 27 February 2012.

RECOMMENDATION

THAT Council notes the minutes of the Youth Council meeting held 27 February 2012.

**ITEM-14 COMM - 26/03/12 - SOUTH LITTLETON HALL RENOVATION
SECTION 355 COMMITTEE MEETING 06/03/12**

REPORT BY: MANAGER COMMUNITY AND CULTURE – MATTHEW JOHNSON

REFERENCE

Min No 11-452 Ordinary Meeting of Council held 1 November 2010
Min No 11-480 Ordinary Meeting of Council held 21 November 2011
Min No 11-510 Ordinary Meeting of Council held 12 December 2011
Min No 12-xxx Ordinary Meeting of Council held 5 March 2012

SUMMARY

This report details the Minutes of the South Littleton Hall Renovation Committee meeting of 6 March 2012.

COMMENTARY

At the South Littleton Hall Renovation Committee meeting held on 6 March 2012 there were various items discussed by the committee.

Council's attention is drawn to:

- Works Progress - the majority of renovation works are complete.
- Income and Expenditure - remaining funds of approximately \$1,800.

Subsequent to the meeting, Men's Shed representatives met with the Mayor, Councillor Fisher and the General Manager to discuss the future options once renovations are complete.

Council will in the coming weeks be surveying South Littleton residents on their views regarding the past and future use of the hall, future management frameworks, including but not limited to the possibility of continuing use by the Men's Shed Group. A further report will be brought back to Council after this survey is complete.

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

\$16,500 in Community Building Partnership Funding has been fully expended.

\$16,500 in Regional and Local Community Infrastructure Program funding has been fully expended.

Of the \$10,000 Council funding for the project, approximately \$1,800 remains as at 6 March 2011.

LEGAL IMPLICATIONS

Local Government Act NSW 1993, Section 356

ATTACHMENTS

1. Minutes of South Littleton Hall Renovation Committee meeting dated 6 March 2012

RECOMMENDATION

THAT Council:

1. Notes the minutes of the South Littleton Hall Renovation Committee meeting of 6 March 2012.
2. Notes that Council officer's will be surveying the South Littleton residents regarding the past and future use of the hall.

**ITEM-15 OPER - 26/03/12 - TRAFFIC AUTHORITY LOCAL COMMITTEE
MEETING MINUTES - 1/3/12**

REPORT FROM: GROUP MANAGER OF OPERATIONS - IAIN STEWART

SUMMARY

This report details the Minutes of the Traffic Authority Local Committee Meeting held on 1 March 2012.

COMMENTARY

At the Traffic Authority Local Committee held on 1 March 2012, there were several items discussed by the Committee.

1. Business arising from the previous minutes. – 2 Items
 - Sir Thomas Mitchell Drive Lithgow
 - Queen Elizabeth Park Lithgow
2. Ongoing business from previous meeting held on 19 January 2012. – 16 Items
 - Intersection of Cox, Lett, Vale and Tramway Streets Portland
 - Sunny Corner and Portland Road speed statistics.
 - Reserve Road Marrangaroo.
 - Magpie Hollow Road South Bowenfels.
 - Speed Limit reduction request – Cox's River Road
 - Fullagar Avenue Lithgow
 - Proposed bus pull-off area Great Western Highway/Baaners Lane intersection.
 - Disabled Parking Zone – Main Street Wallerawang.
 - Speed Limit Browns Gap Road Hartley
 - Crane Road Lithgow.
 - Disabled Parking spaces-Main Street Lithgow.
 - First Street Lithgow -Jones Bros Bus Company
 - First Street Lithgow-request for traffic calming devices
 - St Pats School Crossing Request – Bent Street Lithgow
 - Police Investigation – Pedestrian Fatality at Kirkland Link intersection.
 - Mort Street and Hartley Valley Road Lithgow.
3. State Mine Rescue Station- No Stopping zone
4. Crane Road and Sandford Avenue Lithgow- Request for Give Way or Stop sign
5. Change of Bus Route requests-Jones Bros Bus Company and Meadow Flat School bus driver
6. Great Western Highway Lithgow-issues with vegetation on the median strips
7. La Salle Academy Lithgow-request for extension of No Stopping times
8. Mort Street Lithgow -request change to No Stopping sign times
9. La Salle Academy Lithgow-request for extension of No stopping zone
10. Fields Road Hartley- request for load limit signage
11. Barton Street residential complex- request removal of No Stopping Signs
12. Burns Lane Lithgow- request for pedestrian crossing
13. NSW Route Guidelines for Restricted Access Vehicles (Draft) - council consultation
14. Scenic Hill Lithgow-request for resurfacing, speed limit and warning signage

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

NIL

LEGAL IMPLICATIONS

NIL

ATTACHMENTS

1. Minutes from the Traffic Authority Local Committee meeting of 1 March 2012

RECOMMENDATION

THAT:

1. Council notes the minutes of the Traffic Authority Committee held on 1 March 2012.
2. Council install a Give Way sign at the intersection off Magpie Hollow Road and Sir Thomas Mitchell Drive at South Bowenfels.
3. Council install a disabled parking zone adjacent to the Red Cross Hall in the laneway located next to Queen Elizabeth Park in Lithgow.
4. Council install an oversized speed hump in the vicinity of the traffic island in the left hand when turning off Fullagar Avenue into Chivers Close Lithgow.
5. Council install a disabled parking zone and the appropriate signage in front of 60a Main Street Wallerawang.
6. Council not support a one way street proposal for Crane Road Lithgow.
7. Council relocate the disabled parking zone located between the National Australia Bank (156 Main Street) and LJ Hooker Real Estate (152-154 Main Street) Lithgow to directly west of the existing No Parking zone located adjacent to the Lithgow Medical Centre (136 Main Street).
8. Council:
 - Install a “left hand turn watch for pedestrians” sign on the eastern side of Lithgow Street on the approach to Kirkland Link
 - Realign the existing pedestrian kerb ramp with the concrete pedestrian centre median
 - Install yellow pedestrian barriers at the eastern end of the pedestrian kerb ramp
 - Modify the centre median pedestrian refuge to provide additional pedestrian storage
9. Council installs 50km/h built up area signage in Hartley Valley Road Lithgow and 50km/h signage in Mort Street and 50km/h road stencils in both Mort Street and Hartley Valley Road
10. Council installs a 'No Stopping' zone and signage starting from the eastern edge of the Mines Rescue Station driveway (Lithgow Valley Plaza side) to the high visibility pedestrian sign 40 metres along on Lithgow Street
11. Council installs a 'Give Way' sign and Give Way line road markings at the intersection of Crane Road and Sandford Avenue Lithgow

12. Council remove the vegetation on the median strip left of the intersection of the Great Western Highway and James O'Donnell Drive back to the existing 70km/h sign and removes the vegetation to the right of the intersection of First Street and the Great Western Highway Lithgow to the seventh curve road warning sign on the median strip
13. Council extend the current 'No Stopping' zone located on the northern side of Rabaul Street when exiting La Salle Academy to the first driveway
14. Council change the time on the 'No Stopping' sign located to the east of the pedestrian crossing in Mort Street outside Lithgow Public School from 9am to 8.30am
15. Council remove the existing 'No Stopping' signage located adjacent to the Department of Housing residential complex in Barton Street Lithgow
16. Council install a speed hump in Burns Lane on the approach to the Main Street walk way exit to slow vehicles using the Burns Lane exit
17. Council erect a pedestrian fence or barrier as a matter of priority in front of the bus shelter located at 55 Mort Street Lithgow

DELEGATES REPORTS

ITEM-16 DELEGATES REPORT - 26/03/12 - CENTROC MEETING 23 FEBRUARY 2012

REPORT FROM: THE MAYOR, COUNCILLOR NEVILLE CASTLE

SUMMARY

This report outlines the discussions from the Centroc meeting held in Parkes on Thursday 23rd February 2012.

COMMENTARY

The most recent meeting of the Centroc board was on the 23rd February 2012 in Parkes at their Shire Council building. The meeting had two different groups speaking to it. The first of those was Public Works. The public works presentation had a lot of useful information regarding the ability of Public Works to conduct and over see major projects with their particular example being the Lithgow Sewage Treatment Plant which was mentioned on a number of occasions. It would seem that the quality of effluent coming from our Sewage Treatment Plant is of course now best practice but it is intended that the Lithgow Sewage Treatment Plant will become the model for further upgrades of Sewage Treatment Plant throughout the state. Public works were also pleased to say that they were working with Council regarding the Wallerawang Sewage Treatment Plant.

Public works require projects to comply with best practice management which includes all projects to do with integrated water cycle management. In fact the NSW public Works won the premiers award in 2003 in association with Eurobodalla Shire Council for their work on Integrated Cycle Water Management.

The second speakers were people from Regional Economic Development (Sharon Raby and Meredith McPherson). Centroc was informed that a forum will be held in March in conjunction with the AEC group, with two to be held in the Central West, one in Lithgow on 15th March and the other in Forbes on the 16th March. Topics will include overview of investment regional economic profile, place of economic development in local government, case studies of successes from Australia and abroad and how investors use information and make decisions. It is hoped that these forums will give a good insight into the way investment and economic development occur in the central west for now and into the future.

The subject of the Bells Line Expressway was also on the agenda as the number one issue for CENTROC. The Centroc board is now seeking a meeting with the Honourable Duncan Gay, Mr Nick Greiner and Mr Michael Deagan to discuss how the Bells Line Expressway may be progressed. As part of this report it was pointed out that it is also Centroc's view that works should continue on the Great Western Highway and as such Centroc has expressed a view that they are very unhappy that the report from the State

Government which was completed last year has still not been released especially in light of a recent fatality in an area that Lithgow City Council believes should be one of the area's to be upgraded. As such Centroc has called for the Government to immediately release the report and initiate works on the highway.

The Digital switchover taskforce and the impending switchover for digital TV in our area was also mentioned at the Centroc meeting. It was pointed out that Eugowra and Peak Hill have already undergone their switchover with virtually no problems at all. Most of the remainder of the Centroc area is expected to have their switchover in early June. The only disappointing fact at this point is that Centroc have found that the liaison officer for the switchover is expected to finish work two weeks after the switchover date. As such Centroc believes this to be inadequate and will be writing to the Government to ask for this time to be extended.

The next meeting of Centroc board will be in Crookwell in May 2012. This will be the first time as Centroc meeting has been held in Crookwell.

RECOMMENDATION

THAT Council note the report on the Centroc Meeting held on 23rd February 2012.

BUSINESS OF GREAT URGENCY

In accordance with Clause 241 of the Local Government (General) Regulations 2005 business may be transacted at a meeting of Council even though due notice of the business has not been given to the Councillors. However, this can happen only of:

- a) *A motion is passed to have the business transacted at the meeting: and*
- b) *The business proposed to be brought forward is ruled by the Chairperson to be of great urgency.*

CLOSED COUNCIL

**ITEM-17 MAYORAL MINUTE - 26/03/12 - CONFIDENTIAL REPORT -
PERFORMANCE REVIEW OF THE GENERAL MANAGER**

REPORT FROM: THE MAYOR, COUNCILLOR NEVILLE CASTLE

Reason for Confidentiality

This report is **CONFIDENTIAL** in accordance with Section 10A(2)(a) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to the following: -

- (a) personnel matters concerning particular individuals (other than councillors)

RECOMMENDATION

THAT Council consider this report in closed Council pursuant to Section 10(A)(2) (a) of the Local Government Act 1993