



A CENTRE OF REGIONAL EXCELLENCE

AGENDA

ORDINARY MEETING OF COUNCIL

TO BE HELD AT

THE ADMINISTRATION CENTRE, LITHGOW

ON

18 AUGUST 2014

AT 7.00pm

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# AGENDA

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**ACKNOWLEDGEMENT OF COUNTRY**

**APOLOGIES**

**PRESENT**

**CONFIRMATION OF THE MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON 28 JULY 2014**

**DECLARATION OF INTEREST**

**PUBLIC FORUM**

**PRESENTATIONS - NIL**

**MAYORAL MINUTES - NIL**

**STAFF REPORTS**

Environment and Development Reports

Operation Reports

Corporate and Community Reports

**COUNCIL COMMITTEE MINUTES**

Youth Council Committee 24 June 2014

Lithgow Flash Gift Committee - 14 July 2014

Aquatic Centre Committee Meeting Minutes 23 July 2014

Sports Advisory Committee Meeting Minutes - 29 July 2014

Community Development Committee Minutes - 5 August 2014

Traffic Advisory Local Committee - 7 August 2014

**DELEGATES REPORTS - NIL**

**NOTICES OF MOTION - NIL**

**QUESTIONS WITH NOTICE - NIL**

**NOTICE OF RECISSIONS - NIL**

**BUSINESS OF GREAT URGENCY**

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

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## ENVIRONMENT AND DEVELOPMENT REPORTS

### ITEM-1            ENVIRO - 18/08/14 - PROPOSED LOCALITY NAMING OF PIPERS FLAT

**REPORT BY:     A MUIR- GROUP MANAGER ENVIRONMENT & DEVELOPMENT**

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#### SUMMARY

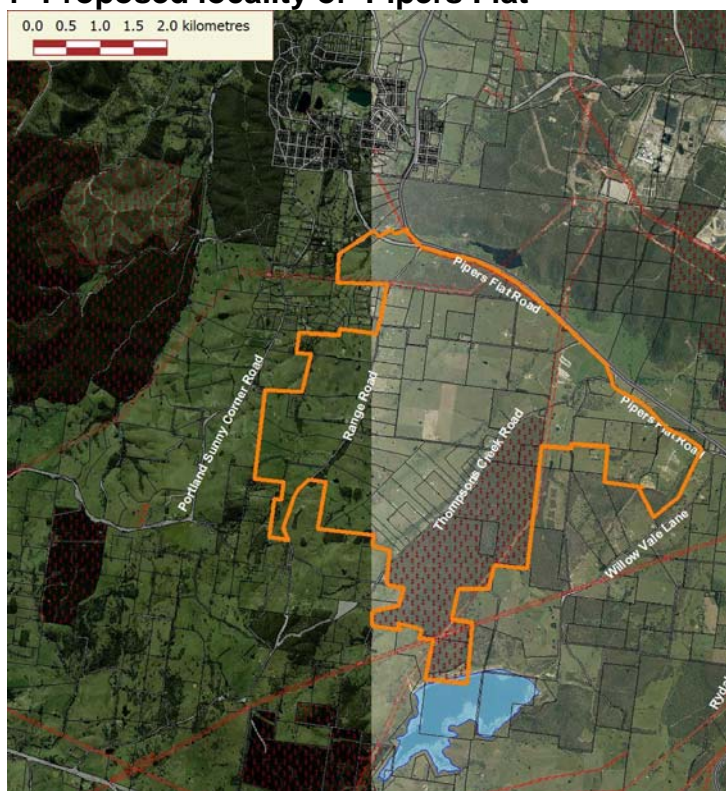
To officially recognise 'Pipers Flat' as a locality within the Lithgow Local Government Area. This has been raised as an issue by residents, the Geographical Names Board and Australia Post.

#### COMMENTARY

Following a number of inquiries and concerns from Australia Post, local residents and the Geographical Names Board it is considered appropriate that 'Pipers Flat' should be officially named as a new locality. Australia Post found the problem when their new internal guideline was implemented which stipulated that mail could only be delivered to a locality name recognised by the Geographical Names Board. For example, this includes 'South Bowenfels', 'Lowther' and 'Lithgow', etc. As a result, all property owners currently utilising 'Pipers Flat' as their property address are now having issues with mail deliveries. The Geographical Names Board have advised that Council has a responsibility to ensure that the correct addressing processes are being followed.

The draft locality, Map 1 below, indicates the most appropriate boundaries for the locality of "Pipers Flat", which includes majority of properties already known as Pipers Flat through Council records.

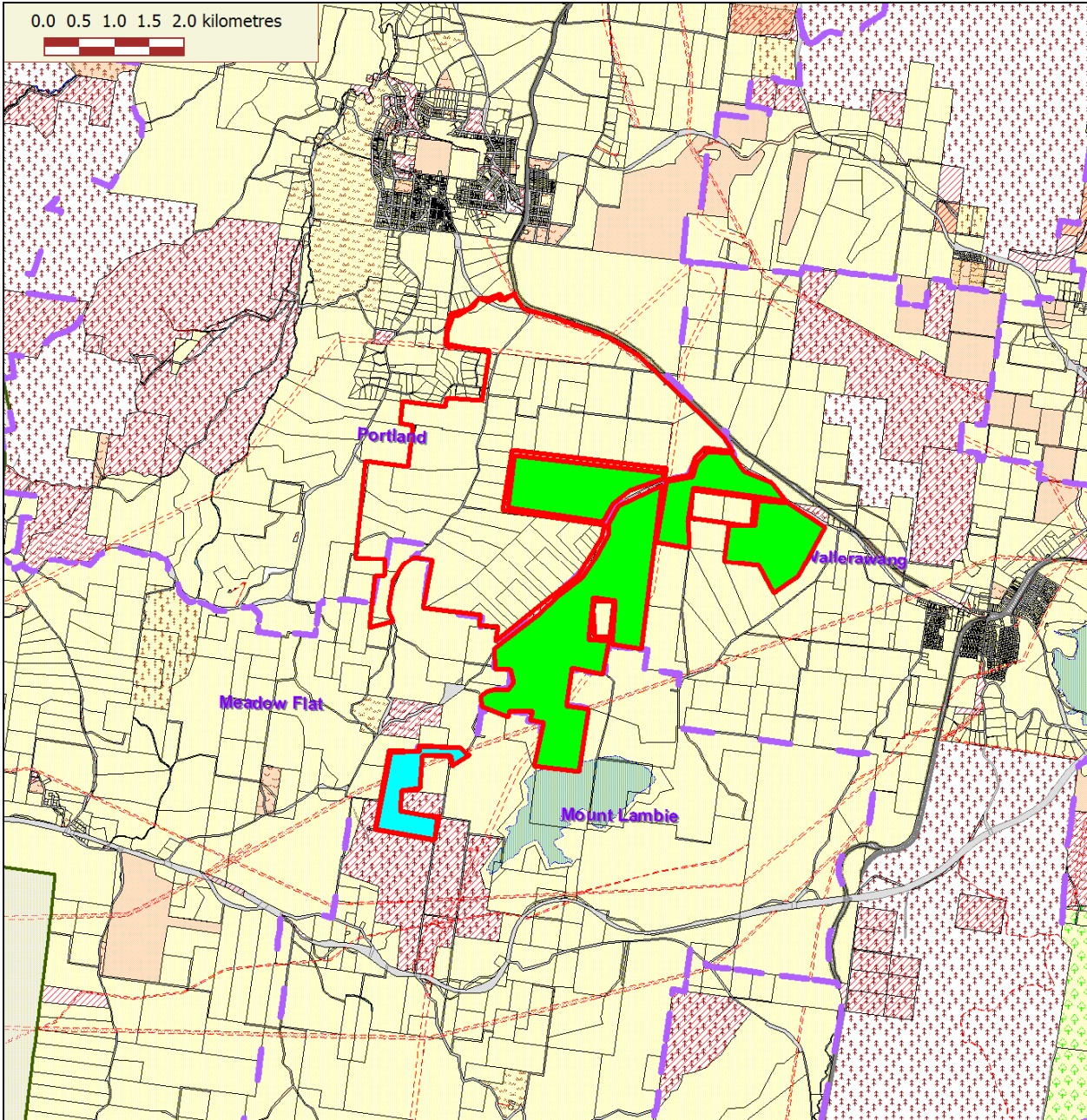
**Map 1- Proposed locality of 'Pipers Flat'**





A number of properties are currently reflected as Pipers Flat in Council's records. These areas are conveyed in Map 2 below. In the proposed official locality one property is to be excluded from the naming which is currently known as Pipers Flat in Council records and 13 properties are to be additionally included in the naming, which currently use Wallerawang as their property address.

**Map 2 - Existing Suburb Boundaries Vs Proposed Pipers Flat Locality**



It is submitted that this proposed locality recognition will address issues outlined in the Draft Geographical Names Board Addressing Policies.

**POLICY IMPLICATIONS**

NIL

## **FINANCIAL IMPLICATIONS**

Council will be required to pay all costs associated with the acquisition and erection of signage and the notification of authorities and landowners.

## **LEGAL IMPLICATIONS**

NIL

## **RECOMMENDATION**

### **THAT:**

1. Council call for submissions on the proposed locality name of "Pipers Flat" as per Map 1 in the preceding report for a period of twenty eight (28) days through advertising in the local newspapers, notifying authorities and affected residents.
2. If objections are received a report be brought back to Council for consideration.
3. If no objections are received Council continue with the locality naming of 'Pipers Flat' by notifying the Geographical Names Board of the proposal and advertising in the Government Gazette. Once completed Council will notify appropriate landowners and emergency services of the change and arrange for appropriate signage.



**ITEM-2            ENVIRO - 18/08/14 - RYDAL PUBLIC TOILETS**

**REPORT BY:    A MUIR – GROUP MANAGER ENVIRONMENT AND DEVELOPMENT**

**REFERENCE**

Min No14-271:        Ordinary Meeting of Council held on 3 June 2014.

**SUMMARY**

To report on further site investigations into the provision of public toilets at Rydal.

**COMMENTARY**

Council at its meeting of 3 June 2014 resolved that:

*Council conduct further investigations for the possible location of a public toilet including both the Rydal Railway Station as a possible sublease and the land adjacent to the railway station.*

As a result of this resolution a site inspection was carried out at Rydal of the existing railway station building and adjacent land to determine suitability for the location of public toilets. The following information is provided for consideration:



Areas bounded in white = Railway Station precinct and Railway land

## **1. Rydal Railway Station**

An inspection of the building revealed that it was generally unsuitable for conversion to a public toilet facility. There is one existing internal toilet that can only be accessed by a long internal passageway and steps which is unsuitable for public use.

There is also an external toilet accessed from the southern end of the building that could be made available for public use but this toilet does not comply with requirements for accessibility for persons with disabilities. Extensive modification would be necessary to make it compliant. The building is a State listed heritage item that would require a heritage assessment particularly as part of the existing fabric may have to be partially demolished to provide access for disabled persons. The consent of the NSW Office of Environment and Heritage would be required in addition to the owner of the building. Furthermore, the existing toilets from the Railway Station discharge to a small septic tank and absorption trench located parallel to the railway siding. The size of this installation is unsuitable for peak loadings that may occur with a public toilet facility and if used could result in discharge of liquid waste onto the main western railway line. Naturally, this would need to be addressed. Whilst the issues associated with this site may not be insurmountable, there still only appears room for one toilet and the comparative benefits to be gained are questionable. There was also a small area of vacant land to the north of the station that was examined. However, given its size and the fact that it is used by the Village Association for the erection of marquees for village events, it was discounted.

## **2. Railway Land**

The land owned by railways and forming part of Council's road reserve at northern end of Greg Featherstone Park prior to the level crossing was also inspected.

This land has a stormwater depression running parallel to Bathurst Street that discharges to a pit that then discharges under the railway line. Extensive geotechnical, drainage and earthworks would be necessary to allow construction of a toilet block on this site. Also, there is insufficient land area available for the disposal of onsite waste. The only possible option for waste disposal would be a pump out system which would require an ongoing financial commitment towards pump out cost.

## **3. Crown Land Adjacent RFS Shed**

Advice has been received from NSW Trade and Investment that a boundary adjustment adjacent to the bush fire shed for the disposal of onsite waste is not an option and that it would be necessary for Council to acquire the entire parcel of land under the Land Acquisition (Just Terms Compensation) Act. This area of land is approximately 5,500m<sup>2</sup>, most which is a heavily vegetated drainage depression with a small area adjacent to the fire shed suitable for onsite waste disposal.

## **4. Rydal Village Association Inc.**

The Rydal Village Association has written to Council advising that should Council purchase the land at Lot 9 Section 18 corner of Bathurst and New Streets then it gives the following commitment:

- Construct the onsite waste disposal system as detailed in the geotechnical report

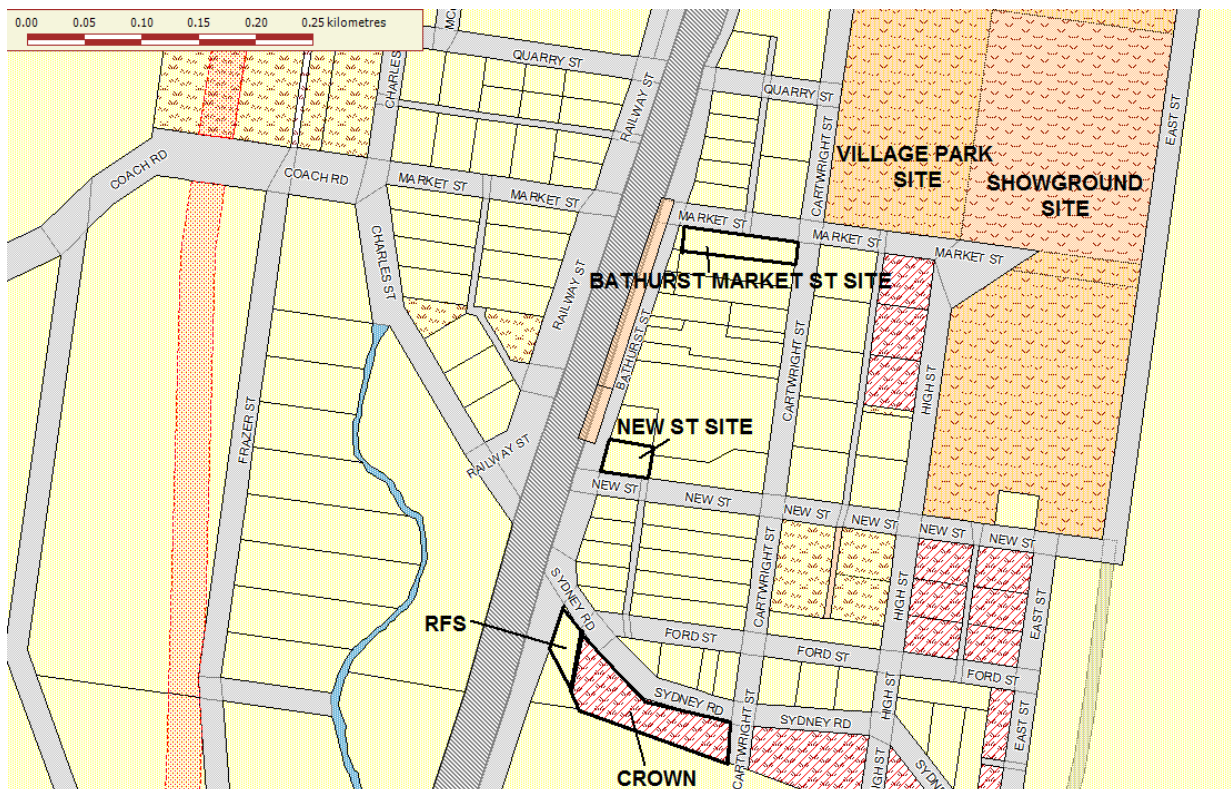


- Construct the building for the toilets
- Purchase the fittings for the toilets
- Maintain the toilet block
- Clean the toilet block
- Supply soap, toilet paper and hand towels for the toilet block
- Be responsible for opening and closing of the toilet block.

It should be noted that the first item will require installation of an Ecomax onsite waste disposal system by the company that is licensed to install this system in conjunction with a licensed plumber.

The following three sites have previously been investigated as possible locations for public toilets at Rydal and are shown on the following plan:

1. Rydal Showground. When the investigation into possible public toilets commenced in 2011, the Rydal Showground Trust were approached in relation to the possible use and upgrade of the existing showground toilets. This option was not supported by either the Showground Trust or the Village Association primarily due to the distance from the main part of Bathurst Street.
2. Rydal Village Park. This option was considered at the same time as the existing toilets at the Showground. This option was also not supported by the Showground Trust or the Village Association for similar reasons. There were also issues with landform and drainage impacting on the site.
3. Cnr Bathurst and Market Streets. This site was investigated but considered to be unsuitable due to poor drainage and limited options for onsite waste disposal. Therefore, this option was discounted.



After consideration of options to this point it is considered that the best option for the construction of a public toilet facility remains the previously identified site at Lot 9, Section 18, corner of Bathurst and New Streets Rydal.

### **POLICY IMPLICATIONS**

NIL

### **FINANCIAL IMPLICATIONS**

Council would need to meet the cost of the land purchase. Council has previously sought a valuation of this parcel however another valuation would be proposed prior to any formal offers being made.

### **LEGAL IMPLICATIONS**

NIL

### **ATTACHMENTS**

1. Letter from Rydal Village Association Inc. of 9 July 2014.

### **RECOMMENDATION**

#### **THAT:**

1. No further action be taken in relation to the Rydal Railway Station and railway land.
2. No further action be taken in relation to the Crown land adjacent to the Rydal Rural Fire Service site.
3. Council note the generous commitments given by the Rydal Village Association Inc. in relation to the construction, maintenance and operation of a public toilet facility at Rydal, should it be constructed on Lot 9, Section 18, corner of Bathurst and New Streets Rydal, should Council proceed to purchase the land.
4. The site at Lot 9 Section 18 Corner Bathurst and New Streets Rydal be identified as the preferred site for the establishment of a public toilet facility.
5. Council seek a further land valuation of Lot 9 Section 18, Rydal.

**ITEM-3            ENVIRO- 18/08/14 - ESTABLISHMENT OF LOCAL HERITAGE  
ADVISORY COMMITTEE**

**REPORT BY: A MUIR: GROUP MANAGER ENVIRONMENT AND DEVELOPMENT**

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## **SUMMARY**

The purpose of this report is to seek Council approval to establish a Local Heritage Advisory Committee (The Committee) to assist Council in the management and promotion of local environmental and cultural heritage items and places. The Committee would be established under Section 355 of the Local Government Act.

The Draft Terms of Reference under which the Committee is proposed to operate is attached for Council's consideration.

## **COMMENTARY**

### **Background**

Local Government responsibility for heritage management is derived from the Heritage Act 1977 and the Environmental Planning and Assessment Act, 1979. Aboriginal heritage is primarily managed under the National Parks and Wildlife Act 1974.

The principal framework to guide local government heritage management decisions is provided by the local Lithgow Heritage Study 2000, Lithgow Heritage DCP Study and the Local Environmental Plan (LEP).

Council has recently adopted a Draft Local Environmental Plan (the making of which is imminent) that will implement relevant recommendations of the aforementioned studies that identifies the following in Schedule 5 of the Plan:

- 384 individual heritage items
- 13 heritage conservation areas

The Draft LEP contains the following aim in relation to heritage: "*protects and enhances places and items of environmental, archaeological, cultural or heritage significance, including Aboriginal relics and places*".

The Draft LEP also contains the standard instrument heritage clause 5.10 that identifies the requirements in relation to development affecting items or areas of environmental heritage. This clause is consistent in all LEP's across the State.

Council may support these legislative requirements through local policies, strategies, development control plans and community education and promotion programs to provide more detailed guidance to the community, developers and landowners. It is envisaged that the Committee as one of its first tasks will have a significant role in reviewing the heritage chapter of the Lithgow Comprehensive Development Control Plan currently being prepared by Council officers.

The establishment of the Local Heritage Advisory Committee will provide a valuable resource to assist Council in the development of the management framework and the promotion of its local heritage in line with community expectations and values.

### **Strategic Context**

The establishment of a Local Heritage Advisory Committee is an action identified in the Lithgow Community Strategic Plan 2026 and will facilitate the following outcome 3.2.6.1 *“To identify, preserve, improve and promote the LGA’s indigenous, built and natural heritage”*.

### **Summary of the Committee’s Draft Terms of Reference**

The following is a summary of the key points of the Draft Terms of Reference.

- The Committee will be established under Section 355 of the Local Government Act
- The Committee will have no delegations from Council and will be have advisory role only
- The Committee must not commit or expend any Council funds
- The Committee will operate for the term of the Council
- The principal responsibilities of the Committee are to:
  - To advise Council about heritage assistance, grant applications review and recommendations.
  - To advise and make recommendations to Council in relation to the nomination and deletion of heritage listed items from the local environmental plan and to identify items of state significance, which should be included in the NSW Heritage Office State Heritage register.
  - To liaise with local communities and businesses in organising Heritage week events.
  - To advise Council and work with the community to increase awareness of heritage matters through education programs.
  - Provide Council with advice on the management of heritage within the area. This includes reviewing Council or government policies that affect the local government area in relation to heritage, recommending conservation and management objectives, policies and strategies and providing advice on these matters where appropriate.
  - Provide Council with advice on consistent management and balanced treatment of heritage places forming the cultural heritage of the area.
  - To work with the community in the promotion, education, advocacy, encouragement, understanding, use and enjoyment of the cultural heritage of the city.
- The Committee will comprise the following representation:
  - 2 Councillors (noting the Mayor is appointed as a member of all Committees)
  - 1 member from the NSW National Trust (Lithgow Branch)
  - 1 member from the Lithgow and District Family History Society

- 2 community members (demonstrated experience and /or interest in local heritage conservation and management)
  - 1 member representing the local Indigenous community
  - Council's Heritage Advisor
  - Group Manager of Environment and Development (or nominee)
  - Development Manager (or nominee)
  - Strategic Planner (or nominee)
  - Cultural Development Officer (or nominee)
- Meetings at least twice per year in February/March and September/October
  - The Chair may call extra ordinary meetings as required
  - The Committee will operate in accordance with Council's Code of Meeting Practice and observe Council's Code of Conduct.

The full copy of the Local Heritage Advisory Committee Draft Terms of Reference is attached to this report for Council's consideration.

## **POLICY IMPLICATIONS**

NIL

## **FINANCIAL IMPLICATIONS**

NIL

## **LEGAL IMPLICATIONS**

NIL

## **ATTACHMENTS**

1. Draft Local Heritage Advisory Committee Terms of Reference

## **RECOMMENDATION**

### **THAT:**

1. Council establish a Local Heritage Advisory Committee under Section 355 of the Local Government Act.
2. Council adopts the Draft Terms of Reference for Local Heritage Advisory Committee attached to the business paper.
3. Council nominate two (2) Councillors as members of the Local Heritage Advisory Committee.
4. Council call for expressions of interest for the following members of the Local Heritage Advisory Committee:
  - 2 community members
  - 1 community member representative of the local Indigenous community.
5. Nominations from the expressions of interest process be reported back to Council.
6. Council write to the following groups seeking the nomination of a person to represent that group on the Local Heritage Advisory Committee:
  - NSW National Trust (Lithgow Branch)
  - Lithgow and District Family History Society



**ITEM-4            ENVIRO - 18/08/14 - CBD TOILETS TENDERS**

**REPORT BY:    A MUIR - GROUP MANAGER ENVIRONMENT AND DEVELOPMENT**

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**REFERENCE**

Min No 14-199:            Ordinary Meeting of Council held on 12 May 2014

**SUMMARY**

To advise Council of tenders received for the construction of public toilet facilities in Lithgow CBD and recommend that discussions be held with Exeloo Pty Limited to negotiate a more acceptable option with that company as a Local Government Procurement Contractor.

**COMMENTARY**

At its Ordinary meeting of 12 May 2014 the Council resolved as follows:

**14-199 RESOLVED**

**THAT:**

1. Council proceed to immediately call tenders for the construction of two automatic self cleaning unisex public toilets in Lithgow's CBD. One to be located in Cook Street Plaza and the other in the Council carpark immediately behind the Taxi Rank and visible to Mort Street and with a further option for Council to explore the replacement of the toilets at Pioneer Park.
2. A Division be called and recorded in the Meeting Minutes.

Tenders were subsequently called in accordance with Council's resolution. Two tenders were received from Exeloo Pty Ltd and Landmark Products for this project. Tenderers were asked to tender for installations in three locations providing three separate options for each site. The options were (1) Dual Unisex Installation, (2) Two single unisex installations, (3) One unisex installation for each site. The following tender submissions were provided:

<b>Company</b>	<b>Option</b>	<b>Model</b>	<b>Tender</b>	<b>Location</b>
Exeloo Pty.Ltd	Option 1	1xJupiter	\$200,518.00	each site
	Option 2	2xSaturn	\$235,608.00	each site
	Option 3	1xSaturn	\$125,058.00	each site
Landmark Products	Option 1	1x1D1CMettros	\$181,384.50	each site
	Option 2	Not provided		
	Option 3	1x1DMettros	\$116,704.50	each site

A tender assessment panel was convened consisting of the Group Manager – Environment and Development, Development Manager and Economic Development

Officer. The panel undertook an assessment. The tender evaluation form is attached to the business paper. The tender from Landmark Products was non conforming in that it is not self cleaning as specified in the council resolution and required in the tender documentation. Landmark Products do not have a model that can meet this requirement. The first item on the approved tender evaluation form is "Conformance With Tender Documentation" and is a Pass/Fail response. The Landmark submission fails this test and cannot be further considered. Also, Landmark Products did not submit a tender for Option 2.

The tender from Exeloo Pty Limited is a conforming tender but the two models submitted, the Jupiter and the Saturn, are not considered to be of an acceptable design in the primary location being Cook Plaza. The Exeloo costings are within budget for one location with about \$40,000 remaining after council site works and provision of services. Exeloo Pty Ltd manufactures a number of other products that would be more acceptable in the proposed location, particularly in Cook Plaza.

It is considered that neither tender should be accepted for the following reasons:

- The tender from Landmark Products is non conforming with tender submission requirements and cannot be accepted.
- The tender from Exeloo Pty Limited did not include acceptable design options for the locations within the Lithgow CBD.

It should be noted that Exeloo Pty Limited is a Local Government Procurement Approved Contractor for automatic self cleansing unisex public toilets. This allows for negotiations to occur through the Local Government Procurement process without the need for Council to retender the project. It is suggested that the most appropriate option is to initiate the Local Government Procurement Process with Exeloo Pty Limited to investigate alternative design options and prices based on those designs.

## **POLICY IMPLICATIONS**

NIL

## **FINANCIAL IMPLICATIONS**

A budget of \$300,000 is available for this project.

## **LEGAL IMPLICATIONS**

Clause 178 of the Local Government (General) Regulation provides that:

- (1) After considering the tenders submitted for a proposed contract, the council must either:
  - (a) accept the tender that, having regard to all the circumstances, appears to it to be the most advantageous, or
  - (b) decline to accept any of the tenders.

(1A) Without limiting subclause (1), in considering the tenders submitted for a proposed contract for the performance of domestic or other waste management services, the council must take into account whether or not existing workers (within the meaning of clause 170) will be offered employment or engagement on

terms and conditions comparable to those applicable to the workers immediately before the tender was submitted.

- (2) A council must ensure that every contract it enters into as a result of a tender accepted by the council is with the successful tenderer and in accordance with the tender (modified by any variation under clause 176). However, if the successful tender was made by the council (as provided for in section 55 (2A) of the Act), the council is not required to enter into any contract in order to carry out the requirements of the proposed contract.
- (3) A council that decides not to accept any of the tenders for a proposed contract or receives no tenders for the proposed contract must, by resolution, do one of the following:
  - (a) postpone or cancel the proposal for the contract,
  - (b) invite, in accordance with clause 167, 168 or 169, fresh tenders based on the same or different details,
  - (c) invite, in accordance with clause 168, fresh applications from persons interested in tendering for the proposed contract,
  - (d) invite, in accordance with clause 169, fresh applications from persons interested in tendering for contracts of the same kind as the proposed contract,
  - (e) enter into negotiations with any person (whether or not the person was a tenderer) with a view to entering into a contract in relation to the subject matter of the tender,
  - (f) carry out the requirements of the proposed contract itself.
- (4) If a council resolves to enter into negotiations as referred to in subclause (3) (e), the resolution must state the following:
  - (a) the council's reasons for declining to invite fresh tenders or applications as referred to in subclause (3) (b)–(d),
  - (b) the council's reasons for determining to enter into negotiations with the person or persons referred to in subclause (3) (e).

Section 55 (3) of the Local Government Act in relation to the requirements for tendering provides that:

3. This section does not apply to the following contracts:
  - (a) subject to the regulations, a contract for the purchase of goods, materials or services specified by a person prescribed by the regulations made with another person so specified, during a period so specified and at a rate not exceeding the rate so specified

Clause 163 of the Regulation provides:

- (1) This Part applies to all contracts for which a council is required by section 55 of the Act to invite tenders.
- (1A) The following persons are prescribed for the purposes of section 55(3) (a) of the Act:

(i) Local Government Procurement Partnership (ABN 34 578 553 267).

Exeloo holds an appropriate contract through Local Government Procurement. Therefore, quotations may be otherwise sought without the necessity of a wider tender process.

## **ATTACHMENTS**

1. The completed tender evaluation documentation.
2. Photographs of Exeloo and Landmark toilets.

## **RECOMMENDATION**

### **THAT:**

1. Council NOT accept the submitted tenders from Exeloo Pty Limited and Landmark Products for the construction of two automatic self cleaning unisex public toilets in Lithgow's CBD.
2. Quotations be sought from Exeloo Pty Limited for the installation of automatic self cleansing unisex public toilets in Cook Street Plaza; the Council carpark immediately behind the Taxi Rank; and the replacement of the toilets at Pioneer Park. Such quotations to be reported back to Council.

**ITEM-5            ENVIRO - 18/08/14 - REVIEW OF LITHGOW CITY COUNCIL POLICIES**

**REPORT BY: A MUIR- GROUP MANAGER ENVIRONMENT AND DEVELOPMENT**

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**REFERENCE**

Min No 09-189:            Ordinary Meeting of Council held on 9 May 2009  
Min No 13-398:            Ordinary Meeting of Council held on 25 November 2013

**SUMMARY**

This report provides Council with the remaining Policies from group 7 - Planning section for consideration. Following the outcome of a recent review of Council policies it recommends amendments to the Policy Register.

**COMMENTARY**

A review of Council policies has been completed by the Executive Management Team and there are a number of suggested changes to the Policy Register for Council's consideration.

It has been determined that a number of policies are no longer relevant or outdated due to the implementation of new processes or changes in legislation and as such are being recommended for deletion. In order to provide a clearer Policy Register it is proposed that all the policies be re-numbered.

At the Ordinary Meeting of Council held on Monday 25 November 2013 it was resolved to review the recommended amendments to Council policies in sections, hence Policies 7.6, 7.7, 7.8, 7.9, 7.10 and 7.12 are presented to Council for consideration.

<b>Existing Policy No.</b>	<b>Policy Name</b>	<b>Proposed Changes</b>	<b>New Policy No.</b>
7.6	Development Applications by Councillors and Staff and Relatives or on Council Owned Land	Provides clarifications of 'relative', 'non executive staff member', Provides exemptions for subdivisions up to 5 lots. Provides clarifications for ancillary matters that require Section 68 approval not being caught in the policy. Provides exemptions for modification applications being reported back to Council unless the matter was part of a previous objection.	7.6



7.7	Calling in of Development Applications by Councillors	Proposes that applications may only be called in by a minimum of 3 Councillors. Deletes reference to Construction Certificates which can only be determined by Accredited Certifiers.	7.7
7.8	Restricted and Sex Services Premises Requirements	Deletes requirements for Restricted Premises which is covered in policy 7.10	7.8
7.9	Roadworks - Provision of Unusable Materials to Property Owners	Policy 7.9 has been reviewed and is now Policy 10.16 which was adopted by Council on 2 June 2014, Resolution No 14-244	
7.10	Requirements for Restricted Premises	Clarifies that the policy relates to restricted premises	7.9
7.12	Planning Agreements	Substantially streamlined. Provides details of Council approval process and guidance to staff	7.10

The proposed changes to these Policies are not considered to be major and therefore does not require public exhibition as they will only refine Council's policy position.

### **POLICY IMPLICATIONS**

The proposed changes will refine Council's policy position.

### **FINANCIAL IMPLICATIONS**

NIL

### **LEGAL IMPLICATIONS**

The policies have been reviewed in terms of legislative requirements and subsequently amendments have been made.

### **ATTACHMENTS**

1. Policy 7.6 - Development Applications by Councillors and Staff and Relatives or on Council Owned Land
2. Policy 7.7 - Calling in of Development Applications by Councillors
3. Policy 7.8 - Sex Services Premises Requirements
4. Policy 7.10 - Requirements for Restricted Premises
5. Policy 7.12 - Planning Agreements

### **RECOMMENDATION**

**THAT** Council:

1. **ADOPT** Policies
  - Development Applications by Councillors and Staff and Relatives or on Council Owned Land

- Calling in of Development Applications by Councillors
  - Restricted and Sex Services Premises Requirements
  - Requirements for Restricted Premises
  - Planning Agreements
2. Renumber the policies according to the schedule.

## OPERATION REPORTS

### ITEM-6 OPER - 18/08/14 - WATER REPORT

**REPORT BY: I STEWART – GROUP MANAGER OPERATIONS**

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## REFERENCE

Min No 14-312: Ordinary Meeting of Council held on 28<sup>th</sup> July 2014

## SUMMARY

This report provides an update on various water management issues as per Minute Number 14-312.

## 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, 4<sup>th</sup> August 2014 was 100% full. Oberon Dam capacity on Monday, 4<sup>th</sup> August 2014 was 65% full.

### Current Water Usage from Each Supply

Table 1 below indicates total output from the Oakey Park Water Treatment Plant (consumption), the volume transferred from the Clarence Water Transfer System (CWTS) and the volume of water purchased from Fish River for 2014/2015 and Table 2 below indicates total output from the Oakey Park Water Treatment Plant (consumption), the volume transferred from the Clarence Water Transfer System (CWTS) and the volume of water purchased from Fish River for 2013/2014.

**Table 1 - Oakey Park Monthly Output and Clarence Transfer 2014/2015**

Month	Oakey Park WTP (ML)	Clarence Transfer (ML)	Fish River Supply (ML)
July 2014	80	0	63
<b>TOTAL</b>	<b>80</b>	<b>0</b>	<b>63</b>

**Table 2 - Oakey Park Monthly Output and Clarence Transfer 2013/2014**

Month	Oakey Park WTP (ML)	Clarence Transfer (ML)	Fish River Supply (ML)
July 2013	93	0	44
August 2013	96	0	67
September 2013	102	0	73
October 2013	130	0	58
November 2013	106	0	61

December 2013	100	0	47
January 2014	111	0	109
February 2014	93	0	73
March 2014	62	0	68
April 2014	105	0	61
May 2014	118	0	59
June 2014	101	0	67
<b>TOTAL</b>	<b>1,217</b>	<b>0</b>	<b>787</b>

### **Oakey Park Water Quality Summary**

Oakey Park Water Treatment Plant is currently supplying water to Lithgow. No health-based ADWG values were exceeded for the period 19/7/2014 – 8/8/2014.

Monitoring results for the licence to operate the water treatment plant have been published on the Lithgow City Council website as required by the *Protection of the Environment Operations Act 1997*.

### **Fish River Water Scheme Water Quality Summary**

The FRWS is currently supplying water to Marrangaroo, Wallerawang, Lidsdale, Portland, Cullen Bullen, Glen Davis and Rydal with Lithgow prioritising back flow to the villages during certain periods whilst repairs are carried out to the Fish River Supply. No health-based ADWG values were exceeded for the period 19/7/2014 – 8/8/2014.

### **Current Water Restrictions Update**

Level 1 restrictions are effective from Monday, 17<sup>th</sup> March 2014.

### **Water Saving Schemes or Processes Update**

Council's Rainwater Tank and Domestic Appliance Rebate Program continued with Council approving 2 applications for household appliance rebates and 1 application for water tank rebates for the period 19/7/2014 – 8/8/2014.

### **Dirty Water Complaints**

One (1) complaint was received during the period 19/7/2014 – 8/8/2014 concerning a water quality issue in the following area:

- Enfield Avenue, Lithgow - complaint was investigated and no issues were found with Council's pipework or water pressure.

### **FINANCIAL IMPLICATIONS**

NIL

### **POLICY IMPLICATIONS**

NIL

### **LEGAL IMPLICATIONS**

NIL

## **RECOMMENDATION**

**THAT** Council note the water report.



## **REFERENCE**

Min No 14-282:            Ordinary Meeting of Council held on 30 June 2014

## **SUMMARY**

This report is to present the Draft Policy 10.17 Pest Management Policy for adoption.

## **COMMENTARY**

The Draft Policy 10.17 Pest Management Policy has been reviewed and was submitted to the Council on Monday 30 June 2014. Subsequently the document was placed on public exhibition for a 28 day period and was advertised from Thursday 10 July 2014 until 8th August 2014 for public comment. No comments were received.

The Draft Pest Management Policy has been developed to provide guidelines for the maintenance and control of pests and weeds in buildings, structures and amenity areas under Council control. This includes road reserves, drainage easements, rights of way, public parks and gardens and other public open space areas.

The aim of the policy is to develop pesticide use procedures and controls, based on incorporating community views, underpin risks associated, contract management and monitoring of outcomes.

## **POLICY IMPLICATIONS**

Draft Policy 10.17 - Pest Management will be added to the Council's policy register.

## **FINANCIAL IMPLICATIONS**

NIL

## **LEGAL IMPLICATIONS**

NIL

## **ATTACHMENTS**

1. Draft Policy 10.17, Pest Management Policy

## **RECOMMENDATION**

**THAT** Council adopt Draft Policy 10.17 - Pest Management Policy.

## CORPORATE AND COMMUNITY REPORTS

### ITEM-8            CORP - 18/08/14 - 2012-13 DLG COMPARATIVE INFORMATION ON NSW COUNCIL

**REPORT BY: J BROZEK – GROUP MANAGER CORPORATE AND COMMUNITY**

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#### SUMMARY

This report is to advise Council of the release of the 2012/13 Comparative Information on NSW Councils by the Office of Local Government with a recommendation that the report be noted.

#### COMMENTARY

The Office of Local Government (OLG) has recently released the 2012/13 Comparative Information on NSW Councils. This Comparative Report continues the transition towards providing more user-friendly access to performance data. The OLG is continuing to work with local government to develop key performance indicators under a new Local Government Performance Measurement Framework. The indicators will help communities to measure important aspects of a council's performance including financial sustainability, community leadership, asset management and service delivery.

The publication provides comparative information on the performance of all local councils in NSW and is designed to help both the community and Council assess a broad range of activities across a diverse range of local government areas. Additionally, this report incorporates the results of the NSW Treasury Corporation (TCorp) *Report on the Financial Sustainability of the NSW Local Government Sector, and Local Government Infrastructure Audit* conducted by the Division of Local Government. The report also now includes a broad range of demographic and socioeconomic indicators for each council.

The Australian Classification of Local Government (ACLG) classifies each council into one of twenty two categories according to their socioeconomic characteristics and their capacity to deliver a range of services to the community. Councils are firstly classified as either urban or rural. Urban councils are divided into four categories, capital city, metropolitan developed, regional town/city or fringe and rural councils. The rural councils are classified in to three sub categories, significant growth, agricultural or remote. The final classification for both urban and rural councils is based upon population. In this publication, we have put NSW councils into eleven groups instead of twenty two. (These are referred to as the "OLG Groupings"). This is because several of the ACLG categories contain either no NSW councils or only one or two councils. It should be noted, that the groupings are based on broad demographic variables. As a result, there are often large differences between councils in the same group. This information should not be relied upon by councils to argue for individual policy changes.

Lithgow City Council is classified in Group 4, defined as a medium, urban, regional town or city with a population density of less than six hundred persons per square kilometre, or a total population of up to 30,000.

Lithgow is described as having a population of 21,009 and cover 4,513.8 square kilometres. The population density per square kilometre is 4.61. The five year population growth is shown as 3.6% compared to the previous year of 0.7%.

There are 31 Councils in Group 4 and include areas such as Orange, Bathurst Regional, Mid Western Regional, Dubbo, Ballina, Eurobodalla, Kempsey, Goulburn Mulwaree, Lismore, Tamworth Regional and Singleton.

The following summary compares Lithgow City Council to the neighbouring Council's of Bathurst, Orange and Mid Western Regional as well as the average for Group 4 Councils and the average for all NSW Councils.

Category/Indicator	Lithgow	Bathurst	Orange	MWRC	Group 4 Average	NSW Average
<b>Your Council</b>						
Full Time Equivalent (FTE)	180	350	348	290	312.42	294.07
<b>Rating</b>						
Average Residential Rate \$	619.32	848.24	1,112.77	745.39	878.05	711.52
Average Farmland Rate \$	1,116.51	1,347.92	1,634.21	2,190.48	1,834.89	2,194.99
Average Business Assessment \$	3,144.63	3,995.35	5,131.60	1,821.72	3,168.15	2,693.07
<b>Financial</b>						
% Own Source Revenue	56.34	61.12	59.13	54.23	64.17	58.61
% Grants Revenue	40.2	22.4	29.5	39.8	28.48	33.17
Operating Performance Ratio %	(4.98)	6.02	10.07	(2.39)	(6.38)	(5.03)
Unrestricted Current Ratio	3.49	2.48	3.30	3.09	2.85	4
Building & Infrastructure Renewal Ratio %	188.4	28.55	11.75	143.9	75.89	80.88
Infrastructure Backlog Ratio %	12.45	8.49	0.92	17.03	10.6	10.43
<b>Expenditure Categories</b>						
Governance & Administration Expenditure per capita (\$)	331.05	350.58	157.77	378.37	266.44	386.30
Environmental Expenditure per capita (\$)	181.83	199.21	184.00	267.31	236.74	222.57
Total Water & Sewer Expenditure per capita (\$)	569.18	353.86	454.90	362.15	539.74	451.58
Community Services & Amenities, Education & Housing Expenditure per capita (\$)	111.52	148.96	265.43	199.93	178.49	216.28
Recreational & Cultural Expenditure per capita (\$)	195.44	342.91	304.58	243.18	252.82	246.36
Public Order, Safety & Health Expenditure per capita (\$)	58.45	32.94	62.83	63.51	63.87	98.55
Other Services Expenditure per capita (\$)	185.44	144.19	192.58	255.05	225.45	341.82
Roads, Bridges & Footpaths Expenditure per capita (\$)	127.66	320.50	182.68	493.13	349.74	656.96
Library Services Expenditure per Capita (\$)	46.74	34.38	43.01	46.61	45.92	44.62

## POLICY IMPLICATIONS

NIL

## **FINANCIAL IMPLICATIONS**

NIL

## **LEGAL IMPLICATIONS**

NIL

## **ATTACHMENTS**

1. Office of Local Government Comparative Information for Lithgow City Council 2012.13.

## **RECOMMENDATION**

**THAT** Council note the 2012/13 Comparative Information on NSW Councils recently released by the Division of Local Government.

**ITEM-9 CORP - 18/08/14 - COUNCIL INVESTMENTS HELD TO 31 JULY 2014**

**REPORT FROM: J BROZEK - GROUP MANAGER CORPORATE AND COMMUNITY**

**REFERENCE**

Min No 14-212: Ordinary meeting of Council held on 12 May 2014  
Min No 14-284: Ordinary meeting of Council held on 30 June 2014  
Min No 14-315: Ordinary meeting of Council held on 28 July 2014

**SUMMARY**

To advise Council of investments held as at 31 July 2014 in the 2014/15 financial year.

**COMMENTARY**

Council's total investment portfolio, as at 31 July 2014 when compared to 30 June 2014, has reduced by \$1,054,257.01 from \$15,483,672.44 to \$14,429,415.43.

The CBA Call account holding as at 31 July when compared to 30 June 2014 has increased by \$5,657.05 from \$919,843.40 to \$918,843.40.

Cash held in Council's general fund bank account as at 31 July 2014 when compared to 30 June 2014 has decreased by \$640,598.36 from \$3,673,662.85 to \$3,033,064.49

This results in an overall decrease in cash and investments of \$1,694,855.37

<b>INVESTMENT REGISTER 2014/15</b>								
<b>INSTITUTION</b>	<b>INV TYPE</b>	<b>DATE LODGED</b>	<b>DATE DUE</b>	<b>DAYS</b>	<b>INT</b>	<b>VALUE 30.06.14</b>	<b>VALUE 31.07.14</b>	<b>% OF TOTAL</b>
CBA	On Call				2.45	914,186.35	919,843.40	6.37%
	TD	26.05.14	26.08.14	92	3.5	1,000,000.00	1,000,000.00	6.93%
IMBS	TD	07.07.14	07.10.14	92	3.5	1,569,673.67	1,000,000.00	6.93%
	TD	29.07.14	27.10.14	90	3.5	522,218.87	526,725.69	3.65%
	TD	19.05.14	18.08.14	91	3.5	1,000,000.00	1,000,000.00	6.93%
	TD	23.06.14	22.09.14	91	3.5	500,000.00	500,000.00	3.47%
NAB	TD	27.05.14	25.08.14	90	3.57	1,009,173.34	1,009,173.34	6.99%
	TD	21.07.14	21.10.14	90	3.55	1,109,393.22	1,119,377.76	7.76%
	TD	11.07.14	09.10.14	120	3.55	1,500,000.00	1,518,147.95	10.52%
	TD	16.06.14	15.09.14	91	3.55	1,009,024.66	1,009,024.66	6.99%
WESTPAC	TD	03.07.14	03.10.14	91	3.43	1,274,701.97	1,285,568.71	8.91%
	TD	07.07.14	07.10.14	92	3.42	1,000,000.00	500,000.00	3.47%
	TD	10.07.14	10.10.14	90	3.42	533,746.44	500,000.00	3.47%
	TD	12.03.14	08.09.14	180	3.6	500,000.00	500,000.00	3.47%
ST GEORGE	TD	19.04.14	19.08.14	122	3.5	933,724.52	933,724.52	6.47%
	TD	12.05.14	11.08.14	91	3.3	555,198.43	555,198.43	3.85%
	TD	26.05.14	25.08.14	91	3.29	552,630.97	552,630.97	3.83%

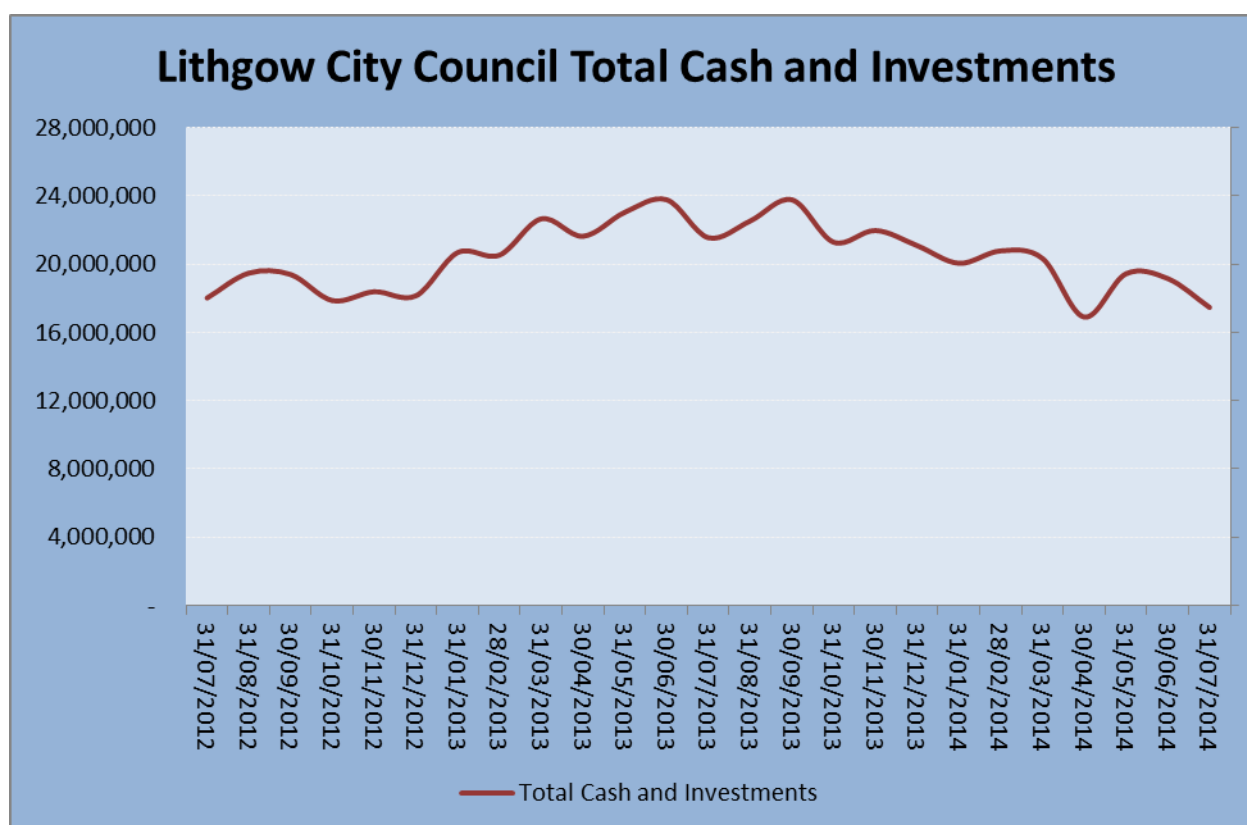
TOTAL						<b>15,483,672.44</b>	<b>14,429,415.43</b>	
INTERNAL LN (Commercial Loan Int Rate)	Gen to Sew	15.01.11	On Receipt of Ext Loan		7.41	2,750,000.00	2,750,000.00	
I, Juli-Ann Brozek, Lithgow City Council's Manager Corporate & Community certify as required under Local Government (General) Regulations 2005, that Council's investments have been made in accordance with the Local Government Act 1993, Regulations and Lithgow City Council's Investment Policy.								

The movement in Investments for the month of July 2014 were as follows:

Opening Balance of cash and investments as at 30 June 2014	\$19,157,335.29
Plus New Investments – July 2014	\$49,163.10
Less Investments redeemed – July 2014	\$1,744,018.47
Closing Balance as at 31 July 2014	\$ 17,462,479.92

If the movement in the general fund bank account is negative, this is shown as a net redemption. If the movement in the general fund bank account is positive this is shown as a net new investment.

On the graph below historical and current investments to 31 July 2014 are shown.



A large proportion of Council's investments are held as restricted assets for specific purposes. Restricted assets may consist of externally restricted assets which must be spent for the purpose for which they have been received e.g. Water, Wastewater, Stormwater, Domestic Waste, Parking, or internally restricted assets which have been set aside by Council resolution. Some internal restrictions are held to fund specific liabilities such as employee leave entitlements and bonds and deposits.

## **POLICY IMPLICATIONS**

Investments are held in accordance with the Lithgow City Council's Investment Policy at the date of investing funds. On 13 February 2012 Council adopted a draft of the Investment Policy as Policy 8.2 which includes the Minsters Investment Order of 12 January 2011.

## **FINANCIAL IMPLICATIONS**

Interest earned to 31 July 2014 is \$47,614.94. Interest is paid on the maturity date of the investment however an accounting entry is performed at month end to account for interest earned but not yet received. The budget for interest income is determined by the average level of funds held and the rate of return. Adjustments to the budget estimate are processed through Council's Quarterly Budget Review process. Interest Returns are determined by average funds invested and the rate of interest return.

## **LEGAL IMPLICATIONS**

Investments are held in accordance with the Lithgow City Council's Investment Policy at the date of investing the funds. On 13 February 2012 Council adopted a draft of the Investment Policy as Policy 8.2 and investments will comply with this Policy which includes the following:

- Local Government Act 1993 - Section 625
- Local Government Act 1993 - Order dated 12 January 2011
- Local Government (General) Regulation 2005
- Trustee Amendment (Discretionary Investments) Act 1997 Section 14A (2), 14c(1) & (2)

## **RECOMMENDATION**

**THAT** Investments of \$14,429,415.43 and cash of \$3,033,064.49 for the period ending 31 July be noted.

**ITEM-10            CORP - 18/08/14 - REVIEW OF LITHGOW CITY COUNCIL POLICIES**

**REPORT BY: J BROZEK - GROUP MANAGER CORPORATE & COMMUNITY**

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**REFERENCE**

Min No 09-189:            Ordinary Meeting of Council held on 9 May 2009  
Min No 13-398:            Ordinary Meeting of Council held on 25 November 2013

**SUMMARY**

This report provides Council with Policies from the Finance section for consideration. Following the outcome of a recent review of Council policies it recommends amendments to the Policy Register.

**COMMENTARY**

A review of Council policies has been completed by the Executive Management Team and there are a number of suggested changes to the Policy Register for Council's consideration.

It has been determined that a number of policies are no longer relevant or outdated due to the implementation of new processes or changes in legislation and as such are being recommended for deletion. In order to provide a clearer Policy Register it is proposed that all the policies be re-numbered.

At the Ordinary Meeting of Council held on Monday 25 November 2013 it was resolved to review the recommended amendments to Council policies in sections, hence Policy 8.2 is presented to Council for consideration. Four Policies were presented to the last Council meeting, and this is the next policy in section 8 presented for Council endorsement.

<b>Existing Policy No.</b>	<b>Policy Name</b>	<b>Proposed Changes</b>	<b>New Policy No.</b>
8.2	Investment Policy	The policy has been redrafted to reflect legislative changes	8.4

The proposed changes to the policy reflect the Investment Order of 2011. As the changes to the policy are considerable it is proposed the policy be placed on public exhibition for a period of 28 days and submissions be invited.

**POLICY IMPLICATIONS**

The proposed changes will refine Council's policy position.

**FINANCIAL IMPLICATIONS**

NIL



## **LEGAL IMPLICATIONS**

The policies have been reviewed in terms of legislative requirements and subsequently amendments have been made.

## **ATTACHMENTS**

1. Policy 8.2 - Investment Policy

## **RECOMMENDATION**

**THAT** Council:

1. The draft Investment policy be placed on public exhibition for a period of 28 days.
2. Any submissions made on the draft policy be reported back to Council prior to final adoption of the policy.

## **COUNCIL COMMITTEE MINUTES**

**ITEM-11          CORP - 18/08/14 - YOUTH COUNCIL COMMITTEE 24 JUNE 2014**

**REPORT BY: M JOHNSON - MANAGER COMMUNITY AND CULTURE**

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### **REFERENCE**

Min No 14-99:          Ordinary Meeting of Council held on 3 March 2014  
Min No 14-169:        Ordinary Meeting of Council held on 14 April 2014  
Min No 14-215:        Ordinary Meeting of Council held on 12 May 2014  
Min No 14-290:        Ordinary Meeting of Council held on 30 June 2014

### **SUMMARY**

This report details the minutes of the Youth Council meeting held on 24 June 2014.

### **COMMENTARY**

At the Youth Council meeting held on 24 June 2014 various items were discussed including:

- The new Youth Space at Lithgow Library
- PCYC Scholarship Program
- Volunteering
- Youth Council work program

### **FINANCIAL IMPLICATIONS**

NIL

### **LEGAL IMPLICATIONS**

Local Government Act NSW 1993

### **POLICY IMPLICATIONS**

NIL

### **ATTACHMENTS**

1. Minutes of the Youth Council meeting 24 June 2014.

### **RECOMMENDATION**

**THAT** Council note the minutes of the Youth Council meeting held 24 June 2014.

**ITEM-12            CORP - 18/08/14 - LITHGOW FLASH GIFT COMMITTEE - 14 JULY 2014**

**REPORT BY -    R PARK – EVENTS COORDINATOR**

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**REFERENCE**

Min No 13-438:        Ordinary Meeting of Council held on 16 December 2013  
Min No 14-170:        Ordinary Meeting of Council held on 14 April 2014  
Min No 14-287:        Ordinary Meeting of Council held on 30 June 2014

**SUMMARY**

This report details the Minutes of the Lithgow Flash Gift Committee Meeting held on 14 July 2014.

**COMMENTARY**

At the Lithgow Flash Gift Committee held on 14 July 2014, there were numerous items discussed by the Committee including;

- Report from NSW Athletics League
- Report from Lithgow Little A's
- Sponsorship Update

**POLICY IMPLICATIONS**

NIL

**FINANCIAL IMPLICATIONS**

NIL

**LEGAL IMPLICATIONS**

NIL

**ATTACHMENTS**

1. Minutes from the Lithgow Flash Gift Committee meeting of 14 July 2014.

**RECOMMENDATION**

**THAT** Council note the minutes of the Lithgow Flash Gift Committee held on the 14 July 2014.

**ITEM-13            OPER - 18/08/14 - AQUATIC CENTRE COMMITTEE MEETING  
MINUTES 23 JULY 2014**

**REPORT BY - I STEWART GROUP MANAGER OPERATIONS**

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**SUMMARY**

This report details the Minutes of the Aquatic Centre Committee Meeting held on 23 July 2014.

**COMMENTARY**

At the Aquatic Centre Committee meeting held on 23 July 2014, there were a number of items discussed by the Committee including:

1. Update on the Lithgow Aquatic Centre Stages 2 & 3
2. \$3 Million State Government funding allocation for Lithgow Aquatic Centre

Item 5 was a discussion on the \$3 million funding allocation announced by the State Government for the Lithgow Aquatic Centre. The committee discussed the various options available for the redevelopment of the 50m outdoor pool, being Stage 4 of the Lithgow Aquatic Centre Project.

The committee decided that the commencement of Stage 4 at the beginning of April 2015 would be the most advantageous option, with minimal disruption to the swim season.

**POLICY IMPLICATIONS**

NIL

**FINANCIAL IMPLICATIONS**

NIL

**LEGAL IMPLICATIONS**

NIL

**ATTACHMENTS**

1. Minutes from the Aquatic Centre Committee meeting of 23 July 2014.

**RECOMMENDATION**

**THAT** Council:

1. Notes the minutes of the Aquatic Centre Committee held on 23 July 2014.
2. Proceed with Stage 4 of the Lithgow Aquatic Centre.
3. Commence works on Stage 4 of the Lithgow Aquatic Centre in April 2015.

4. End the 2014/15 Swimming Season early and close the 50m outdoor pool at the Lithgow Aquatic Centre at the end of March 2015.
5. Call for tenders in late 2014 for the commencement of construction of Stage 4 of the Lithgow Aquatic Centre in March 2015 and use the selective tender method, pursuant to section 168 of the Local Government (General) Regulation 2005.
6. Send a letter of appreciation to Paul Toole for the \$3 million State Government grant for the Lithgow Aquatic Centre.

**ITEM-14            OPER - 18/08/14 - SPORTS ADVISORY COMMITTEE MEETING  
MINUTES - 29 JULY 2014**

**REPORT BY: I STEWART - GROUP MANAGER OPERATIONS**

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## **REFERENCE**

Min No 14-318:            Ordinary Meeting of Council held on 28 July 2014

## **SUMMARY**

This report details the Minutes of the Sports Advisory Committee Meeting held on 29 July 2014.

## **COMMENTARY**

At the Sports Advisory Committee held on 29 July 2014, there were numerous items discussed by the Committee including the 2014 LJ Hooker Reg Cowden Sports Star of the Year Awards

The following items were outside the Committee's delegations and require Council to formally approve the recommendation:

- Financial Assistance Requests

**THAT** Council provide Joel Willis with \$500.00 toward the cost of participating in the Junior Worlds Team.

- Booking Requests

**THAT** Council provide financial assistance of \$460.50 to Mountain Cruizers Car Club in the form of waiving fees and charges for the full hire amount of \$460.50 for Tony Luchetti Sportsground, Lithgow on 19th October 2014.

- General Business

**THAT** the application for financial assistance from Sharon Cross for \$500 towards a book detailing the history of Lithgow Rugby League in conjunction with Lithgow's Centenary of Rugby League be referred to Council's Community & Culture Department for consideration under Council's Financial Assistance Program.

## **ATTACHMENTS**

1. Minutes from the Sports Advisory Committee meeting of 29 July 2014.

## RECOMMENDATION

### THAT:

1. Council note the minutes of the Sports Advisory Committee held on 29 July 2014.
2. Council provide Joel Willis with \$500.00 toward the cost of participating in the Junior Worlds Team.
3. Council provide financial assistance of \$460.50 to Mountain Cruizers Car Club in the form of waiving fees and charges for the full hire amount of \$460.50 for Tony Luchetti Sportsground, Lithgow on 19th October 2014.
4. The application for financial assistance from Sharon Cross for \$500 towards a book detailing the history of Lithgow Rugby League in conjunction with Lithgow's Centenary of Rugby League be referred to Council's Community & Culture Department for consideration under Council's Financial Assistance Program.

**ITEM-15            CORP - 18/08/14 - COMMUNITY DEVELOPMENT COMMITTEE  
MINUTES - 5 AUGUST 2014**

**REPORT BY:        W HAWKES CULTURAL DEVELOPMENT OFFICER**

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**REFERENCE**

Min No 14-98:        Ordinary Meeting of Council held on 03 March 2014  
Min No 14-101:      Ordinary Meeting of Council held on 03 March 2014  
Min No 14-217:      Ordinary Meeting of Council held on 12 May 2014  
Min No 14-245:      Ordinary Meeting of Council held on 2 June 2014  
Min No 14-247:      Ordinary Meeting of Council held on 2 June 2014  
Min No 14-292      Ordinary Meeting of Council held on 30 June 2014

**SUMMARY**

This report details the minutes of the Community Development Committee meeting held on 5 August 2014.

**COMMENTARY**

At the Community Development Committee meeting held 30 June 2014 various items were discussed by the committee including:

- Installation of a sail on the boardwalk at Lake Pillans
- A review of the Australia Day Citizenship Awards and Australia Day Activities
- Renaming of Cook St Plaza and official naming of Jim Robson Park. The Committee were advised that the Geographical Names Board has a policy of not naming features after persons who are still living. As such the request to rename Cook Street Plaza as Marjorie Jackson Plaza and officially name Jim Robson Park has been rejected. The Committee decided against proposing any further name changes.
- A review of Financial Assistance Applications

**Financial Assistance**

At the 30 June Council Meeting Council deferred approval of three applications recommended for funding by the Community Development Committee. Two of these applications have been reviewed by the Committee and being recommended for approval. Council officers are awaiting further information from the third applicant.

The Community Development Committee considered the resubmission of the Financial Assistance Application by the Rydal Village Association for Daffodils at Rydal without the inclusion of insurance as one of the items to be funded. There are other operating costs which require funding. This application was approved by the Committee.

The Committee reported that Lithgow Community Transport had only been approved for \$1,000 funding rather than the \$3,000 requested. \$2,000 of the requested funding was



for the purchase of a printer which the Committee deemed was not appropriate. Lithgow Community Transport has agreed to the \$1,000 funding and thus the Committee approved this amount.

### **POLICY IMPLICATIONS**

Financial Assistance is provided under Policy 4.4 Financial Assistance – Section 356 of the Local Government Act.

### **FINANCIAL IMPLICATIONS**

Council provides Financial Assistance to not-for-profit community groups and has allocated a total of \$164,824 in the 2014/15 Operational Plan, of which \$71,000 is allocated for Non-Recurrent Financial Assistance. \$40,151 was approved in the Round 1 applications at the 30 June Council Meeting. Including the two applications being recommended below, there will leave \$28,349 for allocation by Council in Round 2

### **LEGAL IMPLICATIONS**

Local Government Act NSW 1993, Section 356

### **ATTACHMENTS**

1. Minutes of the Community Development Committee meeting held 3 June 2014.
2. Correspondence from the Geographical Names Board rejecting the request to name Cook St Plaza Marjorie Jackson Plaza and officially name Jim Robson Park

### **RECOMMENDATION**

**THAT** Council:

1. Note the minutes of the Community Development Committee meeting held 3 June 2014
2. Provide Round 1 2014/15 Non-Recurrent Financial Assistance to the following organisations:

<b>Organisation Name Project Name and Outline</b>	<b>Amount Recommended</b>
<b>Lithgow Community Transport (Translinc)</b> Purchase colour printer to produce a range of promotional publications including flyers, resources, newsletters, vouchers and client surveys.	\$1,000
<b>Rydal Village Association Daffodils at Rydal</b> Printing costs for promotional material and insurance costs.	\$1,500

**ITEM-16            OPER - 18/08/14 - TRAFFIC ADVISORY LOCAL COMMITTEE - 7  
AUGUST 2014**

**REPORT BY: I STEWART - GROUP MANAGER - OPERATIONS**

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## **SUMMARY**

This report details the Minutes of the Traffic Advisory Local Committee Meeting held on 7 August 2014.

## **COMMENTARY**

At the Traffic Advisory Local Committee meeting held on 7 August 2014, the following items were discussed by the Committee including;

- Sir Thomas Mitchell Drive South Bowenfels- road safety issues
- Psyfari music festival 2014
- Glen Alice Community Association requests
- OEC Building parking issues - Bent Street Lithgow
- Railway Parade- Lithgow Valley Medical Centre parking requests
- Halloween event 2014 - traffic management plan
- Pedestrian access Wallerawang - Black Bridge
- McDonalds Lithgow - proposed increase in hours of operation
- Celebrate Lithgow 2014 event - traffic management plan
- Railway Parade Lithgow - new development proposal
- Wallerawang/Lidsdale Progress Association requests - parking issues
- Major events in Lithgow - Traffic Control Plan for review

## **POLICY IMPLICATIONS**

NIL

## **FINANCIAL IMPLICATIONS**

NIL

## **LEGAL IMPLICATIONS**

NIL

## **ATTACHMENTS**

1. Minutes from the Traffic Advisory Local Committee meeting of 7 August 2014.

## **RECOMMENDATION**

**THAT** Council:

1. Note the minutes of the Traffic Advisory Local Committee held on the 7 August 2014.

2. Erect a Give way sign on the straight approach to the Nile Creek Bridge at Glen Alice
3. Install a No Stopping sign at the northern end of the car park located adjacent to the Wallerawang Bakery
4. Relocate the existing disabled car park located adjacent to the Wallerawang Café to the first car parking space after exiting Doggett's Lane in Main Street.

## **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.*