



## **LITHGOW CITY COUNCIL ENVIRONMENTAL ADVISORY COMMITTEE Terms of Reference**

### **Committee name**

Environmental Advisory Committee (Committee)

### **Establishment**

The Committee is established under section 355 of the Local Government Act 1993 which states:

*A function of a council may, subject to this Chapter, be exercised:  
(b) by a committee of the council*

### **Resolutions**

*Resolution to establish the Committee: Min 07-254: Ordinary Meeting of Council held 18 June 2007*

Resolution to update the Terms of Reference of all Council's Advisory Committees: Min 09-381 of the Ordinary Meeting of Council held 14 September 2009

Resolution to adopt the revised Terms of Reference: Min 10-137 of the Ordinary Meeting of Council held 12 April 2010

### **Delegations**

The Committee has no delegations from the Council.

### **Financial arrangements**

Unless expressly resolved by Council the Committee has no powers to commit nor expend any Council funds.

## **Term of the Committee**

The Committee shall operate for the term of the Council.

The Council reserves the right to dissolve the Committee at any time by a resolution of the Council.

## **Committee's responsibilities**

The principal responsibilities of the Committee are to advise Council on environmental issues with a focus on natural resource management and urban environmental sustainability.

The Committee will:

- Provide local knowledge and expertise about the natural environment within the Local Government Area.
- Provide informed and constructive advice in regard to urban environmental sustainability, including cycle and walkways, green areas, threatened species within urban areas, urban bushland regeneration, connectivity to natural areas, community nurseries and gardens.
- Identify emerging issues of concern to the health of the natural environment within the Local Government Area.
- Provide specific and targeted feedback on a range of Council policies, strategies and management plans that relate to natural resource management and urban environmental sustainability.
- Provide advice and input as required into the development and/or management of environmentally sensitive lands under Council's control.
- Review implementation of reserve management plans.

## **Council responsibilities**

Council will provide secretarial support.

## **Councillor membership**

In September, each year, the Council shall nominate 2 Councillors to the Committee.

The Mayor by virtue of holding the office of Mayor, is appointed as a member of all committees established by Council. The appointment of the Mayor as a member of any committee established by the Council need not be taken into account when determining a Quorum for a meeting of the Committee.

## **Committee membership**

The Committee will be comprised of the following representation:

- 2 Councillors;
- 1 nominated member of Lithgow and Oberon Landcare Association and 1 alternate nominated member;
- 1 nominated member of Lithgow Environment Group and 1 alternate nominated member;
- 1 nominated member of Lithgow Tidy Towns and 1 alternate nominated member;

- 1 nominated member of the Community Nursery and 1 alternate nominated member;
- 1 Central Tablelands Local Land Services and 1 alternate;
- 1 Community Representative and 1 alternate member
- Group Manager Environment and Development

Council officers (non-voting)

- Team Leader Environment (or nominee)

### **Committee member responsibilities**

- Observation and compliance with Council's Code of Conduct.
- Observation and compliance with Council's OHS system objectives and instructions.

### **Appointment**

All members of the Committee will be appointed by a resolution of the Council following an expression of interest process

### **Term of office of Committee Representatives**

The Committee shall be formed following invitation to join the Committee. The term of office shall be for the term of the Council unless otherwise resolved by the Council.

### **Executive Officer**

Council's Group Manager Environment and Development shall be the Executive Officer to the Committee.

The Executive Officer shall:

- provide executive support to the Committee;
- be responsible for preparing the agenda and minutes of Committee meetings;
- be responsible for preparing a report to the Council containing the minutes; and, providing staff comment on the recommendations made by the Committee to the Council; and
- provide to the Committee the outcome and resolutions of the Council regarding each recommendation.

## **MEETING PRACTICE**

### **Code of Meeting Practice**

The meeting procedures outlined in the Council's Code of Meeting Practice shall guide the meeting procedures of the Committee unless otherwise outlined below.

A member ceases to be a member of a Committee if the member (other than the Mayor)

- (a) has been absent for 3 consecutive meetings of the committee without having given reasons acceptable to the Committee for the member's absences; or

- (b) has been absent from at least half of the meetings of the Committee held during the immediately preceding year without having given to the Committee acceptable reasons for the member's absence.

A quorum of  $\frac{1}{2} + 1$  of total members is required at all meetings with at least one of the Councillors present.

### **Office holders**

When nominating Councillors to the Committee on an annual basis the Council shall determine which of the Councillors shall be Chair and Deputy Chair.

### **Frequency of meetings**

Meetings shall be held quarterly on the second Wednesday of the month. The meetings are to be held on even months such as February then April etc. Meetings will commence at 4.00 pm and finish no later than 6.00 pm or as otherwise determined by the Committee. The committee may also call a special meeting in extraordinary circumstances where a quorum believes this to be necessary.

### **Agenda**

- An agenda will be prepared and distributed 5 working days before each meeting, together with the minutes of the previous meeting.
- Agenda items shall be submitted to the Council Contact Officer a minimum of 10 days before each meeting.

### **Minutes and Reports to Council**

- Minutes of meetings will be kept of all meetings and will be reported to the Council.
- Minutes of the Committee meetings may be ratified by email. Minutes must be ratified by at least two (2) members of the committee who were in attendance at the meeting.
- The Minutes of the meeting will be submitted to the Council as soon as possible after the minutes have been ratified.
- The ratified Minutes of the meeting shall be presented to the next meeting of the Committee.





**LITHGOW CITY COUNCIL  
SPORTS ADVISORY COMMITTEE  
Terms of Reference**

**Committee name**

Sports Advisory Committee ("The Committee")

**Establishment**

The Committee is established under section 355 of the Local Government Act 1993 which states:

*A function of a council may, subject to this Chapter, be exercised:  
(b) by a committee of the council*

**Resolutions**

*Resolution to establish the Committee:* Council Meeting on 18 June 2007 Min: 07-254

*Resolution to adopt the Terms of Reference:* Council Meeting on 17 December 2007  
Min: 07-544

*Resolution of Council to update the Terms of Reference of all Council's Advisory Committees:* Council Meeting on 14 September 2009 Min: 09-381

*Resolution of Council to update the Terms of Reference for endorsement of minutes:*  
Council Meeting on 9 September 2013 Min: 13-326

**Delegations:**

The Committee holds the following delegations:

- Determine applications to use sporting and recreation facilities under Council's control where a possibility exists for conflicting bookings.
- Determine nominations for monthly and annual sports awards.

**Financial arrangements:**

Unless expressly approved by Council, via a resolution, the Committee must not commit nor expend any Council funds.

## **Term of the Committee**

The Committee is an ongoing Committee of the Council.

The Council reserves the right to dissolve the Committee at any time by a resolution of the Council.

## **Committee's responsibilities:**

The principal responsibilities of the Committee are to:

- Promote the equal and fair use of Council's sporting and recreational facilities
- To make recommendation to Council regarding support for or denial of requests for waiving of fees and charges associated with approved bookings of Council's sporting and recreation facilities
- To generally advise Council on sporting and recreational issues
- To draft and propose policy positions on sporting and recreational issues
- To provide input as requested into capital improvements and maintenance programs for sporting and recreational facilities under Council's control
- To determine nominations for monthly and annual sports awards
- To make recommendations to Council on donations to be awarded to those excelling in sporting endeavours
- To provide input as requested on long term strategic plans for the provision of sporting and recreational facilities in the Local Government Area
- Provide Council with a list of priority works for existing sporting and recreational facilities to be considered in the creation of the Council's Management Plan and Budget for the next ten (10) years that arise from the strategic plan
- Review on an annual basis the fees and charges for sporting and recreational facilities under Council's control and recommend these to Council for inclusion in the Management Plan and Budget annually.

## **Committee member responsibilities:**

- Observation and compliance with Council's Code of Conduct
- Observation and compliance with Council's OHS system objectives and instructions

## **Councillor membership**

In September each year, the Council shall nominate two (2) Councillors to the Committee.

A Councillor will be elected as the Chairperson of the Committee (Council Policy 9.5).

The Mayor by virtue of holding the office of Mayor, is appointed as a member of all Committees established by Council. The appointment of the Mayor as a member of any Committee established by the Council need not be taken into account when determining a Quorum for a meeting of the Committee (Council policy 9.2).

## **Committee membership:**

The Committee will be comprised of the following representation:

- Two (2) Councillors as resolved by Council
- One (1) member of Council staff plus one (1) alternate member
- One (1) member plus one (1) alternate member from all organisations who are existing members of the Sports Advisory Committee (as at 23 March 2009)
- The three (3) existing members of the Reg Cowden Memorial Trust Committee
- One (1) member plus one (1) alternate member from any organisation in the Lithgow Local Government Area who utilise Council's sporting or recreation facilities, as determined by submission of a public expression of interest.

Council officers (non-voting)

- A Council staff member appointed to undertake administrative functions for the Committee

Other community representatives may be called upon as and when required, including, but not limited to, Energy Australia NSW and the NSW Department of Sport and Recreation.

A member ceases to be a member of a Committee if the member (other than the Mayor):

- (a) Has been absent from three (3) consecutive meetings of the Committee without having given reasons acceptable to the Committee for the members absences; or
- (b) Has been absent from at least half of the meetings of the Committee held during the immediately preceding year without having given to the Committee acceptable reasons for the member's absence.

## **Appointment**

All members of the Committee will be appointed by a resolution of the Council.

## **Committee elections and term of office:**

The Committee shall be formed following advertisement seeking written Expressions of Interest from sporting associations and groups to join the Committee.

## **Executive Officer**

The Group Manager Operations shall be the Executive Officer to the

Committee. The Executive Officer shall:

- provide executive support to the Committee
- be responsible for preparing the agenda and minutes of Committee meetings
- be responsible for preparing a report to the Council containing the minutes and, providing staff comment on the recommendations made by the Committee to the Council
- provide to the Committee the outcome and resolutions of the Council regarding each recommendation.

## **MEETING PRACTICE**

### **Code of Meeting Practice**

The meeting procedures outlined in the Council's Code of Meeting Practice shall guide the meeting procedures of the Committee unless otherwise outlined below.

### **Office Holders**

The Chair (The Mayor or a Councillor appointed by the Council) shall call for nominations for the position of Deputy Chair at the first meeting after the Committee is established.

The Chair and Deputy Chair shall be appointed for a period of one (1) year.

### **Frequency of meetings**

Meetings shall be held monthly on a day and at a time to be determined by the Committee. On the last meeting of each calendar year, the Committee will agree upon a day and time to convene in each month for the upcoming twelve (12) month period, and table the meeting dates at the next meeting of the Committee.

### **Meeting protocol**

- An agenda will be prepared and distributed five (5) working days before each meeting, together with the minutes of the previous meeting.
- A quorum of members is required at all meetings and shall be 50% plus one (1) of all voting members.

### **Minutes and Reports to Council**

- Minutes of meetings will be kept of all meetings and will be reported to the Council.
- Minutes of the Committee meetings may be endorsed by email. Minutes must be endorsed by at least two (2) members of the Committee who were in attendance at the meeting.
- The Minutes of the meeting will be submitted to the Council as soon as possible after the minutes have been endorsed.
- The endorsed Minutes of the meeting shall be presented to the next meeting of the Committee.



**LITHGOW CITY COUNCIL  
TOURISM ADVISORY COMMITTEE  
Terms of Reference**

**Committee Name**

Tourism Advisory Committee (Committee)

**Establishment**

The Committee is established under section 355 of the Local Government Act 1993 which states:

*A function of a council may, subject to this Chapter, be exercised:  
(b) by a committee of the council*

**Resolutions**

*Resolution to establish the Committee:* The Council has had a Tourism Committee since the early 1980s.

*Resolution to adopt the Terms of Reference:* Minute 09-140 Ordinary Council Meeting 30 March 2009.

*Amendment to Terms of Reference:* Minute 09-381 Ordinary Council Meeting 14 September 2009.

*Amendment to Terms of Reference:* Minute 11-126 Ordinary Council Meeting 28 March 2011

*Amendment to Terms of Reference:* Minute 12-409 Ordinary Council Meeting 5 November 2012

*Amendment to Terms of Reference:* Minute 16-113 Ordinary Council Meeting 16 May 2016

## **Introduction and Background**

In 2013 Lithgow Council formally adopted “The Destination Management Plan, A Tourism Strategy”.

The purpose of the Plan is to provide Lithgow City Council, government agencies, tourism organizations, the tourism industry and associated businesses, with a comprehensive framework to guide the development of tourism within the Lithgow LGA. In particular, the Plan focuses on:

- Product and market development opportunities and how they can be realized.
- Determining the tourism infrastructure, facilities and services needed to meet the existing
- and likely future needs and expectations of visitors to the LGA.
- Gaps in supply of products and infrastructure.
- The implications for land use planning.

## **Tourism in Lithgow – A Vision**

*‘To create a strong tourism industry that maximises benefits from visitors to the LGA’*

The actions identified to achieve this vision are detailed in the Tourism Strategy, Festival and Events Strategy and Cultural Plan in terms of the following:

- Provide quality visitor information services.
- Continue to develop tourism opportunities within the LGA and with neighbouring areas.
- to maximise State, National and International exposure.
- Strengthen Lithgow’s brand identity.
- Continue to establish tourist drives.
- Provide Aboriginal tourism experiences in consultation with the Aboriginal community.
- Identify and support the delivery of a diverse range of quality festivals and events.

## **Delegations**

The Committee has no delegations from the Council.

## **Financial Arrangements**

Unless expressly resolved by Council the Committee has no powers to commit nor expend any Council funds.

## **Term of the Committee**

The Committee shall function until the next Council election.

The Council reserves the right to dissolve the Committee at any time by a resolution of the Council.

## **Committee's Responsibilities**

The principal responsibilities of the Committee are to:

- Assists Council in determining the long term tourism development needs for the Lithgow City Council area.
- Assists with the development of a four-year Tourism Development Plan for the Lithgow City Council area
- Assists with the identification of new tourism businesses and product and growth opportunities for existing tourism businesses.
- Consider potential social, environmental and economic impacts of anticipated tourism growth.
- Provide advice on and input into marketing and promotion of tourism in the Lithgow LGA
- In conjunction with the Council identify, seek out and advocate for tourism development opportunities for the area.
- Advise Council on the development and implementation of an annual program of events, promotions and celebrations across the Lithgow region, including Halloween and Lithglo.
- Assist Council Staff at major promotional events such as the Penrith Camping and Caravan show.

## **Councillor Membership**

In September each year, the Council shall nominate 2 Councillors to the Committee.

The Mayor by virtue of holding the office of Mayor, is appointed as a member of all committees established by Council. The appointment of the Mayor as a member of any committee established by the Council need not be taken into account when determining a Quorum for a meeting of the Committee. (Council policy 9.2)

## **Committee Membership**

The Committee will be comprised of the following representation:

- Two Councillors one as Chairperson
- Lithgow City Council General Manager or his nominee
- National Parks and Wildlife Service
- Six sector representatives including the following:
  - Accommodation sector
  - Museums /heritage sector
  - Retail sector
  - Registered Clubs /Hotels sector
  - Caravan and Camping sector
  - Events Sector
- All members of the Tourism Advisory Committee are to have a broad tourism knowledge and/or skills including in the areas of: financial awareness; marketing and promotions; knowledge of the local product; knowledge of broader product; knowledge of tourism market sectors; and work in/or have worked in a tourism or related business.

Council officers (non-voting)

- Group Manager Corporate and Community
- Tourism Manager

Other industry representatives may be called upon as and when required.

### **Committee Member Responsibilities**

- Observation and compliance with Council's Code of Conduct.
- Observation and compliance with Council's WHS system objectives and instructions.

### **Appointment**

All members of the Committee will be appointed by a resolution of the Council.

Representatives to participate on the Lithgow Tourism Advisory Committee will be selected on a skills basis and will be given formal notification by Council in writing.

A member ceases to be a member of a Committee if the member (other than the Mayor)

- (a) Has been absent from 3 consecutive meetings of the committee without having given reasons acceptable to the committee for the members absences; or
- (b) Has been absent from at least half of the meetings of the Committee held during the immediately preceding year without having given to the Committee acceptable reasons for the member's absence.

### **Executive Officer**

The Tourism Manager shall be the Executive Officer to the Committee.

The Executive Officer shall:

- provide executive support to the Committee
- be responsible for preparing the agenda and minutes of Committee meetings
- be responsible for preparing a report to the Council containing the minutes and, providing staff comment on the recommendations made by the Committee to the Council
- provide to the Committee the outcome and resolutions of the Council regarding each recommendation.

## **MEETING PRACTICE**

### **Code of Meeting Practice**

The meeting procedures outlined in Council's Code of Meeting Practice shall guide the meeting procedures of the Committee unless otherwise outlined below.

### **Office Holders**

When nominating Councilors to the Committee on an annual basis the Council shall determine which of the Councilors shall be Chair and Deputy Chair.



## **Frequency of Meetings**

Meetings shall be held bi-monthly on a day and at a time to be determined by the Committee. On the last meeting of each year, the Committee will agree upon the meeting schedule for the following year.

The Chair may call extra ordinary meetings in accordance with Council's Code of Meeting Practice

NB: Meeting Frequency to be reviewed annually.

## **Meeting Protocol**

- An agenda will be prepared and distributed 5 working days before each meeting, together with the minutes of the previous meeting.
- A quorum of members is required at all meetings and shall be 50% plus one of all voting members.

## **Minutes and Reports to Council**

- Minutes of meetings will be kept of all meetings and will be reported to the Council.
- Minutes of the Committee meetings may be ratified by email. Minutes must be ratified by at least three (3) members of the committee who were in attendance at the meeting.
- The Minutes of the meeting will be submitted to the Council as soon as possible after the minutes have been ratified.  
The ratified Minutes of the meeting shall be presented to the next meeting of the Committee.



## **LITHGOW CITY COUNCIL LOCAL HERITAGE ADVISORY COMMITTEE Terms of Reference**

### **Committee name**

Local Heritage Advisory Committee ("The Committee")

### **Establishment**

The Committee is established under section 355 of the Local Government Act 1993 which states:

*A function of a council may, subject to this Chapter, be exercised:  
(b) by a committee of the council*

### **Resolutions**

*Resolution to establish the Committee:* Council Meeting 18 August 2014 Min 14-333(1).

*Resolution to adopt the Terms of Reference:* Council Meeting 18 August 2014 Min: 14-333(2) as amended on 23 March 2015 Min No 15-59.

### **Delegations:**

The Committee has no delegations from Council.

### **Financial arrangements:**

Unless expressly approved by Council, via a resolution, the Committee must not commit nor expend any Council funds.

### **Councillor membership:**

In September, each year, the Council shall nominate 2 Councillors to the Committee.

The Mayor, by virtue of holding the office of Mayor, is appointed as a member of all committees established by Council. The appointment of the Mayor as a member of any committee established by the Council need not be taken into account when determining a Quorum for a meeting of the Committee.

### **Term of the Committee**

The Committee shall operate for the term of the Council.

The Council reserves the right to dissolve the Committee at any time by a resolution of the Council.

**Committee's responsibilities:**

The principal responsibilities of the Committee are to:

1. To assist with the development of a Heritage Strategy for Lithgow City Council.
2. 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 potential State significance, that may be suitable for listing on the NSW Heritage Office State Heritage register.
3. Develop guidelines for the consistent management and balanced treatment of heritage places forming the cultural heritage of the area.
4. To provide advice to peak committees and relevant sections of Council on heritage matters, including the development and implementation of heritage policy, plans, strategies and programs and provide heritage input into council policies, guidelines, plans of management, strategic plans, delivery plans and master plans where relevant
5. 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.
6. To work with the community in the promotion, education, advocacy, encouragement, understanding, use and enjoyment of the cultural heritage of the city. Encourage Council to support and endorse programs and events that promote heritage in Lithgow.
7. Support and encourage the acquisition and management of archival oral and documentary evidence and environmental details for heritage items.

**Committee member responsibilities:**

- Observation and compliance with Council's Code of Conduct
- Observation and compliance with Council's WHS system objectives and instructions

**Committee membership:**

The Committee will be comprised of the following representation:

- 2 Councillors
- Group Manager Environment and Development (or nominee)
- 1 member from the NSW National Trust (Lithgow Branch)
- 1 member from the Lithgow and District Family History Society

- 2 members of the community
- 1 member representing the local Indigenous community
- 1 member representing, the building, development or property industries.
- All members of the Heritage Committee are to have a broad heritage knowledge and/or skills including in the areas of: the principles of heritage conservation; moveable heritage; oral history, architecture, adaptive reuse, education, planning, property economics, rural interests, industrial heritage, cultural landscapes, and heritage tourism.

Council officers (non-voting)

- Strategic Planner
- Cultural Development Officer
- Council's Heritage Advisor

### **Appointment**

All members of the Committee will be appointed by a resolution of the Council.

Representatives to participate on the Lithgow Heritage Committee will be selected on a skills basis and will be given formal notification by Council in writing.

A member ceases to be a member of a Committee if the member (other than the Mayor):

- (a) Has been absent from 3 consecutive meetings of the committee without having given reasons acceptable to the committee for the members absences; or
- (b) Has been absent from at least half of the meetings of the Committee held during the immediately proceeding year without having given to the Committee acceptable reasons for the member's absence.

### **Executive Officer**

Council's Strategic Land Use Planner shall be the Executive Officer to the Committee.

The Executive Officer shall:

- provide executive support to the Committee
- be responsible for preparing the agenda and minutes of Committee meetings
- be responsible for preparing a report to the Council containing the minutes and, providing staff comment on the recommendations made by the Committee to the Council
- provide to the Committee the outcome and resolutions of the Council regarding each recommendation.

### **MEETING PRACTICE**

#### **Code of Meeting Practice**

The meeting procedures outlined in Council's Code of Meeting Practice shall guide the meeting procedures of the Committee unless otherwise outlined below.

## **Office Holders**

When nominating Councilors to the Committee on an annual basis the Council shall determine which of the Councilors shall be Chair and Deputy Chair.

## **Frequency of Meetings**

Meetings shall be held quarterly on a day and at a time to be determined by the Committee. Additional meetings may be called as required. On the last meeting of each year, the Committee will agree upon the meeting schedule for the following year.

The Chair may call extra ordinary meetings in accordance with Council's Code of Meeting Practice

NB: Meeting Frequency to be reviewed annually.

## **Meeting Protocol**

- An agenda will be prepared and distributed 5 working days before each meeting, together with the minutes of the previous meeting.
- Agenda items shall be submitted to the Council Contact Officer a minimum of 10 days before each meeting
- A quorum of members is required at all meetings and shall be 50% plus one of all voting members.

## **Minutes and Reports to Council**

- Minutes of meetings will be kept of all meetings and will be reported to the Council.
- Minutes of the Committee meetings may be ratified by email. Minutes must be ratified by at least three (3) members of the committee who were in attendance at the meeting.
- The Minutes of the meeting will be submitted to the Council as soon as possible after the minutes have been ratified.  
The ratified Minutes of the meeting shall be presented to the next meeting of the Committee.



**LITHGOW CITY COUNCIL  
COMMUNITY DEVELOPMENT ADVISORY COMMITTEE  
Terms of Reference**

**Committee Name**

Community Development Advisory Committee ("The Committee")

**Establishment**

The Committee is established under section 355 of the Local Government Act 1993 which states:

*A function of a council may, subject to this Chapter, be exercised:  
(b) by a committee of the council*

**Resolutions**

*Resolution to vary the Terms of Reference to increase the number of community representatives from four (4) to six (6): Ordinary Council Meeting 2 June 2014 Min 14-247.*

Resolution to establish Committee and include the functions of Community Recognition Advisory Committee and Sister City Advisory Committee : Minute 12-353: Ordinary Council Meeting 15 October 2012.

Resolution of Council to update the Terms of Reference of all Council's Advisory Committees: Min 09-381 Ordinary Meeting of Council 14 September 2009

Resolution to establish the Community Recognition Advisory Committee: Minute P08- 105 Policy and Strategy Committee 2 September 2008 and Minute O08-215 Ordinary Meeting of Council 15 December 2005

Amendment to Terms of Reference of Community Recognition Advisory Committee: Minute 09-381 Ordinary Meeting of Council 14 September 2009.

Resolution of Council to establish the Sister City Advisory Committee: Minute 07-254 Ordinary Meeting of Council 18 June 2007

Resolution of Council to adopt Terms of Reference of Sister City Advisory Committee: Min: 07-467 Policy and Strategy Meeting 5 November 2007

### **Delegations:**

- The Committee has no delegations from the Council other than awarding Australia Day Local Citizenship awards.

### **Financial arrangements:**

Unless expressly resolved by Council the Committee has no powers to commit nor expend any Council funds.

### **Term of the Committee**

The Committee shall function until the next Council election.

The Council reserves the right to dissolve the Committee at any time by a resolution of the Council.

### **Committee's Responsibilities:**

The principal responsibilities of the Committee are to provide advice to Council on:

#### **Community Development**

- Relevant community service matters.
- Council's community engagement processes.
- Planning for community celebration events during Australia Day, Seniors Week, NAIDOC Week and Children's Week.
- Advise Council on community groups to receive financial assistance.

#### **Community Recognition**

- Recognition of significant people in the Lithgow Local Government area.
- Naming of places, roads and associated infrastructure in the Lithgow Local Government area.
- Awarding Australia Day Local Citizenship awards

#### **Disability Access**

- Identify the access needs of frail aged people and/or people living with a disability within the Lithgow Local Government Area.
- Identify strategies to improve access to and within public buildings, parks and other public facilities, and inclusion in community life
- Inform and educate the community about access and inclusion issues.
- Assist in the development of the Disability Inclusion Action Plan as required by the NSW Disability Inclusion Act 2014.

## **Sister Cities**

- Management of Sister City relationships and the review of Sister City Memorandums of Understanding;
- Assessment of proposals for Sister City relationships with other cities with consideration of:
  - economic development opportunities offered by the friendship;
  - Commonality of industrial or cultural aspects;
  - Opportunities for the exchange of ideas;
  - Opportunity for cultural or educational student exchanges;
  - Opportunities to learn from other communities in management of the environment, arts and culture, community facilities, employment generation and youth;
  - Opportunities to link people with similar social and cultural aspirations.
  
- Hosting of delegations from Sister Cities as they visit Lithgow.

## **Councillor Membership**

In September each year, the Council shall nominate 2 Councillors to the Committee.

The Mayor by virtue of holding the office of Mayor, is appointed as a member of all committees established by Council. The appointment of the Mayor as a member of any committee established by the Council need not be taken into account when determining a Quorum for a meeting of the Committee. (Council policy 9.2)

## **Committee Membership**

The Committee will be comprised of the following representation:

- Two Councillors
- Lithgow City Council General Manager or nominee
- 1 member of the retail and business services sector
- 6 members of the community including one (1) community representative with a disability or frail aged or caring for a person who is frail aged and one (1) representative of organisations involved in advocacy for and/or the provision of services for people with a disability or people that are frail aged.

Other community representatives may be called upon as and when required.

## **Committee Member Responsibilities**

- Observation and compliance with Council's Code of Conduct.
- Observation and compliance with Council's OHS system objectives and instructions.

## **Appointment**

All members of the Committee will be appointed by a resolution of the Council. A member ceases to be a member of a Committee if the member (other than the Mayor)



- (a) Has been absent from 3 consecutive meetings of the committee without having given reasons acceptable to the committee for the members absences; or
- (b) Has been absent from at least half of the meetings of the Committee held during the immediately preceding year without having given to the Committee acceptable reasons for the member's absence.

### **Term of Office of Committee Representatives**

The Committee shall be formed following invitation to join the Committee. The term of office shall be for the term of Council unless otherwise resolved by the Council.

### **Executive Officer**

The Manager Community and Culture shall be the Executive Officer to the Committee.

The Executive Officer shall:

- provide executive support to the Committee;
- be responsible for preparing the agenda and minutes of Committee meetings;
- be responsible for preparing a report to the Council containing the minutes; and, providing staff comment on the recommendations made by the Committee to the Council; and
- provide to the Committee the outcome and resolutions of the Council regarding each recommendation.

### **MEETING PRACTICE**

#### **Code of Meeting Practice**

The meeting procedures outlined in the Council's Code of Meeting Practice shall guide the meeting procedures of the Committee unless otherwise outlined below.

#### **Office Holders**

The Chair shall call be a Councillor.

The Deputy Chair will not be a Councillor or member of staff.

These positions shall be determined by an election at the first meeting of a new term of the committee.

#### **Frequency of Meetings**

Meetings shall be held at least every two months on a day and at a time to be determined by the committee. On the last meeting of each year, the Committee will agree upon the meeting schedule for the following year.

## **Meeting Protocol**

- An agenda will be prepared and distributed 3 working days before each meeting, together with the minutes of the previous meeting.
- A quorum of members is required at all meetings and shall be 50% plus one of all voting members.

## **Minutes and Reports to Council**

- Minutes of meetings will be kept of all meetings and will be reported to the Council.
- Minutes of the Committee meetings may be ratified by email. Minutes must be ratified by at least three (3) members of the committee who were in attendance at the meeting.
- The Minutes of the meeting will be submitted to the Council as soon as possible after the minutes have been ratified.
- The ratified Minutes of the meeting shall be presented to the next meeting of the Committee.



## **LITHGOW CITY COUNCIL CRIME PREVENTION COMMITTEE Terms of Reference**

### **Committee name**

Lithgow Crime Prevention Committee (Committee)

### **Establishment**

The Committee is established under section 355 of the Local Government Act 1993 which states:

*A function of a council may, subject to this Chapter, be exercised:  
(b) by a committee of the council*

### **Resolutions**

*Resolution to establish the Committee:* Min: Minute 09-396: Ordinary Council Meeting 14 September 2009

*Resolution to adopt the Terms of Reference:* Minute 09-396 Ordinary Council Meeting 14 September 2009

Resolution of Council to update the Terms of Reference of all Council's Advisory Committees: Council Meeting on 14 September 2009 Min 09-381

Resolution of Council to amend the Terms of Reference to remove membership of Domestic Violence Liaison Committee and to reduce quorum to five (5) members: Council Meeting on 12 December 2012 Min 12-511

Resolution of Council to amend the Terms of Reference to include two community representatives: Council meeting 17 June 2013 Min 13-209.

Resolution of Council to update the Terms of Reference of all Council's Advisory Committees: Council Meeting on xxx 2017 Min 17-

## **Delegations**

The Committee has no delegations from the Council.

## **Financial arrangements**

Unless expressly resolved by Council the Committee has no powers to commit nor expend any Council funds.

## **Term of the Committee**

The Committee shall operate for a period of two years.

The Council reserves the right to dissolve the Committee at any time by a resolution of the Council.

## **Committee's responsibilities**

The principal responsibilities of the Committee are to:

- Provide advice to Council on crime issues in Lithgow.
- Assist in the identification and implementation of crime prevention strategies.
- Monitor and provide input into the implementation of the Lithgow Crime Prevention Plan.
- Actively contribute and participate in local crime prevention initiatives.

## **Councillor membership**

In September each year, the Council shall nominate 2 Councillors to the Committee.

The Mayor by virtue of holding the office of Mayor, is appointed as a member of all committees established by Council. The appointment of the Mayor as a member of any committee established by the Council need not be taken into account when determining a Quorum for a meeting of the Committee. (Council policy 9.2)

## **Committee membership**

The Committee will be comprised of the following representation:

- Two Councillors
- Lithgow City Council General Manager or his nominee
- Lithgow Police
- Lithgow District Chamber of Commerce
- Lithgow Liquor Accord
- Housing NSW
- Two community representatives

Council officers (non-voting)

- Manager Community and Culture

Other representatives may be called upon as and when required.

### **Committee member responsibilities**

- Observation and compliance with Council's Code of Conduct.
- Observation and compliance with Council's OHS system objectives and instructions.

### **Appointment**

All members of the Committee will be appointed by a resolution of the Council.

### **Term of office of Committee Representatives**

The Committee shall be formed following invitation to join the Committee. The term of office shall be the term of Council unless otherwise resolved by the Council.

### **Executive Officer**

The Manager Community and Culture shall be the Executive Officer to the Committee.

The Executive Officer shall:

- provide executive support to the Committee;
- be responsible for preparing the agenda and minutes of Committee meetings;
- be responsible for preparing a report to the Council containing the minutes; and, providing staff comment on the recommendations made by the Committee to the Council; and
- provide to the Committee the outcome and resolutions of the Council regarding each recommendation.

## **MEETING PRACTICE**

### **Code of Meeting Practice**

The meeting procedures outlined in the Council's Code of Meeting Practice shall guide the meeting procedures of the Committee unless otherwise outlined below.

A member ceases to be a member of a Committee if the member (other than the Mayor)

- (a) has been absent for 3 consecutive meetings of the committee without having given reasons acceptable to the Committee for the members absences; or
- (b) has been absent from at least half of the meetings of the Committee held during the immediately preceding year without having given to the Committee acceptable reasons for the member's absence.

### **Office holders**

The Chair (The Mayor or a Councillor appointed by the Council) shall call for nominations for the position of Deputy Chair at the first meeting after the Committee is established.

The Chair and Deputy Chair shall be appointed for a period of 1 year.

The Deputy Chair will not be a Councillor or member of staff.

### **Frequency of meetings**

Meetings shall be held at least every three months on a day and at a time to be determined by the committee.

### **Meeting protocol**

- An agenda will be prepared and distributed 3 working days before each meeting, together with the minutes of the previous meeting.
- A quorum of members is required at all meetings and shall be 5 voting members.

### **Minutes and Reports to Council**

- Minutes of meetings will be kept of all meetings and will be reported to the Council.
- Minutes of the Committee meetings may be ratified by email. Minutes must be ratified by at least three (3) members of the committee who were in attendance at the meeting.
- The Minutes of the meeting will be submitted to the Council as soon as possible after the minutes have been ratified.
- The ratified Minutes of the meeting shall be presented to the next meeting of the Committee.



## **LITHGOW CITY COUNCIL YOUTH ADVISORY COMMITTEE Terms of Reference**

### **Committee Name**

Youth Advisory Committee (Committee)

### **Establishment**

The Committee is established under section 355 of the Local Government Act 1993 which states:

A function of a council may, subject to this Chapter, be exercised:  
(b) by a committee of the council

### **Resolutions**

Resolution to establish the Committee: Min: 09-273 of the Ordinary Meeting of Council  
22 June 2009

Minute 09-381: Ordinary Council Meeting 14 September 2009 - Resolution of Council to update the Terms of Reference of all Council's Advisory Committees.

### **Delegations**

The committee has no delegations from the Council.

### **Financial Arrangments**

Unless expressly resolved by Council the Committee has no powers to commit nor expend any Council funds.

### **Term of the Committee**

The Committee shall function until the next Council election.

## **Committee's Responsibilities**

- Advise Council on a strategic direction for youth services in the local government area
- Assist in the development of a positive image of youth in the community
- Be a voice for youth to community leaders
- Raise awareness of youth issues in the community
- Help the Council address youth issues and work towards a better community for youth by working directly with youth representatives
- Promote youth in a positive way through community and youth events
- Represent youth and promote youth leadership opportunities to schools and service clubs such as Lions Club, Rotary and Quota
- Develop leadership skills among young people in the Lithgow LGA

## **Councillor Membership**

In September each year, the Council shall nominate 2 Councillors to the Committee.

The Mayor by virtue of holding the office of Mayor, is appointed as a member of all committees established by Council. The appointment of the Mayor as a member of any committee established by the Council need not be taken into account when determining a Quorum for a meeting of the Committee.

## **Committee Membership**

Membership will be sought on the basis of a broad interest, understanding and Commitment to youth issues in the Lithgow Local Government Area.

Membership shall aim to include a broad range of young people from a range of ages and backgrounds.

The Committee will be comprised of the following representation:

- 2 Councillors
- Lithgow City Council General Manager or his nominee
- 2 youth work professionals
- A minimum of 6 people aged between 11 and 24 years who reside, work or attend school in the Lithgow local government area.

Other Council and community representatives may be called upon as and when required.

## **Committee Member Responsibilities**

- Observation and compliance with Council's Code of Conduct.
- Observation and compliance with Council's WHS system objectives and instructions.



## **Appointment**

All members of the Committee will be appointed by a resolution of Council.

In September each year:

- Council will nominate a Councillor to the committee
- Council will advertise for nominations for Committee members in the local newspapers, schools, youth agencies and venues and other appropriate means
- All group members will live, work, study, recreate or have significant ties in Lithgow LGA.

A member ceases to be a member of a Committee if the member (other than the Mayor)

- a) Has been absent for 3 consecutive meetings of the committee without having given reason acceptable to the Committee for the members absences: or
- b) Has been absent from at least half of the meetings of the Committee held during the immediately preceding year without having given to the Committee acceptable reasons for the members absence.

## **Term of Office of Committee Representatives**

The Committee shall be formed following invitation to join the Committee. The term of office shall be 12 months unless otherwise resolved by the Council.

## **Executive Officer**

The Community Development Officer shall be the Executive Officer to the Committee.

The Executive Officer shall:

- provide executive support to the Committee;
- be responsible for preparing the agenda and minutes of Committee meetings;
- be responsible for preparing a report to the Council containing the minutes;

and,

- providing staff comment on the recommendations made by the Committee to the Council; and
- provide to the Committee the outcome and resolutions of the Council regarding each recommendation.

## **MEETING PRACTICE**

### **Code of Meeting Practice**

The meeting procedures outlined in the Council's Code of Meeting Practice shall guide the meeting procedures of the Committee unless otherwise outlined below.

## **Office Holders**

The Chair of the Committee shall be a Councillor.

The Deputy Chair shall not be a Councillor or member of Council Staff.

These positions shall be determined by an election at the first meeting of a new term of the committee.

## **Frequency of Meetings**

Meetings shall be held every 6 weeks at a time and date agreed by the Committee. On the last meeting of each year, the Committee will agree upon the meeting schedule for the following year.

## **Meeting Protocol**

- An agenda will be prepared and distributed 3 working days before each meeting, together with the minutes of the previous meeting.
- A quorum of members is required at all meetings and shall be 6 voting members.
- Members, including service providers, not playing a constructive role in the Committee or not attending for six meetings without apologies, can be removed by Council resolution.

## **Minutes and Reports to Council**

- Minutes of meetings will be kept of all meetings and will be reported to the Council.
- Minutes of the Committee meetings may be ratified by email. Minutes must be ratified by at least three (3) members of the committee who were in attendance at the meeting.
- The Minutes of the meeting will be submitted to the Council as soon as possible after the minutes have been ratified.
- The ratified Minutes of the meeting shall be presented to the next meeting of the Committee.

**From:** Ian & Sue Banning [REDACTED]  
**Sent:** Monday, 6 February 2017 9:25 PM  
**To:** Andrew Muir  
**Subject:** hire of Crystal Theatre

Dear Andrew,

Further to our discussion this morning I would be grateful if Council could lower the rate of hire for the Crystal Theatre Portland, for the annual Portland Art Show.

In 2015 the Art purchase Society paid \$220 for the hire of the theatre, but in 2016 this amount rose to \$478.

We would be grateful if the rate could be lowered for this year's event to the 2015 level, or even less!

On behalf of the Portland Purchase Society, I look forward to your favourable consideration of this matter.

Yours faithfully,

Sue Banning

Chair of the Portland Arts Purchase Society.

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# **DEVELOPMENT ASSESSMENT REPORT – DA030/17 - PROPOSED STORAGE SHED, Lot 1 DP 840412, GREAT WESTERN HIGHWAY MARRANGAROO**

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## **1. PROPOSAL**

Council is in receipt of a Development Application, DA030/17 from the leasee Lithgow Golf Club for a storage shed on land known as Lot 1 DP 840412, Great Western Highway Marrangaroo. The land, golf club and course are owned by Lithgow City Council. .

The site currently contains community land used for a public recreation facility comprising of a golf clubhouse, associated outbuildings and 18 hole golf course.

The proposal provides for the construction of a shed to provide storage facilities for golf carts. The proposed shed shall be 96m<sup>2</sup>, 12 metres long by 8 metres wide with a wall height of 2.7m and maximum ridge height of 3.772m. The shed is proposed to be located 23 metres behind the rear of the existing club house and 40 metres from closest (southern) boundary.



View to the west and location of proposed storage shed



View to the north and location of shed



Location of proposed shed

## 2. SUMMARY

To assess and recommend determination of DA030/17 with recommendation for approval subject to conditions.

## 3. LOCATION OF THE PROPOSAL

Legal Description : Lot 1 DP 840412  
Property Address : LITHGOW GOLF CLUB  
GREAT WESTERN HIGHWAY MARRANGAROO NSW 2790



**4. ZONING:** The land is zoned RE1 Public Recreation in accordance with Council's current planning instrument, being Lithgow Local Environmental Plan (LEP) 2014.

**5. PERMISSIBILITY:** The development being a storage shed is considered permissible under Lithgow Local Environmental Plan 2014, subject to development consent as per Clause 2.1 (Land Use Table). The storage shed is considered to be ancillary development to the existing recreation facility (outdoor) being the golf club.

## **5.1 POLICY IMPLICATIONS (OTHER THAN DCP's)**

### Policy 7.5 Notification Of Development Applications

This policy applies to all applications unless excluded by Section 1.2 and/or Section 2.

### **2. APPLICATIONS FOR WHICH NOTIFICATION WILL NOT BE GIVEN UNDER THIS POLICY**

*Development applications for the following types of development will not be notified. (NB: Any structure must conform to applicable setback requirements):*

- *Any other development of a minor nature that, in the opinion of the assessing officer, does not have the potential to create a negative impact on the amenity of the neighbourhood by way of the emission of noise, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit or oil, traffic generation or otherwise.*

It was considered that neighbour notification was not required for the following reasons:

- The proposed shed is located 40 metres from the nearest residential property and will be partially screened by existing vegetation.
- It is considered that the electric golf carts will not create a negative impact on the amenity of the neighbourhood. The carts produce minimal noise and do not cause or emit any waste or pollution.
- The roller door to the proposed shed will be located on the northern side facing away from residential dwellings to the south, south east and south west.

### Policy 7.6 Development Applications By Councillors And Staff Or On Council Owned Land

*Development Applications on Council owned land* requires Development Applications on Council land to be referred to the elected Council for consideration and determination and that no aspect of the development is dealt with under delegated authority. Given Council's ownership of this land the proposal shall be reported to Council for determination.

## **5.2 FINANCIAL IMPLICATIONS (eg Section 94)**

NIL

## **5.3 LEGAL IMPLICATIONS**

### **Conveyancing Act 1919**

The property contains services, easements/restrictions for a Right of Carriageway, easement for underground electrical cables 10m wide and easement for pipeline. The proposed shed is located clear of these easements. Conditions of approval have been imposed and are listed at the end of the report.

### **Environmental Protection and Biodiversity Conservation Act 1991**

No federally listed Threatened Species or Endangered Ecological Community is required to be cleared as a result of this application. Accordingly, there are no legal implications of this Act on the proposed development.

### **Threatened Species Conservation Act 1995**

No state listed Threatened Species or Endangered Ecological Community is required to be cleared as a result of this application. Accordingly, there are no legal implications of this act on the proposed development.

### **Local Government Act 1993**

The Lithgow Golf Course Plan of Management applies to the community land described as Lithgow Golf Course, categorised as a sportsground and contained within Lot 1 DP 840412. It is considered that the proposed golf cart storage shed will improve the quality of the recreational facility and is ancillary to the golf course and complies with the objectives of the plan.

### **Environmental Planning and Assessment Act 1979**

In determining a development application, a consent authority is required to take into consideration the matters of relevance under Section 79C of the *Environmental Planning and Assessment Act 1979*. These matters for consideration are as follows:

#### 5.3.1 Any Environmental Planning Instruments

#### ***Lithgow Local Environmental Plan 2014***

LEP 2014 – Compliance Check		
Clause		Compliance
<b>Land Use table</b>	RE1 Public Recreation	Yes
<b>5.10</b>	Heritage conservation	Yes
<b>7.1</b>	Earthworks	Yes
<b>7.3</b>	Stormwater Management	Yes
<b>7.5</b>	Groundwater vulnerability	Yes

#### **Comment:**

5.10 - The site currently contains community land used for a public recreation facility comprising of a golf club house, associated outbuildings and 18 hole golf course. The golf club house is listed under Council's LEP 2014 as being an item of local environmental heritage. Council's Heritage Inventory Sheet (B106) identifies that the club house has been extensively altered and extended unsympathetically. However the important architectural and aesthetic feature is the front polychrome brickwork façade and decorated brick walls. It is therefore considered that the proposed shed located at the rear of the club house will have no impact on the heritage significance of the building including the architectural and aesthetic feature of the front façade.

7.1 - The extent of the earthworks will include levelling the site to construct a reinforced concrete slab with piers. The cut and fill will be battered, grassed and stabilised. It is considered that the proposed earthworks will not have a detrimental impact on environmental functions and processes, neighbouring uses, cultural or heritage items or features of the surrounding land.

7.3 – Stormwater will be controlled by way of a condition of consent. Stormwater will be disposed to Council's satisfaction to ensure that there will be no impact on adjoining properties and receiving waters.

#### ***State Environmental Planning Policy 44 – Koala Habitat Protection***

SEPP 44 is applicable to site given that it exceeds 1ha in size and is located within the Lithgow Local Government Area to which the SEPP applies. Part 2 of the SEPP requires Council to consider whether the land the subject of the application retains potential and subsequently core koala habitat.

**Comment:**

Given that no native trees are to be removed as part of the development, and the section of the subject site relevant to the application is devoid of native vegetation it is considered unnecessary to proceed further with SEPP 44 assessment.

***State Environmental Planning Policy (Sydney Drinking Water Catchment) 2011***

SEPP (Sydney Drinking Water Catchment) 2011 – Compliance Check		
	Clause	Compliance
10	Development consent cannot be granted unless neutral or beneficial effect on water quality	Yes
11	Development that needs concurrence of the Chief Executive	N/A

**Comment:** The application is required to be assessed using the Neutral or Beneficial Effect on Water Quality Assessment Tool provided by Water NSW. The development satisfies this assessment and is considered to comply with the provisions of the SEPP.

5.3.2 Any draft environmental planning instrument that is or has been placed on public exhibition and details of which have been notified to the consent authority

Nil.

5.3.3 Any Development Control Plan

Nil

5.3.4 Any planning agreement that has been entered into under Section 93F, or any draft planning agreement that a developer has offered to enter into under Section 93F?

Nil

5.3.5 Any matters prescribed by the regulations that apply to the land

It is considered that as a result of this assessment the development will comply with the provisions of the regulations subject to conditions of consent.

5.3.6 The likely impacts of that development, including environmental impacts on both the natural and built environments, and social and economic impacts in the locality

**Adjoining Landuse:** The surrounding area is generally for public recreation and residential use. The proposal will not cause any land use conflicts and the development is permissible within the zone.

**Context and Setting:** The proposed development will be located within an established recreational and residential area and will have no major impact on the context and setting of the area. The development has been designed to complement existing features of similar development in the area.

**Access/ traffic:** The proposal does not incorporate any vehicular access. The roller door opens onto the green for direct access for the golf carts. The proposed development will not impact on the existing established vehicular access and carparking facilities.

**Heritage:** The site currently contains community land used for a public recreation facility comprising a golf club house, associated outbuildings and 18 hole golf course. The golf club house is listed under Council's LEP 2014 as being an item of local environmental heritage. Council's Heritage Inventory Sheet



(B106) identifies that the club house has been extensively altered and extended unsympathetically. However the important architectural and aesthetic feature is the front polychrome brickwork façade and decorated brick walls. It is therefore considered that the proposed shed located at the rear of the club house will have no impact on the heritage significance of the building including the architectural and aesthetic feature of the front façade.

**Flora and Fauna:** The removal of an existing Photinia hedge will be undertaken for the construction. No additional removal of trees/clearing is required and the development will have no impact on native flora or fauna.

**Social and Economic Impact:** As the proposed development will be generally in keeping with the provisions of the planning instrument and is reasonably compatible with other similar development in the locality, it is expected to have minimal social and economic impact.

**Soils:** Minimal cut and fill will be undertaken to provide a level pad for construction. There is no reason to believe the site would be affected by acid sulphate soil or contamination problems. Conditions of consent to control erosion and sedimentation impacts on the site, battering and stabilisation of disturbed areas are listed at the end of the report. Therefore it is considered there will be minimal impacts on soils.

**Water:** The proposed development has been assessed using the NorBE tool as required by the *State Environmental Planning Policy (Sydney Catchment Drinking Water) 2011* with a result of satisfied. Therefore with appropriate conditions of consent it is considered that the development will have minimal impact on water.

**Air and Microclimate:** There will be no significant impact on air or microclimate. However, a condition of consent will be imposed requiring that dust suppression be used during construction works to minimise impacts on the surrounding area.

**Waste:** Waste during construction will be to a licenced facility as per conditions of consent if approved. Given the development is for residential use, once an Occupation certificate has been provided a garbage service will be available for domestic use.

**Natural Hazards:** The rear western portion of the property is mapped as bushfire prone. The proposed shed and existing clubhouse are located outside the mapped area and located in excess of 400 metres from the bushfire threat. The shed is also located 23 metres from the clubhouse. Therefore there are no requirements under Planning for Bushfire Protection 2006. Further, the shed has been designed for the site specific wind and snow load.



**Noise and Vibration:** There are no nearby sources of noise or vibration that would impact detrimentally the proposal. The proposal is not expected to cause any noise issues in the surrounding area, given its recreational use.

**Other Land Resources:** The development will not impact on the value of the land in terms of agricultural potential or mining as it is zoned for RE1 public recreation use and adjacent to an established recreational and residential areas.

5.3.7 The Suitability of the site for the development

The surrounding land uses are for recreational and residential pursuits with the size of the proposed shed consistent with those in the surrounding areas. The proposal is compatible with the objectives of the zone and is considered to have minimal impact on the surrounding amenity. Therefore, the site is considered to be suitable for the proposed development.

5.3.8 Any submissions made in accordance with this Act or the Regulations

The proposal was not required to be neighbour notified and no submissions were received by Council.

5.3.9 The public interest

There have been no issues raised from the public regarding planning issues.

**6. DISCUSSION AND CONCLUSIONS**

The proposal is considered to generally comply with the relevant provisions of the applicable Environmental Planning Instruments. The proposal is not considered likely to have any significant negative impacts upon the environment or upon the amenity of the locality. As such it is recommended that development consent is issued subject to the conditions outlined below.

**7. ATTACHMENTS**

Schedule A- Conditions of consent.

**8. RECOMMENDATION**

**THAT** development application DA030/17 is approved subject to conditions set out in Schedule A.

Report prepared by: Rebecca Nichols

Supervisor: Jim Nichols

Signed:.....

Signed:.....

Dated: 15 February 2017

Dated:.....

## **REASONS FOR CONDITIONS**

The conditions in Schedule A have been imposed for the following reasons:

- To ensure compliance with the terms of the relevant Planning Instruments
- To ensure no injury is caused to the existing and likely future amenity of the neighbourhood
- Due to the circumstances of the case and the public interest.
- To ensure that adequate road and drainage works are provided.
- To ensure that satisfactory arrangements are made to satisfy the increased demand for public recreation facilities.
- To ensure that satisfactory arrangements are made to satisfy the increased demand for public recreation facilities
- To ensure access, parking and loading arrangements will be made to satisfy the demands created by the development.
- To ensure the structural integrity of the development.
- To ensure the protection of the health and safety of the occupants of the development.
- To protect the environment.
- To prevent, minimise, and/or offset adverse environmental impacts.
- To ensure lots are adequately serviced.
- To ensure there is no unacceptable impact on the water quality.
- To ensure compliance with the requirements of the Rural Fire Services.
- To ensure adequate soil conservation and protect against movement of soil and sediments.

## **Schedule A**

### **CONDITIONS** (including Section 94 Conditions)

(Please note: It should be understood that this consent in no way relieves the owner of applicant from any obligation under any covenant affecting the land).

### **General Requirements**

1. The development shall take place in accordance with the approved development plans containing Council's approved development stamp and all associated documentation submitted with the application, except as modified in red by Council and/or any conditions of this consent.
2. Approval is for a golf cart storage shed only and the structure shall not be used, fitted or occupied for

industrial, commercial or residential purposes under any circumstances.

3. The structure is to be located wholly within the confines of the property boundary and in accordance with approved site plan.

4. That minimal disturbance is caused to the site during construction works and any disturbed areas including embankments are to be generally made good and revegetated prior to the issue of the Occupation Certificate. Any excavated and filled areas are graded and drained and all constructed batters are to be topsoiled, and turfed (batters are not to exceed a ratio of 3 horizontal to 1 vertical) prior to occupation.

5. Any cut and fill areas are to be retained/stabilised to Council's satisfaction as soon as possible after excavation works and prior to the issue of the Occupation Certification.

6. Measures shall be implemented to minimise wind erosion and dust nuisance in accordance with the requirements of the manual – "Soils and Construction" (2004) (Bluebook).

### **Landscaping**

7. Additional landscaping shall be provided to screen the shed to Council's satisfaction. All cultivars used should be frost tolerant and a maintenance plan shall be implemented to ensure that any failures are replaced. All landscaping must be completed prior to the issue of the Occupation Certificate.

### **Easements and services**

8. No portion of the structure shall encroach into easements or over services. The applicant is responsible for identifying all easements and services on the property and complying with the relevant service provider requirements and conditions prior to commencement of work.

9. The storage shed shall be located clear of the existing sewer pump line.

10. The storage shed shall be located clear of the easement for underground electrical cable (10m wide) as shown on DP 840412.

11. The applicant is responsible for identifying the private power pole and complying with the service provider (Endeavour Energy) requirements and conditions including required setbacks, earthing, landscaping and safety requirements

### **Requirements prior to commencement of works**

#### **Construction certificate – Building**

12. A construction certificate is required prior to commencement of any site or building works. Note: Council as your Principal Certifying Authority has issued this certificate concurrently with the development consent. Therefore this requirement is fulfilled.

#### **Notification of commencement of Building Work**

13. Prior to commencing any construction works, Council is to be notified at least two days prior of the intention to commence building works, in accordance with Section 81A(2)(c) of the Act in Form 7 of Schedule 1 of the Regulations.

14. Building work that involves residential building work (within the meaning of the Home Building Act 1989) must not be carried out unless the Principal Certifying Authority for the development to which the work relates:

a. In the case of work to be done by a Licensee under the Act:

i) has been informed in writing of the licensee's name and contractor Licensee Number,

- ii) and it is satisfied that the Licensee has complied with the requirements of Part 6 of the Act, or
- b. in the case of work to be done by any other person:
  - i) has been informed in writing of persons name and Owner-Builder Permit Number, or
  - ii) has been given a declaration signed by the owner of the land that states that the reasonable market cost of the labour and materials involved in work is less than the amount prescribed for the purposes of the definition of Owner-Builder Work in Section 29 of that Act,

and is given appropriate information and declarations under paragraphs (a) and (b) whenever arrangements for the doing of the work are changed in such a manner as to render out of dated any information or declaration previously given under either of those paragraphs.

### **Sediment controls**

15. To contain soil and sediment on the property, controls are to be implemented prior to clearing of the site vegetation and the commencement of site works. This will include:

- a) The installation of a sediment fence with returned ends across the low side of the site so that all water flows through. These shall be maintained at no less than 70% capacity at all times. Drains, gutters, roadways etc., shall be kept clean and free of sediment.
- b) To prevent the movement of soil off site, a single entry/exit point to the property shall be constructed of 40mm blue metal aggregate or recycled concrete to a depth of 150mm. The length must be at least 5 metres with the width at least 3 metres.

Soil erosion fences shall remain and must be maintained until all disturbed areas are restored by turfing, paving, revegetation.

### **Signage**

16. Prior to the commencement of any works on the land, a sign/s must be erected in a prominent position on the site:

- a. Showing the name of the principal contractor (if any) for any building work and a telephone number on which that person can be contacted outside working hours.
- b. Stating that unauthorised entry to the work site is prohibited and
- c. Showing the name, address and telephone number of the principle certifying authority for the work.

The sign/s are to be maintained while the building work, subdivision work or demolition work is being carried out, but must be removed when the work has been completed.

17. A copy of the stamped and approved plans, development consent and the construction certificate are to be on the site at all times.

### **Requirements during Construction**

#### **Construction work hours**

18. All work on site shall only occur between the following hours:

Monday to Friday	7.00am to 6.00pm
Saturday	8.00am to 1.00pm
Sunday and public holidays	No work

### **Stormwater**

19. That the rainwater drains are connected to water storage tanks which are located in a position that will not create a nuisance to the building or adjoining properties.

Note: Overflow pipes are to be discharged into approved drains to 600 mm wide x 600 mm deep dispersal pits, having an aggregate length of 2 metres per downpipe and be located not less than 4 metres from any building or site boundary. The pits are to be located so as to ensure that the stormwater is dispersed clear of any building and should not create a nuisance to adjoining properties

20. Alterations to the natural surface contours must not impede or divert natural surface water runoff, so as to cause a nuisance to adjoining property owners.

21. All excavations and backfilling associated with the approved works must be executed safely and in accordance with appropriate professional standards. All excavations must be properly guarded and protected to prevent them from being dangerous to life or property.

If an excavation associated with the approved works extends below the level of the base of the footings of a building on an adjoining allotment of land, the person causing the excavation to be made:

- Must preserve and protect the building from damage; and
- If necessary, must underpin and support the building in an approved manner, and footings of a building on an adjoining allotment of land, give notice of intention to do so to the owner of the adjoining allotment of land and furnish particulars of the excavation to the owner of the building being erected or demolished.

The owner of the adjoining allotment of land is not liable for any part of the cost of work carried out, whether carried out on the allotment of land being excavated or on the adjoining allotment of land.

22. Prior to any building works commencing a suitable Waste Container with a lid for the deposit of all building rubbish and litter must be provided and emptied as soon as full. Building rubbish and litter must be contained on the building site.

### **Prior to the issue of an Occupation Certificate**

23. The conditions of consent must be complied with prior to the issue of an Occupation Certificate either by Lithgow Council or an accredited principal certifying authority. All necessary information to comply with the conditions of consent must be submitted prior to the occupation of the building.

### **Advisory Notes**

#### **Compliance with Building Code of Australia**

1. All building work must be carried out in accordance with the provisions of the Building Code of Australia.

#### **Building Inspection schedule**

2. To ensure structural integrity, the maintenance of minimum health standards, the management of the buildings surrounds and the protection of the environment, compliance certificates are to be issued at significant stages throughout the construction period. These stages are:

- a) Pier holes and reinforcing steel in position and before concrete is poured (footings, lintels, beams, columns, floors, walls and the like).
- b) Stormwater drainage between building and discharge point (drainage pipes, soakage pits and the like) prior to covering.
- c) Framing prior to internal linings and completion of the development and sign off to all conditions of the consent including landscaping, prior to occupation and use.

At each inspection, erosion and sediment control measures and site management will be inspected.

**Note: forty-eight (48) hours notice shall be given to Council prior to inspections**

### **Construction, Plumbing and Drainage**

3. The shed is to be designed and constructed to the site specific wind and ground snow load and erected in accordance with the structural and manufacturers details designed by the Approved Practising Structural Engineer.
4. That the structure is securely bolted at its supports and fixed rigidly at its base.
5. That seepage and surface waters are collected and diverted clear of the shed site by a drainage system prior to the issue of the Occupation Certificate. Care is to be taken to ensure that no nuisance is created to adjoining properties.
6. That all footings/piers are taken to foundation material of uniform adequate bearing pressure.
7. That the structure is securely bolted at its supports and fixed rigidly at its base.
8. That, owing to the area being subject to high wind velocities from time to time, every precaution is to be taken to ensure the building and the roof cladding are effectively secured. Manufacturer's details and directions for anchorage and fixing are to be adhered to.

**Prior to Occupation**

9. Prior to the use/occupation of the structure an Occupation Certificate must be issued by the Principal Certifying Authority (PCA). In this regard an application must be lodged with the PCA in conjunction with any request to carry out a final inspection.

**Reference to the Building Code of Australia**

10. A reference to the Building Code of Australia is a reference to that Code as in force on the date the application for the relevant Construction Certificate is made.

# Hassans Walls Reserve

## Draft Plan of Management



for



January 2017



# Hassans Walls Reserve

## Draft Plan of Management

### for Lithgow City Council

January 2017

#### Document Control

Revision	Date	Description	By	Reviewed By
1	14.11.16	Preliminary Draft for Council Review	ARG	AJG
2	20.1.17	Draft incorporating Council comments	ARG	AJG

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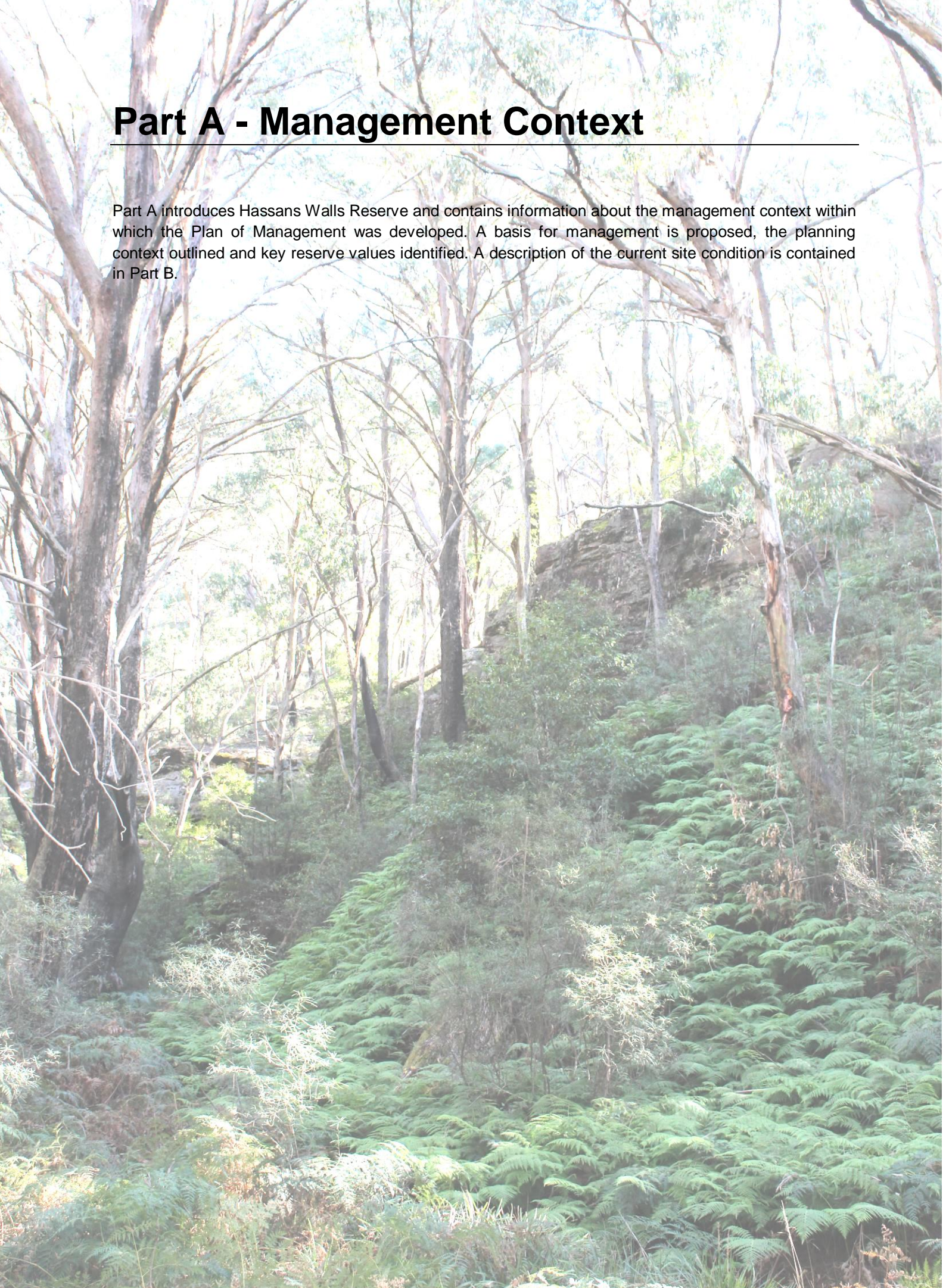
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# Part A - Management Context

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Part A introduces Hassans Walls Reserve and contains information about the management context within which the Plan of Management was developed. A basis for management is proposed, the planning context outlined and key reserve values identified. A description of the current site condition is contained in Part B.





# 1. The Plan of Management

## 1.1 Background

Hassans Walls Reserve is a 780 hectare area of both Crown Land (reserved for Public Recreation) and Community Land managed by Lithgow City Council. The Reserve is a significant environmental and recreation asset, contains infrastructure to support essential services and is a sizeable area under Council's management. Its management therefore warrants description and direction through a Plan of Management – as consistent with the *Crown Lands Act 1989* and *Local Government Act 1993*.

Hassans Walls were named by Governor Macquarie after travelling past the area on the recently constructed Western Road in 1815. The line of cliffs reminded him of hill forts of Northern India where he served in the early 19<sup>th</sup> century.

## 1.2 What is a Plan of Management?

A Plan of Management is developed, in consultation with the community, to provide direction for the future management of a place – usually for a park, reserve or other area of open space. The Plan defines the values, use and future management intent and practices for the area. A plan contains a range of actions to guide the management of the area over the life of the document – usually a ten year period.

### How to read this Plan of Management

Part A introduces Hassans Walls Reserve and provides information about the management context within which the Plan of Management was developed. A basis for management is proposed and key reserve values identified.

Part B contains information about the known values of Hassans Walls Reserve.

Part C provides a framework for managing Hassans Walls Reserve. The Reserve is divided into four Management Zones and a range of objectives and strategies are recommended for each Management Zone and for the entire site. A Concept Masterplan is provided in this section.

Part D considers the implementation of this Plan of Management and contains information on potential funding sources, reporting, evaluation and review.

## 1.3 Land to which this Plan applies

Hassans Wall Reserve includes 17 parcels of both Community Land and Crown Land managed by Lithgow City Council.

The Plan of Management applies to Crown Land reserved for public recreation – with this reservation dating from 1917 and most recently 1978 – and Community Land owned by Lithgow City Council (Figure 1). Lithgow City Council is responsible for the Reserve's care, control and management. The greater majority of the Reserve is zoned as Environmental Management under the *Lithgow Local Environment Plan 2014* (a small portion of one parcel encompassing an area associated with the shooting range is zoned as General Industrial). The Reserve is also incorporated into the Environmentally Sensitive Area – Biodiversity Overlay map for the purposes of the application of the *Lithgow Local Environment Plan 2014*.

The landholdings that comprise Hassans Walls Reserve are listed in Table 1.



**Figure 1 - Location and extent of Hassans Walls Reserve (cross hatched orange)**

## **1.4 Objectives of this Plan of Management**

This Plan of Management has been prepared to provide a clear strategic direction for future management and use of Hassans Walls Reserve.

The principal objectives of this Plan of Management are;

- Identify a vision for Hassans Walls Reserve;
- Identify the values of Hassans Walls Reserve;
- Set out the strategic direction for future management of Hassans Walls Reserve;
- Outline management actions for Hassans Walls Reserve;
- Propose a concept masterplan for future development;
- Provide direction on the conservation and environmental management of natural resources within Hassans Walls Reserve;
- Provide direction on the conservation and protection of cultural heritage sites within Hassans Walls Reserve;
- Identify and minimise risks within Hassans Walls Reserve;
- Consolidate information into a single document for ease of reference; and

- Identify future studies that may be required to inform future Reserve management and implementation of this Plan.

Lot	Deposited Plan (DP)	Land Classification
5	33996	Crown
6	33996	Crown
69	751650	Crown
203	751650	Crown
206	751650	Crown
249	751650	Crown
2	875910	Crown
7027	1059095	Crown
7036	1059097	Crown
207	1118161	Crown
165	1118256	Crown
1	251935	Community
2	251935	Community
3	251935	Community
90	751650	Community
1	1094395	Community
2	1094395	Community

**Table 1 – Hassans Walls Reserve Land Parcels**

*(Source: Lithgow City Council)*

## 1.5 Vision for Hassans Walls Reserve

Hassans Walls Reserve is a regionally important bushland open space area managed to protect its significant heritage and natural values while providing sustainable recreation opportunities to the regional community.

## **2. Basis for Management**

### **2.1 Roles and Responsibility of the Hassans Walls Reserve Trust**

The Crown Land portions of the Reserve were progressively reserved for Public Recreation – initially 143 hectares was reserved in 1882 and incorporated the escarpments of the highest cliffs and adjacent lowlands to what is now the Great Western Highway. Subsequent gazettals also occurred in 1889, 1898 and on March 9, 1917 when Government Gazette No. 37 created Reserve 52017. Additional lands were added (after Council surrendered lands to the Crown) by Gazette No. 82 on the 1 July 14, 1978.0

Today Crown land portions of Hassans walls Reserve are managed by Lithgow City Council via the Hassans Walls Reserve Public Recreation Reserve Trust appointed by the Minister for Lands on 15 August 1969. The Trust has responsibility for the Reserve's care, control and management consistent with the dedicated public purpose of the reservation – in this case public recreation – as well as the principles of Crown Land management as set out in the Act.

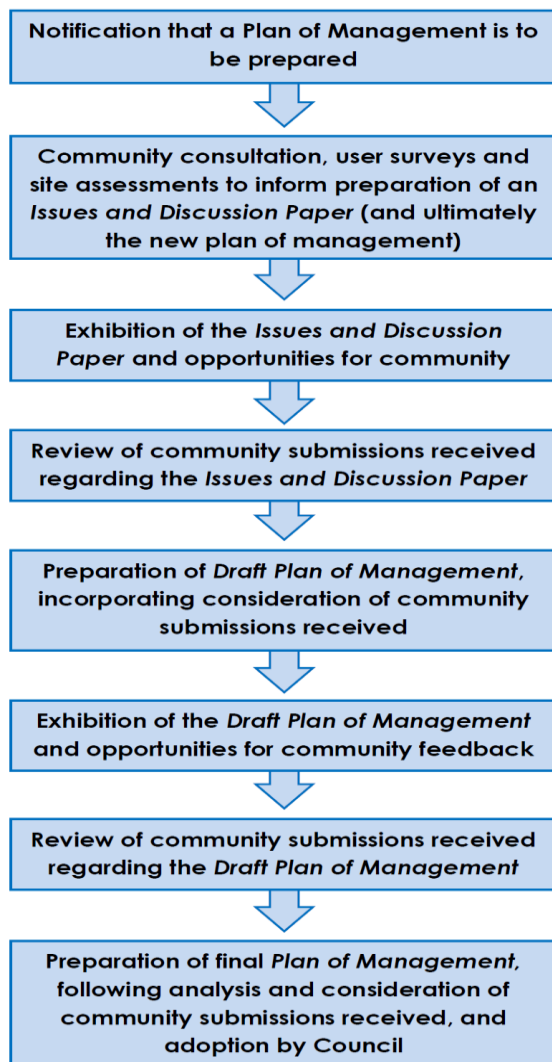
A Reserve Trust operates with a degree of autonomy in this care, control and management role and can enter into maintenance contracts, determine the development of an area (subject to Crown consent), set entry fees, employ staff, and perform other reserve management functions. The Department of Primary Industry – Lands provides Reserve Trusts with operational support, guidance and financial assistance primarily through the Public Reserves Management Fund Program.

Under section 122 of the *Crown Lands Act 1989* Reserve Trusts are required to provide an annual report to the Minister which includes (in accordance with Clause 33 of the *Crown Lands Regulation 2000*) details of income, expenditure, assets, liabilities, improvements, leases and licences granted or in force, uses made of the reserve and any matters of pecuniary interest.

The current administration and management arrangements implemented for Hassans Walls Reserve, applicable to both the Crown and Community land parcels, have proven effective, throughout the past decades, in protecting and presenting the Reserve as the valued place it is today. Lithgow City Council has been responsible for and financially supported management of the Reserve in excess of any revenue generated by the area, despite the area's use by visitors from a far wider catchment than the immediate LGA.

### **2.2 Plan of Management Process**

This Draft Plan of Management was prepared by Gondwana Consulting drawing on in-house Lithgow City Council expertise and understanding of the Reserve and a number of previous studies relating to the Reserve. It was extensively informed by the results of two community consultation phases undertaken during the planning process - an initial phase identifying issues and values and an exhibition phase seeking comments on an Issues and Discussion Paper. The planning process for preparing the Draft Plan of Management is summarised in the schematic below.



The Issues and Discussion paper was prepared through initial consultation with the general community, specific stakeholders and relevant Council staff. It was informed by a review of other background/resource information and field inspections. Note that detailed environmental surveys have not been undertaken during this planning process and it has been dependent on existing available information. The Issues and Discussion Paper provided a brief overview of these initial consultations, the current values and management issues for the Reserve, and presented options for some of the key management issues to be addressed in the Plan as well as listing more “routine” reserve management actions.

## 2.3 Community Consultation

The planning process for Hassans Walls Reserve involved two separate consultation phases that have informed the preparation of the Draft Plan of Management.

### Initial Consultation

The initial phase involved seeking information from the community in relation to values for the Reserve and ideas for its future management. This phase was promoted via Council’s website, in local media, direct contact with known interest groups and interested individuals and notification to immediate neighbours. An Information Sheet and a separate reply paid Feedback Form was provided as part of this initial contact and was also made available on Council’s website and in Council offices. Relevant Government agencies and affected private companies were also notified of the planning process and provided with opportunity to comment.



This initial consultation phase elicited 110 responses via the Feedback form and attendance at a Focus Group meeting by eleven interested people / representatives of known interest groups. The comments provided by the respondents and the attendees at the Focus Group Workshop were reviewed and collated into seven broad categories or topics, presented below in Table 2.

<b>Value</b>	<b>Number of responses received</b>  (Totals more than 121 due to multiple responses)	<b>Percentage of total respondents from survey and workshop</b>  (Totals more than 100% due to multiple responses)	<b>Percentage of total value responses received</b>
Aesthetics – views from and of the reserve	73	57.9%	27.8%
Natural values – Flora, Fauna, biodiversity	54	44.6%	20.5%
A natural area accessible and close to town	46	38%	17.5%
Passive Recreation	44	36.4%	16.7%
Active Recreation	35	28.9%	13.3%
Economic Benefits and Tourism	7	5.8%	2.7%
Heritage Values	4	3.3%	1.5%

**Table 2 –Community values for Hassans Walls Reserve**

A number of key points were highlighted during the initial consultation phase, including the following.

- Shared and common values are held for the Reserve - with these values common across ages, gender and reasons for use.
- A particularly high value is placed on the views available from the Reserve and the views of the Reserve from Lithgow township.
- The high value placed on the Reserve’s natural ecology, flora and fauna.
- The importance of the Reserve as a natural area close to Lithgow township that provides respite from urban living.
- The Reserve’s recreational value – as a venue for both passive recreation (walking, nature appreciation) and active recreation (mountain biking, running, exercise).

#### Issues and Discussion Paper Exhibition

The Issues and Discussion Paper was publicly exhibited for a two week period concluding on 10 October 2016. All individuals and organisation who responded to the initial consultation phase were notified of the availability of the Paper and opportunity to provide comment. All Government agencies and affected private companies notified during the initial consultation phase were also contacted. The Issues and Discussion Paper and Feedback Form were made available on Council's website and hard copies were made available in the Lithgow Library and Learning Centre and the Council’s Administration Centre.

A total of twenty five (25) responses were received.

## **2.4 Values**

### **2.6.1 Natural Environmental Values**

Community consultation has consistently identified the natural environment as one of the most highly valued aspects of the Reserve. Respondents valued the diversity of flora and fauna found within the Reserve (both common and rare or endangered species), the large and un-fragmented character of the bushland (extending from valley to ridgetop), and the bushland's "high quality" (as generally weed-free vegetation) and habitat value. The usage and aesthetic benefits of such a large and accessible expanse of the natural environment adjoining an urban setting were also highly valued – notably the area's "peace and quiet", its scenic qualities, and as a place offering a physical, visual and recreational respite from urban living.

### **2.6.2 Cultural Heritage Values**

The Reserve lies close to the boundary of the traditional lands of the Darug and Wiradjuri Aboriginal people who would have occupied the area prior to European settlement. Before European settlement the Reserve is likely to have consisted of forest and woodlands, rocky outcrops and escarpments with contained feeder creeks running into the downstream watercourses. Interpretive material at Hassans Walls Lookout notes that middens and rock art are present in the Hassans Walls Reserve however the Wiradjuri traditional owners desire that the location of such sites is not publicly disclosed.

Hassans Walls Reserve contains a diverse range of physical evidence of the non-Aboriginal activities in the Reserve and also provides a link to the heritage of the Lithgow township and surrounding area via evidence of activities of earlier generations. Many of the visitor destinations within Hassans Walls Reserve are named after prominent locals such as James Padley, Major H Bracey and ex-Prime Minister Joseph Cook. Information regarding the history to walking tracks, caves, lookouts and other features of the Reserve could provide a source for potential interpretation of the history of the Reserve and by association, the township of Lithgow.

Hassans Walls Reserve contains one site included on the NSW State Heritage Register – known as the Lithgow Heavy Anti-Aircraft Gun Stations and Dummy Station complex (Listing Number 01862, gazettal date 5 August 2011).

### **2.6.3 Recreational Values**

Hassans Walls Reserve is a valued and popular destination offering a range of passive and active recreational opportunities for local and regional visitors. Hassans Walls Reserve is a generally undeveloped setting offering the opportunity for a variety of passive and active nature based recreational activities in a mostly uncrowded social environment. Local residents of Lithgow value highly the undeveloped and uncrowded nature of the Reserve, combined with its proximity to the township.

Hassans Walls Reserve contains two recreational nodes with visitor facilities – Hassans Walls Lookout with views over the Hartley Valley and Blue Mountains and Bracey's Lookout offering views over Lithgow township. These nodes are the key sites that the vast majority of visitors to the Reserve access.

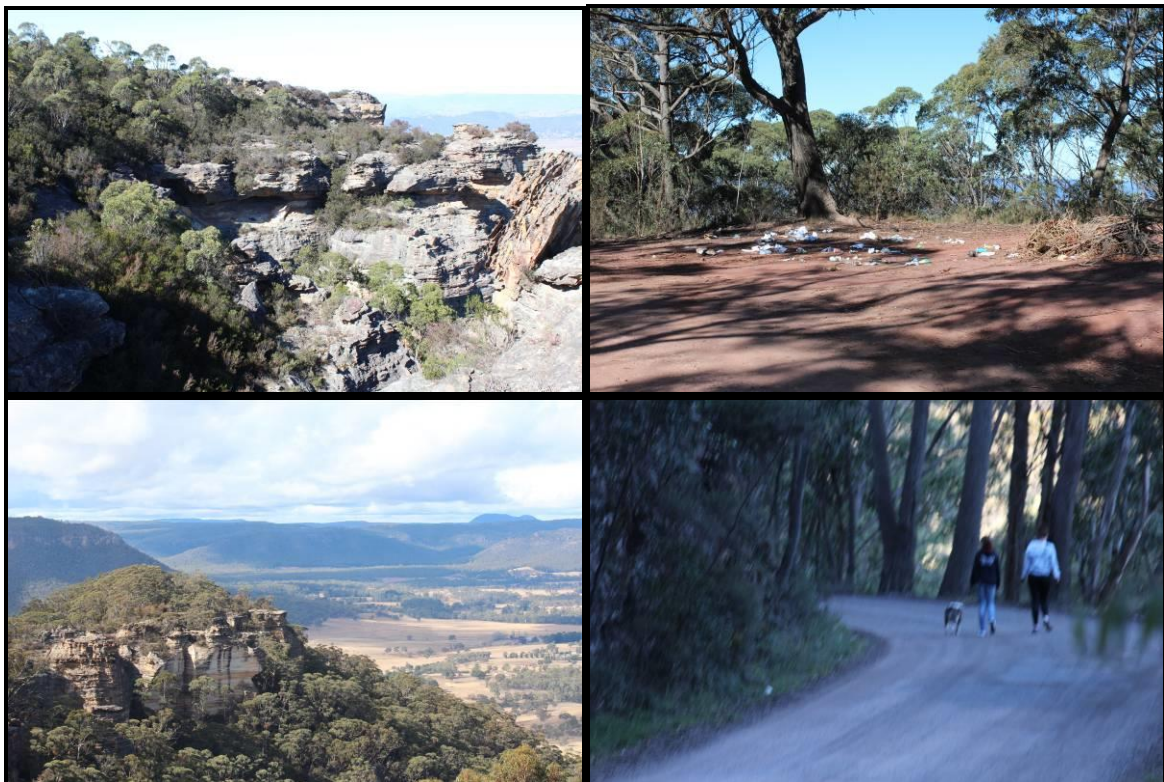
There is a network of walking tracks and mountain bike tracks throughout the Reserve based on the roads, 4WD standard access tracks to communication towers and other infrastructure and an indeterminate number of informal tracks.

Hassans Walls Reserve also plays a significant role in meeting the demand for competitive downhill mountain bike riding as the purpose built "Pony Express" tracks is used for the annual NSW mountain bike State Championships.

A snapshot visitor monitoring program conducted in June 2016 estimated that over 2,200 people visited the Reserve by vehicle in a two week period.

## 2.6.4 Landscape and Amenity Values

Due to its proximity, the Reserve contributes to the sense of place and visual amenity of the Lithgow urban area, serving as an aesthetic backdrop on the southern edge of town. The proximity of the Reserve to town is highly valued by residents for its recreational opportunities and the ability to escape and unwind from the pressures of day to day life.



*Clockwise from top left – Rock pagodas near Sir Joseph Cook boardwalk; Rubbish dumping - an ongoing and regular management issue; Hassans Walls Road is popular for walkers, often with dogs on a leash; Hassans Walls Reserve is highly valued for the spectacular views over Hartley Valley and the Blue Mountains*

### 3. Planning Context

#### 3.1 Crown Lands Act 1989

The *Crown Lands Act 1989* provides direction on the management of Hassans Walls Reserve through the relevant objects of the Act and Principles of Crown Land management prescribed in the Act, as cited below.

As on-ground manager (on behalf of the Trust) of the Crown Lands comprising the Reserve, Lithgow City Council has the responsibility to manage Hassans Walls Reserve in accordance with the requirements of the *Crown Lands Act 1989*.

Division 6 of the Act provides for but does not explicitly require a plan of management to be prepared for Crown Lands. Should a plan of management be prepared it must be developed in accordance with an area's purpose of reservation as well as the principles of Crown Land management. The Plan must address the objects of the Act and define the value, use, management practices and intent for the broad public purpose for which the land has been reserved or dedicated.

Those Crown Land areas included in the Hassans Walls Reserve Plan of Management were originally reserved for the purposes of "public recreation".

**"Objects of Act (S10)** – The objects of this Act are to ensure that Crown land is managed for the benefit of the people of New South Wales....' and

**Section 11** - provides a set of principles for Crown Land management, as listed below:

(a) that environmental protection principles be observed in relation to the management and administration of Crown land,

(b) that the natural resources of Crown land (including water, soil, flora, fauna and scenic quality) be conserved wherever possible,

(c) that public use and enjoyment of appropriate Crown land be encouraged,

(d) that, where appropriate, multiple use of Crown land be encouraged,

(e) that, where appropriate, Crown land should be used and managed in such a way that both the land and its resources are sustained in perpetuity, and

(f) that Crown land be occupied, used, sold, leased, licensed or otherwise dealt with in the best interests of the State consistent with the above principles.

<b>Principles of Crown Land Management (Section 11 of the <i>Crown Lands Act 1989</i>)</b>	<b>Compliance with the principles of Crown Land Management</b>
<i>That environmental protection principles be observed in relation to the management and administration of Crown land.</i>	The natural environment is a key value identified by this Plan of Management. Management actions have been created to protect this key value.
<i>That the natural resources of Crown Land (including water, soil, flora, fauna and scenic quality) be conserved wherever possible.</i>	The Plan of Management provides management actions to conserve and protect these natural resources.
<i>That public use and enjoyment of appropriate</i>	The Crown Land is reserved for "public recreation". This reservation is supported by the

<i>Crown Land be encouraged.</i>	Plan of Management and the management actions identified provide a means of maintaining and improving the experiences of public use and enjoyment of the Reserve in a sustainable fashion without detracting from the area's underlying values.
<i>That, where appropriate, multiple use of Crown Land be encouraged.</i>	There is already a high degree of multiple use of the Reserve. The Plan encourages and supports the continuation of multiple use.
<i>That, where appropriate, Crown Land should be used and managed in such a way that both the land and its resources are sustained in perpetuity.</i>	The Plan of Management aims to protect the values identified for the Reserve. A vision has been set, and management actions and priorities identified, to ensure protection of its natural environment and cultural heritage and provide for sustainable use of the Reserve into the future.
<i>That Crown Land be occupied, used, sold, leased, licensed or otherwise dealt with in the best interests of the State consistent with the above principles.</i>	Leases, licences or otherwise are only permitted where they are consistent with the values of the Plan of Management and the provisions of the <i>Crown Lands Act 1989</i> .

**Table 3 - Compliance with the Principles of Crown Land Management**

### **3.2 Local Government Act 1993**

The *Local Government Act 1993* gives direction on how a plan of management is to be written for community land. The Act requires land to be categorised depending on how it is intended to be used and provides the core objectives for directing the management of land so categorised.

The categories as applied to Hassans Walls Reserve are depicted in Figure 9 in Part C of this Plan. A detailed description of the categories which apply to Hassans Walls Reserve and relevant core objectives are also provided in Part C.

This Plan of Management has been prepared according to the requirements of both the *Local Government Act 1993* and the *Crown Lands Act 1989*. The Department of Primary Industry – Lands has previously accepted Plans of Management developed under the Local Government Act model.

Division 6 of the Act provides for but does not explicitly require a plan of management to be prepared for Crown Lands. Should a plan of management be prepared it must be developed in accordance with an area's purpose of reservation as well as the principles of Crown Land management and the objects of the *Crown Lands Act*. Those Crown Land areas to be included in the Hassans Walls Reserve Plan of Management are reserved for the purposes of "public recreation" as detailed in Section 2.1 above.

### **3.3 Environmental Planning and Assessment Act, 1979**

The *Environmental Planning and Assessment Act, 1979* establishes the statutory planning framework for environmental and land use planning of all land in NSW. One of the main instruments for implementing the Act are Local Environmental Plans - statutory planning tools that set controls over development in the area to which they apply. They contain zoning controls as well as controls for heritage conservation areas and protected areas, amongst other matters.

The greater majority of the Reserve is zoned Environmental Management under the *Lithgow Local Environment Plan 2014*. A small portion of one parcel encompassing an area associated with the

shooting range is zoned as General Industrial. The Reserve is also incorporated into the Environmentally Sensitive Area – Biodiversity Overlay map for the purposes of the application of the *Lithgow Local Environment Plan 2014*.

### **3.4 National Parks and Wildlife Act, 1974**

The NSW Office of Environment and Heritage has legislative responsibility for Aboriginal sites, through the *National Parks and Wildlife Act 1974*. Under this Act landholders / managers have obligations regarding the protection and management of known Aboriginal sites on their lands. The NSW Office of Environment and Heritage also maintains the *Aboriginal Heritage Information Management System (AHIMS)*. The AHIMS includes:

- information about Aboriginal objects that have been reported to the Director General, Department of Premier and Cabinet
- information about Aboriginal Places which have been declared by the Minister for the Environment to have special significance with respect to Aboriginal culture
- archaeological reports.

The AHIMS records do not include any Aboriginal sites or Places in Hassans Walls Reserve. That is not to say that no such sites exist or that there is no evidence of Aboriginal occupation and use of the Reserve.

### **3.5 Threatened Species Conservation Act 1995**

This is an Act to provide for the conservation of threatened species, populations and ecological communities of animals and plants (although the Act does not generally apply to fish). The Act sets out a number of specific objects relating to the conservation of biological diversity and the promotion of ecologically sustainable development.

Identified species, populations, ecological communities and key threatening processes are listed in the Schedules to the Act. Provision is made for the preparation of recovery plans for listed threatened species, populations and ecological communities and threat abatement plans to manage key threatening processes.

The Act also provides for the declaration and mapping of habitats that are critical to the survival of those identified threatened species, populations and ecological communities that are classified as endangered (critical habitats).

### **3.6 Heritage Act 1977**

The NSW Office of Environment and Heritage has legislative responsibility for managing Heritage sites through the NSW Heritage Act, 1977. The Act makes provisions to conserve the State's environmental heritage and provides for the identification and registration of items of State heritage significance. The NSW Office of Environment and Heritage maintains the State Heritage Register - a list of places and objects of particular importance to the people of NSW. The register lists over 1,650 items, in both private and public ownership. Listing on the State Heritage Register means the item:

- is of particular importance to the people of NSW and enriches understanding of our history and identity;
- is legally protected as a heritage item under the NSW *Heritage Act 1977*
- requires approval from the Heritage Council of NSW for major changes
- is eligible for financial incentives from the NSW and Commonwealth governments.

### **3.7 Rural Fires Act 1997**

Council has legal obligations under the *Rural Fires Act 1997* and *Lithgow Bush Fire Risk Management Plan 2015* (NSW Rural Fire Service, 2015) to manage bush fire risk on its own land. As the Reserve's manager Council has a responsibility to "protect persons and property" immediately adjacent to the Reserve from hazards – notably wildfires – originating on the Reserve. Council also seeks to ensure that its management of the area does not detract from surrounding residents' "quiet enjoyment" of their properties.

The Reserve has been identified as a high risk for bushfires under the *Lithgow Bush Fire Risk Management Plan 2015* (NSW Rural Fire Service, 2015). The whole of the Reserve is managed as a Strategic Fire Advantage Zone (SFAZ) which recognises that hazard reduction burning around specific assets is necessary as well as back burning during bushfire events. Currently there is no Reserve specific fire management plan that informs the *Lithgow Bush Fire Risk Management Plan 2015*.

### **3.8 State Environmental Planning Policy (Infrastructure) 2007**

State Environmental Planning Policy (Infrastructure) 2007 (ISEPP) aims to facilitate the effective delivery of infrastructure across the State. The Infrastructure SEPP assists local government and the communities they support by simplifying the process for providing essential infrastructure.

The Infrastructure SEPP has specific planning provisions and development controls for 25 types of infrastructure works or facilities including roads, emergency services, electricity delivery, parks and other public reserves and telecommunications networks.

The Infrastructure SEPP outlines the planning rules for such works and facilities, including:

- Where such development can be undertaken;
- What type of infrastructure development can be approved by a public authority under Part 5 of the Environmental Planning and Assessment Act (EP&A Act) following an environmental assessment (known as 'development without consent');
- What type of development can be approved by the relevant local council, Minister for Planning or Department of Planning under Part 4 of the EP&A Act (known as 'development with consent');
- and
- What type of development is exempt or complying development.

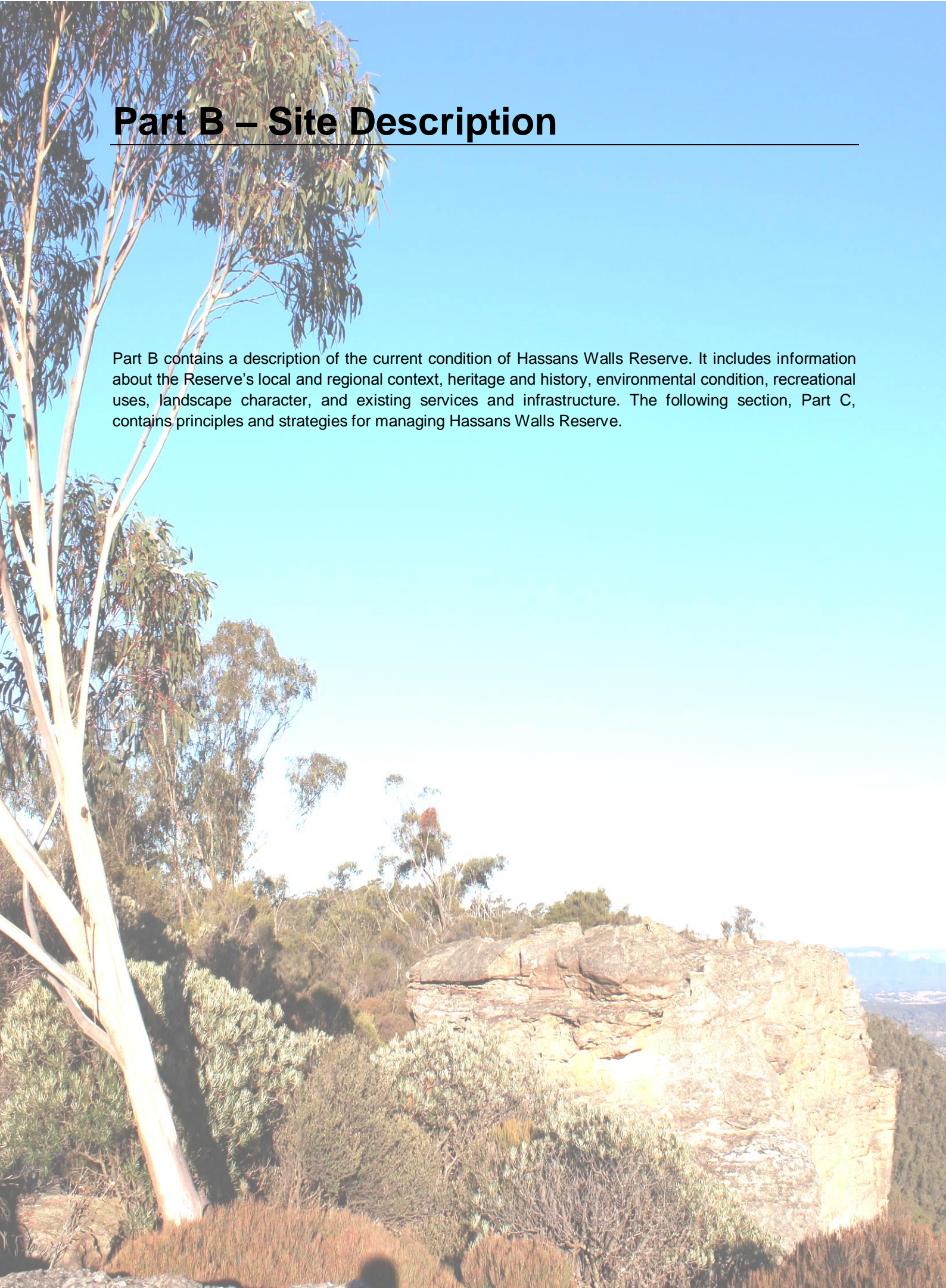
Of particular relevance to Hassans Walls Reserve is Clause 65 that specifies that development for any purpose may be carried out without consent if the development is for the purposes of implementing an adopted plan of management. The clause also lists a range of ancillary developments permitted without consent. Clause 66 provides for a range of exempt developments within a public reserve such as the construction, maintenance and repair of walking tracks, boardwalks, stairways, gates, seats shelters and shade structures.



# Part B – Site Description

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Part B contains a description of the current condition of Hassans Walls Reserve. It includes information about the Reserve's local and regional context, heritage and history, environmental condition, recreational uses, landscape character, and existing services and infrastructure. The following section, Part C, contains principles and strategies for managing Hassans Walls Reserve.





## 4. Local and Regional Context

Hassans Walls Reserve adjoins the residential area of the Lithgow township, within Lithgow City Council Local Government Area. Lithgow is 140 kilometres west of Sydney CBD and 37 kilometres west of Katoomba in the Blue Mountains. The main western railway line from Sydney also provides access to Lithgow.

The Reserve is approximately 780 hectares in size with a boundary of around 17 kilometres in length and is predominantly natural bushland. The northern boundary of Hassans Walls Reserve abuts Lithgow's urban areas while the Reserve's southern boundary adjoins the Great Western Highway. Hassans Walls Road provides vehicle access to the Reserve from either Lithgow township or via Browns Gap Road with other roads providing access from Hassans Walls Road to Hassans Walls Lookout and Bracey's Lookout. Local residents also access the Reserve by foot or bicycle.

The Reserve consists predominantly of native bushland, providing a relatively natural area on the doorstep of Lithgow. The Reserve contains a large partially disturbed representative sample of a range of vegetation communities and is located within the far northern South Eastern Highlands Bioregion close to the Sydney Basin Bioregion. Although no comprehensive flora and fauna survey has been conducted the Reserve is known to support a number of conservation significant species.

The primary destination for many visitors to the Reserve is Hassans Walls Lookout. This site comprises a small dirt car park and a recently constructed steel mesh walkway that leads over 50m to a lookout point with views over the Hartley Valley, Blue Mountains and west towards Bathurst. Several information and interpretive signs provide a short history of the Reserve. A second lookout facility and small dirt car park is located at Bracey's Lookout, offering views north over Lithgow township. There are numerous walking and mountain bike tracks throughout Hassans Walls Reserve.

The Reserve is an important recreation resource for the local community for exercise (walking and running), bush walking / nature appreciation and is a popular and well-known destination for local and other mountain bikers. The Pony Express track that is frequently used for local and state-wide competitive mountain bike events is managed by the Central Tablelands Mountain Bike Club, who actively promote the area and other rides within the Reserve.

As stated, Hassans Walls Reserve adjoins an urban context, with increasing residential development in its immediate surrounds. More people will seek to do more things within the Reserve, potentially leading to greater and more diverse pressures on the area's attractions and values as well as conflicts between activities and user groups. Residential areas adjacent to the northern and western boundaries of the Reserve will likely generate direct and indirect impacts on these bushland areas – in terms of weed intrusion, rubbish dumping, utility and service corridors, encroachments, visual intrusion, anti-social behaviours and others.

Careful planning will be required to protect and manage the Reserve and its values in the face of these external pressures in order to realise the full range of biophysical, recreational, visual and cultural values that the area holds for the community.

## 5. Natural Environment Values

The Reserve is located within the far northern part South Eastern Highlands Bioregion. The South Eastern Highlands Bioregion lies just inland from the coastal bioregions of the South East Corner and the Sydney Basin, bounded by the Australian Alps and South Western Slopes bioregions to the south and west. It contains approximately 6.11 per cent of NSW.

There is a diverse range of vegetation communities within the Bioregion related to variations in soils, altitude, temperature and rainfall. Just less than 15% of the Bioregion is within conservation tenures, the majority of which are national parks and nature reserves (12.22% of the Bioregion).

### 5.1 Vegetation Communities and Flora

The vegetation communities of Hassans Walls Reserve have been mapped in two vegetation surveys of the region. “The Vegetation of the Western Blue Mountains” (DEC, 2006) incorporates the northern half of the Reserve and “Native Vegetation of Southeast NSW: a revised classification and map for the coast and eastern tablelands” (DEC, 2010) includes the southern half of the Reserve. The former report addresses a significantly smaller land area and classifies vegetation communities on a much finer scale than the latter. Neither report involved a systematic field survey of the Reserve.

The *Native Plants Hassans Wall Reserve Lithgow* (Lollback et al, 2014) lists 487 species of plants including 79 species of orchid, 21 species of fern, 30 species of liverworts, 29 mosses, 28 species of fungi (although the forward notes over 260 as occurring in the Reserve) and 12 species of lichen . This publication provides by far the most comprehensive list of flora in the Reserve.

A number of site specific surveys and reports have been prepared as part of the development assessment processes for proposed uses within the Reserve – namely, *Flora and Fauna Assessment of Proposed Mountain Bike Track Hassans Walls* (Epacris Environmental Consultants, 2008) and *Flora and Fauna Survey of Hassans Wall Lookout Area* (Epacris Environmental Consultants, 2012). As part of these reports the vegetation communities and the occurrence of rare or otherwise significant plant species in the affected areas have been surveyed at a finer scale and described.

There is a diversity of vegetation communities in the Reserve, much of which are largely undisturbed. The Reserve is physically linked to broader natural landscapes and areas of remnant native bushland which assists to maintain wildlife population connectivity.

Figure 2 provides a combined map of the vegetation communities within the Reserve, as identified by the two above mentioned DEC reports. The vegetation communities of Hassans Walls Reserve as classified in the two reports are not directly comparable – that is, the vegetation communities in one report do not directly equate to those of the other.

#### Vegetation Communities identified in *Native Vegetation of Southeast NSW: a revised classification and map for the coast and eastern tablelands* (DEC, 2010)

This survey was undertaken at a scale of 1:100,000 and covered much of the southeast of NSW coast and adjacent ranges and plains. It provides mapping and description of broad vegetation communities based on field survey data from an extensive list of sources. Without reviewing each of these sources it is not possible to understand if any on ground survey sites were located within Hassans Walls Reserve.

The vegetation community descriptions below are derived from a 1:100,000 scale survey with limited ground truthing. Descriptions at this scale apply to large areas of land and their applicability / accuracy in relation to Hassans Walls Reserve would need to be verified by on ground surveys. All of the species ascribed to each vegetation community may not necessarily occur within the Reserve.

Tableland Ridge Forest – a eucalypt forest with an open understorey of sclerophyll shrubs, forbs, sedges and grass occurring at elevations of 600 – 1200m above sea level. Dominant trees are Black Ash (*Eucalyptus sieberi*) and Narrow-leaved Peppermint (*E. radiata*) and common shrubs include Grey

Guinea Flower (*Hibbertia obtusifolia*), Narrow-leaved Geebung (*Persoonia linearis*), Lance-leaf Beard Heath (*Leucopogon lanceolatus*) and Prickly Broom Heath (*Monotoca scoparia*). This community occurs in the south eastern portion of the Reserve.

Cool Montane Wet Forest – a tall eucalypt forest with open shrub layer and moist groundcover occurring at elevations between 750 – 1300m above sea level. Dominant trees are Narrow-leaved Peppermint (*E. radiata*), Brown Barrel (*E. fastigata*), Broad-leaved Ribbon Gum (*E. dalrympleana*) and Blackwood (*Acacia melanoxylon*). Often occurs in gullies with deep moist loam soil adjacent to ridgetops containing Tableland Ridge Forest. This community occurs on the foothills and slopes adjoining the escarpments of Hassans Walls Reserve.

Blue Mountains Ridgetop Forest - a low eucalypt forest with an abundant sclerophyll shrub storey and a groundcover dominated by sedges and forbs on sandy loam soils between 650 and 1050m above sea level. Dominant trees are Sydney Peppermint Gum (*E. piperita*), Black Ash (*E. sieberi*) and common shrubs include Flaky-barked Tea-tree (*Leptospermum trinervium*), Narrow-leaf Platysace (*Platysace linearifolia*), Hairpin Banksia (*Banksia spinulosa*), Broad-leaved Geebung (*Persoonia levis*), Crinkle Bush (*Lomatia silaifolia*), Prickly Broom Heath (*Monotoca scoparia*), Gorse Bitter-pea (*Daviesia ulicifolia*), Narrow-leaf Drumsticks (*Isopogon anemonifolius*), *Bossiaea heterophylla*, and Broad-leaved Hakea (*Hakea dactyloides*). This community occurs on the ridgetops of much of Hassans Walls Reserve.

Blue Mountains Heath – an open to dense shrub canopy with some emergent mallees and a groundcover of sedges and forbs. Mainly occurs in scattered patches on shallow, damp loamy soils on exposed plateaus between 600 – 1100m above sea level and is commonly associated with Blue Mountains Ridgetop Forest. The emergent mallee is typically Blue Mountains Mallee Ash (*E. stricta*) and shrubs include Narrow-leaf Drumsticks (*Isopogon anemonifolius*), Dwarf Sheoak (*Allocasuarina nana*), Flaky-barked Tea-tree (*Leptospermum trinervium*), Pale Mat-rush (*Lomandra glauca*), Narrow-leaf Platysace (*Platysace linearifolia*), Common Conestick (*Petrophile pulchella*), Heath-leaved Banksia (*Banksia ericifolia*) and *Hakea laevipes*. Patches of this community have been mapped on the southern plateaus of the Reserve.

#### Vegetation Communities identified in *The Vegetation of the Western Blue Mountains* (DEC, 2006)

This vegetation survey provides a significantly more detailed analysis of the composition and distribution of vegetation communities than the previous survey, having been undertaken at a 1:25,000 scale. It divides vegetation communities into a series of mapping units that reflect local variations in geology, soil type, topography, elevation and rainfall. The survey and report is based on data collected at over 1200 sites (in this or previous surveys) – however no sites were located within Hassans Walls Reserve. Consequently, there has been no ground truthing of the vegetation communities mapped as occurring in the Reserve. The applicability / accuracy of the vegetation communities in relation to Hassans Walls Reserve would need to be verified by on ground surveys. All of the species ascribed to each vegetation community may not necessarily occur within the Reserve.

The descriptions below are based at the vegetation community scale (described in Section 4.1 of Volume 1 of the report) to allow for a degree of comparability between this survey and that of the southern part of the Reserve. The mapping units identified within Hassans Walls Reserve are provided for subsequent ease of reference back to the source document, if necessary.

Sydney Montane Dry Sclerophyll Forest (mapping units 26, 29 and 30) – A low forest with a distinctive sclerophyll shrub understorey that occurs at altitudes more than 900 metres above sea level. Dominant trees are typically Black Ash (*E. sieberi*) with shrubs including *Acacia*, *Dillwynia*, *Pultenaea* *Hakea*, *Isopogon* and *Petrophile*. This community is comparable to the Blue Mountains Ridgetop Forest described earlier.

Sydney Montane Heath (mapping units 43 and 44) – Heathland communities that occur on skeletal soils in exposed plateaus, also in association with rock pagodas. Usually a combination of moderately dense thickets of *Banksia*, Tea-tree (*Leptospermum*) and Dwarf She-oak (*Allocasuarina nana*) with clumps of Sedge (*Lepidosperma*) and *Platysace*. When occurring in association with pagodas Common Fringe-

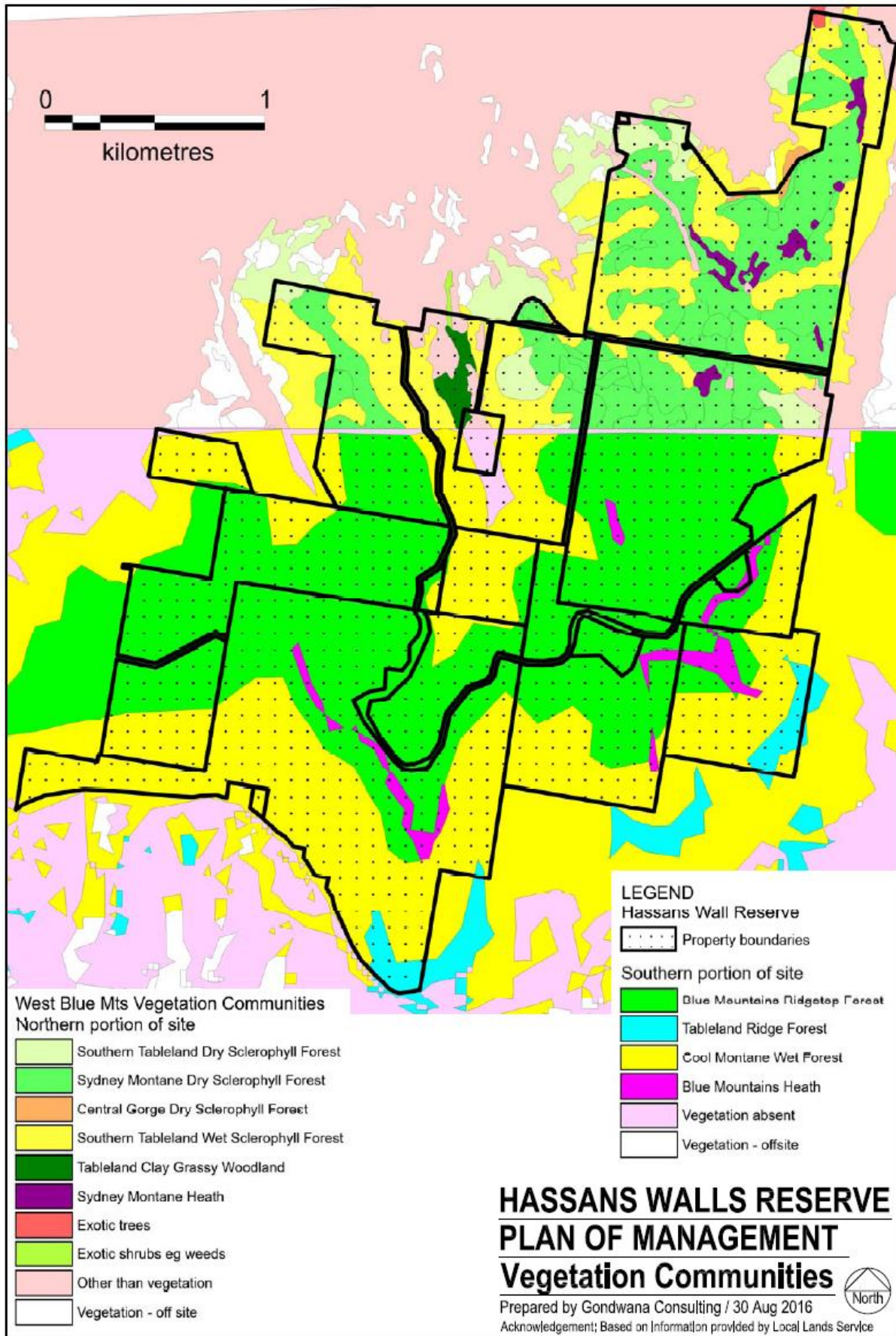


Figure 2 – Vegetation Communities of Hassans Walls Reserve

myrtle (*Calytrix tetragona*) and Blunt Beard-heath (*Leucopogon muticus*) are most common. This community is comparable to the Blue Mountains Heath described earlier.

Southern Tableland Wet Sclerophyll Forest (mapping unit 8) – Tall open eucalypt forests with a herbaceous or ferny understorey, generally in areas receiving more than 900mm annual rainfall. The type of this community identified in Hassans Walls Reserve occurs primarily in gullies and features tall Brown Barrel (*E. fastigata*), Blue Mountains Ash (*E. oreades*), Mountain Grey Gum (*E. cypellocarpa*) and Sydney Peppermint Gum (*E. piperita*).

Tableland Clay Grassy Woodland (mapping unit 11) – associated with deeper soils found along creeks, flats and gullies at high elevations. The woodland is dominated by Ribbon Gum (*E. viminalis*), Broad-leaved Ribbon Gum (*E. dalrympleana*), Snow Gum (*E. pauciflora*) with smaller shrubs such as Silver Wattle (*Acacia dealbata*). Snow grass dominates the ground cover.

Southern Tableland Dry Sclerophyll Forest (mapping units 35 and 37) - low growing (<20m in height) woodlands and open forests on crests and steep slopes. Broad-leaved Ribbon Gum *E. dalrympleana* forms a taller canopy over a smaller tree layer of Broad-leaved Peppermint (*E. dives*) with a sclerophyll shrub layer and grassy ground cover usually present.

#### Communities identified by local botanist (Drewe, pers com, 2016)

Further to the above vegetation classifications, local amateur botanist Helen Drewe, provided a map of the distribution of vegetation communities based on her on ground field experience, long interest and association with the Reserve. The classification is broadly comparable with the above surveys but utilises a slightly different nomenclature, identifying the following communities:

- Blue Mountains Ash / Black Ash Open Forest and Woodland
- Black Ash / Blaxland's Stringybark Open Forest and Woodland
- Black Ash / Blaxland's Stringybark and Poa Woodland
- Blaxland's Stringybark /Broad-leaved Ribbon Gum and Black She-oak Woodland
- Mountain Grey Gum / Brown Barrel Tall Open Forest
- Broad-leaved Peppermint / Ribbon Gum / Snow Gum Open Forest
- Dwarf She-oak / Heath-leaved Banksia Heathland
- Blue Mountains Mallee Ash / Black Ash Heathland
- Mountain Grey Gum / Blaxland's Stringybark / Possumwood Woodland

The distribution of these communities within Hassans Walls Reserve is illustrated in Figure 3.



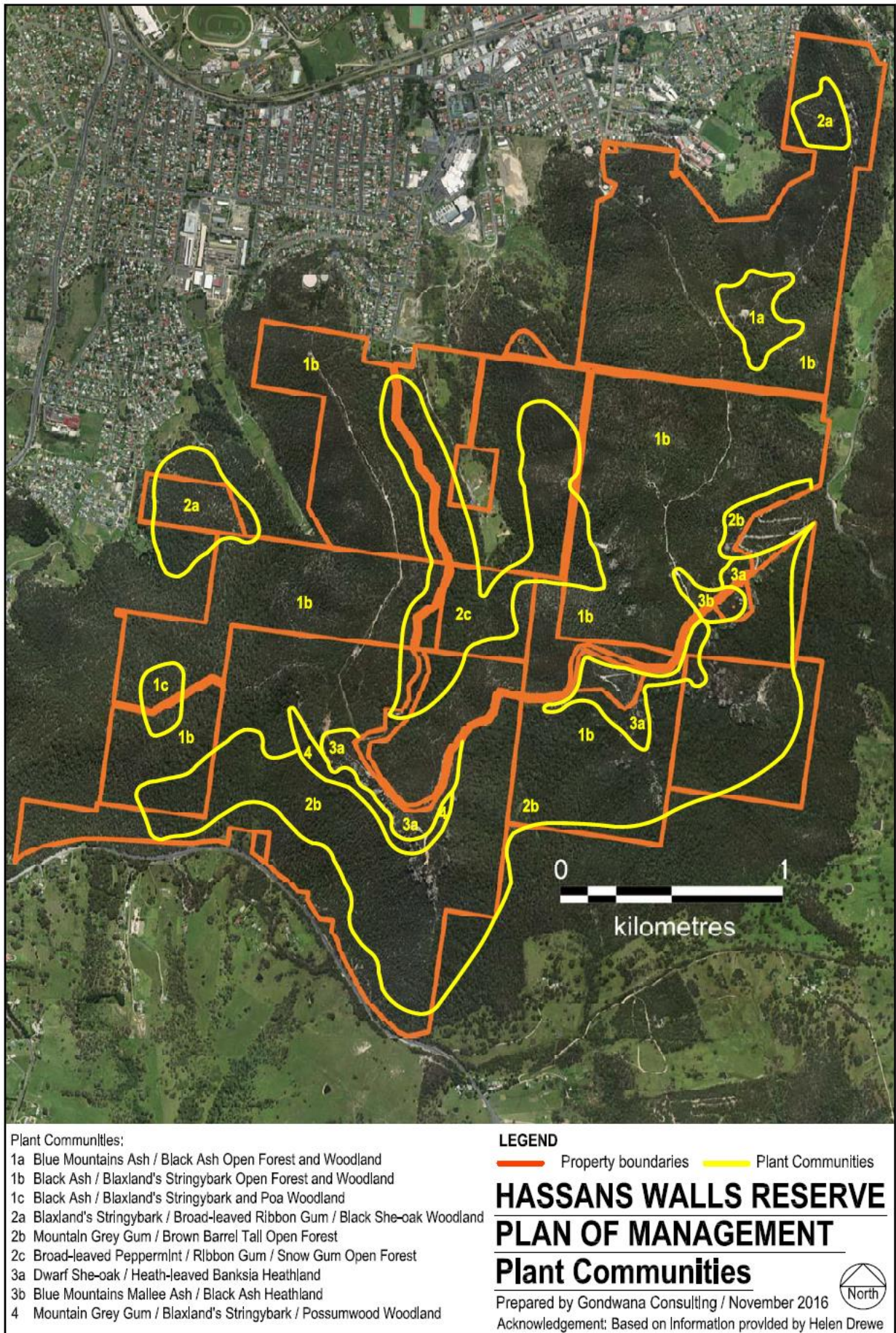


Figure 3 – Vegetation Communities of Hassans Walls Reserve (source: H Drewe, pers. comm.)

## Conservation Significant Plant Species

Several species of conservation significance have been recorded within the Reserve, as listed in Table 4 below.

Hassans Walls Reserve also contains a high diversity of orchid species, with over 70 species recorded from the area - making the site one of the most significant for this species in the Central Tablelands (Lollback et al, 2014).

Name	Location	TSC Act, 1995	RoTAP code, 1988	EPBC Act, 1999
<i>Acacia asparagoides</i>	Heath areas / plateaus		2R	
<i>Philothea obovalis</i>			3RCa	
<i>Leptospermum p. nov. "L"</i>			2R, local endemic	
<i>Leptospermum blakelyi</i>	Heath areas / plateau tops		2R, local endemic	
<i>Persoonia acerosa</i>	Damp, disturbed areas	Vulnerable		Vulnerable
<i>Pseudanthus divaricatissimus</i>	Heath areas / plateau tops		3RCa	

Source: Kidd (2009) and Epacris Environmental Consultants (2012).

**Table 4 – Significant Plant Species of Hassans Walls Reserve**

### Introduced Plants

The *Native Plants Hassans Wall Reserve Lithgow* (Lollback et al, 2014) lists 92 pest plant species in the Reserve. These weeds are generally concentrated around disturbed areas such as the developed visitor use nodes as well as roads, walking and bike tracks and parts of the Reserve that adjoin the urban areas of Lithgow.

The spread of weeds into and through the Reserve can be inadvertently assisted by recreational use and other activities such as road maintenance / grading. The use of introduced gravel to establish and maintain roads can also provide additional nutrients to the adjacent soil which has the potential to favour introduced species. Weeds may also be introduced into the Reserve by the dumping of garden waste and by natural means such as wind and birds.

The spread and establishment of weeds has the potential to alter the composition and structure of the Reserve's natural vegetation communities and the availability of resources (light and soil moisture).

## 5.2 Fauna

A systematic fauna survey of Hassans Walls Reserve has not been undertaken. Rather, a range of previous reports and studies have collated existing records and / or undertaken fauna surveys on a site basis in response to specific development proposals. As a result the understanding of the fauna is incomplete.

Consolidated records from a number of sources - *Hassans Wall Draft Management Plan* (Goldney and Smith, 2003), *Hassans Walls Reserve* (Kidd, 2009) *Flora and Fauna Assessment of Proposed Mountain Bike Track Hassans Walls* (Epacris Environmental Consultants, 2008) and *Flora and Fauna Survey of Hassans Wall Lookout Area* (Epacris Environmental Consultants, 2012) - list 72 birds, 16 mammals (including 5 microbats), 7 reptiles, 2 amphibians and 7 butterflies as occurring in the Reserve.

The diverse fauna of the Reserve is typical of bushland areas in the bioregion. The largely undisturbed nature of most of the Reserve as well as the diversity of vegetation communities and niche habitats (such as the escarpment and rock pagodas) increase the range of habitats within the Reserve. The broader connection of Hassans Walls Reserve to surrounding large areas of remnant vegetation that ultimately provides connectivity to National Parks enable mobile fauna to move over larger areas in relative safety. Regular roadkill on Browns Gap Road (for example, wombats, echidnas, wallabies and kangaroos) is evidence of fauna movement on this eastern boundary of the Reserve.

### Conservation Significant Fauna Species

Three threatened bird species Gang-gang Cockatoo, Scarlet Robin and Little Lorikeet have been recorded in the area and one threatened microbat species, the Eastern Bentwing Bat. These species are listed as Vulnerable on NSW.

The Purple Copper Butterfly, first described by scientists in 1978, is one of Australia's rarest butterflies. Numerous populations of the endangered Purple Copper Butterfly (*Paralucia spinifera*) are located in the Reserve, on the northern foot slopes (Epacris Environmental Consultants, 2008), western escarpments and the Forty Bends area (SKM and PB, 2012). The butterfly occurs at elevations above 850 metres where it feeds exclusively on a form of Blackthorn, *Bursaria spinosa* subsp. *Lasiophylla*. The butterfly has a mutualistic relationship with a species of small black ant, *Anonychomyrma itinerans*. Butterfly eggs are laid on Blackthorn bushes or adjacent debris near nests of the ant. Once the eggs hatch and mature the ants keep them underground in their nest during the day and shepherd them out at night for the larvae to graze on blackthorn leaves. At maturity, the larvae pupate in the ants nest and emerge as butterflies. For their part, the ants receive a sugary excretion from a gland on the back of the larvae.

Also of note are records of Peregrine Falcons (*Falco peregrinus macropus*) nesting in the Reserve and the numerous Superb Lyrebird (*Menura novaehollandiae*) nests, dancing mounds and scratchings.

Name	Common name	Location	Status under TSC Act, 1995	Status under EPBC Act, 1999
<i>Callocephalon fimbriatum</i>	Gang-gang Cockatoo	Heath, Woodlands	Vulnerable	
<i>Petroica boodang</i>	Scarlet Robin	Forest and Woodlands	Vulnerable	
<i>Glossopsitta pusilla</i>	Little Lorikeet	Heath, Forest and Woodlands	Vulnerable	
<i>Miniopterus schreibersii oceanensis</i>	Eastern Bentwing Bat	Escarpment	Vulnerable	
<i>Paralucia spinifera</i>	Purple Copper Butterfly	Foothills of northern escarpment	Endangered	Vulnerable

Source – Goldney and Smith (2003), Kidd (2009) and Epacris Environmental Consultants (2008 and 2012).

**Table 5 – Significant Animal Species of Hassans Walls Reserve**



## Introduced Animals

A range of introduced animals have been recorded from the Reserve including foxes, rabbits, pigs, goats and cats. Competition for resources, habitat destruction and predation can have considerable impacts on populations of native mammals, reptiles, frogs and birds. Introduced animals also impact native plant species through grazing, rutting and impacts on soils and increased potential for soil erosion.

Local residents with dogs on and off leads regularly use the Reserve for walking and exercise. Dogs off leads is illegal and has a high potential to pose a potential danger to other Reserve visitors and directly impact native fauna via disturbance and predation while dogs on leads may also impact native fauna.

As with native fauna, there has been no systematic survey of introduced animals within the Reserve and therefore limited information is available.

## 5.3 Fire Management

The rugged terrain and close proximity of Lithgow to the relatively large area of Eucalypt forest in Hassans Walls Reserve has a high potential to present a risk to life and assets should a large fire take hold. Fire mapping (Figure 4 overleaf) shows only small areas have burnt since the Vickers Fire that impacted much of the Reserve in 2002.

The Reserve has been identified as a high risk for bushfires under the *Lithgow Bush Fire Risk Management Plan 2015* (NSW Rural Fire Service, 2015). The whole of the Reserve is managed as a Strategic Fire Advantage Zone (SFAZ) which recognises that hazard reduction burning around specific assets is necessary as well as back burning during bushfire events. Currently there is no Reserve specific fire management plan that informs the Lithgow Bush Fire Risk Management Plan 2015.

The NSW Rural Fire Service carries out targeted hazard reduction burns in parts of the Reserve to minimise the risk of large fires and to protect assets. The primary aim of this mechanical burning is to protect life and assets, however, consideration is also given to protecting fire sensitive vegetation communities and species and maintaining biodiversity assets.

None of the vehicle tracks within the Reserve are classified as Category 1 fire trails by the NSW Rural Fire Service – rather they are regarded as Category 7 and 9 access tracks. This distinction is important as the latter categories require access tracks to be only a minimum of 3 metres wide with a height clearance of 3.5 metres while Category 1 tracks are required to have greater widths and height clearances.

The 2002 bushfire burnt virtually the entire escarpment and gully areas of the Reserve. Some parts of the Reserve are still recovering from this fire. Generally speaking most Eucalypt forests and woodlands are well adapted to fire and need some burning to remain healthy, however frequent and intense fires pose a risk. Other vegetation communities and species are not well adapted to fire and only persist because they are naturally protected against fire by aspect or presence of moisture. Uncontrolled frequent and intense fires have the potential to encroach into fire sensitive communities and change floristic structures and species composition over time. Some species may also disappear from the Reserve under such a fire regime.

Obligate seeders are plants that can only regenerate after fire from seed. Obligate seeders (such as *Eucalyptus oreades*, which is uncommon in the Reserve), are particularly vulnerable to fire - If fires are too frequent plants cannot reach maturity to set seed and species persistence may be threatened. Populations of obligate seeders in Hassan Walls Reserve (such as *E. oreades*,) may disappear from the Reserve if not protected from frequent and / or intense fires.

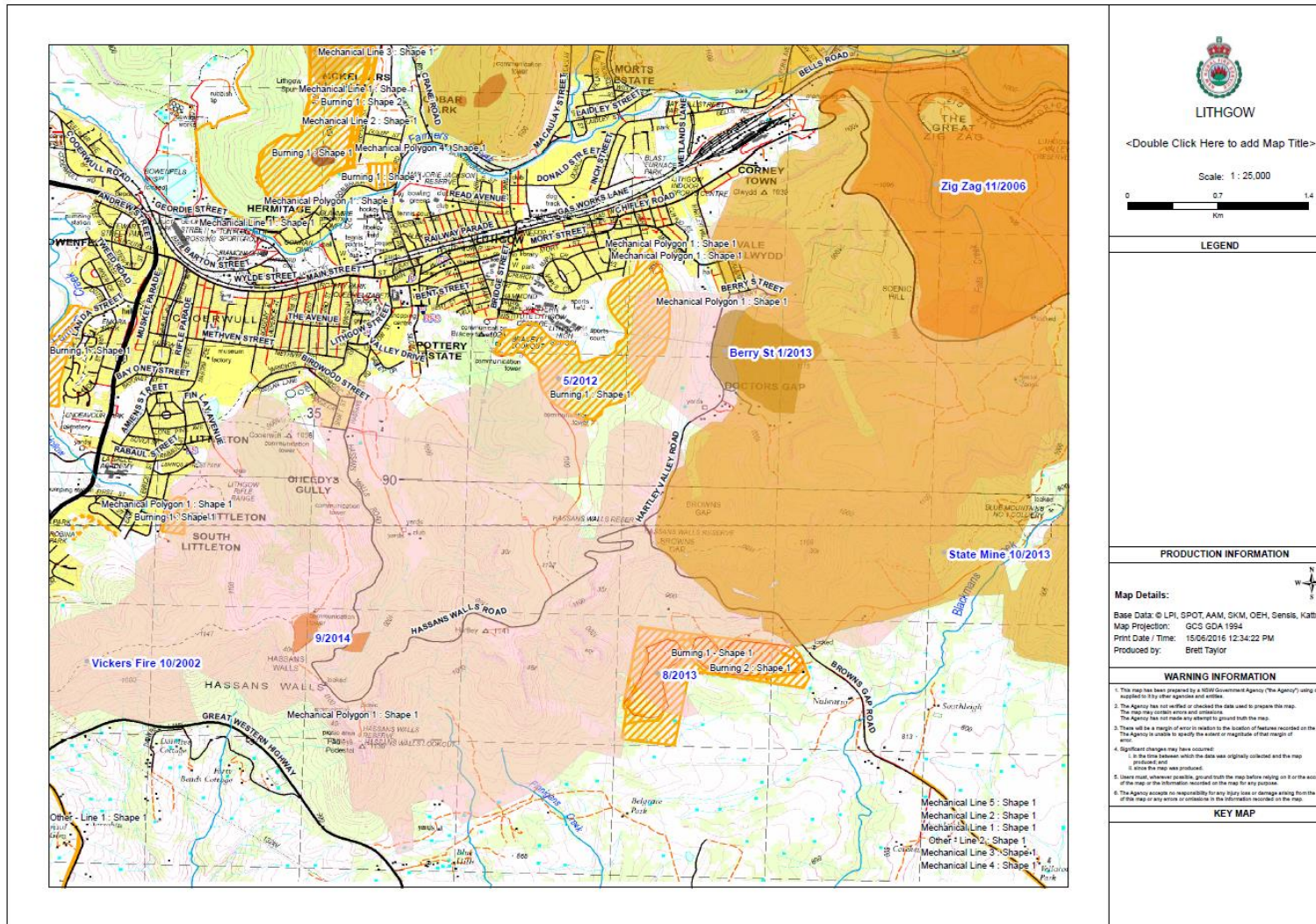


Figure 4 – Map of fires in Hassans Walls Reserve since 2006

Source – NSW Rural Fire Service (Brett Taylor, pers. comm.)

## 6. Cultural Heritage Values

### 6.1 Aboriginal Cultural Heritage

The Reserve lies close to the boundary of the traditional lands of the Darug and Wiradjuri Aboriginal People who would have occupied the area prior to European settlement. Before European settlement the Reserve is likely to have consisted of forest and woodlands, rocky outcrops and escarpments with contained feeder creeks running into the downstream watercourses.

The NSW Office of Environment and Heritage maintains the Aboriginal Heritage Information Management System (AHIMS). The AHIMS includes:

- information about Aboriginal objects that have been reported to the Director General, Department of Premier and Cabinet
- information about Aboriginal Places which have been declared by the Minister for the Environment to have special significance with respect to Aboriginal culture
- archaeological reports.

AHIMS has operated since the 1970s, and as at June 2011 contained detailed information on 67,000 recorded sites and 10,700 archaeological and other Aboriginal heritage reports.

The AHIMS records do not include any Aboriginal sites or Places in Hassans Walls Reserve. That is not to say that no such sites exist or that there is no evidence of Aboriginal occupation and use of the Reserve. Interpretive material at Hassans Walls Lookout notes that middens and rock art are present in the Hassans Walls Reserve however the Wiradjuri traditional owners desire that the location of such sites is not publicly disclosed.

### 6.2 Historic Heritage

How often the early residents of Lithgow and surrounds visited Hassans Walls is largely unknown, however the 1882 gazettal as a recreation reserve of a 143 hectare area encompassing the highest escarpments and adjacent lowlands indicates the area was being visited.

A 1998 *Blue Mountains Walking Track Heritage Study* by the NSW National Parks and Wildlife Service notes that three walking tracks were constructed around the time of WWI by John Merrick for the Lithgow Progress Association. One track leading from Hassans Walls Road in Lithgow township to the Hassans Walls Trig (at Hassans Walls Lookout) was built in 1909 and 1914, an easterly track from Hassans Walls Trig to Browns Gap Road was built in 1915 and the westerly Heffernan's track leading to a ridge overlooking Old Bowenfels was built in 1917. A range of visitor facilities including shelter pavilions and seating are also reported as being constructed around this time. The walking tracks to Hassans Walls Trig and through to Browns Gap Road are recorded as having been bulldozed and upgraded to a dirt road as part of an Unemployment Relief program during the 1930's. None of these three walking tracks are regarded as having heritage significance due to being substantially altered.

The *Blue Mountains Walking Track Heritage Study* also describes the Hassans Walls Undercliff Walking Track, which commenced at a point NE of Hassans Walls Trig known as Hassans Glen and extended beneath the cliff line at Hassans Walls Lookout and west to Rutherford Glen at the approximate western end of the escarpment. The walking track was constructed between 1916 and 1920. The glen sections of the track are recorded as containing "fine stone staircases". This track is regarded as of historical significance at a regional level as one of the most westerly examples of track making in the Blue Mountains with the stone staircases regarded as having aesthetic significance comparing well with the best examples elsewhere in the Blue Mountains. After being officially reopened to public access in 1990 the track was closed in 1991 due to public safety concerns arising from rockfalls.

The Hassans Walls Reserve track system is the most westerly example of the Blue Mountains tourist track building phenomenon of the early 1900's. The walking tracks are evidence of the attempts by the Lithgow Progress Association to create nature based tourist attractions in the industrialised pre WWI Lithgow.

A plinth with a directional dial display indicating places and points of interest visible in the distance was erected at Hassans Walls Lookout in October 1929. The directional dial is no longer evident, however the plinth remains (albeit in poor condition) adjacent to the lookout boardwalk.

Many of the visitor destinations within Hassans Walls Reserve are named after prominent locals such as James Padley, Major H Bracey and ex Prime Minister Joseph Cook. There is some existing interpretive information at both Hassans Walls Lookout and Bracey's Lookout and a range of historic photos of Lithgow township at Bracey's Lookout.

A Mount Victoria amateur historian has commenced researching the background to walking tracks, caves, lookouts and other features of the Reserve (K Painter, pers. comm.). This information could provide a source for potential interpretation of the history of the Reserve and by association, the township of Lithgow.

### NSW Heritage Register Listing

The NSW Office of Environment and Heritage maintains the State Heritage Register - a list of places and objects of particular importance to the people of NSW. The register lists over 1,650 items, in both private and public ownership. Listing on the State Heritage Register means the item:

- is of particular importance to the people of NSW and enriches understanding of our history and identity;
- is legally protected as a heritage item under the NSW *Heritage Act 1977*
- requires approval from the Heritage Council of NSW for major changes
- is eligible for financial incentives from the NSW and Commonwealth governments.

Hassans Walls Reserve contains one site included on the NSW State Heritage Register – known as the Lithgow Heavy Anti Aircraft Gun Stations and Dummy Station complex (Listing Number 01862, gazettal date 5 August 2011). Only the Dummy Station included as part of this Heritage complex is within the Reserve. The Statement of Significance in the Heritage Register notes:

“The Lithgow Anti Aircraft Gun Stations and Dummy Station have state significance as the only known inland heavy anti aircraft gun stations of their type in NSW. The emplacements were introduced as an important part of the network of defence sites established at Lithgow during the latter half of World War Two. The defences were introduced to protect Lithgow's important mining, manufacturing and transport industries and the Lithgow Small Arms Factory.”

The Register describes the Dummy Station as comprising:

“at least two examples of dummy gun emplacements are known to exist near Hassans Wall Road at Lithgow. The dummy emplacements are located in small clearings with small, scrubby, native plantings. Raised octagonal cement platforms with a central iron pipe located in the centre cut off to the height of the platform are located on a larger circular base appearing to consist of sand, cement, slag and other materials that have now broken down to form a loose surface that has deteriorated significantly. Overall, each dummy emplacement has a diameter of approximately six metres.”

The Register listing makes no recommendations on the need for conservation measures to protect or maintain the dummy stations.





*Remains of the Anti Aircraft Dummy Station, west of Norman Henry Road*



*Remains of the plinth at Hassans Walls Lookout*

## 7. Visitor Use and Recreation Values

Hassans Walls Reserve is a valued and popular destination offering a range of passive and active recreational opportunities for local and regional visitors. A growing population within the Local Government Area and the Sydney region is, anecdotally, placing increased demand on Hassans Walls Reserve as a recreational venue. This increased demand can create both conflicts in the type of activities undertaken (or competing demands for intended uses) as well as concerns about equitable access to and recreational use of the Reserve.

### 7.1 Visitor Use Levels

To attempt to gain an understanding of the number of visits to the Reserve, Lithgow City Council and Gondwana Consulting implemented a short visitor monitoring program in June and July. By its very nature any such program will provide only a snapshot of the number of people visiting the Reserve at a given time.

The visitor monitoring program involved:

- Installation of traffic counters on Hassans Walls Road at the Lithgow and Browns Gap Road entry points, on the access track to Hassans Walls Lookout and on Norman Henry Road to Bracey's Lookout Road (see Figure 5 below).
- The counters were installed at 9 a.m. on Monday June 6 and removed between 4 and 7 pm on Monday 20 June. (To allow for accurate comparison the data for each site presented below includes up to 4pm on Monday 20 June, 2016.)
- Installation of an infrared people counting device at the start of the 4WD Track that leads west off Hassans Walls Rd and also on the track to the closed second lookout. At both locations the counter was installed in proximity to the gated barrier across each track. The counter was in place for one week at each location. A counter was not installed at Hassans Walls Lookout as a discrete and secure location was not achievable.

The location of the traffic counters not only recorded the number of vehicle passes over time at each point within the Reserve but also allowed for the identification of movement patterns within the Reserve. The counters were set to record data at 15 minute intervals and hence provide a picture of visitor numbers throughout the day.

When using traffic counts to estimate total visitor numbers to a site a generally accepted industry standard is that each vehicle carries, on average, 2.5 passengers. The application of this ratio to vehicle numbers allows an estimate to be made of actual visitors, travelling by vehicle, to Hassans Walls Reserve. Given the Reserve contains only two vehicle points of entry a more accurate estimate is possible than would otherwise be the case.

The visitor monitoring snapshot highlighted the following:

- Hassans Walls Reserve is a popular destination with an estimated 2,245 people visiting by vehicle in a two week period (including a long weekend) in June 2016. (Note that during the two week period there were several instances of days of cold and wet weather which is likely to have impacted on visitation to the Reserve.)
- The vast majority of vehicular access and egress is via Hassans Walls Road at Sheedys Gully, Lithgow.
- Hassans Walls Lookout is the most popular destination, receiving just under 70% of all vehicle based visits.





**Figure 5 – Location of traffic counters**

Source: *Lithgow City Council*

- Approximately 30% of vehicle based visits are to Bracey’s Lookout.
- Unsurprisingly, there was a significant increase in visitors on the June holiday long weekend with an approximate 300% increase on Saturday and 500% increase on Sunday relative to the preceding weekdays.
- Over the two week period, just under 50% of vehicle based visits occurred between 1 and 5 p.m.
- The two hour period of 4 – 6 p.m. prior to and including sunset received approximately 20% of vehicle based visits.
- Over the two week period, a total of 35 vehicles entered the Reserve between 9pm and midnight and 15 between midnight and 6 a.m.
- There was a marked increase in the use of the monitored recreational trails on weekends.

## **7.2 Access and Visitor Uses**

Hassans Walls Reserve is a generally undeveloped setting offering the opportunity for a variety of passive and active nature based recreational activities in a mostly uncrowded social environment. Local residents of Lithgow value highly the undeveloped and uncrowded nature of the Reserve, combined with its proximity to the township.

Access to the Reserve may be gained from Hassans Walls Road via either Lithgow township or by turning off Browns Gap Road. Hassans Walls Road has a surface that is variously compacted natural dirt or imported gravel and is suitable for two wheel drive vehicles. A short narrow spur two wheel drive dirt road provides access to the primary attraction of Hassans Walls Lookout. Norman Henry Road provides access off Hassans Walls Road to Bracey's Lookout overlooking Lithgow and is mainly a compacted natural dirt surface although some steeper sections have been bitumised in the past.

Hassans Walls Reserve contains two recreational nodes where visitor facilities are located – Hassans Walls Lookout and Bracey's Lookout. These nodes are the key sites that the vast majority of visitors to the Reserve access.

There is a network of walking tracks and mountain bike tracks throughout the Reserve based on the roads, 4WD standard access tracks to communication towers and other infrastructure and an indeterminate number of informal tracks presumably established by walkers and mountain bike riders.

Hassans Walls Reserve also plays a significant regional role in meeting the demand for competitive downhill mountain bike riding as the purpose built "Pony Express" tracks is used for the NSW mountain bike State Championships. This track is the only downhill mountain bike track in the Reserve that has been formally approved by Council rather than being established by ongoing use.

### **7.3 Hassans Walls Lookout Day Use Area and Environs**

The primary destination for many visitors to the Reserve is Hassans Walls Lookout, located on a south facing escarpment with impressive views over the Hartley Valley, Blue Mountains and west towards Bathurst. The site comprises a broad dirt expanse serving as a car park (with one concrete space for people with a disability), several large stone bollards, an old 1930s small sandstone and timber shelter with disused water tank, a garbage bin and a concrete path to a recently constructed 50m steel mesh walkway leading to a lookout point. The boardwalk has been named in honour of Sir Joseph Cook, a Lithgow resident who served as Prime Minister for two years prior to WWI. A trig station is within 5m of the lookout point of the boardwalk and impedes viewlines over Hartley Valley. The old plinth discussed earlier is also near the lookout point. Two information and interpretive signs at the start of the boardwalk provide a short history of the Reserve and a summary of its values.

A small natural rock "cave" is visible north-west of the boardwalk and is accessed by an informal track leading from the small shelter near the car park. The cave provides views over the adjacent cliff wall - wire mesh has been erected over its outer opening for visitor safety purposes. Approximately 50% of people were observed to visit the cave after having seen it from the boardwalk.

A second small sandstone and timber shelter is located approximately 100m north of the car park area in a small clearing adjacent to a fenced communication tower. Vehicles are also parked in this area.

A number of small wire fences, some with now faded warning signs attached, have been previously erected at locations along the edge of the escarpment past the boardwalk and near the rock cave. There are also discrete sections of low fences along parts of the escarpment from Hassans Walls Lookout and west for up to several hundreds of metres. Some are now obscured by shrubs while others are very obvious - all are decades old and are showing deterioration in condition. Some of the fences may serve to provide a sense of safety and security and encourage visitors to venture further on past the boardwalk construction. Council sought advice in 1993 and again in 2010 regarding the retention or otherwise of the fences.

The length of stay for most visitors to the site is 5 - 10 minutes, with slightly longer stays around dusk as people appreciate the views with the setting sun. The lookout is often the end / turnaround point for locals walking through the Reserve for exercise.



## **Visitor impacts**

Apart from the natural stone bollards the car park is generally ill defined, with the exception of the allocated space for people with a disability. As a result the space available is not efficiently used for parking and at busy times the lack of parking space has resulted in drivers encroaching into adjacent bushland that is known to contain plant species of conservation significance.

The regular emptying of the garbage bin assists in ensuring litter is not a major issue at the site. Rubbish including discarded food packets, drink containers and cigarette butts are most obvious in the fringing bushland and beneath the boardwalk. Used toilet paper is also strewn among the adjacent bushland.

There is track braiding evident between the shelter and the small “cave” and in the bushland north west of the shelter. The inside of the cave is substantially covered in graffiti.

## **7.4 Bracey’s Lookout Day Use Area**

Bracey’s Lookout is the second most visited destination within the Reserve, providing views north over the valley and Lithgow township. The access road to this area is steep and narrow where it descends from the primary ridgeline and sections have been surfaced with bitumen, parts of which is failing and causing deep potholes. Several lay bys are evident adjacent to the track to allow for the two way movement of traffic. The lookout can also be reached using the walking track from Eskbank Street in Lithgow.

Visitor facilities at the site include a defined bitumen parking area for 6 vehicles that abuts a broad compacted gravel / concrete lookout with a low railing on the outside edge. Three picnic tables and seats and a garbage bin are provided. A large interpretive sign provides old photographs of Lithgow and of people visiting this part of the Reserve in the early 1900’s. Vegetation has been felled or trimmed over an area approximately 70m by 50 metres downslope of the lookout to facilitate an improved view.

As with Hassans Walls Lookout the average length of stay at the site is 5 – 10 minutes.

## **Visitor impacts**

The formalised nature of Bracey’s Lookout and the lack of nearby attractions to encourage exploring in the bushland results in visitors confining their activities to the space provided. Consequently visitor impacts are minimal and generally restricted to occasional litter.

The most significant impact at the site is the clearing / trimming of vegetation downslope of the site in order to offer enhanced views. Without clearing of this vegetation the views over Lithgow would be substantially restricted and the function of Bracey’s Lookout significantly limited.

## **7.5 Closed Second Lookout**

A second lookout point on the southern ridgeline of the Reserve was also provided in past years, located approximately 800m north-east of Hassans Walls Lookout. The ridge line descends more gradually than near Hassans Walls Lookout and there are no escarpments in this immediate area. A 150 metre compacted gravel track provided access from Hassans Walls Road to the site. Facilities previously provided at the site included a dirt car park, a sandstone picnic shelter similar to Hassans Walls Lookout and numerous concrete timber slatted seats. The lookout afforded views over the Hartley Valley, although not the same expansive vista as at Hassans Walls Lookout.

Today a gate has been erected at the start of the access track and the site is closed to vehicular access. The picnic shelter has been burnt so that the main sandstone structure and some timber structure and roofing is all that remains. The seats are mostly overgrown by the Montane Heath vegetation community and many now lack the timber slats. The area can still be accessed by walkers and bike riders and is receiving a low level of use based on observations and results of the visitor monitoring program in June 2016.

## 7.6 Recreational Trails – Walking and Mountain Bike Riding

There is a network of recreational trails throughout the Reserve based on the roads, 4WD standard access tracks along ridgelines (leading to communication towers and other infrastructure), and a number of informal tracks presumably established by Reserve users (some of which provide linkages to the urban areas of Lithgow). Together the roads, 4WD utility access tracks, informal trails as well as linkages to the urban areas provide an extended network of recreational trails.

Mountain bike riding and casual walking, nature enjoyment/appreciation and dog-walking (on leash) are the main uses of the track network. Less frequent uses include jogging or fitness training, and educational activities.

The primary recreational trail routes within the Reserve are illustrated in Figure 6 and include:

- Hassans Walls Road and Norman Henry Road. The section between the Sheedys Gully entry and Hassans Walls Lookout is used daily by local residents walking or running for exercise.
- The 4WD access tracks to the communications towers and transmission lines within the Reserve.
- The Eskbank Track constructed between Eskbank Street and Bracey's Lookout.
- A trail from Norman Henry Road along the ridge line east of Sheedys Gully.
- A trail from Norman Henry Road east past the communications tower and along the ridge, terminating at High Street.
- A track that leads along the ridgeline west of the gully containing Lithgow Gun Club and links into Littleton.
- Trails established as links from the above 4WD access tracks (that generally terminate at the end of ridgelines) to the nearby urban areas of Lithgow.

This network of roads, 4WD tracks and other trails provide a range of walking and mountain bike routes of varying lengths and standards. The multiple entry points to the recreational trail network means the Reserve is very accessible which adds to its levels of use and value for walking and mountain bike riding.

### Walking

Although actual user numbers are not available, walking and associated activities are believed to be one of the largest and most frequent recreational uses of the Reserve. Recreational or social walking, dog-walking (on-leash) and fitness training are popular activities.

Hassans Walls Road from the Sheedy's Gully entry to Hassans Walls Lookout appears the most popular route for walkers.

### Mountain Bike Riding

Along with walking, mountain bike riding is one of the most popular recreational activities in the Reserve. Mountain bike riders are one of the Reserve's more organised user groups, with the Central Tablelands Mountain Bike Club promoting the area and maintaining high levels of communication among the Reserve's many mountain bike users. Mountain bike riding is experiencing a growth in the number of participants.

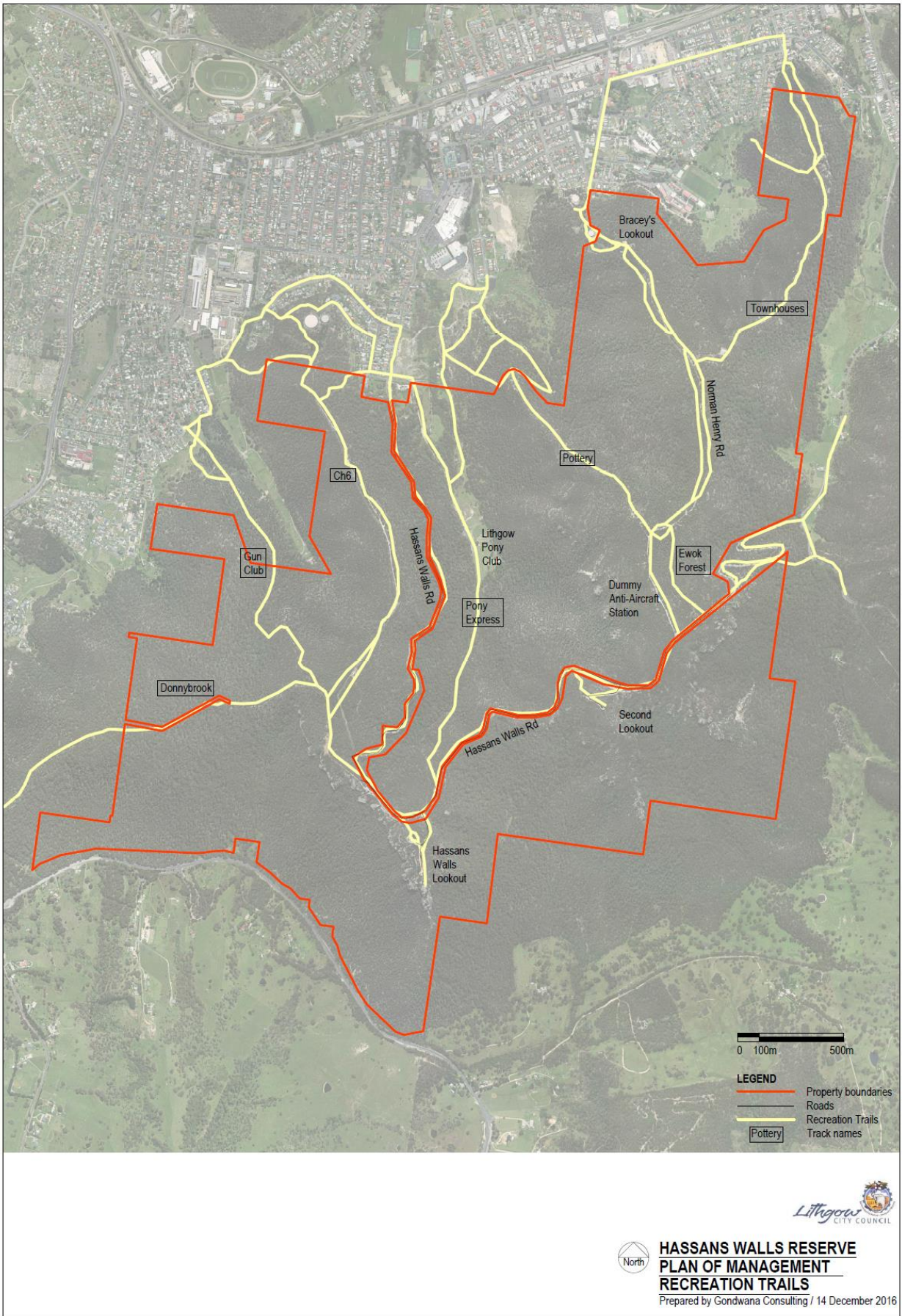
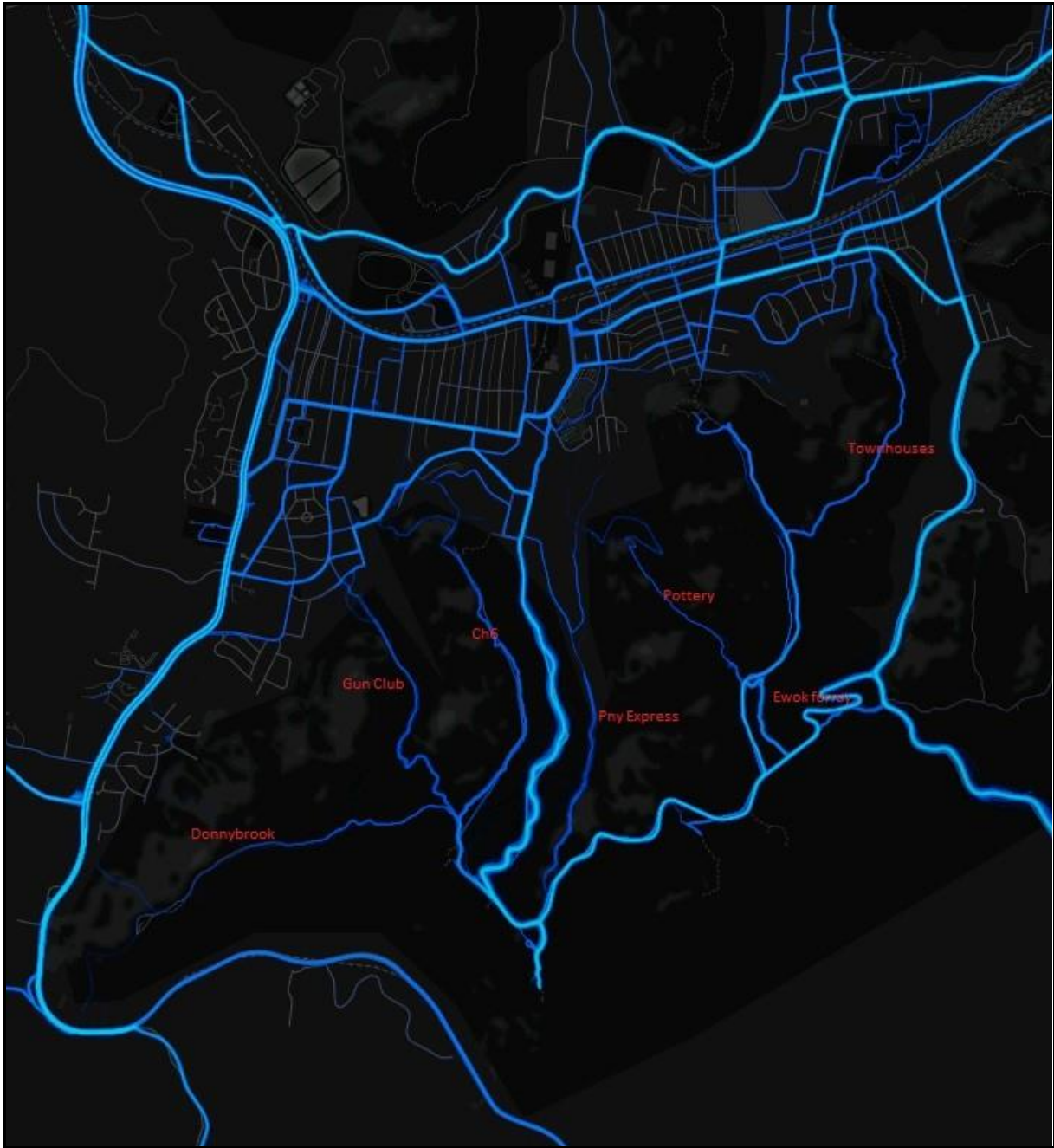


Figure 6 – Recreation Trails in and around Hassans Walls Reserve.



The Central Tablelands Mountain Bike Club has a membership of around 120 people from Lithgow, the Blue Mountains and Bathurst with approximately 30% preferring downhill riding. The Club’s website lists a total of 13 trails within the Reserve of varying standards and ranging in length from 490m to 3 kilometres. The Club’s President advises that most of the off road / track trails are regarded as upper intermediate to advanced standard. The Club’s website also indicates the numerous opportunities for mountain bike riding in the Region listing 16 sites in the Blue Mountains and 12 locations in the Central Tablelands.

The “heat map” in Figure 7 indicates the location of trails used by mountain bike riders and the relative use levels. The map is based on data uploaded by riders to an Application that records their use and maps the route. Routes are indicated by blue lines – a thicker line indicates a higher level of use. The period of use that the map represents is not known however it clearly illustrates the most popular routes within the Reserve.



**Figure 7 – Heat Map of Mountain Bike trails in and around Hassans Walls Reserve.**

*(Source: Craig Flynn, President, Central Tablelands Mountain Bike Club)*

Riding along Hassans Walls Road to Hassans Walls Lookout appears the most popular route followed by riding the length of Hassans Walls Road to Brown Gap Road. Norman Henry Road and the various 4WD access tracks are also well used.

In 2009 the Central Tablelands Mountain Bike Club obtained Lithgow City Council approval for the construction of a mountain bike trail in the Reserve. The trail, known as Pony Express, runs from Hassans Walls Road near the turnoff to Hassans Walls Lookout downhill on the eastern side of the gully and terminates near the Lithgow Pony Club in Sheedys Gully. The Development Approval contained a number of conditions relating to track construction and maintenance, environmental impacts and their management and requirements during major events.

### **User conflicts**

Few collisions or conflicts between riders and walkers are reported to the Reserve managers each year, and no serious injuries are known to have been sustained. The road and access track routes provide sufficient room and visibility to allow riders and walkers to share these routes. Single track sections present a somewhat greater risk – due to the narrower track widths, usually little or no passing or step-off space, sharp or blind corners, loose or uneven track surfaces and steeper slopes in places. These risks are exacerbated on downhill sections due the higher speed of riders and less time to react to the presence of a walker, particularly when sight lines along the track ahead are limited.

## **7.7 Horse Riding**

The Lithgow Pony Club has occupied an area of the Reserve in the lower part of Sheedy's Gully since the 1970's for the purpose of conducting equestrian sports and events, instructing people in horse riding and other ancillary activities. The first lease over the site was established in 1978 and permitted, with Council consent, the construction of buildings, fences and levelling of land to facilitate the proposed use. Subsequent leases ensued the most recent lease expired in 2010. At this time Council elected to implement a Licence pending completion of the Plan of Management for Hassans Walls Reserve.

The site is accessed from Hassans Walls Road (outside the northern boundary of the Reserve) via a dirt road that initially passes through private lands currently subject to subdivision and development for housing. Horses are not stabled on site.

The leased / licenced area contains both undisturbed native vegetation and a large generally level cleared area with introduced grasses. The cleared area is used by the Lithgow Pony Club and the surrounding vegetated areas appear little disturbed or impacted by Pony Club activities. The Pony Club has invested in a number of facilities at the site including a small clubhouse / canteen, yards, an equestrian event ring with adjoining spectator seating, a second sand equestrian ring and a large car park with a blue metal surface. Some piles of blue metal have been pushed into the adjoining vegetation. The whole site shows evidence of an established rabbit population and there are several clumps of Blackberry along the access track and scattered throughout the cleared area.

The Pony Express mountain bike trail terminates several hundred metres upslope from the area used by the Lithgow Pony Club and bike riders and walkers regularly walk through the area en-route back to Hassans Walls Road. The Central Tablelands Mountain Bike Club and the Lithgow Pony Club have agreed that mountain bike riders will dismount and walk through the Pony Club area when horses are present.

## **7.8 Other uses**

There are a number of other uses of the Reserve not addressed above including –

- Recreational use of areas of the Reserve adjoining urban area by local children for bush play.
- Use for specific recreational events such as that recently proposed by ParkRun involving regular timed runs.

- Cliff recreation such as rock climbing and abseiling are currently occurring on an infrequent basis.
- Occasional use for training by the local State Emergency Services and other organisations including the Mine Rescue Station.

## **7.9 Unauthorised Activities**

The dumping of rubbish on roadsides within the Reserve is an ongoing and regular occurrence. Popular locations include the Hassans Walls Road verge near the Reserve boundary at Sheedy's Gully and at several other roadside clearings near the Hassans Walls Lookout. Dumped rubbish is generally domestic garbage in bags, household waste such as furniture, mattresses and the like or green waste from gardens. There are a number of old car bodies that have been pushed over an escarpment past the Norman Henry Road turnoff. Lithgow City Council generally responds quickly to reports of dumped rubbish and it is typically removed within one business day. The few garbage bins within the Reserve are also serviced regularly and do not generally have heaped garbage near them.

The type of rubbish and locations used suggests rubbish is being dumped from vehicles. The traffic counters placed in the Reserve in June 2016 recorded a low number of vehicles entering the Reserve between dusk and dawn.

The collection of firewood from within the Reserve was raised as a concern by community members, although no locations were specified. Other activities reported as occurring in the Reserve include graffiti, vandalism of facilities and parties.

## **7.10 Information, Interpretation and Education**

A small brochure available at the Lithgow Visitor Information Centre and limited information on several tourism webpages appear to be the only pre-visit information available regarding the recreation activities on offer at Hassans Walls Reserve.

The exception to this is information relating to mountain bike riding opportunities at the Reserve which are well documented, primarily on the Central Tablelands Mountain Bike Club website. The mountain bike community is well organised and networked with up to date web pages highlighting the mountain bike opportunities the area offers.

Once on site, information is generally limited to the interpretive signs at Hassans Walls and Bracey's Lookouts. Finger board signs provide directions to the Hassans Walls Lookout and Bracey's Lookout. There is an absence in the Reserve of information regarding available recreation opportunities such as walking or mountain bike riding.

The provision of updated orientation and interpretive information throughout the Reserve would significantly improve visitor appreciation and enjoyment of the natural and cultural features of the area. This could be in the form of orientation information placed at strategic locations such as entry points and the two lookouts. Other opportunities include the development of an online webpage dedicated to the Reserve and / or an Application containing orientation and interpretive information that could be used by visitors prior to and during visits to the Reserve.

Being located on the doorstep of Lithgow the Reserve is well placed to be used for educational purposes by local schools and other education institutions. The Reserve provides an opportunity for general community education regarding the natural environment, recreational activities and the management of natural areas.

## 8. Landscape and Amenity Values

The altitude of Hassans Walls Reserve, its vegetated ridgelines and associated escarpments and their relief from the Lithgow and Hartley Valleys makes the Reserve a highly visible natural area to travellers on the Great Western Highway and residents of, and visitors to, Lithgow and the Hartley Valley. Due to its proximity the Reserve contributes to the sense of place and visual amenity of the Lithgow urban area, serving as an aesthetic backdrop on the southern edge of town. The proximity of the Reserve to town is highly valued by residents for its recreational opportunities and the ability to escape and unwind from the pressures of day to day life.

The presence of numerous communications towers detracts from the natural views of the Reserve as by their nature the towers are located in prominent positions.

The views from Hassans Walls Reserve to the Hartley Valley and east to the Blue Mountains and other features of the Great Dividing Range are a significant feature of the Reserve. The views available from Hassans Walls Lookout are the most commonly identified value for the Reserve for locals and visitors alike. Continued subdivision and increased development intensity in the Hartley Valley and other lowlands visible from the Reserve has the potential to alter the aesthetic values of the view.

The Reserve contributes to the quiet bushland character of parts of Lithgow township, particularly for residences located in neighbouring streets, or that are near neighbours.

### 8.1 Mining Subsidence and Cliff Instability

The Reserve is underlain by extensive mining activity (from 120 to 180m beneath the surface) associated with both the Lithgow Valley and Hassans Walls Colliery Workings. Mining beneath the Reserve appears to have not occurred since the early 1970's. There have been a number of escarpment rock falls and there are innumerable cracks in the sandstone surface rock that are obvious at Hassans Walls Lookout and the escarpment to the west. The exact extent and depth of such cracks on all of the exposed sandstone formations in the Reserve appears to be largely unknown.

In 1984 the NSW Mine Subsidence Board engaged Coffey & Partners Pty Ltd to undertake a geotechnical assessment of reported subsidence related cracking in the Reserve. The assessment was restricted to the section of cliff line and adjoining rock outcrops west from an area termed the Eastern Promontory (the ridge east of the now closed Second Lookout) to the western end of the cliff line (west of Padley's Pedestal). The assessment located and mapped cracks and recorded data on crack orientation, width and in some cases depth. The report identified the most dangerous areas as a small promontory near the junction of Hassans Walls Road and the gated fire trail heading west, an area immediately west of the Trig Station at Hassans walls Lookout and most of the area termed Eastern Promontory. The report recommended fences be erected in the most dangerous areas.

In 1998 Council approached the NSW Mine Subsidence Board regarding mine subsidence and rock formation cracking and potential impacts of ongoing recreational use of the Reserve. Field inspections were undertaken at this time. Notes and outcomes of that assessment of the reserve include:

- Cracks are up to 0.5m wide.
- Mining has impacted upon the surface environment within the Reserve, although natural weathering processes have also had an impact. It is difficult to apportion the extent of the cracking to either mining or natural processes.
- Rock falls had occurred from small escarpment edges in the Reserve and were associated with areas of subsidence cracking through intact rock. .
- Effects of cliff line instability might continue to occur for many years.



The process appears to have been inconclusive in determining the extent of the cracks and the potential for ongoing rock falls and the associated risk to visitors to the Reserve.

The Undercliff Walk was closed to public access due to concerns over rock falls injuring visitors.

## 9. Assets and Infrastructure

The Reserve contains five communications towers owned by a variety of organisations. Four of the towers are licensed by the Australian Communications and Media Authority (the Prime TV tower in Lot 1 DP 1094395 is not as yet licenced) however their presence within the Reserve must also be leased / licensed by the Minister for Lands. The issuing of such licenses will need to be addressed and authorised by the Plan of Management.

Each tower owner can elect to issue co-user licenses to other organisations for the erection of their own facility on the tower. Figure 8 overleaf illustrates the location of each tower licenced by ACMA and provides information on the tower owner and co-users. The ownership of the tower labelled as 1 in Figure 8 is unclear.

The ongoing operation of the communications facilities on the towers within the Reserve is essential for the continued provision of services to the community of NSW.

Endeavour Energy maintain three high voltage powerlines and eight substations within the Reserve to provide power to each of the communications towers. No easements exist for these powerlines, however the *Electricity Act 1995* provides access rights to the assets in the Reserve.

Ground inspections of the powerlines are undertaken every 4 -5 years with aerial inspections carried out annually. Endeavour Energy's maintenance regime generally involves a 9m access (centred on the poles) being maintained for smaller lines and an 18m access for larger powerlines. Vegetation is typically cleared / trimmed within this envelope to ensure asset integrity.



*Sir Joseph Cook Boardwalk, Hassans Walls Lookout*

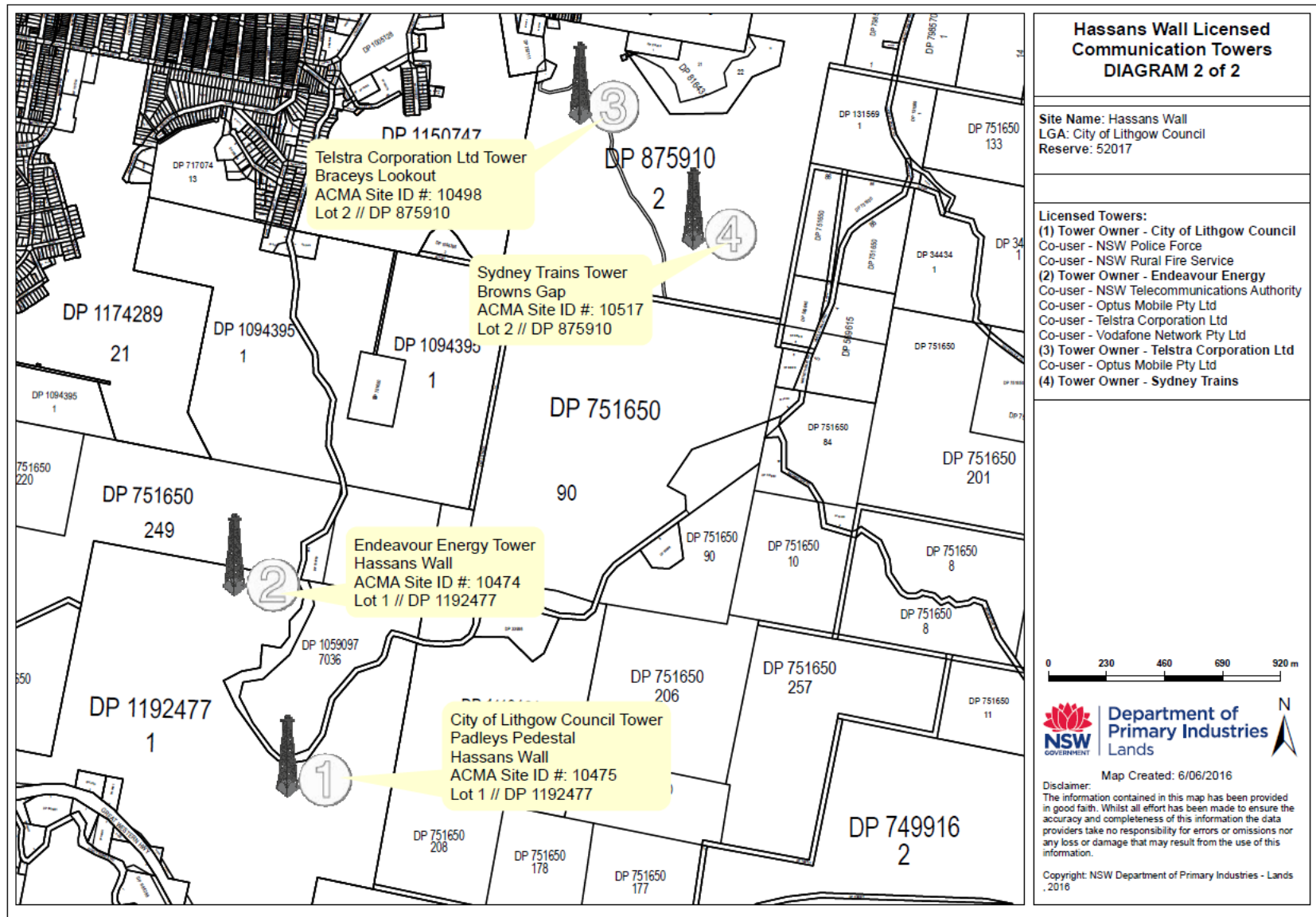


Figure 8 – Licenced Communication Towers in Hassans Walls Reserve



# Part C - Management Framework

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Part C outlines the framework within which Hassans Walls Reserve is to be managed. Consistent with requirements of the *Local Government Act, 1993* the Reserve has been categorised and the associated objectives listed. For management purposes the site has been divided into four Management Zones based on natural attributes and proposed land management practices. General management strategies have been provided for the entire site and specific management strategies are proposed for each Management Zone. A Concept Masterplan is also contained in Part C.





## 10. Land Categorisation

A central requirement of the *Local Government Act 1993* is that all Community land must be assigned to one or more land categorisations. Land categorisation defines how Council will manage certain parcels of land. Each categorisation has an associated set of objectives for land so categorised.

Whilst not all lands covered by this plan of management are community lands administered under the *Local Government Act 1993*, the entire Reserve has been categorised to provide a consistent management approach across both Community and Crown land managed by Council. The categorisations of Crown land, while not legislatively supported by the *Local Government Act 1993* in this instance, still provide a clear management direction for Council and the community.

In 2012 the NSW Government initiated a review of the management of Crown Lands within NSW, the outcome of which is the Crown Land Management Bill 2016. The Bill will consolidate a range of existing Crown Land legislation into a single Act (assuming the Bill is passed into law). The Bill continues to allow land to be vested in local councils and enables local councils to manage Crown reserves under the provisions of the *Local Government Act 1993*. The categorisation of Crown lands in accordance with the *Local Government Act 1993*, as proposed in this Plan of Management, is consistent with the provisions of the Crown Lands Management Bill 2016.

The Community land parcels of Hassans Walls Reserve were categorised in Council's Generic Community Lands Plan of Management, 2013 as variously Bushland and Generic Community Use. The categorisations in the Generic Community Lands Plan of Management, 2013 will no longer apply to the Community land Parcels in Hassans Walls Reserve upon adoption of the Hassans Walls Reserve Plan of Management.

Table 6 indicates the categorisation of Community lands in the Generic Community Lands Plan of Management, 2013 and the categorisations proposed in this Plan of Management.

Community Land Parcel	Category in Generic CL PoM, 2013	Proposed category in Hassans Walls Reserve PoM	Public Hearing Required
Lots 1,2 and 3, DP 251935	Bushland	Bushland	No
Lot 1, DP 1094395	Bushland and GCU	Bushland and GCU (Note - reduced extent of GCU)	Yes. (S40(A)1 of the <i>LG Act 1993</i> )
Lot 2, DP 1094395	Bushland	Bushland	No
Lot 90, DP 751650	Bushland	Bushland and Escarpment	No. (S40(A)2 of the <i>LG Act 1993</i> )

**Table 6 – Categorisation of Community Land**

The Local Government Act 1993 requires that a council must hold a public hearing in relation to a proposed plan of management (including a plan of management that affects lands within an existing plan of management) if the proposed plan would have the effect of categorising, or altering the categorisation of, community land. However, a public hearing is not required if the proposed plan would merely have the effect of altering the categorisation of the land under section 36 (5) - that is, a public hearing is not required if categorisation changes are made between any of the categories of bushland, wetland, escarpment, watercourse, and foreshore.

In the case of the proposed categorisations as indicated in Table 6 a public hearing will be required in relation to Lot 1, DP 1094395 as the area categorised as General Community Use has decreased and the area categorised as Bushland has increased. A public hearing is typically held during the public exhibition of the relevant Draft Plan of Management and provides the community with the opportunity to make formal comment on the categorisations proposed within the Draft Plan of Management.

The proposed categories for Hassans Walls Reserve Mount are shown in Figure 9. The objectives for each category give a broad strategic direction for management of this land, which is the same for all categories across NSW. Policies relating specifically to Hassans Walls Reserve have been developed in accordance with core objectives of the *Crown Lands Act 1989*, *Local Government Act 1993* and in response to the values of the Reserve.

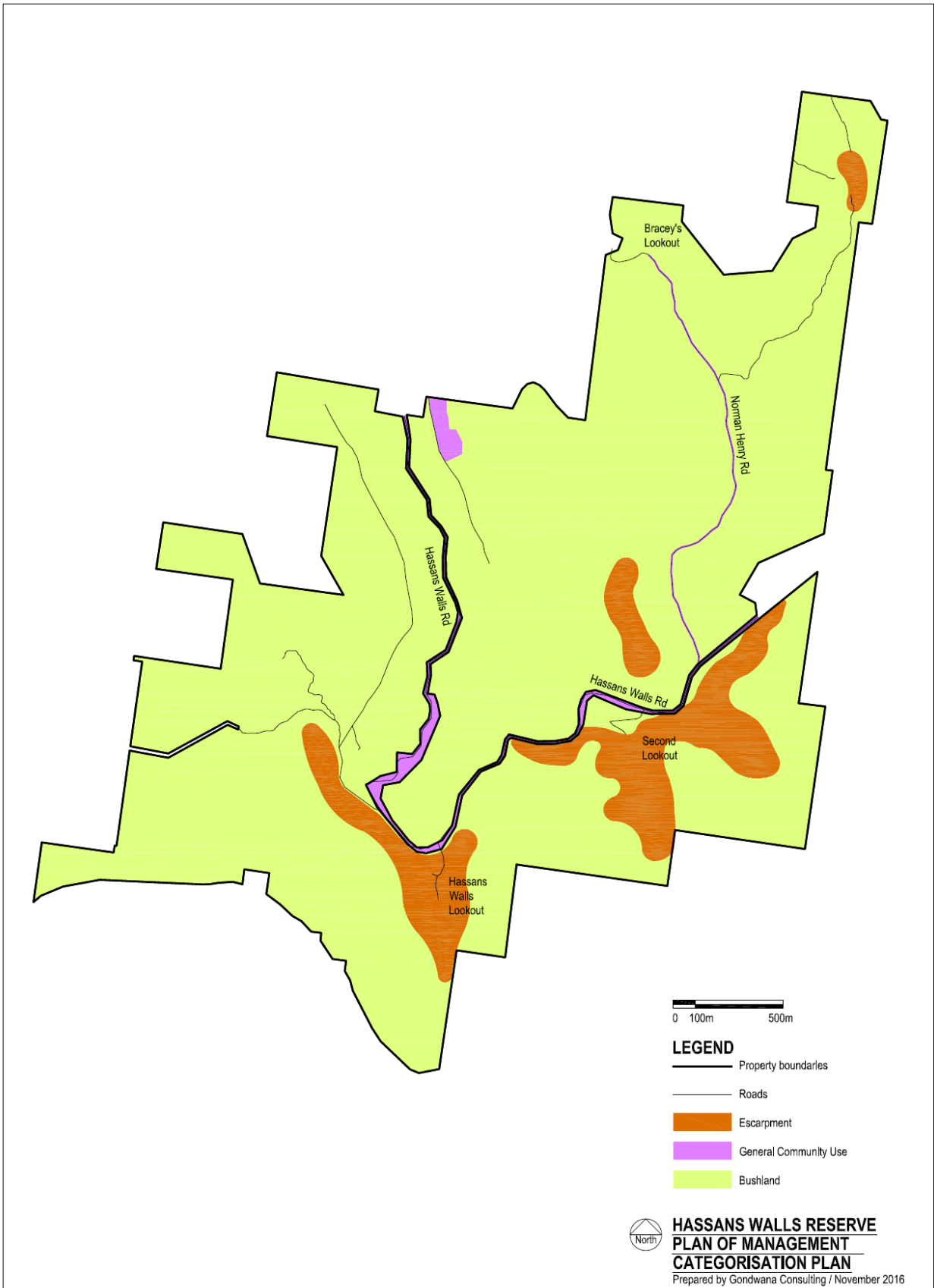
This Plan of Management applies the following three (3) land categories to Hassans Walls Reserve:

- Bushland
- Escarpment
- General Community Use.

### **Bushland Category**

The core objectives for management of Community land categorised as bushland are:

- (a) to ensure the ongoing ecological viability of the land by protecting the ecological biodiversity and habitat values of the land, the flora and fauna (including invertebrates, fungi and micro-organisms) of the land and other ecological values of the land, and
- (b) to protect the aesthetic, heritage, recreational, educational and scientific values of the land, and
- (c) to promote the management of the land in a manner that protects and enhances the values and quality of the land and facilitates public enjoyment of the land, and to implement measures directed to minimising or mitigating any disturbance caused by human intrusion, and
- (d) to restore degraded bushland, and
- (e) to protect existing landforms such as natural drainage lines, watercourses and foreshores, and
- (f) to retain bushland in parcels of a size and configuration that will enable the existing plant and animal communities to survive in the long term, and
- (g) to protect bushland as a natural stabiliser of the soil surface.



**Figure 9 – Community Land categories**



## **Escarpment**

The core objectives for management of Community land categorised as an escarpment are:

- (a) to protect any important geological, geomorphological or scenic features of the escarpment, and
- (b) to facilitate safe community use and enjoyment of the escarpment.

## **General Community Use**

The core objectives for management of Community land categorised as a General Community Use are to promote, encourage and provide for the use of the land, and to provide facilities on the land, to meet the current and future needs of the local community and of the wider public:

- (a) in relation to public recreation and the physical, cultural, social and intellectual welfare or development of individual members of the public, and
- (b) in relation to purposes for which a lease, licence or other estate may be granted in respect of the land (other than the provision of public utilities and works associated with or ancillary to public utilities).



*Hassans Walls Reserve contributes significantly to the visual amenity and landscape of Lithgow.*

## 11. Management Zones for Hassans Walls Reserve

Management zones are a way of defining different areas within the Reserve based on the values that management aims to protect and the types of activities and uses that are permitted. Zoning is a useful way of summarising the broad management intent of particular areas of the Reserve – describing management objectives and, importantly, management priorities for different Reserve areas.

Management zones and their boundaries are determined by the arrangement of the major reserve values and features – such as bushland and biodiversity, landscapes, scenic qualities, access and accessibility, and facilities and levels of development. Management zones can be based on both the natural features and the human attributes of an area. They are generally, but not necessarily always, areas that have common values and features. However it is in expressing consistent management aims and priorities for an area where they are of most use.

Management zones:

- provide a geographic framework within which to manage the Reserve
- reflect or acknowledge key Reserve values and features;
- describe the overall management intentions for different parts of the Reserve;
- identify those management objectives that have priority in different parts of the Reserve;
- indicate the types and levels of use, especially recreational use, that are appropriate in different parts of the Reserve;
- help in reducing and managing existing and possible future conflicts between uses/activities and the protection of the Reserve's key values, as well as conflicts between different uses and activities;
- provides a basis for evaluating future - as yet unforeseen - uses, activities and development proposals; and
- can be used to guide visitors in their safe, enjoyable and sustainable use of the Reserve.

To be most useful and efficiently applied, management zones should generally be larger areas with broadly common or shared values, features and management demands or intensities.

The following management zones are proposed to provide a framework for the Reserve's future management:

- Conservation
- Managed Use Bushland;
- Day Use;
- Urban Edge; and
- Utilities Zone

The location and extent of these management zones is shown in Figure 10.

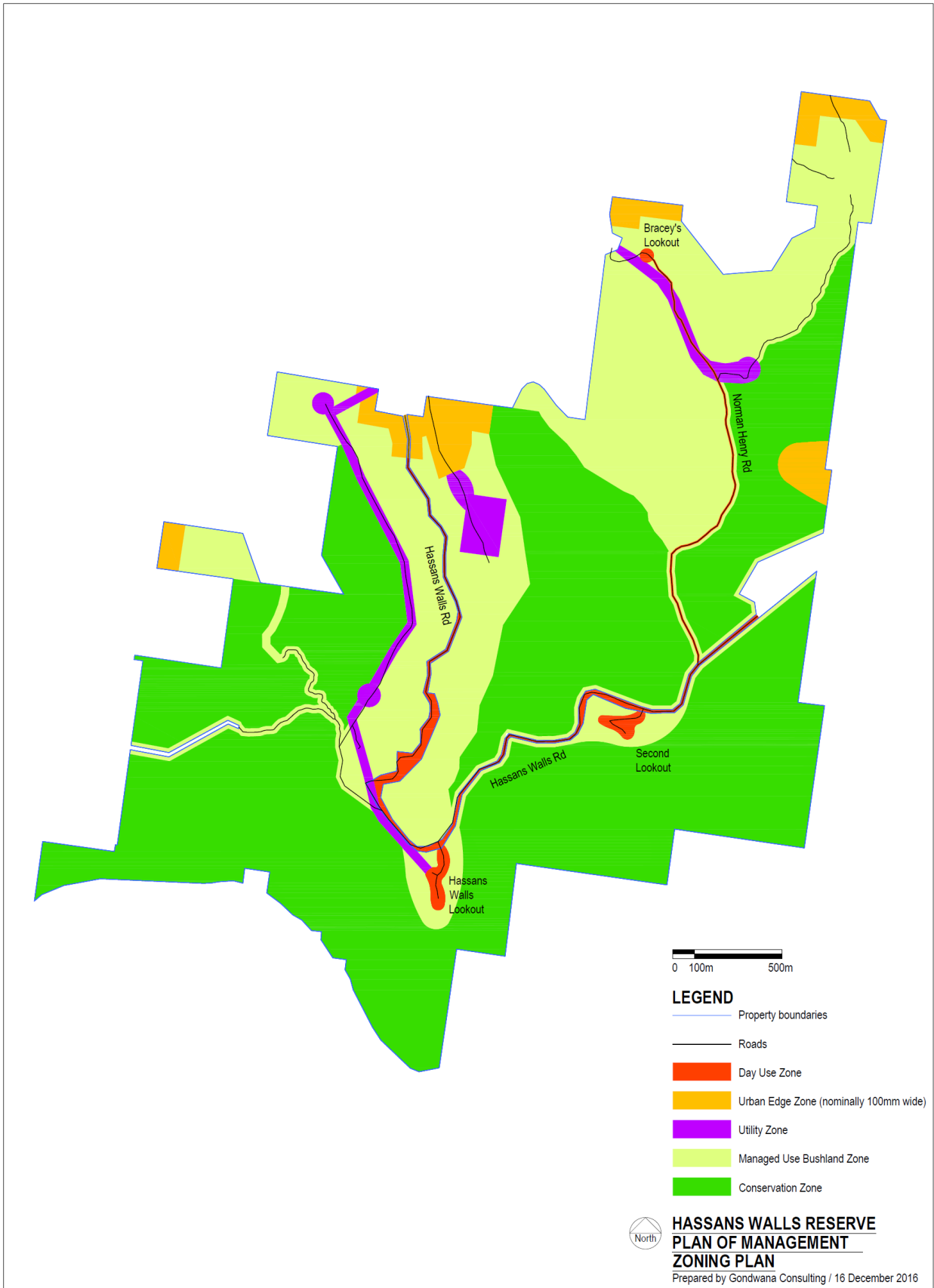


Figure 10 – Zoning Plan

## 11.1 Description of Management Zones

The “management intent” and “management priorities” for each of these five management zones are described below. Management priorities are separated into “primary” or “secondary” priorities.

Primary management objectives are the over-riding or over-arching management objectives for a zone – they are the most important outcomes that management should achieve, and take the main role in driving/shaping management actions, and take priority in the case of any conflicting issues/outcomes.

Secondary, or supporting, management objectives are other objectives that may be pursued within the primary purpose – once the primary management objectives have been realised, and as long as these secondary actions do not conflict with or compromise the primary purpose.

### Conservation Zone

*Management Intent* – To maintain the majority of the Reserve as natural bushland and a scenic landscape, protecting communities and species of high conservation value.

#### *Management Priorities*

Primary Management objectives:

- To protect communities and species legislated as having high conservation value.
- To maintain and enhance the natural systems, biodiversity, habitat, and scenic values of a large natural bushland area.
- To not provide access or facilities to encourage recreational use within this zone.

Secondary Management objectives:

- To maintain links to adjacent or nearby natural areas.
- To assist in maintaining the Reserve’s undeveloped bushland skyline, as seen from internal and external vantage points and use areas.

### Managed Use Bushland Zone

*Management Intent* – To provide for sustainable dispersed recreational and educational uses without significant impact on natural processes.

#### *Management Priorities*

Primary Management objectives:

- To provide sustainable opportunities for dispersed recreational and educational uses without significant impact on natural processes.

Secondary Management objectives:

- To accommodate occasional special uses or activities, with prior approval.
- To assist in maintaining the Reserve’s undeveloped bushland skyline, as seen from internal and external vantage points and use areas.

## **Day Use Zone**

*Management Intent* – To maintain the existing main visitor access roads (Hassans Walls Road and Norman Henry Road) and most visited day use areas at Hassans Walls Lookout and Bracey's Lookout and allow for increased use of Second Lookout.

### *Management Priorities*

Primary Management objectives:

- To offer a high quality day-use experience for Reserve visitors - providing for visitor vehicle access and accommodating passive day-use recreational activities at the key lookout locations.
- To provide visitor facilities, as warranted by demand and use levels, appropriate to day use destinations in a bushland environment in proximity to Lithgow.
- To provide for visitor safety.

Secondary Management objectives:

- To maintain existing Reserve access standards with improved vehicle parking within this zone.
- To accommodate use by elderly, mobility impaired and disabled visitors and groups.
- To promote links (walking tracks) to the adjoining bushland areas of the Reserve.

## **Urban Edge Zone**

*Management Intent* – To manage those sections of the Reserve boundary adjacent to residential areas and other developments to effectively manage hazards and reduce inconveniences to Reserve neighbours, as well as minimising adverse impacts from adjoining land uses on the Reserve and its values.

### *Management Priorities*

Primary Management objectives:

- To minimise the risks to life and property posed by occasional wildfires on the Reserve.
- To reduce direct and indirect impacts on the Reserve and its values from adjacent land uses, as well as to avoid undue inconvenience to Reserve neighbours from on-Reserve activities.

Secondary Management objectives:

- To provide sustainable opportunities for dispersed recreational and educational uses, without significant adverse impacts on adjacent natural areas.
- To provide for the lease of lands for recreational use by Lithgow Pony Club while enabling access and use by other park visitors.

## **Utilities Zone**

*Management Intent* – To manage the ongoing presence of a range of infrastructure assets (radio towers, electricity transmission lines) located within the Reserve.

### *Management Priorities*

Primary Management objectives:

- To authorise the ongoing presence of a range of infrastructure within the Reserve .

- To minimise impacts of these assets and their management on the natural values of the Reserve.

Secondary Management objectives:

- To allow for recreational use of access tracks used to maintain the infrastructure.



## **12. Concept Masterplan**

A Masterplan provides the broad management direction and layout intended for the future use and development of a Reserve. As resources are identified to implement specific elements of the Masterplan, each element will be subject to a detailed design process and approval process and involve community consultation where appropriate and as Council's planning approvals require. For example, more detail on the layout for the proposed improved Hassans Walls Lookout car park and consideration of impacts on significant fringing vegetation will be required prior to approval and implementation

It is intended that the Masterplan contained in Figure 11 is implemented over time as resources become available.

Key elements of the Masterplan are outlined below.

### **Flora and Fauna**

To better understand and to guide future management /conservation of the Reserve's ecological values a flora and fauna survey of the Reserve will be undertaken. Both surveys will be undertaken at various times of the year / seasons that will allow for survey of the full suite of flora and fauna in the Reserve. The results of the flora and fauna surveys will be used to update and inform the planning provisions of the review of this Plan of Management in 5 – 10 years.

In the absence of these surveys, surveys will be undertaken to inform the planning and approval of site specific developments proposed in this Plan.

The greater majority of the Reserve will be managed - both within the Bushland Zone and elsewhere - to protect and enhance the Reserve's natural environment, habitats and biodiversity values and contribute to the Reserve's recreation and scenic appeal.

### **Cultural Heritage**

The existing policy of not publicly disclosing the location of Aboriginal sites as the principal management tool and means of protecting such places will be continued. Aboriginal people will be involved in the presentation of Aboriginal heritage should traditional owners desire.

The Dummy Anti-Aircraft Station built heritage elements will be maintained in their current form. Surrounding vegetation will be regularly trimmed / removed in order to avoid accelerated decay of the items. Funding will be sought to prepare a Conservation Management Plan to provide direction for future management of the heritage structures. Public access to the sites will not be promoted until the CMP has been developed.

### **Access**

Maintain Hassans Walls Road as a two way compacted gravel/natural surface. Apart from providing conventional vehicle access the Road will continue to serve both walkers and bicycle riders. To ensure walker and rider safety a 40 km/h speed limit is proposed along with improved signposting to increase driver awareness of the shared road, improved traffic warning signs and traffic calming devices such as speed humps and road verge barriers in strategic locations.

Henry Norman Road will also be maintained as a two way road primarily with natural surface. Maintenance of bitumen surface sections will be enhanced to provide an improved surface at the steep section of the road. Existing informal passing lay-bys will be signposted to improve driver awareness of narrow road sections and minimise off road driving in order to pass oncoming traffic.

### **Hassans Walls Lookout**

Hassans Walls Lookout is the primary visitor attraction of the Reserve with a high standard of visitor facilities. The area referred to as Hassans Walls Lookout includes all elements of the site past the turn off

from Hassans Walls Road - being the access track, communications tower and surrounds, all current parking areas and pedestrian access points, the small cave and the main lookout.

Develop a site specific Masterplan for Hassans Walls Lookout to guide the improved functioning of the site, provision of improved visitor facilities and to enhance the visitor experience. The Masterplan will include:

- Relocation / redesign of car park to allow the efficient use of space, define 10 -15 car parks and a mini bus space and prevent vehicular encroachment into adjacent bushland.
- Improved role and function of the sandstone shelter structure to potentially provide a water supply point, improved visitor appeal and potential site for inclusion of visitor information and interpretation.
- The provision of a toilet facility.
- Providing a defined single walking track to the small rock cave.
- Rehabilitation / revegetation.
- A review of the functionality of the escarpment fences and their retention, removal of those that may be obsolete and the need for supporting signage.
- Provision of a directional dial replica on the stone plinth.
- Measures to reduce the visual intrusiveness of the boardwalk.

### **Bracey's Lookout**

Bracey's Lookout will be retained essentially in its current form. Regular inspections will be conducted to monitor incursions of overflow car parking into bushland and allow for management responses as required. The extent of vegetation trimming will be minimised to that which is essential to maintain sightlines from the lookout structure.

### **Second Lookout**

The Second Lookout site will be reopened to public access with low key basic facilities in order to provide an alternative to Hassans Walls Lookout. The site will cater for visitors seeking a less developed, less visited site than Hassans Walls Lookout. To achieve this desired character a small (5 vehicle maximum) car park will be established at Hassans Walls Road near the current gate and access to the lookout will be via a walking track on the alignment of the original vehicle access track. The lookout area will provide a small number of seats at selected vantage points reusing existing old seats if their condition allows. The partially destroyed sandstone shelter will be removed. Rehabilitation/ revegetation will be undertaken of much of the width of the access track and old car park area to reduce the disturbed footprint of the site. Toilets or water will not be provided.

### **Recreational Tracks**

Undertake an audit of the existing recreational tracks in the Reserve. The audit will record each tracks access points and connections; existing condition including soil and vegetation characteristics, track surface and erosion, drainage, public safety (hazards, risks, sightlines) and signage.

The audit results will be used to develop a Recreational Track Plan for Hassans Walls Reserve to establish a network of shared use tracks for walkers and riders offering tracks of a variety of lengths, standards and environments and will examine the potential for track linkages along the northern boundary. The Plan will propose a desired standard for each trail based on the proposed visitor experience and environmental sustainability and develop a staged management / maintenance program for each track.

No additional recreational tracks will be formally approved until the Recreational Track Masterplan has been finalised.

The existing Pony Express Track will be maintained and its use for organised competition will continue in the absence of the Recreational Track Masterplan. Conditions of the associated Development Approval will be enforced.

### **Lithgow Pony Club**

Establish a new lease with the Lithgow Pony Club to encompass only the currently cleared area will be negotiated and include provision for pest plant and animal control, restrict encroachments into native vegetation, and permit access by other Reserve users while including conditions to minimise impacts by other users on the Pony Club's use of the site.

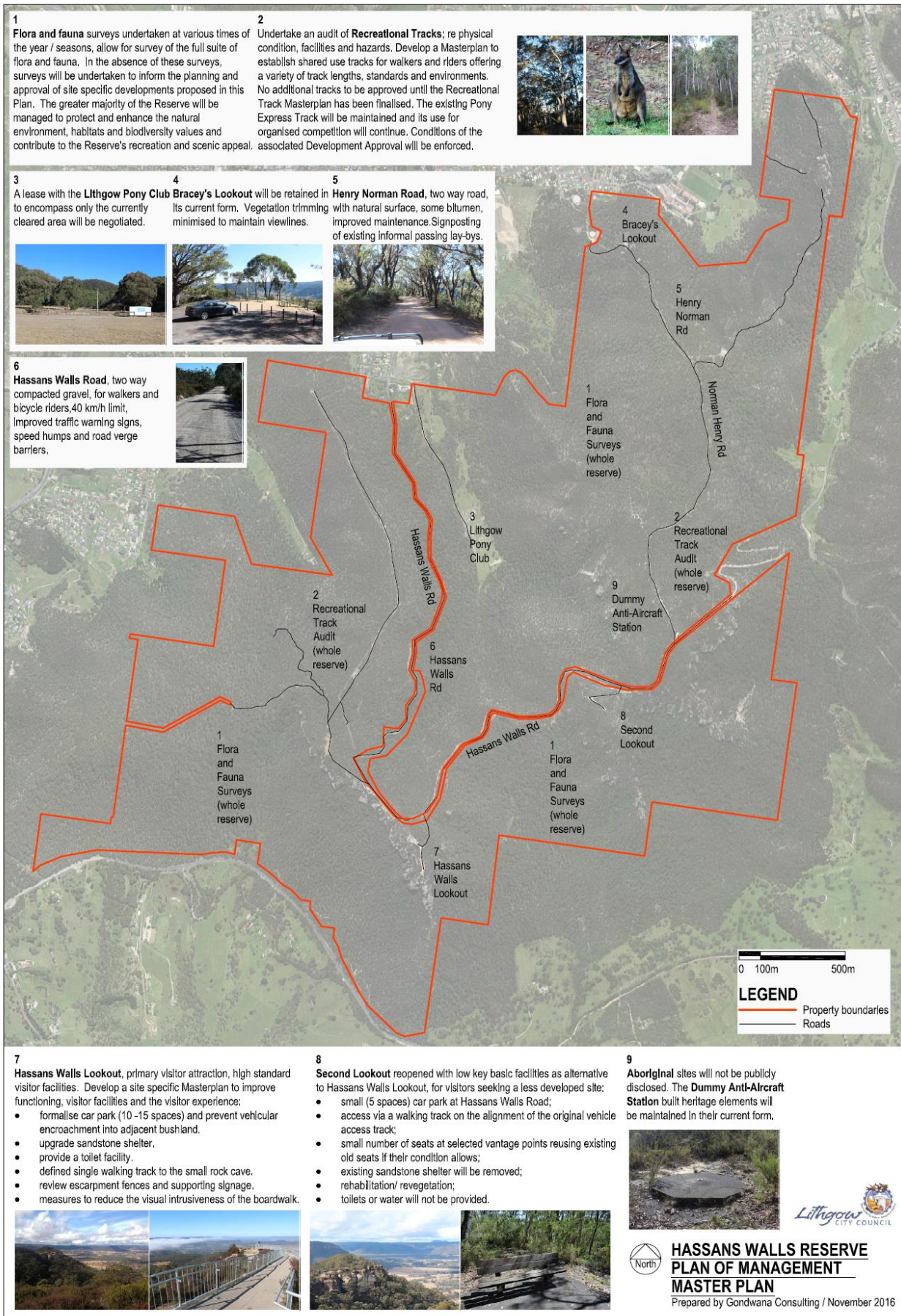


Figure 11 – Hassans Walls Reserve Master Plan

## 13. Staged Implementation

Given the size of Hassans Walls Reserve there is a range and scale of initiatives / actions proposed to be undertaken all of which require either recurrent Council commitment in the form of personnel and funding or one off allocated funding for specific initiatives in the Plan of Management. The implementation of the Plan will therefore necessarily be staged over time.

This section of the Plan describes how the Reserve will be managed using a broad two stage approach over a ten year period. This broad approach can be used as a guide to implementation until the Plan is reviewed and updated.

### First Stage (Years 1 - 5)

It is proposed that the first stage of the Plans implementation focus primarily on improving the understanding of the Reserve's natural, heritage and recreational values to provide a sound information base that will enable informed decisions on other initiatives proposed in the Plan. At the same time, in recognition of the Reserve's high use by Lithgow locals and regional visitors, it is proposed that works be undertaken to improve visitor safety on Hassans Walls Road, improve the functioning of the site and recreational experience offered at the primary attraction of Hassans Walls Lookout and improve information availability and promotion of the Reserve.

Specific high priority actions in this time include:

#### Information Gathering

1. Flora and fauna survey of the Reserve. (Cost estimate - \$60,000)
2. Audit of Recreational tracks. (Cost estimate - \$40,000)
3. Geotechnical study of the rock formations and escarpments within the Reserve to assess the location and extent of subsidence and rock cracking, the risk of future rock falls and any ongoing monitoring requirements. (Cost estimate - \$40,000)
4. Identify and document historic heritage sites / features within the Reserve. (Cost estimate - \$40,000)

#### Improved Recreational Experience

5. Implement management measures proposed for Hassans Walls Road to improve pedestrian and rider safety and enable continued shared use of the road. (Cost estimate - \$50,000)
6. Implement Henry Norman Road improvements. (Cost estimate - \$15,000)
7. Prepare and implement Masterplan for Hassans Walls Lookout. (Cost estimate - \$20,000 for Masterplan. \$150,000 for works)
8. Prepare and implement Masterplan for Second Lookout. (Cost estimate - \$10,000 for Masterplan, \$50,000 for works)
9. Enhance information availability and promotion of recreational opportunities at Hassans Walls Reserve. (Cost estimate - \$10,000 ex staff time)

#### Environmental Management

10. Implement Purple Copper Butterfly Recovery Plan management measures relevant to Hassans Walls Reserve. (Cost estimate - \$2,000 per annum ongoing)



11. Continue to prepare and implement a rolling programme of weed control and bush regeneration efforts within the Reserve. (Cost estimate – nominal \$15,000 per annum, ongoing)
12. Undertaken flora and fauna surveys to inform the planning and approval of the Hassans Walls Lookout site Masterplan works (should the Reserve wide flora and fauna surveys not have been completed when the masterplan is in preparation). (Cost estimate - \$10,000)

### **Second Stage (Years 6 – 10)**

The second stage of the Plans implementation will focus on using the enhance understanding of the Reserve’s natural, heritage and recreational values to improve environmental and recreational management of the Reserve.

Specific high priority actions in this time include:

#### Expanded Recreational Opportunities

13. Prepare and commence implementation of the Recreational Track Plan to establish a network of shared use tracks for walkers and riders offering tracks of a variety of lengths, standards and environments.

#### Targeted Environmental Management

14. Prepare and implement Hassans Walls Reserve Fire Management Plan to identify fire sensitive areas and populations of threatened and rare species requiring special fire management regimes, prioritise areas for burning and identify burning regimes appropriate for maintaining biodiversity as well as protecting other assets in the Reserve.
15. Prepare and implement specific management plans for species identified by the flora and fauna survey that are listed under *Threatened Species Conservation Act*, to establish specific management regimes to locally manage / conserve the species within the Reserve.
16. Improved targeting and prioritisation of weed control and bush regeneration efforts within the Reserve based on enhanced understanding of weed distribution, vegetation communities of high conservation significance and habitats/populations of native flora and fauna species of high conservation significance.

## **14. Management Actions**

The following Action Tables present a variety of management actions – comprising both policies and management directions or guidelines, as well as more specific on-ground or tangible actions – that will guide the Reserve’s management over the coming 5 to 10 years. The management actions have been identified in response to the Reserve’s values, the threats to these values and other management issues, community values and aspirations as expressed through the various community consultation measures during the Plan’s preparation, and the stated Reserve vision and management objectives.

Given the size of Hassans Walls Reserve there are a range and scale of initiatives / actions proposed to be undertaken all of which require either recurrent Council commitment in the form of personnel and funding or one off allocated funding for specific initiatives in the Plan of Management. The implementation of the Plan will necessarily be staged over time.

Management Actions have been grouped into specific value or operational areas (which approximate the value descriptions used in the preceding sections of the Plan), as follows:

**Natural Environment** – management actions for native flora and vegetation communities and habitats, native fauna, weeds and pests and introduced animals and fire management.

**Cultural Heritage** – management actions for Aboriginal cultural heritage and historic (non-Aboriginal) heritage.



**Visitor Use and Recreation** – management actions for access, day use areas, recreational tracks, information and interpretation, and educational uses.

**Landscape and Amenity** – management actions for retaining viewlines to and from the Reserve and addressing risk related to mining subsidence.

**Reserve Management and Administration** – management actions for Reserve administration and management activities, leases and licences and special uses and commercial activities, and assets and infrastructure.

The Action Tables also include an indication of the order of resources required, priority and implementation responsibilities for each management action – as a guide to the Plan’s implementation or operation.

Resource requirements are generalised according to the following categories -

- negligible or minor – actions that are routinely part of the Reserve’s management and can be met from normal Reserve or Council operational budgets;
- moderate – actions that will require special allocations in the Reserve’s or Council’s operational budgets, additional resourcing, may extend over a number of funding cycles, and/or require a level of capital works funding;
- high – actions that are significant projects, typically requiring sizeable capital works or other funding; and
- not applicable (n/a) – actions that are of a policy nature or guidelines, that do not have a resource requirement attached or where implementation / operational costs are part of other actions.

The identified priorities give an indication of both the relative importance, and preferred timing, of each action – as follows.

- High – Essential to achievement of the Reserve’s management objectives, or where there is potential for the public to be exposed to an unacceptable level of risk, or there is potential for a serious threat to Reserve values or the environment and warranting funding consideration until achieved.
- Medium – These actions are desirable to enhance achievement of the Reserve’s management objectives, or to address issues that meet a significant community need, or to improve Reserve management outcomes and ideally should be implemented within the life of this Plan.
- Low – These actions are useful for the overall management of the Reserve or address issues that have longer-term impacts (such as meeting less urgent community needs or improving inefficient services) and should be undertaken if resources permit.
- Where relevant, actions have also been identified as “Ongoing” – where the action in question will apply or continue throughout the Reserve’s management and/or the life of this Plan.

Responsibilities for the implementation of each management action have been identified to the organisation level.

Intended outcomes, and associated performance measures or means of assessing and tracking progress towards the stated management objectives, are identified following the Action Table for each general value or operational area as a whole.

## 14.1 Natural Environment

### Vegetation Communities and Flora

Action No.	Actions	Implementation		
		Resource Estimation	Priority	Responsibility
NE1	Undertake a comprehensive flora survey of Hassans Walls Reserve to identify and map the extent of vegetation communities and the location and extent of conservation significant flora species. Seek management advice from the Office of Environment and Heritage and other specialist agencies, where required.	Moderate	High	Council OEH
NE2	Prepare specific management plans for <i>Persoonia acerosa</i> and any species identified by the flora survey that are listed under <i>Threatened Species Conservation Act</i> , to establish specific management regimes to locally manage / conserve the species within the Reserve. Seek management advice from the Office of Environment and Heritage and other specialist agencies, where required.	Moderate	High	Council OEH
NE3	Manage the greater majority of the Reserve as bushland - both within the Bushland Zone and elsewhere - to protect and enhance the Reserve's natural environment, habitats and biodiversity values as well as to assist in maintaining water quality in the dam and contribute to the area's recreation and scenic appeal.	n/a	High (ongoing)	Council
NE4	Protecting the existing extensive areas of native vegetation and minimising bushland disturbances (to the extent as consistent with other actions identified in this Plan), will be the dominant "passive" management measures employed to maintain native flora, vegetation community and habitat values across most of the Reserve.	n/a	High (ongoing)	Council

Action No.	Actions	Implementation		
		Resource Estimation	Priority	Responsibility
NE5	<p>Continue to prepare and implement a rolling programme of weed control and bush regeneration efforts within the Reserve, with adequate on-going commitments to follow-up works at treated sites (both existing sites and future sites) to ensure effectiveness. Priorities for these measures will include:</p> <ul style="list-style-type: none"> <li>➤ declared noxious weeds, and environmental weeds with a high potential for spread;</li> <li>➤ vegetation communities of high conservation significance;</li> <li>➤ habitats/populations of native flora and fauna species of high conservation significance;</li> <li>➤ disturbed sites and existing weed infestations;</li> <li>➤ areas vulnerable to weed invasion/spread (such as roadsides, tracksides and major visitor nodes); and</li> <li>➤ Reserve boundaries.</li> </ul>	Minor	High (ongoing)	Council (Volunteers/groups)
NE6	A monitoring programme will be prepared and implemented targeting areas vulnerable to the introduction and spread of weeds – this will include regular monitoring of the Reserve boundary, high visitor use areas as well as periodic monitoring of Reserve access roads, fire trails and tracks/trails.	Minor	Medium	Council
NE7	Revegetation and supplementary bush regeneration plantings will only use local-provenance endemic species, preferably grown from seeds or vegetative material sourced (under managed conditions) from within the Reserve.	Minor	Medium (ongoing)	Council Volunteers
NE8	Undertake or facilitate periodic bushland condition assessments - to assist in formulating, targeting and monitoring bush regeneration and weed control measures.	Minor	Medium	Council Other agencies/ institutions
NE9	Ensure neighbouring residences are included in the distribution of any Council bushland management education and promotional material.	Minor	Low	Council

#### Performance Measures and Outcomes:

- Increased knowledge of the Reserve's native vegetation communities, flora and habitats.
- Condition of the Reserve's bushland maintained or enhanced – based on survey, monitoring and observation.
- No long-term reduction in the Reserve's bushland area – based on survey and monitoring.

- Extent, occurrence and condition of significant vegetation communities, listed threatened species, and species of regional conservation significance maintained or enhanced – based on survey, monitoring and observation.
- Weed control and bush regeneration programme in place and regularly reviewed.
- Reduction in the extent of weed degraded bushland – based on monitoring and observation.
- Reduced incidence of new weed infestations/introductions – based on monitoring and observation.

## Fauna

Action No.	Actions	Implementation		
		Resource Estimation	Priority	Responsibility
NE10	Undertake an initial fauna survey to obtain baseline data on the Reserve's wildlife. Seek management advice from the Office of Environment and Heritage and other specialist agencies, where required.	Moderate	High	Council OEH
NE11	Habitat protection – through protecting the existing extensive areas of native vegetation and minimising bushland disturbances and fragmentation both within the Bushland Zone and elsewhere (to the extent as consistent with other actions identified in this Plan or unless for works otherwise approved in this Plan) – will be the dominant “passive” management measures employed to support native fauna populations within the Reserve.	n/a	High (Ongoing)	Council
NE12	Undertake special management measures, as / where required to protect and conserve threatened or significant native fauna species within the Reserve – including relevant measures set out in any applicable Approved Recovery Plans under the Threatened Species Conservation Act 1995. This may include limitations on visitor access and use if warranted. Seek management advice from the Office of Environment and Heritage and other specialist agencies, where required.	Minor	High	Council OEH
NE13	Undertake or facilitate targeted surveys of the Reserve's threatened or significant native fauna species, as/when required, to support their conservation management.	Minor	Medium	Council OEH Other agencies/ institutions /volunteers

Action No.	Actions	Implementation		
		Resource Estimation	Priority	Responsibility
NE14	Undertake or facilitate periodic fauna survey and monitoring within the Reserve, according to a systematic and structured programme to provide long-term and comparable data on the Reserve's wildlife.	Minor	Low	Council OEH Other agencies/ institutions /volunteers
NE15	Undertake periodic monitoring of the location and abundance of pest animal populations to inform and target control measures.	Minor	Medium (Ongoing)	Council
NE16	Participate in co-ordinated regional pest animal control programmes, as well as Council initiated control actions.	Moderate	High (ongoing)	Council OEH/ other agencies
NE17	Dogs will be permitted on the Reserve's road and track network, but only if on a leash and under full control. This policy will be periodically reviewed – especially in regard to taking dogs into the Reserve's more natural areas, possible impacts on the area's biota, visitor safety and nuisance issues, and the perceptions of other visitors – and dogs may subsequently be banned from all or part of the Reserve. Dog owners/walkers will be required to collect and remove all dog faeces from the Reserve.	Minor	Medium (ongoing)	Council
NE18	Other domestic animals/pets, including horses, will be prohibited from the Reserve, and the relevant Council by-laws notified and enforced within the Reserve.	Minor	Medium (ongoing)	Council

#### Performance Measures and Outcomes:

- Increased knowledge of the native wildlife within the Reserve.
- Diversity and abundance of the Reserve's native wildlife is maintained or enhanced (consistent with naturally occurring/sustainable levels) – based on survey, monitoring and observation.
- Reserve's native wildlife population is comparable to that of other, ecologically similar, large bushland conservation reserves in the Lithgow region – based on survey, monitoring and observation.
- Native fauna species or populations listed as threatened, or of regional conservation significance, are maintained or enhanced – based on survey, monitoring and observation.
- Reduced populations of, and adverse impacts of, pest animals – based on monitoring and observation.
- Dogs and other domestic animals effectively managed within the Reserve.

## Fire Management

Action No.	Actions	Implementation		
		Resource Estimation	Priority	Responsibility
NE19	Continue to manage fire hazards in accordance with the <i>Rural Fires Act</i> , directions set out in the Lithgow Bush Fire Risk Management Plan 2015 and other relevant policies and legislation.	Minor	High (Ongoing)	Council RFS
NE20	<p>Prepare a Hassans Walls Reserve Fire Management Plan to:</p> <ul style="list-style-type: none"> <li>➤ inform and comply with the <i>Lithgow Bush Fire Risk Management Plan 2015</i>,</li> <li>➤ identify fire sensitive areas and populations of threatened and rare species requiring special fire management regimes,</li> <li>➤ prioritise areas for burning and identify burning regimes appropriate for maintaining biodiversity as well as protecting other assets in the Reserve</li> <li>➤ Maintenance of access for hazard reduction burning and fire control</li> <li>➤ Provide for cooperative arrangements with the NSW RFS and other fire management agencies.</li> </ul> <p>Results of the flora and fauna surveys will inform the biodiversity management requirements of the Plan.</p>	Moderate	High (Ongoing)	Council RFS Other agencies
NE21	Liaise with Reserve neighbours to assist in the management of fire risks to their properties and explain on-Reserve fire hazard management measures.	Minor	Medium (ongoing)	Council
NE22	Ensure that fire trails are managed - by Council, RFS and utility agencies - as far as practicable to reduce adverse bushland, erosion and visual impacts.	Minor	Medium (ongoing)	Council RFS Utility agencies

### Performance Measures and Outcomes:

- Successful completion of hazard reduction measures – as assessed against programme targets.
- Reduced incidence of damage to on-Reserve, and neighbouring, assets.
- Environmentally sensitive management of fire trails – as assessed by pre and post works impact observation / recording, and compliance with best practice guidelines.
- Increased neighbour awareness and implementation of fire hazard reduction measures – as demonstrated by greater incidence of private property hazard reduction efforts.



## 14.2 Cultural Heritage

### Aboriginal Cultural Heritage

Action No.	Actions	Implementation		
		Resource Estimation	Priority	Responsibility
CH1	Ensure Aboriginal heritage sites are appropriately managed throughout the Reserve, as consistent with the <i>National Parks and Wildlife Act 1974</i> . Continue the existing approach of not publicly disclosing the location of Aboriginal sites as the principal management tool and means of protecting such places.	Minor	High (Ongoing)	Council
CH2	Liaise with the Office of Environment and Heritage as well as relevant Aboriginal people/groups (e.g. the Mingaan Wiradjuri Aboriginal Corporation and Wiradjuri Aboriginal People and local Elders) regarding the management and protection of Aboriginal heritage sites within the Reserve.	Moderate	High (Ongoing)	Council RFS Other agencies
CH3	Actively involve Aboriginal people in protection and presentation of the Reserve's Aboriginal cultural heritage.	Minor	Medium (ongoing)	Council
CH4	Provide interpretive and educational material / resources regarding the Reserve's use by Aboriginal people, surviving Aboriginal evidence (generically) and continuing importance for Aboriginal people today.	Minor	Medium	Council Aboriginal community
CH5	Investigate funding to undertake a systematic survey to identify and record Aboriginal heritage sites. Undertake survey if external funding can be secured, and involve the local Aboriginal community in the survey process.	Negligible	Medium	Council Aboriginal community

#### Performance Measures and Outcomes:

- Compliance with relevant legislation.
- Suitable public information available regarding Reserve's Aboriginal heritage values.
- Effective liaison with the OEH and relevant Aboriginal people/groups (e.g. the Mingaan Wiradjuri Aboriginal Corporation and Wiradjuri Aboriginal People and local Elders).

## Historic (non-Aboriginal) Heritage

Action No.	Actions	Implementation		
		Resource Estimation	Priority	Responsibility
CH6	Identify and document historic heritage sites / features within the Reserve and provide appropriate management and protection for these features where warranted.	Medium	High	Council Volunteers
CH7	In the absence of a Conservation Management Plan, the State Heritage listed Dummy Anti-Aircraft Station heritage structures will be maintained in their current form. Surrounding vegetation will be regularly trimmed / removed in order to avoid accelerated decay of the items.	n/a	High (Ongoing)	Council
CH8	Funding will be sought to prepare a Conservation Management Plan to provide direction for future management of the Dummy Anti-Aircraft Station heritage structures. Public access to the sites will not be promoted until the Conservation Management Plan has been developed.	Moderate	Medium (ongoing)	Council OEH
CH9	Reinstate a directional dial display on the plinth at Hassans Walls Lookout. Research the points of interest indicated on the original display and reproduce this feature as far as practicable.	Minor	Low	Council
CH10	Ensure Historic Heritage is considered in the provision of visitor information, both on site and through off site media and promotion of the Reserve.	Minor	Low	Council

### Performance Measures and Outcomes:

- Increased knowledge, and active management (if necessary) of historic heritage sites/items.
- Suitable public information available regarding Reserve's historic heritage values.

## 14.3 Visitor Use and Recreation

### Access

Action No.	Actions	Implementation		
		Resource Estimation	Priority	Responsibility
VR1	Retain Hassans Walls Road as a two way thoroughfare at compacted gravel/natural surface 2WD standard and continue to cater for shared use with pedestrians and cyclists. A speed limit of 40km/h will apply. The shared use nature of the road and speed limit will be signposted accordingly.	Minor	High (ongoing)	Council
VR2	With the majority of shared use of Hassans Walls Road occurring between the Sheedys Gully entrance and Hassans Walls Lookout turnoff, this section of road will be subject to: <ul style="list-style-type: none"> <li>➤ Regular maintenance of the road surface to reduce risks of accidents,</li> <li>➤ Installation of traffic calming devices and road verge barriers (as required)</li> <li>➤ Signage warning of narrow road sections, the presence of walkers and bike riders</li> <li>➤ Ongoing monitoring of pedestrian and cyclist safety risks.</li> </ul>	Moderate	High (ongoing)	Council
VR3	Close and rehabilitate / revegetate the small informal cleared parking area near the Hassans Walls Lookout turnoff and the start of the Pony Express Mountain Bike Track. Until revegetation is complete, erect interim signage directing visitors to parking at Hassans Walls Lookout.	Minor	Low	Council
VR4	Program regular inspections and maintenance of the bitumen section of Norman Henry Road to retain a smooth road surface and discourage vehicle tracking off road.	Minor	High (ongoing)	Council
VR5	Monitor roadside compaction of vegetation by passing vehicles on the narrow steep section of Norman Henry Road. Establish and signpost passing lay-bys as a preventative measure as required.	Minor	Moderate (ongoing)	Council
VR6	Maintain the Reserve's internal roads and carparks through a programmed system of maintenance, supported by responsive and opportunistic maintenance works, as required.	Minor	High (ongoing)	Council

### Performance Measures and Outcomes:

- Internal vehicle access and carparking operates safely and efficiently – as assessed by observed congestion, accidents/incidents and user feedback.
- The Reserve is accessible to a broad range of community/user groups – as assessed by regular user surveys/observations, and range of users evident.

### Day Use Areas

Action No.	Actions	Implementation		
		Resource Estimation	Priority	Responsibility
VR7	<p>Develop and implement a site specific Masterplan for Hassans Walls Lookout Day Use Area to guide the improved functioning of the site, provision of improved visitor facilities and to enhance the visitor experience. The Masterplan will include:</p> <ul style="list-style-type: none"> <li>➤ Relocation / redesign of the car park to allow the efficient use of space, define 10 -15 car park spaces and one mini-bus parking space and prevent vehicular encroachment into the adjacent bushland.</li> <li>➤ Improved role and function of the sandstone shelter structure to potentially provide a water supply point, improved visitor appeal and site for inclusion of visitor information and interpretation.</li> <li>➤ The provision of a toilet facility.</li> <li>➤ Providing a defined single natural surface walking track to the small rock cave.</li> <li>➤ Rehabilitation / revegetation of disused areas.</li> <li>➤ A review of the functionality of the escarpment fences and their retention, removal of those that may be obsolete and the need for supporting signage.</li> <li>➤ Provision of a directional dial replica on the stone plinth.</li> <li>➤ Measures to reduce the visual intrusiveness of the boardwalk.</li> </ul> <p>The Masterplan will encompass all elements of the site past the turn off from Hassans Walls Road - being the road, communications tower and surrounds, all current parking areas and pedestrian access points, the main lookout, the small cave and escarpment areas.</p>	High	High	Council
VR8	<p>Bracey's Lookout Day Use Area will be retained in its current form. Regular inspections will be undertaken to monitor impacts / incursions of overflow car parking into bushland and allow for management responses as required.</p>	Minor	Low (ongoing)	Council

Action No.	Actions	Implementation		
		Resource Estimation	Priority	Responsibility
VR9	The extent of vegetation trimming downslope of Bracey's Lookout area will be minimised to that which is essential to maintain viewlines and will not involve the clearing and grubbing of native vegetation.	Minor	Low (Ongoing)	Council
VR10	<p>The Second Lookout site will be reopened to public access with low key basic facilities designed to provide an alternative to Hassans Walls Lookout catering for visitors seeking a less developed, less visited site. A site specific Masterplan for Second Lookout Day Use Area will be prepared to guide redevelopment of the site. The Masterplan will be developed to achieve the desired site character and will include:</p> <ul style="list-style-type: none"> <li>➤ Provision of a small (5 vehicle maximum) car park at Hassans Walls Road near the current gated access track. Earthworks may be required to achieve a suitably sized and level area.</li> <li>➤ Access to the lookout via a walking track on the alignment of the original vehicle access track.</li> <li>➤ Provision of a small number (maximum 5) of seats at selected vantage points reusing existing old seats if their condition allows.</li> <li>➤ The partially destroyed sandstone shelter will be removed.</li> <li>➤ Rehabilitation/ revegetation of much of the width of the access track and old car park area to reduce the disturbed footprint of the site.</li> <li>➤ Conservation of the old stone toilets.</li> <li>➤ Picnic tables, toilets or water will not be provided.</li> </ul>	High	Medium	Council

#### Performance Measures and Outcomes:

- Day use area usage levels are maintained within acceptable social and environmental impact limits – as assessed by regular usage surveys and impact monitoring.
- The existing / proposed character of the three day use areas is maintained, and incremental development avoided – as assessed by regular facilities audits and user feedback.
- Visitor facilities/infrastructure within the three day use areas area maintained as safe, serviceable (consistent with relevant standards), presentable and meet community expectations – as assessed by regular facilities audits, and user feedback.

## Recreational Tracks

Action No.	Actions	Implementation		
		Resource Estimation	Priority	Responsibility
VR11	Undertake an audit of the existing recreational tracks in the Reserve. The audit will record each tracks access points and connections; existing condition including soil and vegetation characteristics, track surface and erosion, drainage, public safety (hazards, risks, sightlines) and signage.	Moderate	High	Council
VR12	All fire trails within the Reserve's bushland zone will be available for use by walkers and riders (except when closed due to management, safety or other reasons).	n/a	High	Council, NSW RFS, Utilities agencies
VR13	Use the audit results to develop a Recreational Track Plan for Hassans Walls Reserve to: <ul style="list-style-type: none"> <li>➤ establish a network of safe and sustainably managed shared use tracks for walkers and riders of differing track standards / conditions, distance / duration and character.</li> <li>➤ The network will include bush tracks and existing fire trails in the Reserve's bushland areas and limit shared use of the Reserve's Road network as much as possible.</li> <li>➤ examine the potential for track linkages along the northern boundary.</li> <li>➤ propose a desired standard for each trail based on the visitor experience and environmental sustainability</li> <li>➤ a staged management / maintenance program for each track.</li> </ul>	Moderate	High	Council, User Groups
VR14	Implementation of the Recreational Track Plan will be staged based on achieving a diversity of track offerings as an immediate goal.	Moderate	High	Council, User groups
VR15	Establish a recreational trail consultative group to provide an avenue for user group involvement in the Recreational Track Plan, its implementation and ongoing track maintenance. Representation to include mountain bike riders, walkers, environmentalists and local users of the Reserve – both individuals and as representatives from established community groups.	Minor	High	Council, User groups and individuals
VR16	No additional recreational tracks will be formally approved until the Recreational Track Masterplan has been finalised.	n/a	High	Council



Action No.	Actions	Implementation		
		Resource Estimation	Priority	Responsibility
VR17	The existing Pony Express Track will be maintained and its use for organised competition will continue in the absence of the Recreational Track Masterplan. Conditions of the associated Development Approval will be enforced.	Negligible	Moderate	Council, Central Tablelands Mountain Bike Club
VR18	All tracks proposed in the Recreational Track Plan will be maintained through a programmed system of inspections and maintenance, supported by responsive maintenance works as required. All maintenance, preventative and other works will be documented. Informal and unauthorised tracks will be closed and rehabilitated – and track alignment, design and treatments will endeavour to minimise the likelihood of the creation of unauthorised/alternative tracks.	Moderate	High	Council, Proposed recreational trail consultative group
VR19	Liaise with other agencies (such as the Rural Fire Service and utilities agencies) as required regarding maintenance scheduling, standards and environmental safeguards that should, preferably, be applied on those sections of the Reserve's fire trail and tracks network that are subject to maintenance by other agencies.	Negligible	Medium (ongoing)	Council, NSW RFS, Utilities agencies
VR20	Horse riding on recreational tracks within the Reserve will not be permitted.	n/a	High	Council

#### Performance Measures and Outcomes:

- Recreational track audit undertaken and Recreational Plan completed.
- Recreational track network progressively established according to the Recreational Track Plan priorities.
- Maintenance programme in place with tracks maintained to planned/determined standards – as assessed by regular track condition audits, works reporting and user feedback.
- Track safety standards achieved – as assessed by number of reported incidents/accidents.
- Increased stakeholder involvement in track management – via the recreational track consultative group and as assessed by participation hours and projects.

## Information, Interpretation and Educational Uses

Action No.	Actions	Implementation		
		Resource Estimation	Priority	Responsibility
VR21	Provide improved Reserve name signage, welcome, orientation and visitor information signage at the two Reserve vehicle entries.	Moderate	Low	Council
VR22	Provide Reserve orientation and information signage as a part of the proposed redevelopment of Hassans Walls Lookout and the Second Lookout and incorporate into signage at Bracey's Lookout.	Moderate	Medium	Council
VR23	Update the Reserve brochure, website information and other promotional/pre-visit information as/when required – to ensure that intending visitors have easy access to the latest information concerning the Reserve.	Minor	High (Ongoing)	Council
VR24	Develop a dedicated Hassans Walls Reserve webpage and online Application that collates available information on the Reserve's values and provides orientation information for intending visitors. Online interpretive information for the Day Use Areas and specific recreational tracks could be included for use as an online resource for visitors while in the Reserve.	Moderate	Medium (ongoing)	Council
VR25	Incorporate Hassans Walls Reserve into regional tourism promotion campaigns and other tourism initiatives; for example include Hassans Walls Reserve in scenic trails and heritage trails.	Minor	Medium (ongoing)	Council
VR26	Liaise with Central Tablelands Mountain Bike Club to request / negotiate inclusion on their website of only those tracks recommended by the Recreational Track Plan.	Negligible	High (ongoing)	Council, CTMBC
VR27	Offer guided walks and other face-to-face interpretive services – on a fee paying basis when appropriate – on special occasions and as/when resources permit.	Minor	Low	Council
VR28	Encourage and accommodate use of the Reserve as a venue and asset for environmental, outdoor and other educational uses – including community-based environmental education projects.	Minor	Medium (ongoing)	Council

### Performance Measures and Outcomes:

- Provision of orientation and visitor information signage at Reserve entry points and three Day Use Areas.

- Provision of online website and Application with information on the Reserve's values and visitor information.
- Increased educational use of Reserve – as assessed by booking data, requests, user surveys and observation.
- Establishment and growth in the delivery of face-to-face educational services – as assessed by staff time commitments to education services, and user feedback.

### Unauthorised Activities

Action No.	Actions	Implementation		
		Resource Estimation	Priority	Responsibility
VR29	Continue to quickly respond to incidences of rubbish dumping and remove rubbish as soon as possible.	Minor	Medium	Council Volunteers
VR30	Monitor the location and frequency of unauthorised activities such as rubbish dumping and firewood collection. A range of adaptive management measures will be implemented according to ongoing and / or escalating rubbish dumping or firewood collection, in order of increasing effort, as follows: <ul style="list-style-type: none"> <li>➤ Education programs to promote the Reserve's intrinsic values and discourage rubbish dumping and firewood collection.</li> <li>➤ Installation of prohibition signage at known hot spots for such activities.</li> <li>➤ Increased presence of Council Rangers in hot spot areas of the Reserve, during the day and early evening hours.</li> <li>➤ Prosecution of offenders and publication/promotion of outcomes.</li> </ul>	Moderate	Medium	Council
VR31	Explore measures / opportunities for removal of car bodies dumped south off Hassans Walls Road (for example, training exercise by Emergency Services or other agencies).	Low	Low	Council, other agencies
VR32	Camping in the Reserve or living in the small caves in the Reserve is not permitted and offenders will be moved on.	Negligible	Low	Council

### Performance Measures and Outcomes:

Decline over time of rubbish dumping, firewood collection and other unauthorised activities – as measured by instances such activities to which Council responds.

## 14.4 Landscape and Amenity

Action No.	Actions	Implementation		
		Resource Estimation	Priority	Responsibility
LA1	Maintaining the greater majority of the Reserve as bushland will be an important contributor to protecting its scenic qualities and views.	Medium	Medium	Council Volunteers
LA2	Investigate appropriate planning controls that may be applied to adjoining rural areas (within the visual catchment from Hassans Walls Lookout and Second Lookout) to ensure retention of the predominantly rural vista as seen from within the Reserve and to minimise the visual intrusion/impacts of developments.	Negligible	High	Council
LA3	Maintain the current dispersed character and largely bushland setting of the existing picnic areas and internal carparks, as well as the small-scale and low-profile character of Reserve buildings and infrastructure.	n/a	High (ongoing)	Council
LA4	Possible impacts on the landscape and scenic values will be considered in the siting and design of all future Reserve developments – at all scales from tracks/trails to new structures or facilities. This will include consideration of the visual impacts of visitor use – such as carpark “glare”, reflection from built structures and people in the landscape. Ensure Reserve developments do not impact on the natural skyline of vegetation.	Negligible	Medium (ongoing)	Council
LA5	When radio towers come to the end of their asset life or require significant maintenance to retain them in a serviceable condition, Council will liaise with asset owners and users to consolidate transmission elements on other towers (providing functionality of the asset is not diminished) and encourage the use of non-reflective material and colour that minimise visual impacts.	Negligible	Low	Council Asset owners and lessees

### Performance Measures and Outcomes:

- No further visual intrusion/impacts on Reserve’s skyline due to Reserve of communication tower development – as assessed by photopoint recording.
- Consideration of visual catchment from the Reserve’s southern lookouts included in Council’s planning and development approvals system.
- Existing low-key bush-setting character of Reserve maintained – as determined by user/community feedback and landscape/visual assessments.

## Mining Subsidence and Cliff Stability

Action No.	Actions	Implementation		
		Resource Estimation	Priority	Responsibility
LA6	Commission a geotechnical study of the rock formations within the Reserve to assess the location and extent of subsidence and rock cracking, the risk of future rock falls and any ongoing monitoring requirements. Priority for the geographical scope of the study should be given to existing and proposed visitor use areas in the first instance should funding of the study be prohibitive. Liaise with the Mine Subsidence Board in commissioning the geotechnical study to ensure the scope of the study is to industry standard.	Medium	High	Council, Mine Subsidence Board
LA7	No new additional recreational facilities will be developed in proximity to rock formations until the Geotechnical Study is complete and risks to visitor safety are understood and regarded as manageable	N/a	High (ongoing)	Council
LA8	Undertake a review of the functionality of the escarpment fences and determine those to be retained, upgraded or removed and the need for supporting warning signs. Seek assistance from qualified risk management personnel in conjunction.	Medium	High (ongoing)	Council
LA9	Highlight the potential danger of rock formation instability to Reserve visitors and provide strategically located on-site warning signs at Hassans Walls Lookout and at other visible formations where cracking is obvious. Provide similar warnings on Reserve promotional material and the proposed web page.	Minor	High (ongoing)	Council

### Performance Measures and Outcomes:

- Geotechnical study completed and recommendations implemented according to priority.
- Risk management assessment of escarpment fences completed.
- Suitable public information available regarding potential rock formation safety hazards/risks.

## 14.5 Reserve Management and Administration

Action No.	Actions	Implementation		
		Resource Estimation	Priority	Responsibility
RA1	Liase with the Department of Industry – Lands to include “flora and fauna protection”, or similar, as an additional Reservation Purpose for those Crown Lands that comprise the Reserve	Minor	High	Council, DPI – Lands
RA2	Maintain the status-quo of Reserve management – with the Reserve under the day-today care, control and management of Lithgow City Council.	Negligible	High (ongoing)	Council, DPI - Lands
RA3	Identify opportunities to consolidate the Reserve’s northern and north-western boundary – and realise these as/where practical – to expand the Reserve to incorporate adjacent / fringing bushland areas to ensure these areas are retained and serve as an increased buffer from residential edge effects / pressures and impacts from adjacent urban or disruptive land uses.	Minor (any land transfer or acquisition costs not determined)	Medium	Council, DPI - Lands
RA4	Establishment a sub-Committee to Council’s Environmental Advisory Committee or similar Committee of Council to facilitate ongoing community involvement in the planning and management of the Reserve. Over time the sphere of interest may expand to address other natural areas managed by Council.	Negligible	Medium (ongoing)	Council, DPI Lands
RA5	Preparation of the Masterplans for Hassans Walls Lookout and Second Lookout and the Recreational Track Plan will include opportunity for community input and comment.	Low	High	Council
RA6	All major new works or major maintenance projects undertaken on the Reserve will be subject to appropriate environmental planning and approval procedures and provide opportunity for community input / review.	Low	High (ongoing)	Council



Action No.	Actions	Implementation		
		Resource Estimation	Priority	Responsibility
RA7	Reserve development proposals must address the following (among other/site specific issues): <ul style="list-style-type: none"> <li>➤ environmental sustainability and reversibility;</li> <li>➤ the protection of identified values;</li> <li>➤ demonstrate a clear connection with the Reserve's role and natural bushland setting;</li> <li>➤ public accessibility and equity (where applicable);</li> <li>➤ consistency with the character and scale of a site and any existing facilities;</li> <li>➤ aesthetic impacts, both to and from the Reserve;</li> <li>➤ site amenity and public and staff safety;</li> <li>➤ pollution impacts and risks;</li> <li>➤ traffic and access matters (where applicable);</li> <li>➤ indigenous planting / landscaping or screening; and</li> <li>➤ impact amelioration and remediation measures.</li> </ul>	Minor	High	Council
RA8	Continue Council Reserve staff professional development activities, and liaison with the managers of adjacent natural lands where appropriate, to stay up-to-date regarding natural area and recreation management.	n/a	High (ongoing)	Council
RA9	Retain the locked gate on the fire tail to the communications towers. Liaise with affected agencies to establish a common key to facilitate ease of use of the locked gate.	n/a	Medium (ongoing)	Council, NSW RFS, Utilities agencies
RA10	Discourage / do not promote cliff recreation in Hassans Walls Reserve. Include monitoring of the location and observational evidence of cliff recreation in routine Reserve inspections and monitoring programs.	Negligible	Medium (ongoing)	Council
RA11	Establish a visitor number monitoring program, including monitoring the number of vehicles entering the Reserve and the three Day Use Areas, and use of the recreational track network. Undertake monitoring efforts at repeat times during the year to ensure comparability of results over time.	Minor	Medium (ongoing)	Council
RA12	Determine the on ground extent of the Thales danger area template that encompasses part of the Reserve. Ensure this area is considered in the Recreational Track Plan. Ensure the template area is adequately signposted where it overlaps/intersects with proposed recreational tracks and visitors are aware of the potential danger.	Low	Medium	Council

Action No.	Actions	Implementation		
		Resource Estimation	Priority	Responsibility
RA13	Collate Reserve reports and studies regarding environmental, historical, usage and other data in relation to the Reserve and make available at Lithgow City Council's Library and online on a dedicated website and the proposed Application.	Minor	Medium (ongoing)	Council
RA14	Encourage and support research activities in relation to the Reserve, with results of research available to Council.	Minor	Low (ongoing)	Council
RA15	Prepare an annual report for the Minister for Lands – as required under the <i>Crown Lands Act 1989</i> – that includes details of income, expenditure, assets, liabilities, improvements effected, leases and licences granted or in force, uses made of the Reserve, any particulars of pecuniary interests recorded and other matters as set out in the Act.	Minor	High (ongoing)	Council

#### Performance Measures and Outcomes:

- Additional Reservation Purpose investigated and enacted.
- Reserve values data collected, compiled and publicly available.
- The Reserve continues to be managed by Lithgow City Council.
- Opportunities for community input and comment on major Reserve planning or development initiatives.
- Annual report prepared for the Minister for Lands – as assessed by compliance with statutory requirements.

#### Leases and Licences, Special Uses and Commercial Activities

Action No.	Actions	Implementation		
		Resource Estimation	Priority	Responsibility
RA16	This Plan of Management expressly authorises a lease to the existing asset owner for the purposes of the operation of a communications tower - for the five communications towers currently within the Reserve. Each Lease will incorporate the minimum area required to safely permit the operation and maintenance of the tower.	Negligible	High	Council, Communication tower owners

Action No.	Actions	Implementation		
		Resource Estimation	Priority	Responsibility
RA17	This Plan of Management expressly authorises a Lease (5+5 yrs option) of a portion of the Reserve in Sheedy's Gully to Lithgow Pony Club for the purposes of operating a community based, equestrian sport recreation area. The Lease will authorise the presence of associated facilities and infrastructure to reflect existing assets and infrastructure. The Lease area will be revised from the previous lease / licence to Lithgow Pony Club such that it will encompass only currently cleared areas (generally involving introduced grasses, access roads and car park areas) and not the areas of native vegetation contiguous with the Reserve. The Lease will include responsibility for pest plant and animal control, restrict encroachments into adjoining native vegetation, and permit access by other Reserve users while including conditions to minimise impacts by other users on the Pony Club's quiet use of the site.	Negligible	High	Council, Lithgow Pony Club
RA18	Licences and permits will not be granted for activities that are purely commodity or product marketing oriented.	n/a	Low (ongoing)	Council
RA19	Inquiries and use/activity applications from commercial interest or organised ("members only") groups will be strictly assessed and reviewed to ensure that the Reserve's values, intended character and settings, and visitor experiences are not compromised; and on-going exclusive use arrangements are not created; and undue demands on Reserve management do not result.	n/a	Low (ongoing)	Council
RA20	Licences or permits will be granted for commercial filming within the Reserve, as required by the <i>Filming Related Legislation Amendment Act 2008</i> , and as consistent with relevant Council policies.	n/a	Low (ongoing)	Council

Action No.	Actions	Implementation		
		Resource Estimation	Priority	Responsibility
RA21	<p>This plan expressly authorises the granting of – licences for periods of up to 3 years (by Council and with concurrence of the Minister for Lands), temporary licences (up to 12 months duration), once-off or set (short) duration activity or event permits, and other estates/approvals (excluding leases) – for educational, scientific, community, social, recreational or park management activities (such as fire management or seed collection). Licences will only be granted as consistent with the provisions of the <i>Crown Lands Act 1989</i> and the <i>Crown Lands Regulation 2006</i>.</p> <p>Licences and permits will not be granted for activities that:</p> <ul style="list-style-type: none"> <li>➤ may have a negative impact on natural areas, on endangered ecological communities or threatened species, on historical or cultural sites; or</li> <li>➤ are inconsistent with an area’s values, or have unacceptable effects on the Reserve’s values or intended character and settings; or</li> <li>➤ exclude or unduly disadvantage other users, or are likely to impair an area’s reasonable enjoyment by others; or</li> <li>➤ places excessive demands on Reserve management resources and finances.</li> </ul> <p>In addition, licences and permits will only be granted for activities that are consistent with the management intent, objectives and uses of the Management Zones (as described in this Plan) within which the activity will operate / occur. Licences, permits and activity applications will be subject to particularly stringent assessments within the Bushland Zone.</p> <p>Licences will only be issued for commercial activities where these are:</p> <ul style="list-style-type: none"> <li>➤ consistent with, or ancillary to, the Reserve’s current reservation purpose (and any additional reservation purpose); and</li> <li>➤ do not involve the erection of any building or other substantial structure, or permanent advertising that detracts from the visual qualities of the Reserve.</li> </ul> <p>Appropriate income generation will be implemented consistent with the above licencing specifications.</p>	n/a	High (ongoing)	Council

## Performance Measures and Outcomes:

- Lithgow Pony Club Lease and communication tower lease / licences executed.
- Licences, permits and other estates comply with specified guidelines and restrictions.

## Assets and Infrastructure

Action No.	Actions	Implementation		
		Resource Estimation	Priority	Responsibility
RA22	In the event of a communications tower requiring significant maintenance or replacement, the opportunity for the consolidation of assets onto a reduced number of towers in order to minimise visual impacts (and impacts from the ongoing maintenance of access tracks and power lines within the Reserve) will be investigated. Such consolidation should not be to the detriment of the functionality of the communication assets. Liaison will be undertaken with ACMA, tower owners and co-users to ensure no loss of functionality.  The relevant Leases / licences for towers will include provision for this process.	Minor	High	Council, ACMA, tower owner and users
RA23	In the event of significant maintenance or upgrade of a tower, non-reflective materials and materials that that minimise visual impact will be used. The relevant Leases / licences for towers will include provision for this.	Negligible	Medium	Council, tower owner
RA24	Clarify the ownership of Tower 1 indicated in Figure 8.	Negligible	Medium	Council, NSW Police
RA25	The existing tracks to built assets will be maintained to a 4WD standard on a base of natural material suitable for agency access for maintenance and operations purposes.	Low	Low	Council
RA26	Develop effective and on-going communication protocols with utility providers operating services through the Reserve and communication tower owners regarding their management requirements/operations and measures to reduce impacts on the Reserve and its values – especially in relation to service access, track maintenance, soil erosion, vegetation clearing, visual impacts and visitor safety. Negotiate access, maintenance and remediation agreements, standards or protocols where possible.	Negligible	Medium	Council, Endeavour Energy, other agencies

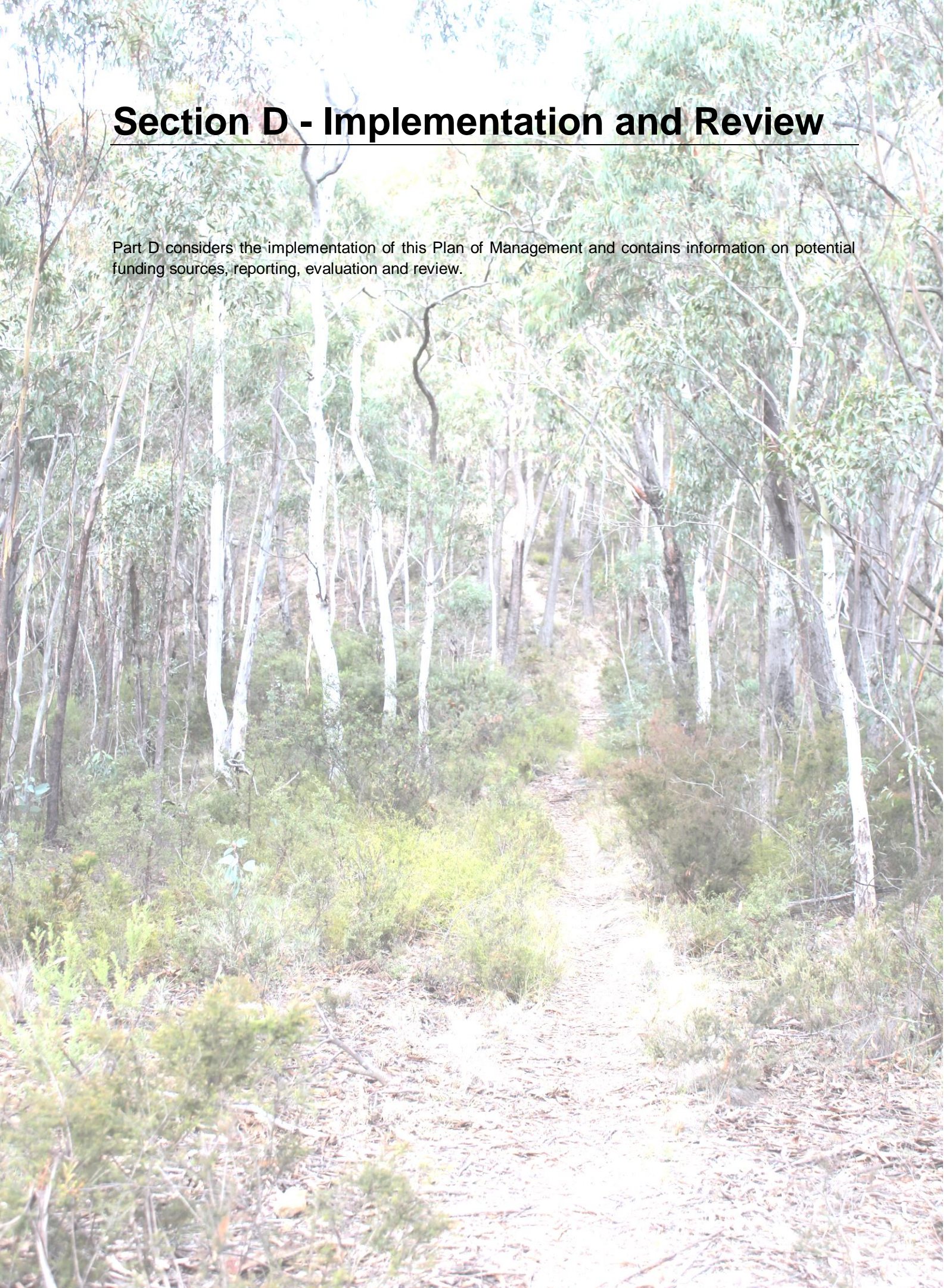
### **Performance Measures and Outcomes:**

- Investigation of communication tower consolidation undertaken as opportunities arise.
- Effective communication protocols in place between utility providers, communication tower owners and Council.
- Reduced adverse impacts from utilities and communication towers presence/management – as assessed by ad hoc monitoring and observation, and user/.community reports.



## **Section D - Implementation and Review**

Part D considers the implementation of this Plan of Management and contains information on potential funding sources, reporting, evaluation and review.





## 15. Funding

This Plan of Management contains a substantial list of management actions. Some of these are management guidelines, providing policies or directions to guide future decision-making for the Reserve's management.

However many are physical actions that will require the commitment of Council funds or resources – such as staff time – to implement. Council does not have the capacity to undertake all of these, more resource-intensive, management actions immediately. Management and development of Hassans Walls Reserve will ultimately be reliant on, and largely determined by, the funding and resources available to Council. As such the Reserve's management actions must be assessed against the other priorities of Council, and budget allocations assigned as part of Council's wider four-yearly Lithgow City Council Delivery Program and three yearly Operational Plan, annual budget cycles and business planning for Council's various units.

Council also provides funds for the operational management of the Reserve – including staff salaries, contract services, repairs and maintenance and the like – and raises a negligible income from licence fees. However Lithgow City Council has supported and funded the Reserve's management far in excess of any revenue generated by the area. The Crown Lands Division's policy in respect of Crown Reserves is that income generated by a Trust should be reinvested in those reserves under the Trust's management – supported by annual income and expenditure reporting obligations.

In view of these financial realities/constraints a priority has been assigned to each management action – as shown in the actions Tables in Chapter 14 – to reflect their relative importance and implementation timing in order to achieve the Plan's objectives (but also noting that actions which are of a more management guideline, policy or direction-setting character may not require the direct allocation of resources).

In terms of the resourcing and timing of management, the assigned priorities can be described as follows.

High – Considered “essential”, and will be considered in Council's funding processes annually until they can be resourced, then included in the Management Plan and business plan of the relevant unit within Council each year until completed.

Medium – Considered “desirable”, and should be implemented within the life of this Plan and will be reviewed by the responsible unit within Council each year as to their current relevance/importance and consideration for resourcing and/or placement on relevant work plans.

Low – Considered “useful” or longer-term actions, and should be undertaken if resources permit but may not be allocated appropriate resources until formally reviewed or until resources are available for such actions and relevant units within Council should consider including these actions in their respective work plans each year.

Actions can be single tasks or identified as “ongoing” – where the action in question will require funding throughout the Reserve's management and/or the life of this Plan.

Recognising that funding and resources may come from many sources, including volunteer involvement or specific-purpose grant funding, identified Management Actions of different priority may proceed in differing orders or at different rates – and high priority actions need not necessarily precede lower-priority actions. Implementation of some actions may also be contingent on or influenced by the results of other actions, changing management circumstances or opportunities to gain management efficiencies. In some cases, the resources to deliver a longer-term action may be available before a high priority action. This may be due to the amount of money required, or the project being funded from resources other than Council funds, or factors outside of Council's control.

Council may also choose to seek Grant funding from both Commonwealth and State Government grant programmes. Potential grants include the Green Army and National Landcare Programmes

(Commonwealth Government) and Heritage Office grants, the Public Reserves Management Fund, Environmental Trust and Bushfire Mitigation Works Funds (State Government).

## **16. Reporting, Evaluation and Review**

### **16.1 Reporting**

The Hassans Walls Reserve Public Recreation Reserve Trust (Lithgow City Council) is required under the *Crown Lands Act 1989* to prepare an annual report for the Minister for Lands at the end of each financial year. The Report is required to include details of income, expenditure, assets, liabilities, improvements effected, leases and licences granted or in force, uses made of the Reserve, any particulars of pecuniary interests recorded and other matters as set out in the Act. Section 32 of the Crown Lands Regulation 2006 lists the required contents of the annual report.

Council may also choose to report on the implementation of the Plan of Management as part of its established reporting practices.

### **16.2 Evaluation**

The objectives, actions and performance measures outlined in the Plan of Management provide a basis for qualitative reporting on performance of Council in managing the Reserve and progress in implementing the Plan of Management. Evaluation of performance should be undertaken at the end of each financial year to align with the Trusts reporting requirements.

The proposed sub-Committee (see Action RA4) should be involved in annual reporting and evaluation.

### **16.3 Review**

Typically a Plan of Management will remain relevant and have a time horizon of ten (10) years. However, management strategies and actions can be reviewed and updated prior to the ten year sunset period if required. The fact that a plan of management has Ministerial approval does not mean that the management direction cannot change in the future. Ministerial approval can be given to amend a plan provided the proposed changes have firstly been exhibited for public comment.

Implementation of this Plan and its ongoing relevance will be reviewed annually as part of Council's internal and external reporting processes.

Consideration of the need for a major review and update of the Plan of Management will occur ten years from the date of adoption of the Plan.

## Selected References

- Coffey and Partners Pty Ltd (1984) *Mine Subsidence in the Hassans Walls Reserve Lithgow, Report S7423/1-AB December 1984*. Coffey and Partners Pty Ltd
- DEC (2006) *The Vegetation of the Western Blue Mountains*. Unpublished report funded by the Hawkesbury – Nepean Catchment Management Authority. Department of Environment and Conservation, Hurstville.
- DEC (2010) *Native Vegetation of southeast NSW: a revised classification and map for the coast and eastern tablelands*. Version 1.0. Department of Environment and Conservation, Hurstville.
- Epacris Environmental Consultants (2008) *Flora and Fauna Assessment of Proposed Mountain Bike Track Hassans Walls*.
- Epacris Environmental Consultants (2012) *Flora and Fauna Survey of Hassans Wall Lookout Area*. Prepared for Lithgow City Council.
- Gondwana Consulting (2016) *Hassans Walls Reserve Plan of Management Issues and Discussion Paper*. Prepared for Lithgow City Council
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- Lithgow Bush Fire Management Committee (2015) *Bush Fire Risk Management Plan*.
- Lithgow City Council (2013) *Generic Community Lands Plan of Management 2013*
- NSW National Parks and Wildlife Service (1998) *Blue Mountains Walking Track Heritage Study: draft heritage assessment and conservation guidelines*.
- SKM & PB (2012). *Forty Bends Upgrade – Review of Environmental Factors. Technical Paper 1: Biodiversity*. Report prepared for Roads and Maritime Services.

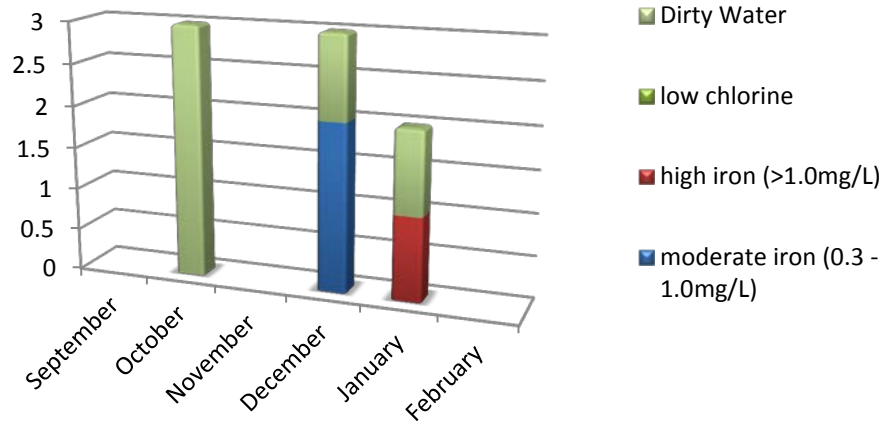
### **Debtors provided at 30 June 2016:**

1. ENER-04 (Energy Australia) - \$2,500 – Delta Electricity used to support Council events however Energy Australia no longer do this, we will not receive payment for this invoice
2. OENH2-00 (office of Environment & Heritage) - \$7,500 – GST component of invoice not paid due to invoice memo information being incorrectly provided to Finance Department, we will not receive this portion of the invoice
3. Debtor Control RMS Storm Damage - \$10,000 – This portion of the claim will not be received as it was for repairs to the Library which occurred during the storm, RMS will only pay for roads damage
4. Debtor Control Dark Corner Haul Road, Forests NSW - \$51,719.17 – All documentation in ECM suggests that this grant has been fully paid to the works completed
5. Debtor Control Bio Control & Enhancement Capertee - \$5,072.73 – All documentation in ECM suggests that this grant has been fully paid to the works completed
6. Debtor Control Clarence Colliery Transfer System - \$12,757.08 – This project has been audited and finalised, all documentation suggests that the grant funding has been fully paid
7. BELL2-00 in provision since 14/15 – Michael Bell \$10,253.94 damage to Council guardrail. Been to legals and had a skip trace which cannot locate him, possibly overseas.

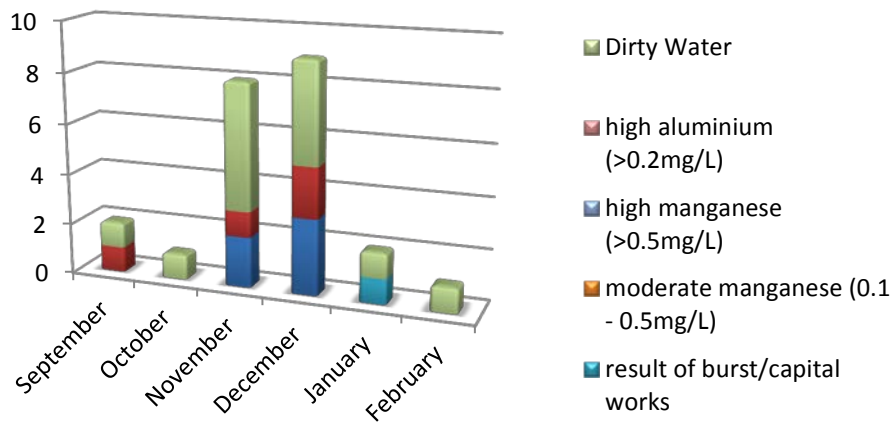
## **Debtors not provided for but recommended to write off for 30 June 2017**

1. Additional \$99,213 for Debtor Control RMS Storm Damage – claim was not received by RMS within the claims window. Unable to be recovered.
2. Aitken Septic Tank Loan \$4,662.66 – Ms Aitken has passed away making the debt unable to be recovered due to property transferring into her daughter's name.
3. Crowther s94 \$1,700 – Section 94 dating back to 2000. Debtor insists they have made all payments however Council records are unable to locate all receipts. Debtor does not have receipts due to this being 17 years ago. Last Council correspondence to Crowther indicated we would stop chasing debt under the Limitations Act due to amount of years that have elapsed.
4. ENER-04 (Energy Australia) - \$250 GST portion of debtor as in point one under debtors that have been provided for.
5. Mr Newbery \$2,195 – had car impounded and debt is impounding costs at depot. Vehicle was sold although no details of receipt were kept so unable to locate, however this amount should have come off of debt. Debtor is pensioner and more than likely will not be paid.

## Fish river Complaints



## Lithgow Complaints





# **Proposal to Establish Alcohol Free Zones in the Lithgow, Portland and Wallerawang Central Business Districts for a Further 4 years.**

## **Introduction**

The current Alcohol Free Zones in the Lithgow Portland and Wallerawang CBD's will lapse on 8 March 2017.

Council resolved at its meeting on 27 February 2017 to consult on a proposal to re-establish the zones for a further 4 years.

Under Section 644 of the Local Government Act 1993, this proposal to re-establish an alcohol free zone, will create a prohibition on individuals from consuming alcohol on the street, footpaths or public carparks within the zone. It does not prohibit people from carrying unopened alcohol from one location to another eg to home or a restaurant.

## **Benefits of Alcohol Free Zones**

The aims of the alcohol free zones include:

- Reducing the incidence of alcohol related crime in areas bordering on, adjoining or adjacent to licensed premises in Lithgow CBD.
- Reducing the amount of related litter in these areas.
- Providing a safe environment for users of local streets, footpaths and public carparks without hindrance from people irresponsibly drinking alcohol.

## **Affected Areas**

### **Lithgow**

The public areas included in the proposed re-established Lithgow CBD Alcohol Free Zone are unchanged from those in the existing Alcohol Free Zone and include the following:

- Main Street (from Bridge Street to Laurence Street)
- Main Street Lane and Burns Lane between Bridge Street and Bank Lane)
- Tank Street (from Bridge Street to Read Avenue)
- Bridge Street (from Tank Street to Main Street Lane)
- Railway Parade (from Tank Street to Sandford Avenue and including Gray and Station Streets.)
- Eskbank Street (from Mort Street to Railway Parade)
- Cook Street Plaza
- Bank Lane
- Tatts Lane
- Collins Laneway
- Exchange Walkway
- Bank Street between Main Street and Gray Street.
- Mort Street between Bridge and Lithgow Streets
- Bridge Street between Mort Street and Main Street Lane
- Cook Street between Mort Street and Main Street Lane
- Eskbank carpark
- Burns Lane carpark
- Bank Lane between Mort Street and Main Street Lane
- Naomi Street

- Lithgow Street between Mort Street and Main Street.

### **Portland**

The public areas included in the proposed re-established Portland CBD Alcohol Free Zone are unchanged from those in the existing Alcohol Free Zone and include the following:

- Williwa Street from Lett Street to Saville Street.
- Lett Street from Vale Street to Williwa Street
- Scheidel Lane
- Cox Street from Villiers Street to Vale Street.
- Vale Street from Lett Street to Wolgan Street
- Wolgan Street from Villiers Street to Williwa Street.
- Villiers Street from Lett Street to Wolgan Street
- Wallerawang Road from Cullen Street to Wolgan Street
- Cullen Street from Wallerawang Road to Williwa Street

### **3. Wallerawang**

The public areas included in the proposed re-established Wallerawang CBD Alcohol Free Zone are unchanged from those in the existing Alcohol Free Zone and include the following:

- Main Street between Pipers Flat Road (Black Bridge) and the Royal Hotel including Daintree Lane, Blackberry Lane and Doggett Lane.

Refer to the attached maps for details.

### **Time frame**

The Alcohol Free Zones will operate for a period of 4 years once Council resolves to establish them and following a short public notice period.

### **Enforcement**

Police Officers will be responsible for enforcing the alcohol free zone.

Under Section 642 of the Local Government Act 1993, a police officer may seize any alcohol that is in the immediate possession of a person in an alcohol free zone if:

- The person is drinking the alcohol in the alcohol free zone, or
- The officer has reasonable cause to believe that the person is about to drink, or has recently been drinking in the alcohol free zone.

There is no requirement for the police to first issue a warning.

### **Consultation**

Council is required under Section 644A of the Local Government Act 1993 to undertake a public consultation process prior to re-establishing the zone. This process involves:

- Publishing a notice of the proposal in the Lithgow Mercury inviting representations on the proposal within 14 days of the date of publication.
- Sending a copy of the proposal to the Officer in Charge of Lithgow Police Station and all liquor license holders and secretaries of registered clubs whose premises

border on, adjoin or are adjacent to the proposed zone. A period of 30 days is given for representations to be made.

## **Declaration of the Zone**

Under Section 644B of the Local Government Act 1993:

- Once Council receives public comment on this proposal, Council may by resolution, adopt this proposal (with or without modification) to re-establish the alcohol free zone for a 4 year period. Council will then inform all interested parties including the Police, liquor licensees and the general community that the proposal has been adopted.
  
- A notice will be placed in the Lithgow Mercury declaring that the zone has been established and the period it has been established for. The proposal will come into effect 7 days after this notice is published and once all sign posts bordering the zone are in place.

## **Submissions on this Proposal**

People are invited to make written submissions, objections or representations on this proposal to re-establish an alcohol free zone in the Lithgow CBD. A copy of this proposal is available from:

- Council's Administration Centre, 180 Mort Street Lithgow  
8.30am to 4.00 pm Monday to Friday.
- Lithgow Library Learning Centre, 157 Main Street Lithgow  
9am to 6pm Monday to Friday and 9am to midday Saturday.
- Lithgow Council website [www.council.lithgow.com](http://www.council.lithgow.com)

All submissions, objections or representations are to be sent to:

General Manager  
Lithgow City Council  
PO Box 19  
Lithgow NSW 2790

By 24 March 2017.

For further information on this proposal, contact Matthew Johnson, Manager Community and Culture on 6354 9999.

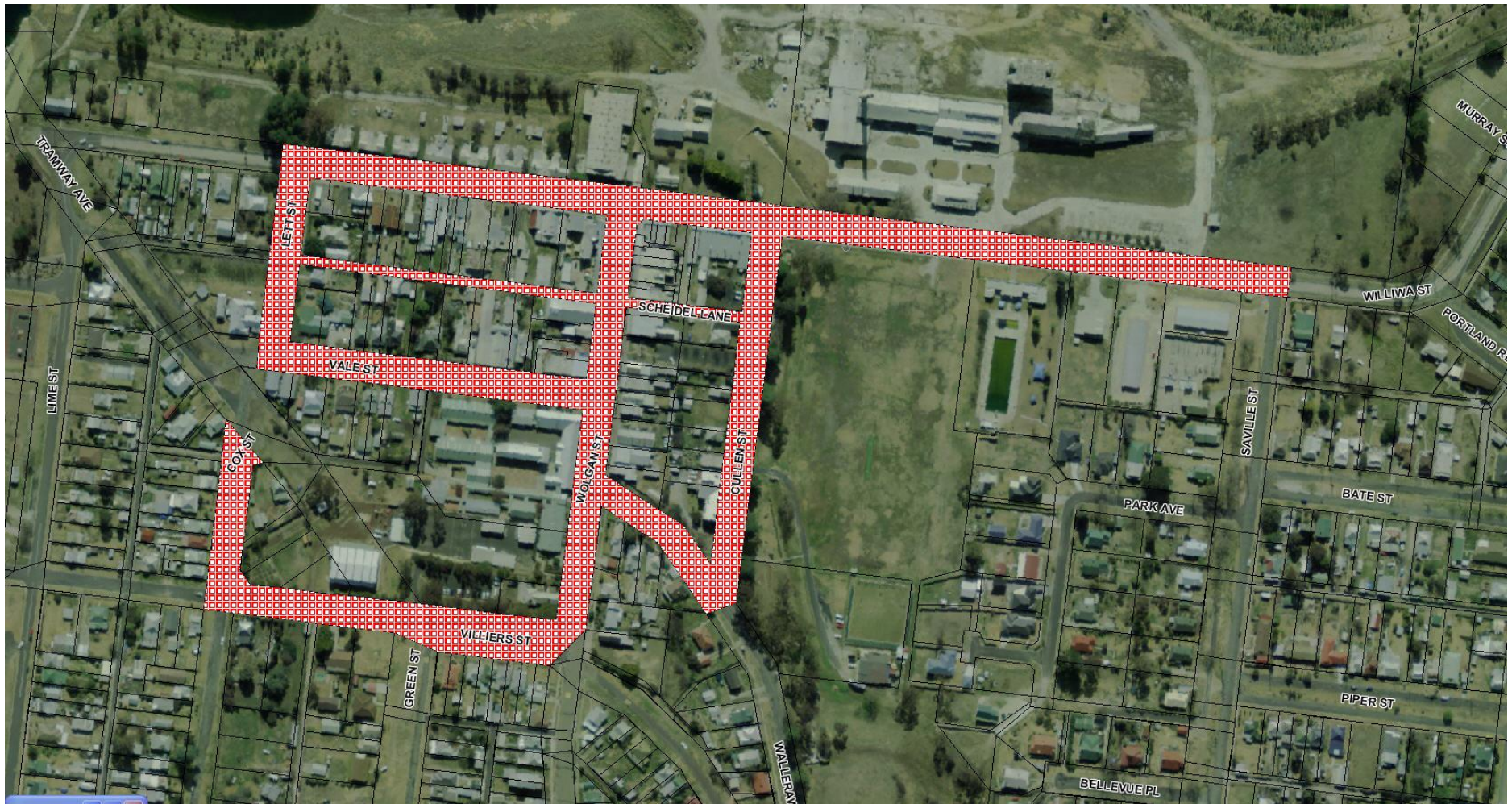


# Lithgow Alcohol Free Zone





# Portland Alcohol Free Zone





# Wallerawang Alcohol Free Zone





22 August 2016

Mathew Johnson  
Community and Culture Manager  
Lithgow City Council  
Mort Street,  
Lithgow 2790



RE: Lithgow Local Government Area Alcohol Free Zones.

Dear Matthew,

I understand Lithgow, Portland and Wallerawang Alcohol Free Zones will be expiring in March 2017. I would ask Lithgow Council seek to reinstated these zones after this period and continue with the existing boundaries of the zones.

Alcohol Free Zones are imperative to our Policing arsenal in the fight against alcohol related crime. These zones contribute in restricting the behaviour of people and their consumption of alcohol which in turn assists in reducing violence and anti social behaviour in and around Lithgow, Portland and Wallerawang CBD's.

Police can only do so much against alcohol related crime and its impact to the communities and we are reliant on these alcohol free zones to assist us in maintaining law and good order in and around the central business districts of the Lithgow Local Government Area.

I appreciate Lithgow Councils support in this area and would ask you to contact me if you require further information.

Yours faithfully



Christopher SAMMUT  
Inspector  
Lithgow Police Station

**Lithgow Police Station**  
244 Mort St,  
Lithgow 2790

Telephone 0263528300 Facsimile 0263528321

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Wallerawang Men's Shed Association

3 0 JAN 2017

29<sup>th</sup> Jan 2017

32 Lyon Parade

Doc Set ID .....

Wallerawang 2845

GA Ref .....

Ian McMillan (Secretary)

Years .....

Lithgow City Council

Proposals for the use of the Wallerawang Community Hall by the newly formed Wallerawang Men's Shed Association.

The following points were asked for by MR Andrew Muir

1. We have approximately 20 people now interested in joining our group. Fourteen people attended the first meeting just to set up the steering committee. We feel confident that this number will grow as we get nearer to a starting time.
2. We would like to have an open ended time period for use of the hall but would be more than happy to negotiate with council for specified time periods.
3. We have consulted with Kids Club who now use the northern end of the facility re building a separating wall on the current stage edge. This will give them more space and totally segregate the two bodies. The proposed wall is shown on the attached floor plan.
4. Our immediate plans are:
  - 1 to set up a kitchen area.
  - 2 upgrade the electrical system to suit our needs.
  - 3 tidy up the toilet room.
  - 4 repair currently damaged doors etc. caused by vandals.

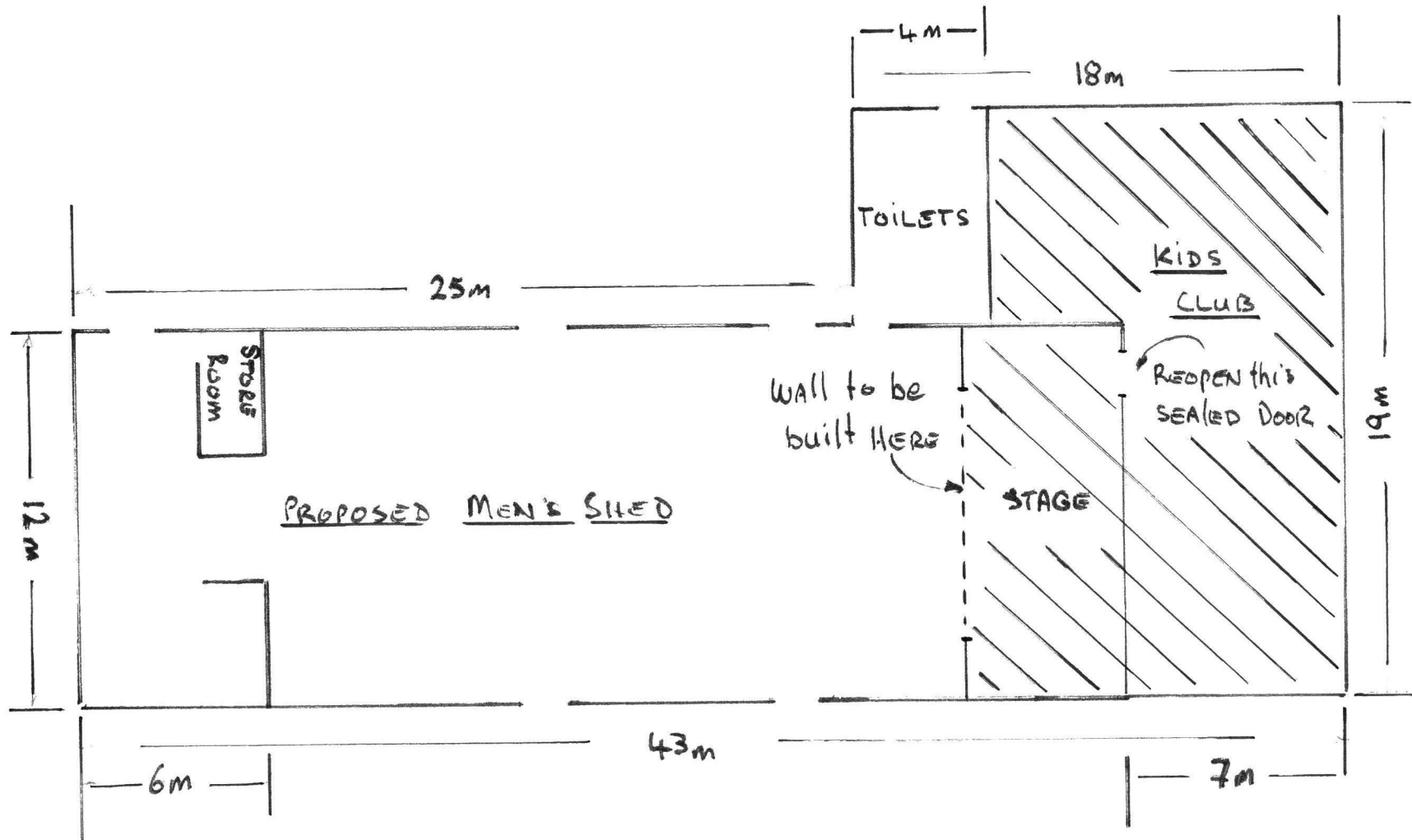
Naturally we will be after as much assistance as possible from Council, The men's shed Association of Australia and possible grants.

Kind Regards

Ian McMillan

Wallerawang Men's Shed Secretary

# WALLERAWANG COMMUNITY HALL FLOOR PLAN.





# Lithgow WWI Commemorative Plaque Project Inc.

(Inc No. 1601171)

Please address all correspondence to the Hon. *Secretary*, Ian Burrett JP  
at 'Tidy House' 30 Railway Avenue, Portland NSW 2847  
Phone, Fax & Answering Machine 6355 5546. Mobile 0428 363 385.  
Email: [buzz1@southernphone.com.au](mailto:buzz1@southernphone.com.au)

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**As at 1.9.16**

**Thankyou.**

**FURTHER  
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Lithgow City Council

Scanned

21 NOV 2016

Doc. No.....

GDA Ref.....

Years .....

Mr Andrew Muir  
Acting General Manger  
Lithgow City Council  
**BY HAND**

Hello Andrew,

15 November 2016

## **UPDATING THE LITHGOW WAR MEMORIAL**

The Cenotaph in Queen Elizabeth Park names 131 people who were killed during World War One.

About 1 in 6 people who served in WWI were killed. This indicates that 700 plus Lithgow **township** people served and returned from WWI. Our initial research confirms this.

It is our belief that many of those who returned, and their families, suffered more than those who were killed. At that time the man was the bread winner and a women's place was in the home. Imagine the suffering and indignity of war caused lingering physical wounds and emotional problems preventing a man fulfilling his family obligations.

It is the Project committee's view that returned service people have as much right to have their names on a memorial (or commemorative plaque) as those who were killed.

In addition to giving returned service people the long overdue recognition they deserve our **motivation** is that hundreds of Lithgow people will gain the pride and satisfaction of seeing the name of an ancestor on a local commemorative plaque. This personal association, and the sheer number of names, will do much to help keep 'The Spirit of Anzac' alive in Lithgow for centuries to come.

Civic pride is the cornerstone of any Council. The proposed commemorative plaque has considerable heritage value as well as engendering civic pride.

Seven townships within Lithgow City Council boundaries have war memorials. Only 3 out of the 134 WWI people named on the Lithgow cenotaph returned from active service with 131 people being killed. The six other townships are Lowther (20), Meadow Flat (16), Portland (165), Rydal (23), Tarana (25) and Wallerawang (73). Cullen Bullen (39) and the Small Arms Factory (72) have internal honour boards. Sunny Corner (35) is in the Bathurst Council area. **See ANNEX 'A' and ANNEX 'B'.**

*Honouring Men & Women from the Lithgow Township  
Who Served Overseas in World War One 1914 - 1918*

## 2.

Apart from 3 people Lithgow is the **only** memorial that does not **also** include those who returned. Because of this our **initial** research related only to those from the Lithgow **township** area. It was felt that individual townships should have the right to do what they want with their own memorials.

Our thinking in this regard has changed somewhat. We will be researching the whole of the Lithgow City Council area and compiling lists of people from the individual townships. **At this stage** it is envisaged that each township be given the opportunity to update their existing memorials. If there is not sufficient interest from these communities to do so it is suggested that the names we uncover will be included on the Lithgow memorial.

At this point of time we have uncovered 61 people from the Hartley area who served in WWI. It is felt that the Hartley community be given the opportunity to erect their own memorial (including those that served in WWII and other conflicts) if they so desire.

Many Councils throughout Australia initiated community committees to investigate what they could do to commemorate the Centenary of ANZAC. **This did not, and has not, happened in Lithgow.** These committees comprised of representatives from the local Council, RSL Sub-Branch, Historical Society and interested community organisations and individuals.

Orange City Council initiated a local committee. The contact person there is Scott Maunder, Director Community, Recreation and Cultural Services.

John Patrick Hamilton was one of seven Aussies to win the Victoria Cross at Lone Pine. My Father, 568 Lt Col Athol Frederick Burrett DSO MID, was Hamilton's platoon commander, and in the same trench, when Hamilton won his VC. Hamilton was born in Orange. Danny Whitty has informed me that Hamilton lived in Bells Road, Lithgow for 16 years where his Father, William, was a butcher. His family was living at Penshurst in Sydney when he enlisted.

The Orange community committee is raising \$96,000 to have a bust of Hamilton erected to be unveiled sometime next year. **Lithgow has failed to recognise their only VC winner.** Hamilton is just one of many heroes forgotten by the Lithgow community by not having their name on a commemorative plaque.

**The purpose of today's meeting is to ask that Lithgow City Council become more involved in our commemorative plaque project. You can do this by appointing a Councillor, or a member of Council staff, to be on our committee.**

We respectfully request that the above request be placed on a Council business paper. We envisage that I would speak at the appropriate Council meeting in support of this request having first delivered a copy of this letter to be placed in each Councillor's mail box at Council. It is hoped that a motion be moved and passed at that Council meeting to appoint a Council representative to our committee.

I first approached Matthew Johnson, Council's Manager Community and Culture, about the Project during September last year. I requested that a representative of Council join our committee. Attached as **ANNEX 'C'** is a letter from Mr Johnson (dated 9 September 2015) concluding 'Council is not able to become involved in this Project.'

I believe Mr Johnson's response did not reflect the true views of Council or Councillors. He appeared to be unduly influenced by the views of the Lithgow City RSL Sub-Branch. **Memorials are a community - not an RSL - Project.** Nevertheless, both Council and our committee would prefer to have the support of the Sub-Branch.



### 3.

I initiated a public meeting held at Club Lithgow on 23 September 2015. A Council representative was not in attendance. Representatives of the RSL Sub-Branch were in attendance but declined to elect one of their members to be on our committee. As a result of the meeting our first committee was formed on 29 November 2015.

Attached as **ANNEX 'D'** is a letter I received from the RSL Sub-Branch (dated 14/05/2015) in response to my initial request that they become involved in the Project. I will discuss this letter at today's meeting with you.

The Project has two clear and distinct phases. Phase One relates to the research phase whilst Phase Two relates to the actual erection of the commemorative plaque. It is necessary to determine the number of people to go on the plaque before Phase Two can be planned.

On 26<sup>th</sup> April this year our committee submitted an application for financial assistance to Council to assist with Phase One. On that day the past President of our committee, Greg Noble, and myself met with Council's Juli-Ann Brozek and Matthew Johnson to explain the differences between the Sub-Branch and ourselves.

The main reason why the Sub-Branch does not want to become involved is their **mistaken** belief that a person's name can only be shown on one memorial in the town where that person spent a **majority** of their life. Whilst it is possible to prove a **definite** Lithgow township connection (e.g. born, lived and worked in Lithgow) it is virtually impossible to ascertain if such people spent a majority of their life in Lithgow. **Out of the several hundred plus people who rightly deserve to be honoured on the proposed commemorate plaque we would be lucky to come up with 100 names of people who would meet the unrealistic strict Sub-Branch criteria.** Only 30 of the 131 people named on the Cenotaph would meet this criteria.

'Council resolved on 18 July 2016 to provide Non-Recurrent Financial Assistance of **\$1,000** to your organisation for the following project: **Commemorative Plaque to Honour Lithgow Township People who served in WWI.**'

Before this \$1,000 could be obtained Council requested that further information be supplied. We were not able to do this immediately because:

1. We were in the process of incorporation.
2. Because of health reasons our then Treasurer, John Barlow, resigned. Our new Treasurer, Norm Richardson, was on an extended overseas trip and we had to wait upon his return until a new bank account could be opened.

It wasn't until 10 October 2016 that we were in a position to send Matthew Johnson a letter giving him the information requested. We supplied Mr Johnson our new bank account numbers and also suggested that Stephen Lesslie may wish to hand us a cheque with the event to be covered by the Lithgow Mercury and reported on 2LT. **At this point of time we have not received the \$1,000.**

On 26 January 2016 the Project committee also sent a letter to the Sub-Branch requesting financial assistance to assist with Stage One of the Project. Enclosed as **ANNEX 'E'** is a letter from the Sub-Branch, dated 18/02/2016 declining this request and also stating that *'we withdraw all further support for this project, as it is felt that it is not being conducted in the correct manner with most of the members stating that in their opinion, this project should no longer be continued.'*

We object strongly to the statement that our research *'is not being conducted in the correct manner'*. I say this because:

#### 4.

1. The **only** person in the Sub-Branch to have a **brief** look at the research is Norm Rees. I had a briefcase full of documents to show him but he only had a look at one document. He failed to note that this document was headed 'Further Research Required'. Norm noted that I had deleted a Tarana person from the Lithgow list and he took this as being I deleted someone who should be included. This person was simply being transferred to the Tarana list. He also stated that the list I showed him included people who had moved to Lithgow **after** the war. This was **not** the case with this list. However, I **did** express a desire that people who moved to Lithgow after the war, and made Lithgow their home town, should be considered.
2. In a letter, dated 21 September 2016, I sent to Michael Cuthbert I invited him, Norm Rees and any other Sub-Branch member to visit me at my home to have a comprehensive look at the research done to date. I suggested my home because a lot of the research is on my computer. **How can the Sub-Branch state that the research is not being done in the correct manner if nobody has taken the time to have a good look at it?**

I wish to emphasize that, in no way, does our Project committee consider our research to be definitive. We are simply preparing information to present to another committee who will have the final say as to whose names should be included on a commemorative plaque. It is hoped that this committee will comprise of representatives from Council, the Sub-Branch, the Lithgow & District Family History Society Inc., other interested organisations and individuals and our Project committee.

The starting point for our research has been the National Archives of Australia (NAA). This has revealed that 408 people were born in the Lithgow township area, 54 were born in the Lithgow township area **and** enlisted in Lithgow and a further 855 people who enlisted in Lithgow. These numbers do not include people from other District townships which will also be researched.

Of the 855 who enlisted in Lithgow it is necessary to check each person individually with the Embarkation Rolls on the Australian War Memorial (AWM) web site to ascertain their home address at the time of embarkation.

Another reference source is the excellent book 'A Long March From Lithgow' published by Helen Taylor and the Lithgow & District Family History Society Inc. Of the 1307 WWI people named in this book 445 people also show up on NAA records. The remaining 863 people are from various Lithgow District townships. The book includes names of some who did not have overseas service and some who moved to Lithgow after the war.

It should be noted that the NAA and the AWM now contain much information which was simply not available when memorials were first erected and subsequently amended. Why not use this 2016 information to update memorials?

It has become obvious that the problems we have encountered in getting names on a Lithgow commemorative plaque are repeated throughout Australia. Because of this I have **personally** mounted a National campaign to get names on memorials throughout Australia. A booklet about this campaign is enclosed.

The booklet attempts to explain how existing memorials came into existence, why hundreds of thousands of returned WWI and WWII service people do not have their name on any memorial and what can be done to correct this wrong.

As mentioned, Phase One (research) needs to be completed before Phase Two (the design and erection of the commemorative plaque) can be undertaken. In this respect there are three alternatives, namely:



5.

1. They be placed on the two blank vertical brick walls that exist within the Queen Elizabeth Park memorial area.
2. The two blank vertical brick walls be knocked down and replaced with something similar to the Goulburn memorial. **See ANNEX 'F'**.
3. Something similar to the Goulburn memorial could be placed in the approx. 10m of space between the existing memorials and the gun.

Council will be the main body making this decision. It seems sensible that plaques to honour World War Two returned service people also be incorporated with the proposed commemorative plaques.

The costs of the plaques, and the base upon where to place them, will not be cheap. It is envisaged that financial assistance be obtained through Federal and State Governments, Council and a desirable fund raising campaign directed at local businesses and residents. It should cost no more than \$12.50 to have each person's name placed on a bronze, raised letter commemorative plaque e.g 1000 names = \$12,500.

In a letter I received from the RSL Sub-Branch (dated 15/09/2016) they stated 'The Lithgow City Council has advised us that you have been granted some funds to go towards your research; however, they have also stated that is the *only* support that Lithgow City Council will be granting'. I suspect that this information was relayed in a phone conversation with Matthew Johnson. If this is the case I ask if Mr Johnson (or any other staff member) is authorised by Council to make such statements.

Most of the comments made by the Sub-Branch to date have been made by the Executive **without** discussing their decisions with the general membership. I am delighted to advise you that I have been invited to a Sub-Branch meeting tomorrow where between 22 to 26 members are expected to be present. I have been given 20 minutes to explain the Plaque Project to members with a further 30 minutes question and answer session. Hopefully, this meeting will result in the Sub-Branch changing their attitude.

Thank you for agreeing to today's meeting. I hope that this presentation outlines the civic pride benefits Lithgow will obtain for centuries to come. Please support the project by doing all you can to have a Council representative on our Project committee.

With sincere best wishes,



---

Ian Burrett  
Hon. Secretary

**EXISTING MEMORIALS SUMMARY**

<b>CULLEN BULLEN (CB)</b>	<b>39</b>	<b>PORTLAND (P)</b>	<b>165</b>
<b>LITHGOW (LI)</b>	<b>134</b>	<b>RYDAL (R)</b>	<b>23</b>
<b>LOWTHER (LO)</b>	<b>20</b>	<b>TARANA (T)</b>	<b>25</b>
<b>MEADOW FLAT (MF)</b>	<b>16</b>	<b>WALLERAWANG (W)</b>	<b><u>73</u></b>
			<b>495</b>
<b>SMALL ARMS FACTORY</b>	<b>72</b>	<b>SUNNY CORNER</b>	<b>35</b>

**NOTE:** LITHGOW KILLED ONLY (except 3). ALL OTHERS SHOW KILLED AND SERVED.

**LITHGOW MEMORIAL (134)**

ADAMS A	CONRAN H	HURT F	ROWE J
ADAMS H	CROSSMAN H	JAMES R *	RYDER J P
ARNOTT S	CULLEN H	KERR W	SCOTT G L
AYRES S *	CULLEN L	KING E	SCOTT S S
BAIRD P	DAVIS A †	KIRKLAND W D *	SELMES H
BAKER C N	DOUGHERTY R	LESLIE C	SIMPSON W
BARNICLE J K	ESLICK R	McALISTER W	SKEEN A
BAXTER T	FIELD C	McCALL M	SMITH H
BAYLISS C	FIELD E	McCOLGAN G	STANTON C
BENNETT S J	FIELD J	McDERMOTT L	STEPHENSON N
BLACKMAN N	FITCHETT J †	McGEECHAN W	STRATHAN L
BOLT H	FORREST T	McGUINNESS R	STRONG C
BOURKE C	FUNNELL W	McLAUGHLAN S W J	SWANNELL W
BOWRAN J	GARBETT J	McLEOD C	SYME D
BOYD S	GODDEN A	McNEIL J	TAIT A
BREEN W	GOODHEAD T	MABOOB V	TAYLOR T
BRIERLEY A	GOUGH M	MILLS W H	TREGLOWN T
BURNS E	GREEN T R	MOORE J	TREHEARNE E
BURNS R	GRIFFITHS H E	MOW W	TOWERS W
BURROUGH W J	HAMILTON J	NEWBOLD A P	USHER D
BURROWS S F	HAMPSON C	NIGRO C	WALLACE H
CALLAGHAN H	HARRISON W	OLIVER J	WESTON C
CALLAGHAN L	HART C A H	O'NEILL A	WHITE P
CALLAGHAN S	HATCH C	PAUL R M	WHITEHURST J
CAMPBELL C	HATTON W G	PHILLPOT J T	WILLIAMS P
CARR J	HEAD J	PITTRENDRIGH R R	WILLIAMS T
CHALLINOR A	HENDERSON J †	PORTER A	WILLIS C
CHAPMAN H	HILTON J	PROCTOR H W	WILLIS E
CHENHALL C	HODDER A L	PROCTOR I R	WOODS C
CHRISTIE J	HOLDFORD V	PYE R	WOODS F
CLIFFORD T	HOSKINS C	RIDDELL F	YEOMANS B
COOK C	HUNDER S	RIDDELL J	YEOMANS R
COLE A	HUNT R	ROBERTS D	YOUNG W
CONRAN C	HUNT W J		

\* NAME SHOWN TWICE. ALL KILLED IN ACTION except DAVIS A, FITCHETT J & HENDERSON J (†)

**LOWTHER MEMORIAL (20)**

ARKLEY-SMITH W	BOYD T*	DODDEMEADE E	O'NEILL A*
BAKER D*	COATES J	HAYNES R	O'NEILL F
BARKER A E	CORDEROY A E	HUGHES D	O'REILLY N*
BOYD H	CULLEN H*	LENDSTER T*	PYE R E*
BOYD M J	CULLEN L C*	O'BRIEN T*	SIMPSON W*

## MEADOW FLAT (16)

BAKER J W*	BUTFIELD W F	KEMP J*	OGLETHORPE May
BAKER T A*	DIBLEY H	KEMP T	SHARP G J*
BROWN D G	DOBBIE L O*	LAWLER A H	WARD C I
BROWN F J	ESLICK R H	McDONAL D S M*	WILLIAMS H A L*

\* Killed in Action

## PORTLAND MEMORIAL (165)

BAKER C N	DOUGLASS J	LOCKWOOD A	RIDDLE G
BAKER E J	DOWD J	LOWE R	ROBINSON F
BAKER H T	EASTLEY D	MACKIE F	ROBINSON G
BAKER J W	FAIR H	McDONALD W	ROCHESTER H
BAKER J W Snr	FIELD W	McCANDER G	ROLBIN H
BAKER R	FLETHCHER F	McLEHNN W	ROWLEY E
BARKER L	GETTENS W	MAKIN N	ROY C
BARNES K	GILLMAN C	MARA C (G.)?	RUMBLE R
BARNES L	GRIBBLE N	MARA W	RUTHERFORD J
BAYLISS D	GUMMERY N	MASON C	RYAN M
BENSON J	HAIGH E	MASON G	SAVILL C
BERRY A	HALL G	MATHEWS R	SCOTT J
BERRY T	HART J	MATHEWS Roy	SEYMOUR A
BIGHAM F	HART T	MAYHEW E	SEYMOUR E
BLOODWORTH R	HILDER W	MAYHEW R	SEYMOUR W
BOND E	HITCHENOR W	MAXWELL P	SHANKLAND F
BOUSEFIELD T	HODGESS C	MEARS R	SHARP G
BRAILEY G	HOLDEN E	MONTGOMERY C	SHEPPARD E
BROMWICH J	HOTSON R	MONTGOMERY S	SHIPLEY W
BROWN C	HYDE H	MONTGOMERY V	STAIT D
BROWN H	IRELAND A	MORGAN G	STAIT O
BUCKLAND C	IRELAND W	MORPETH G	SULLIVAN A
BULLPIT P	JARRETT G	MORPETH W	SUMMERS J
BRYANT W	JARRETT W	NELSON J	TAVENER H
CARTWRIGHT H	JARVES V	NELSON T	TAYLOR A
CAVILL W	JONES F	NICHOLLS C	THOMAS C
CHADWICK P	JONES S	ODGERS J	THOMAS J
CLARKE H	KATES S	PARKER C	THOMAS S
CLARKE W	KEWSHAW G	PARKER F	TOYER C
CLATWORTHY C	KING H	PEEL J	TUCKERMAN R
COCHRANE A	KING W	POLMEAR R	TURNER S
COFFEY W	KNIGHT A	POPE J	WALKER P
COLEMAN A	KNIGHT H	PROUT A	WALKER S
CONNELL C	LANCASTER F	PRUTTON F	WALKER V
CORDELL L	LAWLER A	PUGSLEY H	WEBSTER H
CORDELL W	LEECH G	PURSELL †	WETTIG C
COUTER F	LEESON W	PURSELL W	WILDES F
COVENTRY S	LEFLEY J	RAMSBOTTOM F	WILLIAMS G
CURTIS G	LEROYD J	REID W	WILLIAMS J
DAY C	LINDSAY W	REIDY D	WILLIAMS T
DIBLEY H	LOADER G	REIDY W	WOOLEY J
DOBSON S			

### RYDAL MEMORIAL (23)

ADSHEAD W *	FEATHERSTONE W	MACRAE J *	THEW R
BAUMBERG B	FORD J	MAYES G W	THEW W S
BURTON C	FREEMAN R J	PIGGOTT D	TRAVERS A
CALE A R	GRIFFITHS H *	PIGGOTT J	TRAVERS E
CALE H	GRIFFITHS S	SHEPPARD E	WILLIAMSON J
DOGGETT W B *	JAMES R J	THEW L L	

### TARANA MEMORIAL (25)

BARTLETT A	DUDLEY L	RICHARDS G W	WADE W
BARTLETT J	GOLDIE A	RICHARDS W	WEBB C
BARTLETT L	JACQUES R	SLINGGBY R	WEBB W
BARTLETT W	NICHOLSON W	OGLETHORPE, M	WHALAN A
BURCHETT H	PAYNE H	TOOLE H C	WHALAN D M
BURCHETT W	PEIME W	UNWIN L	WHALAN L
DOWLER A			

**Note:** Very difficult to read the writing on this memorial.  
Names have to be double checked.

### WALLERAWANG MEMORIAL (73)

ALLISON R	FROST C V	McDONALD E	SEWELL C
ARKINSTALL R	FUTCHER F	McGILLICUDDY F	SMITH H
BARTON J W L	GETTINS W	McGUCKIN E H M	SMITH H
BENFIELD J	GIBBES F	McILWRAITH P	SMITH H K
BIRKBECK H	GIBSON V J	MAKAY A	SMITH S
BLACK P F	GODFREY R	MURPHY W	STEWART N R
BULKELEY R F	HALL J	NEVILLE P	SUMMONS C E
BUSH R	HAMILTON A	NISBETT P	THOMPSON A
BUTLER W	HAWES E	OXLEY A L M	THOMPSON A
BYRNE D	HOUGHTON E	PAYNE T	TURNER J
CAMPBELL G	HOY H	PHELAN L M	WHITE F J
CHAPMAN P	HUGHES E	PHIPPS L	WHITTER J
CHERRY W	JENKINS T	PRICE W	WILLIAMS B
COLLIER R L	JONES R	REED C	WILLIAMS E
COVENTRY S	KING B	REED H P	WILLIAMS H
CURRY J	KING W	REED R	WILLIAMS J
DAVIES D T	LORD R	REICE R	WINCHESTER H
FINNEGAN D	MACKEY N	ROOKE A	WILSON W K
FLANAGAN M J			



## CULLEN BULLEN (39) - HONOUR BOARD

ARNOTT S *	DURKIN W	HUTCHISON L V	SIMPSON A
BARTSCH A E	EDWARDS A	KING E	SNEDDON A *
BETTON T	EARNSHAW S	McGEARY J *	SNEDDON T *
BREEN J	FARLOW C *	McMURDO J	STANTON J
BRENNAN E	FLACK J	McILWEE J	STERRIT D *
BRIERLEY J	FLETCHER G	PHILLIPS S	STOTT W
BUTLER E *	FULLTHORPE T *	RADBURN C	SULLIVAN T
CARR J	GANNON A E	ROBERTS D	TODD T
DAVIDSON G	GRAHAM J	ROBINSON A J	WHITE F
DAVIS A *	HODGE F	MARSHALL T	

**Note:** McGEARY incorrectly spelt McGEARIE on Honour Board

## SMALL ARMS FACTORY (72) - HONOUR BOARD

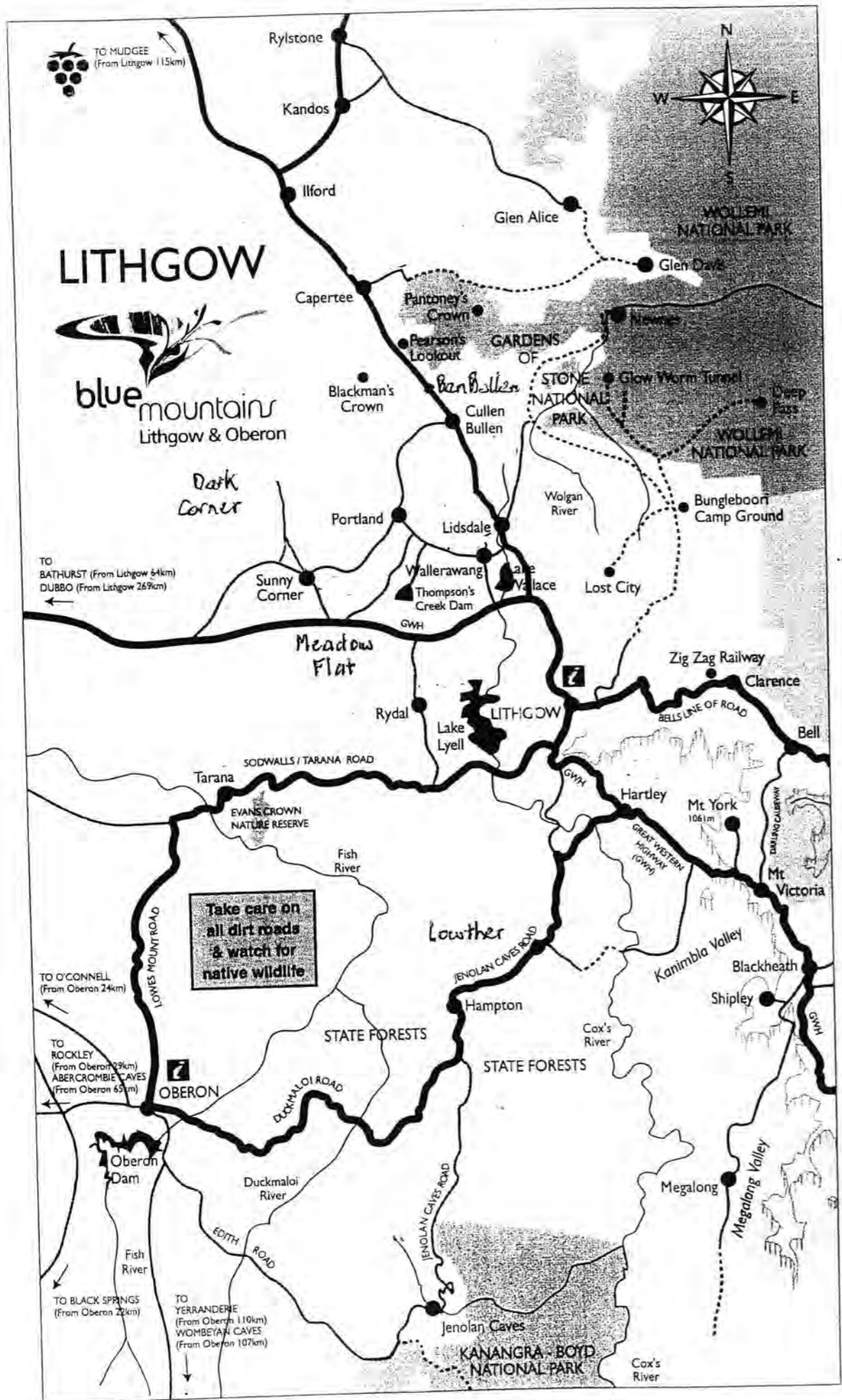
ADAMS H	DRININ T	HUNT W J	PHELAN L M
BARRETT G A	DOYLE R H	HUXTABLE J	PIDDICK W J
BELCHER M R	DUDLEY M	KIRKWOOD A	PRICE S B
BRETTAL V	DUFF C J	KLINE H	RODHAM T
BROWN J S	EATHER S R	LANCASTER H	ROBERTSON A B
CANNON W J	FITZGERALD G	LEWIS J	ROWE A E
CARR J E	FINDLAY H	LEWIS C O	SCHULSTAD R
CARTER W J	FORD P	LUMLEY W	TAIT A R
CHAMBERLAIN P	FRASER G	MACPHEE A R	TAIT J T
CHRISTIE J	GILLIES A	MARTYN L D	THOMPSON W G N
COLES H	GIRVAN A H	MARSLAND J	THOMPSON J H
CONRAN C S	GRAY S	MANTLE W	THORN E G
CONRAN H	HAIR A E	MATHERS G	TIER R
CONYBEARE B	HAMILTON J	McGARVA A	WALTON A E
COOK G E	HANCOCK A	MOORE S L	WHITE A
CURRIE R	HEFFERNAN J A	MULLINS W	WILLIAMS P
CURREY J H	HENDERSON C	NORD W H	WRIGHT C S
DENHAM J C	HOY H	PARRY W	WRIGHT W

## SUNNY CORNER (35) - In Bathurst Council area

ATTUELL L O *	FRANKS A J	McKENZIE W	SHUMACK A *
BAKER J W	FRANKS C	McKINNON R	SHUMACK J S
BAKER T A *	GRABHAM A T	NICHOLLS C C	SMITH E M
BAKER W D	GRABHAM H	OSBORNE H	SMITH W J McL *
CASSELL L	GRANT W	OSBORN R	STRATHEN L
CHAPMAN C	JEFFRIES A J	PEARCE T B	STRICKLAND J
CHAMPLIN G	KEMP T J	PEBBLEWICK J	THOMPSON DR C W
CHAMPLIN T	McLACHLAN D J	RAVENSCROFT S	TITUS J
FITZGERALD T	McLACHLAN j	SCOTT R *	

**Notes:** ATTUELL shown as ATTWELL in LML.  
BAKER J W also shown on Portland & Lowther memorials.  
BAKER T A also shown on Lowther memorial.

### MEMORIAL AREAS



#### NOTES:

1. The areas covered by each memorial are what I feel to be logical.
2. Each memorial, **except Lithgow**, lists the names of people who were killed **and** served.

#### CAPERTEE (C)

Shows no names – just 'Lest We Forget'. As well as Capertee areas covered should include Glen Davis & Glen Alice.

#### CULLEN BULLEN (CB)

Also includes Ben Bullen. Names shown on Honour Board in hall.

#### HARTLEY (H)

Would include Hartley, Little Hartley & Hartley Vale. There is a memorial at Mt York (Mt Victoria). There is currently **no** memorial at Hartley. I suggest a memorial be erected at Hartley. If not, to include in the proposed Lithgow memorial.

#### LITHGOW (LI)

Lithgow township including places like Bowenfels & Littleton. There is no memorial in the Clarence & Bell area and I suggest that these townships be included in the proposed Lithgow memorial.

#### LOWTHER (LO)

Hampton & Lowther

#### MEADOW FLAT (MF)

Meadow Flat, Sunny Corner & Dark Corner

#### NEWNES

No memorial here. Covered by either Cullen Bullen or Wallerawang?

#### PORTLAND (P)

Portland

#### RYDAL (R)

Rydal

#### TARANA (T)

Tarana & Sodwells.

#### WALLERAWANG (W)

Lidsdale & Wallerawang



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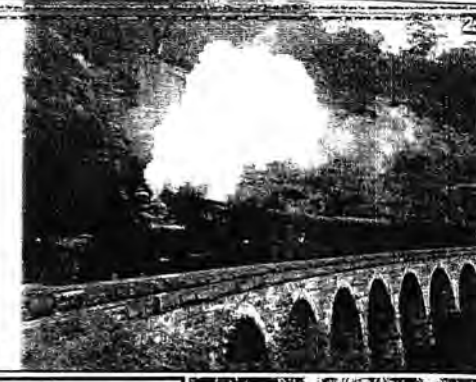
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**LITHGOW**  
CENTRE MAP  
Map showing streets, landmarks, and business locations in Lithgow, NSW. Includes labels for Cobar Park, State Mine Gully, Oakey Park, Corney Town, Vale Of Clwydd, Pottery Estate, Sheedy's Gully, Littleton, and South Littleton. Numbered markers 1-26 correspond to the Advertiser Index.

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0263 52429

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2 Ali Baba  
3 Allworth Homes  
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5 Bevy's Bakery  
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8 Just Relax  
9 Lithgow Bargain Mart  
10 Lithgow First National Real Estate  
11 Lithgow Golf Club  
12 Lithgow Hotel  
13 Lithgow State Mine Heritage Park  
14 Lithgow Valley Storage  
15 Lithgow Visitor Information Centre  
16 McDonalds  
17 Nova Office Works  
18 Portland Real Estate  
19 Portland Self Storage  
20 Rock Sounds  
21 Rock Star  
22 Rydal Pub  
23 TLE Electrical & Data Support  
24 Wallerawang Bakery  
25 Zig Zag Railway  
Area Map  
F6  
TC  
TC  
TC  
P  
TC  
F6  
H4  
E6  
A1  
TC  
JT  
B3  
C4  
C5  
TC  
TC  
P  
P  
TC  
TC  
Area Map  
H5  
W  
M2

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1,000 Business Cards \$198  
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Reference: MWJ090915



9 September 2015

Mr Ian Burrett  
30 Railway Avenue  
Portland NSW 2847

Dear Mr Burrett

**WWI Memorial Plaque**

I am writing in reply to your recent letter seeking Council involvement in creating a memorial to those from the Lithgow district who served in WWI.

While this is a very worthwhile proposal, it is also very complex process as I understand the number of names involved is in the thousands.

A memorial plaque has recently been designed recognising those from the Lithgow district who died during WW11 with 51 names. Even with such a small number of names, there was a lengthy and difficult research process undertaken by two local women with an interest in the project.

I understand the Lithgow RSL does not support your proposal as the cenotaph in Queen Elizabeth Park already lists the names of those who died during WW1.

I wish you well in your endeavour but unfortunately Council is not able to become involved in the project.

Yours sincerely



Matthew Johnson  
**Manager Community and Culture**



## RETURNED AND SERVICES LEAGUE



## LITHGOW CITY SUB-BRANCH

All Correspondence to be addressed to  
The HON. SECRETARY  
PO Box 53, LITHGOW, 2790  
PH/FAX 02 6351 2498  
Office Hours: Tues, Wed, Thurs - 1000 - 1400hrs  
[rsllhouse@bigpond.com](mailto:rsllhouse@bigpond.com)

Charitable Collections Act  
Registered No. CFN 13537  
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14/05/2015

Dear Ian,

With regards to your idea of creating a memorial with all of the names of those who enlisted in Lithgow, during World War One in Queen Elizabeth Park.

As you were advised on 07/05/15 that this had to be tabled and discussed at our Executive Meeting, which was held on 13/05/15.

The Executive wishes to advise that although your suggestion does have some merit, the Sub-Branch respectfully declines in any efforts to have this memorial constructed for the following reasons:

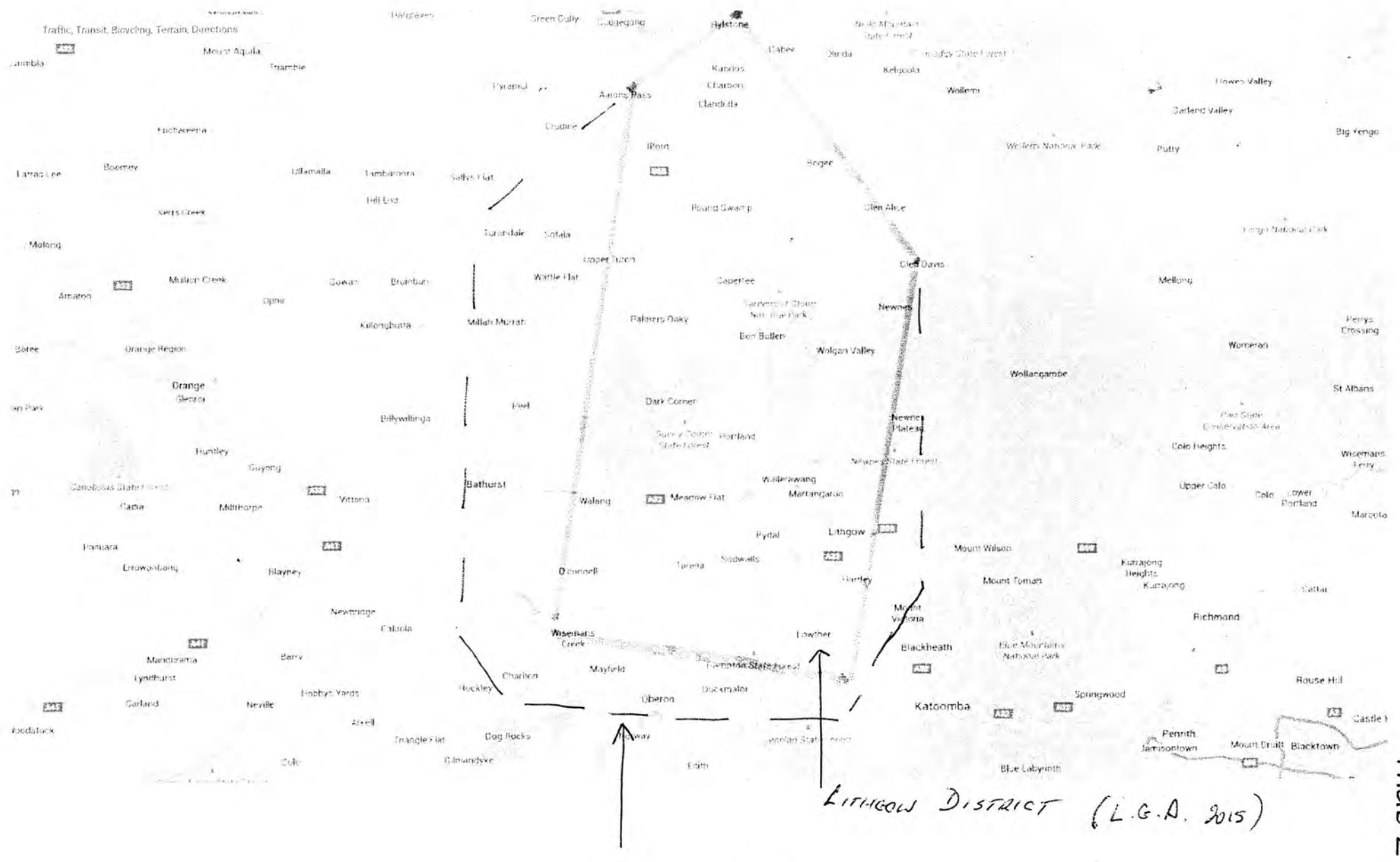
1. The Cenotaph already located in Queen Elizabeth Park, has the names of those from Lithgow who were killed during World War One and is already a proper and fitting memorial and has been for almost 100 years.
2. As you stated, the idea was for just those who joined in the Lithgow area, however this is not possible, as it has to include the entire District, which encompasses rather a large area (see attached map).
3. As is a known fact, there were those who enlisted under a false name, date of birth or both and as has been pointed out previously, the Commonwealth War Graves Commission requires 100% verification of every name that is intended for a 'War Memorial' otherwise the application will be refused without advice on where the problem/s lay, meaning that the entire process has to be re-done.

We appreciate the effort that you have put into creating this idea, however at this time the Lithgow City Sub-Branch Executive is of the belief that such a memorial is not required at this time.

Yours Sincerely

Michael Cuthbert  
Honorary Secretary

*The Price of Liberty Is Eternal Vigilance  
Lest We Forget*



LITGOW DISTRICT  
(County 1914)

LITGOW DISTRICT (L.G.A. 2015)

ANNEX 'D'  
PAGE 2

# RETURNED AND SERVICES LEAGUE



## LITHGOW CITY SUB-BRANCH

All Correspondence to be addressed to  
The HON. SECRETARY  
PO Box 53, LITHGOW, 2790  
PH/FAX 02 6351 2498  
Office Hours: Tues, Wed, Thurs – 1000 – 1400hrs  
[rsllhouse@bigpond.com](mailto:rsllhouse@bigpond.com)

Charitable Collections Act  
Registered No. CFN 13537  
ABN 88 887 745 894

18/02/2016

Dear Ian,

With regards to your letter dated 26<sup>th</sup> January 2016, your request for financial assistance for the purchase of office equipment and supplies was discussed at our recent meeting. After some lengthy discussion and a unanimous vote, I regretfully have to advise, that we are unable to donate any funds to your committee.

As was pointed out at the meeting, your request for financial support is unable to be supported, as it does not meet the requirements for donations that Sub-Branches are permitted to give under the NSW RSL Constitution, and under the RSL's list of approved organisations that Sub-Branches are permitted to donate to, your committee also does not qualify. It was also resolved by the Trustees and the members that we withdraw all further support for this project, as it is felt that it is not being conducted in the correct manner with most of the members stating that in their opinion, this project should no longer be continued.

I regret that we must withdraw all further support for this project and wish your committee all the best for your future endeavors.

Yours Sincerely

Michael Cuthbert  
Honorary Secretary

*The Price of Liberty Is Eternal Vigilance  
Lest We Forget*







**GOULBURN COMMEMORATIVE PLAQUES  
HONOURING THOSE WHO WERE KILLED AND  
SERVED IN WWII AND SUBSEQUENT CONFLICTS**

- Each of the 18 plaques contain about 160 names. These, plus the two smaller plaques, total about 3000 names.
- The slope of the plaques makes for easy reading. The front is low to enable wheelchair bound people to read the names.
- The sandstone base under the plaques has been especially treated to allow for easy graffiti removal.



BURNS R.  
BURRELL G.P.  
BURRETT I.D.  
BURROWS E.  
BURROWS J. +  
BURROWS J. L. +  
BURTON J.  
BURZAN K.  
BUSH A.L.  
BUSH A.W.  
BUSH H.M.  
BUSH J.  
BUSH L.  
BUSH S.B.  
BUSH W.M.  
BUSSE R.G.  
BUSSEY W.J.  
BUTLER E.  
BUTT G.J.  
BUTTERWORTH D.  
BUTTERWORTH R.D.  
BYERS K.G.  
BYRNE B.  
BYRNE E.F.  
BYRNE F.C.  
BYRNE J.B.  
BYRNE M.  
BYRNE W.J.  
BYRNES C.P.  
BYRNES F.R.  
BYRNES L.O.  
BYRON L.J.  
BYRON W.  
CAIN W.  
CALBERT J.  
CALDWELL B.A.  
CALDWELL D.K. +  
CALLANAN J.  
CALLINAN J.K. M.I.D., E.D.  
CAMBRIDGE E.C.  
CAMBRIDGE W.R.  
CAMERON C.  
CAMERON G.  
CAMERON H.A.  
CAMERON J.C.  
CAMERON K.L.  
CAMERON LAVINA  
CAMERON P.J.  
CAMPBELL A.  
CAMPBELL B.  
CAMPBELL J.A.

CASHMAN P.D.  
CASSELL P.D.  
CASTLES S.A.  
CHAUSER A.E.  
CHAUSER B.D.  
CHAUSER C.L.  
CHAUSER E.M.  
CHAUSER J.B.  
CHAUSER J.K.  
CHAUSER MURIEL  
CHAUSER N.J.  
CHAMBERLAIN M.W.  
CHAMBERS A.  
CHAMBERS K.E. +  
CHAMBERS P.  
CHAMPION JOHN  
CHANDLER A.E.  
CHANDLER R.A.  
CHANNELL L.G.  
CHANNELL S.E.  
CHANNON O.J. +  
CHANTER A.A.L.  
CHAPMAN THERESA  
CHARLES W.H.  
CHARTON A.E.J.  
CHATTANNE F.C.  
CHEESEMAN E.  
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CHESHIRE R.L.  
CHESSOR W.D.  
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CHESTERON T.  
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CHINNICK L.M.  
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CHURCHILL M.  
CLACK A.L.  
CLACK C.R.  
CLACK D.C.A.  
CLACK J.  
CLACK N.J.  
CLACK R.G.  
CLACK R.J.  
CLACK S.W.  
CLAMP B.W.  
CLARK A.P.  
CLARK C.J.  
CLARK HELEN  
CLARK K.  
CLARK L.G.  
CLARK N.W.

MY NAME TOP LEFT HAND SIDE



**DO THE 134 PEOPLE SHOWN ON THE WWI LITHGOW CENOTAPH  
MEET THE LITHGOW CITY RSL SUB-BRANCH CRITERIA FOR PEOPLE TO BE  
INCLUDED ON A MEMORIAL?**

(SEE PAGE 13 FOR SUMMARY)

**NOTES:**

1. AYRES, S. - JAMES, R. - KIRLAND, W.D. shown twice on Cenotaph.
2. All killed except DAVIS, A., FITCHETT, J. & HENDERSON, J. who returned to Australia.
3. Unless otherwise indicated the information shown was obtained from the book 'A Long March from Lithgow' (LML). Refer to LML for more information.
4. RSL criteria is basically that it must be **definitely** proven that a person spent a **substantial** period of their life in Lithgow prior to enlistment. At the end of each person's summary it states **YES, NO or FRR** (Further Research Required).
5. The 41<sup>st</sup> Infantry Battalion was a CMF unit based at Lithgow. In the summaries only 41<sup>st</sup> Bn is shown.
6. Australian War Memorial shown as AWM. In some cases 'At AWM' not shown. In these cases the person probably at AWM but further research required.
7. If a person died overseas **only** KIA (killed in action) is shown. The person may have died of wounds, illness or was accidentally killed. Refer to LML or NAA records.
8. NAA is National Archives Australia. NAA used if not in LML.

**2367 Private Alfred ADAMS.** Born Dubbo NSW c1885. Enlisted Bathurst on 7 Jun 1916. Served with 41<sup>st</sup> Bn. Lived with parents at Wrights Road, Extension Estate, Lithgow. KIA 1 Sep 1918. At AWM. **FRR** - how long did he live in Lithgow?

**4703 Private Hector ADAMS.** Born Bonnyrigg, Scotland c1899. Enlisted Sydney on 23 Aug 1917. Lived with parents at Main Street, Lithgow was working at the Lithgow Ironworks. KIA 1 Sep 1918. **FRR** - how long did he live in Lithgow?

**3546 Private Samuel ARNOTT.** Born Lanarkshire, Scotland c1886. Enlisted Victoria Barracks, Sydney on 30 Nov 1916. Coal miner living C/- Mrs Lindsay, Tank Street, Lithgow when he enlisted. KIA 29 Mar 1918. At AWM. **FRR** - How long did he live in Lithgow?

**612 Lieutenant Sydney Winton AYERS.** (Shown twice on Cenotaph as AYERS, S). Born Cootamundra, NSW c 1893. Enlisted Sydney showground on 14 Sep 1916. A mechanic, he lived at Main Street, Lithgow when he enlisted. Initially a driver for Major (Dr) W.D. Kirkland he became an aviator. In Lithgow Mercury 'a well known resident of Lithgow'. KIA 23 Nov 1917. At AWM. **YES.**

**6663 Sapper Peter BAIRD.** Born Lanarkshire, Scotland c1883. Enlisted Sydney 23 Oct 1916. A miner, he lived with parents at the Vale of Clwydd at Lithgow. KIA 5 Nov 1918. At AWM. **FRR** - How long did he live in Lithgow?

**1888 Private Cecil Nichols BAKER.** Born Lithgow c1889. Enlisted Bathurst 14 Mar 1916. A labourer, his father lived at Hill Street, Portland. KIA 8 Jan 1917. At AWM. **FRR** - How long did he live at Lithgow or Portland? Possibly YES.

**5985 Private Joe BARNICLE.** Born Townsville, QLD c1891. Enlisted Lithgow 6 Mar 1916. A carpenter, he was living C/- Club House Hotel, Main Street, Lithgow when he enlisted. KIA 4 Feb 1917. At AWM. **FRR** - How long did he live in Lithgow?

**3012 Sergeant Thomas BAXTER (Distinguished Conduct Medal).** Born Glasgow, Scotland c1892. Enlisted Liverpool NSW on 6 Jul 1915. A hospital attendant, he was living with his wife, Mary, in Hayley Street, Lithgow when he enlisted. KIA 11 Aug 1918. At AWM. **FRR** - How long did he live in Lithgow?

**590 Private Oswald Cecil Jeffrey BAYLISS.** (a BAYLISS, C. on Cenotaph). Born Orange c1890. Enlisted 21 Aug 1914 (? Where - He's not in NAA records). Worked with railways at Lithgow. Mother lived at Lithgow. **FRR** - How long did he live in Lithgow?

**3257A Private Samuel James BENNETT.** Born Lithgow 29 Oct 1901. Enlisted Lithgow 9 Jun 1917. A coke worker, his parents lived at 39 Laidley Street, Lithgow. KIA 4 Apr 1918 (aged 17). At AWM. **YES.**

**BLACKMAN, N. Not in LML.** NAA records show **4504 Private Norman Bailey BLACKMAN.** Born Beaconsfield, TAS c 1891. Enlisted Bathurst 28 Oct 1916. A labourer. His NOK, sister, lived in Tasmania and stated 'he was a native of Tasmania'. KIA 29 Sep 1918. Only other N. Blackman in NAA was born at Bermagui NSW and returned to Australia. **FRR.** Most likely NO.

**3775 Private Henry William BOLT.** (On Cenotaph as BOLT, H) Born Chippendale, Sydney c1882. Enlisted Lithgow 13 Sep 1915. Lived at Main Street, Lithgow when enlisted. A widow, his mother (NOK) lived at Arncliffe, Sydney. KIA 13 May 1917. At AWM. **FRR** - How long did he live in Lithgow?

**699 Corporal Charles BOURKE.** Born Conowindra NSW 6 Jan 1895. Enlisted Kensington NSW 21 Aug 1914. Worked as a compositor for 6 years with S.S. Smith at Forbes. Living with parents at Vale Road, Lithgow when he enlisted. KIA 25 Sep 1917. At AWM. **FRR** - How long did he live in Lithgow? Probably NO.

**2630 2<sup>nd</sup> Lieutenant John BOWRAN.** Born Tooting, England c1882. Enlisted Lithgow on 18 Oct 1915. A Methodist clergyman his address at enlistment was The Methodist Parsonage, Lithgow. NOK, brother, at Liverpool, England. KIA 25 Sep 1917. At AWM. **FRR** - How long did he live in Lithgow? Probably NO.

**4070 Sergeant Samuel BOYD Military Medal.** Born Bothwell, Scotland c1891. Enlisted Lithgow 22 Oct 1915. His NOK was a friend, Miss M. Barnes, the Postmistress at Newnes. She regularly wrote to him so it is possible that he lived in Newnes for a period. He later changed his NOK to his mother in Scotland. KIA 20 Sep 1917. At AWM. **FRR** - How long did he live at Newnes or Lithgow? Probably NO.

**2348 Private William BREEN.** Born Cumberland, England c1887. Enlisted Lithgow 3 Aug 1915. NOK, mother, in England. KIA 15 Sep 1916. At AWM. **FRR** - How long did he live in Lithgow? Probably NO.

**247 & 3026 Corporal Arthur BRIERLEY.** Born Lancashire, England c1895. Enlisted on 2 Sep 1914 (LML says in Lithgow NAA says in Brisbane Qld). Re-enlisted Sydney 27 Jul 1916. Migrated to Australia aged 16. A farm worker. NOK in England. KIA 26 Sep 1917. At AWM. **FRR** - Did he live in Lithgow? If so for how long? Probably NO. Only other A. Brierley in NAA was a Lieutenant who returned to Australia.

**BURNS, E. Not in LML.** NAA records show **1427 Private Frederick Georg BURNS.** Born Singleton NSW c1892. Enlisted Lithgow 28 Jul 1915. Furnace fireman (an occupation common in Lithgow at the time). NOK, father, at Harris Park Sydney. KIA 5 Nov 1917. **FRR** - Did he live in Lithgow? If so, for how long? Probably NO.

**Captain Ronald BURNS.** Born Lithgow 20 Jan 1886. Date & place of enlistment. Appointed Lieutenant in 3<sup>rd</sup> Battalion August 1914. The 3<sup>rd</sup> was formed at Randwick. Appointed Captain & Adjutant of Bn 18 Oct 1914. Worked with his father (his NOK) in Lithgow as an auctioneer and lived in Lithgow when enlisted. Lt with 41<sup>st</sup> Bn. Obtained an aviation certificate. KIA at landing on 25 Apr 1915. **YES.**

**BURROUGH, W.J. Not in LML.** NAA records show **5454 Private William BURROUGH.** Born Camden NSW c 1894. Enlisted Cootamundra NSW 1 Nov 1915. His address at time was Wagga Wagga. A labourer. The Christian name John added to enlistment paper at a later date. His mother - NOK - lived at 29 Redgate Street, Vale of Clwydd. **FRR** - Did he live in Lithgow? If so, for how long? Probably NO.



**2574 Lance Corporal Sylvester Francis BURROWS.** Born Monmouthshire, Wales c1880. Enlisted Liverpool NSW 19 Jul 1915. An engine driver. Wife, Mary – NOK – living at Waratah Street, Lithgow. KIA 5 Nov 1916. **FRR** - How long did he live in Lithgow?

**4154 Private Horace William John CALLAGHAN.** (On Cenotaph as CALLAGHAN, H.) Born Lithgow 1898. Enlisted Longregach, QLD 29 Aug 1915. A lorry man. NOK parents, James & Mary CALLAGHAN, living at Reid Avenue, Lithgow. Brother of Walter & Stanley. KIA 23 Jul 1917. At AWM. **YES.**

**2539 Private Walter Leslie James CALLAGHAN.** (On Cenotaph as CALLAGHAN, L.) Born Lithgow 1888. Enlisted Bathurst 10 Jul 1916. Brother of Horace & Stanley. A drop forger. NOK wife, Essie, lived at Portland Road, Portland. KIA 5 Sep 1918. At AWM. **YES.**

**4378 Private Stanley CALLAGHAN.** Born Lithgow 1894. Enlisted Lithgow 9 Oct 1915. Brother of Horace & Walter). A miner. KIA 18 Nov 1916. At AWM. **YES.**

*Note: LML states 'Mary CALLAGHAN was one of several Lithgow women who were instrumental in having the Lithgow War Memorial erected'.*

**CAMPBELL, C.** Not in LML. Could not locate in NAA records. **FRR.**

**1667 Private John Errol CARR** (On Cenotaph as CARR, J.) Born Lithgow 2 Feb 1893. Enlisted Lithgow 29 Jun 1915. A machinist at the SAF 18 Nov 1912 to 24 May 1915. Living with parents at Royal Hotel, Cullen Bullen when he enlisted. KIA 25 Jul 1916. At AWM. **YES.**

**250 Private Albert CHALLINOR.** (Incorrectly spelt CHALLENGOR in LML) Born Annandale, Sydney 1893. Enlisted Randwick 18 Aug 1914. A galvaniser. Lithgow Mercury of 25 Jun 1915 stated 'Pte A. Challinor, of the 4<sup>th</sup> batt., KIA was a resident of Double Bay. He worked at the Lithgow Ironworks prior to enlisting, and was well known here'. **FRR** - How long did he live in Lithgow? Probably NO.

**CHAPMAN, H.** Not in LML. Could not locate in NAA records. **FRR.**

**1485 Trooper George Clarence CHENHALL.** (On Cenotaph as CHENHALL, C.) Born Hill End NSW 1894. Enlisted Lithgow 26 Jul 1915. A miner. Parents lived at Clarice Street, Lithgow. KIA 10 Jun 1916. At AWM. **FRR** – How long did he live in Lithgow?

**CHRISTIE, J.** Not in LML. Could not locate in NAA records. **FRR.**

**CLIFFORD, T.** Not in LML. Could not locate in NAA records. **FRR.**

**3821 Private Allen Ernest COLE.** (On Cenotaph as COLE, A.). Born Trangie NSW 1898. Enlisted Lithgow 19 Aug 1915. His NOK sister, Clarice, lived at 2 Bell Street, Lithgow. Spent 4 years with Senior Cadets – in Lithgow? KIA 3 May 1917. At AWM. **FRR** - How long did he live in Lithgow?

**605 Sergeant George Edward COOK.** (On Cenotaph as COOK, G.). Born Birmingham, England 1889. Enlisted Sydney 18 Aug 1914. An armourer with the SAF when he enlisted. Had previously had some service in Eugowra and at the Small Arms Rifle Club. NOK, sister, in England. In Lithgow Mercury it was stated 'In Australia for many years prior to enlisting'. KIA 24 Jul 1915. At AWM. **FRR** – How long did he live in Lithgow?

**3811 Private Colin Stuart CONRAN.** (On Cenotaph as CONRAN, C.) Born Mudgee NSW 1898. Enlisted Lithgow 13 Sep 1915. A machinist. NOK parents at Mudgee. KIA 4 Aug 1916 (brother, Harold, died next day). At AWM. **FRR**- How long did he live in Lithgow?

**3812 Private Herbert Allen CONRAN.** (On Cenotaph as CONRAN, H.). Born Mudgee NSW 1897. Enlisted Lithgow 13 Sep 1915. NOK parents at Mudgee. A machinist. KIA 5 Aug 1915 (day after brother, Colin, was Killed. At AWM. Report on his death by 'another Lithgow man' – 2292 E.F. Beattie also in LML. **FRR** - How long did he live in Lithgow?

**3817 Private Harold Charles CROSSMAN.** (On Cenotaph as CROSSMAN, H.) Born Orange 1888. Enlisted Lithgow 26 Aug 1915. Married Florence in Bathurst 1910. She had several addresses. When he died she was living at Main Street, Lithgow. KIA 15 Apr 1918. At AWM. **FRR** - Did he live in Lithgow? If so, how long?

**6838 Private Herbert William Patrick CULLEN.** Born Hartley 1883. Enlisted Bathurst 11 Oct 1916 (LML says Lithgow). Parents lived at 'Glenmore' Lowther when he enlisted. NOK wife, Emily, in 1918 living with Herbert's parents at Lowther. In Redfern and Methven Street, Lithgow. A sheep overseer. KIA 24 Jun 1918. At AWM. **FRR** to establish Lithgow connection. Possibly YES.

**6878 Private Leo Laurence CULLEN.** Born Lowther 1894. Enlisted Bathurst 30 Aug 1916. Brother of Herbert. Lived at Calero Street, Lithgow when enlisted. A machinist at the SAF from 20 Nov 1913. NOK, father, at 'Glenmore' Lowther. KIA 20 Sep 1917. At AWM. **YES.**

**3788 Private Alfred DAVIS.** Born Rylstone NSW 1892. Enlisted Sydney 12 Sep 1915. Parents had a farm near Capertee. **Returned to Australia 17 Mar 1917.** A railway porter. Died 29 May 1948. **FRR.** Most likely NO.

**1522 Private Robert (Bob) DOUGHERTY.** Born Lithgow 11 Sep 1886. Enlisted Kensington NSW on 29 Aug 1914. Sister (NOK) lived New Line Road, Lithgow. A miner. Lithgow Mercury article of 16 Jun 1915 shows definite Lithgow connection. KIA 12 Aug 1915. At AWM. **YES.**

**1628 Private Robert Henry ESLICK.** (On Cenotaph as ESWLICK, R.) Born Mt Lambie near Rydal NSW 1891. Enlisted 28 Jan 1916 (LML says at Lithgow - NAA says at Bathurst). A farmer. Living with father (NOK) at Mt Lambie. KIA 7 Jun 1917. At AWM. **FRR** - Most likely YES.

**2057 Private Cecil Roy FIELD.** (On Cenotaph as FIELD,C) Born Stuart Town NSW 1895. Enlisted Sydney 12 Mar 1916. Did 5 year bricklaying apprenticeship with his father, Alfred (NOK) who lived at Esk Street, Lithgow. His address at enlistment C/- S. Duncan, Lett Street, Lithgow. KIA 31 Dec 1917. At AWM. **FRR** - How long did he live in Lithgow?

**FIELD, E. Not in LML.** A **4489 Private Frederick FIELD** in LML. Born Forbes c1896 Enlisted Lithgow 18 Sep 1915. Father (NOK) lived at Forbes. KIA 27 Oct 1917. At AWM. **FRR** Did he live in Lithgow? If so, how long? Probably NO.

**FIELD, J. Not in LML.** Could not locate in NAA records. **FRR.**

**2913 Private James FITCHETT.** Born Cheshire, England c1894. Enlisted Bathurst 2 Oct 1916. A seaman, his NOK, mother, at Cheshire. His address when enlisted was C/- Mrs Atherton, McKellars Road, Lithgow. **Returned to Australia 9 Jun 1919.** **FRR.** Did he live in Lithgow? If so, for how long?

**FORREST, T. Not in LML.** Could not locate in NAA records. **FRR.**

**3043 Private Walter Henry FUNNELL.** (On Cenotaph as FUNNELL, W.) Born near Boorowa NSW 1893. Enlisted Sydney 16 Nov 16. A-wheeler at the Lithgow Colliery. Living with wife, Annie, (NOK) at Hill Street, Lithgow when he enlisted. Lithgow Mercury article of 26 Oct 1917 stated that he had lived in Lithgow for 20 years prior to enlisting. KIA 1 Oct 1917. **YES.**

**1879 Gunner Joseph GARBUTT.** Born Berrima NSW 1899. Enlisted Liverpool NSW on 3 Dec 1916. NOK, father, at Moss Vale. Had worked in the interlocking department at Eskbank for a considerable time. For 3 years prior to enlistment a fitter with the Railways at Redfern. KIA 1 Oct 1917. At AWM. **FRR.** How long did he live in Lithgow?



**1659 Private Alfred Robert GODDEN.** (On Cenotaph as GODDEN, A.) Born Caloola via Trunkey NSW 1889. Enlisted Lithgow 12 Feb 1916. He and his family lived at Cook Street, Lithgow when he enlisted. KIA 10 Apr 1918. At AWM. **FRR.** How long did he live in Lithgow?

**887 Lance Corporal Thomas GOODHEAD.** Born Lithgow 1891. Enlisted Liverpool NSW 12 Jul 1915. Was then living with parents in Clarice Street, Lithgow KIA 28 Aug 1918. At AWM. **FRR.** - How long did he live in Lithgow? Possibly YES.

**564 Gunner Milson GOUGH.** Born Lithgow 1895. Enlisted Liverpool NSW 10 Nov 1914. Living with father (NOK) in Tank Street, Lithgow when he enlisted. Had a 3 year jockey apprenticeship at Randwick. KIA 21 Jan 1917. At AWM. **FRR.** How long did he live in Lithgow? Probably YES.

**6006 Private Terence Robert GREEN.** Born Dunkeld via Bathurst 1895. Enlisted Lithgow 25 Jan 1916. Was living with parents in Inch Street, Lithgow at the time. Parents later moved to Ferro Street, Lithgow. Had served for 3 years with 41<sup>st</sup> Bn. KIA 16 Apr 1918. At AWM. **FRR.** How long did he live in Lithgow? Possibly YES.

**1400 Private Herbert GRIFFITHS.** (On Cenotaph as GRIFFITH, H.E.) Born Wallerawang 1883. Enlisted Liverpool NSW 10 May 1915. Address when enlisted was C/- Mrs. Barry at Villiers Street, Portland. (Father died 1899 and mother 1906). KIA 8 Aug 1916. At AWM. **FRR.** How long did he live at Lithgow or Portland?

**124 Sergeant John Harry Grant HAMILTON.** (On Cenotaph HAMILTON, J.) Born Shotts, Illinois USA c 1887. Enlisted Kensington NSW on 17 Aug 1914. Parents (NOK) lived in Lanarkshire, Scotland. A mechanical engineer. Only Lithgow connection known was that he made Mr Rowlands of Read Avenue, Lithgow the executor of his will. KIA 6 Aug 1915. At AWM. **FRR.** Did he live in Lithgow? If so, for how long?

**4789 Gunner Charles Alfred HAMPSON.** (On Cenotaph HAMPSON, C.) Born Petersham, Sydney 1899. Enlisted Lithgow 1 Nov 1915. At the time he was living with family at 'Redgalen' Hassans Walls Road, Lithgow. KIA 28 Apr 1916. At AWM. **FRR.** How long did he live in Lithgow?

**5120 Private Walter HARRISON.** Born Lancashire, England c1887. Enlisted Lithgow 13 Dec 1915. At the time his mother (NOK) was living at Newnes and he was living at Waratah Lane, Lithgow. LML incorrectly stated he won the Military Cross. It states that 'a military cross of a neat design on grave when buried'. MCs were only awarded to officers. KIA 10 Aug 1918. At AWM. **FRR.** How long did he live in Lithgow?

**1943 Sergeant Cecil Hubert Aaron HART.** (On Cenotaph as HART, C.A.H) Born Bathurst 24 Jul 1893. Enlisted Liverpool NSW 3 Apr 1915. Living with parents at Lett Street, Lithgow at the time. NOK, father, later moved to Croydon NSW. Went to school in Lithgow and worked as a clerk at Oakey Park Colliery prior to enlistment. KIA 26 Jul 1916. At AWM. **YES.**

**1123 Private Clement Alfonso William HATCH.** (On Cenotaph as HATCH, C) Born Wisemans Ferry NSW 1896. Enlisted Liverpool NSW 29 Oct 1914. Coal miner living with Family at Brook Street, Oakey Park, Lithgow when enlisted. 3 years with 41<sup>st</sup> Bn. KIA 23 Aug 1915. **FRR.** How long did he live in Lithgow? Probably YES.

**4443 Private William George HATTON.** Born Mudgee NSW c1891. Enlisted Sydney 3 Jan 1916. Lived with father at New Road, Lithgow at the time. KIA 1 Jul 1918. At AWM. **FRR.** How long did he live in Lithgow.

**1133 Private John HEAD.** Born Maidstone, Kent, England c1887. Enlisted Sydney 2 Sep 1914. NOK in England. A telephone mechanic, he had been employed at the Lithgow Ironworks prior to enlistment. KIA 29 Jun 1915. At AWM. **FRR.** How long did he live in Lithgow?

**22202 Sapper John Watson HENDERSON.** (On Cenotaph HENDERSON, J.) Born Stockton on Tees England 22 Jul 1898. Enlisted Sydney 28 Feb 1918. A student, living with parents at 'The Grange' Inch Street, Lithgow when he enlisted. With 41<sup>st</sup> Bn. **Returned to Australia 6 Oct 1919. FRR.** Most likely NO. Could not locate any other J. Henderson born or enlisted in Lithgow in NAA records.

**1014 Private Joseph HILTON.** Born Wollongong NSW 1888. Enlisted Liverpool NSW 17 Jul 1915. Did a 4 year baker/pastrycook apprenticeship with W. Mathieson (in Lithgow?) Living with wife at Hassans Walls Road, Lithgow when he enlisted. Brother John also lived at Hassans Wall Road. KIA 19 May 1916. At AWM. **FRR.** How long did he live in Lithgow?

**3614 Sapper Arthur Leslie HODDER.** Born South Bowenfels, Lithgow 14 Sep 1892. Enlisted at Rosebery Park NSW on 23 Mar 1916. A brick maker, he lived with his mother at South Bowenfels when he enlisted. KIA 18 Sep 1917. At AWM. **YES.**

**3401 Private Herbert Vivian HOLDFORD.** (On Cenotaph HOLDFORD, V.) Born Lithgow 1893. Enlisted Bathurst on 14 Nov 1916. A porter, he lived at Pottery Estate, Lithgow when he enlisted. KIA 1 Sep 1918. At AWM. **YES.**

**3388 Private George Thomas HOSKINS.** (On Cenotaph HOSKINS, G.) Born Lithgow 1888. Enlisted Sydney 29 Dec 1916. Lithgow Mercury 'A Lithgow native but who resided in Sydney for a number of years until he enlisted.' A carpenter, he was living with his family in Stanmore when he enlisted. KIA 13 Oct 1917. At AWM. **FRR.**

**HUNDER, S. Not in LML.** Could not locate in NAA records. Also checked HUNTER, S. **FRR.**

**5112 Private Richard George HUNT.** (On Cenotaph HUNT, R.) Born Sydney 1894. Enlisted Liverpool 14 Dec 1915. A station hand, he was living at Alexandria when he enlisted. His father (NOK) lived at Tank Street, Lithgow. KIA 5 Dec 1916. At AWM. **FRR.** Did he live in Lithgow? If so, for how long?

**1629 Corporal William John HUNT.** Born Middlesex, England c1889. Enlisted Bathurst 24 Jan 1916. A filer at the SAF, he was living at Hassan Street, Lithgow when he enlisted. KIA 7 Nov 1918. At AWM. **FRR.** How long did he live in Lithgow?

**5010 Sapper Frederick Thomas HURT.** (On Cenotaph HURT, F.) Born Timaru, New Zealand c1889. Enlisted Warwick Farm, Sydney 24 Aug 1915. Family living at Summer Hill, Sydney when he enlisted. LML states 'He attended Lithgow Public School'. KIA 26 Oct 1917. At AWM. **FRR.** How long did he live in Lithgow?

**622 Private Reginald JAMES.** (On Cenotaph JAMES, R. **TWICE** – could not locate any other James, R. on NAA records with a Lithgow connection). Born Hartley Vale 1887. Enlisted Liverpool NSW 16 Sep 1914. A train driver, he lived in Lithgow until his late teens when he moved to Paddington, Sydney. Married in Sydney 1909. KIA 11 May 1915. At AWM. **YES.**

**KERR, W. Not in LML.** Could not locate in NAA records. **FRR.**

**KING, E. Not in LML.** A Ernest Henry KING in NAA records. Born, worked and NOK in Bathurst. He returned to Australia. **FRR** re KING, E. on Cenotaph.

**Major (Doctor) William Duncan KIRKLAND – Military Cross.** (Shown **TWICE** on Cenotaph). Born Bathurst 8 March 1891. Enlisted as a Captain in Sydney 9 May 1916. Worked in his father's medical practice – father had practice in Lithgow for nearly 20 years. Lived with his family in Main Street, Lithgow. KIA 22 Jul 1917. Enlisted Sydney 23 Oct 1916. At AWM. **YES. Note:** His brother, Captain (Doctor) Hugh Edward KIRKLAND – Military Cross **should have also been on Cenotaph.** Hugh born Bathurst 12 Jun 1893 and enlisted Liverpool NSW 10 Jan 1916. KIA 3 Oct 1918. At AWM.

**2920 Private George LESLIE.** Born Lanarkshire, Scotland c1890. Enlisted Sydney 11 Sep 1916. A miner, he was living at Clywdd Street, Lithgow when he enlisted. KIA 27 Apr 1918. **FRR.** How long did he live in Lithgow?

**7770 Private Vincent MAHBOUB.** (Incorrectly spelt MABOUB on Cenotaph). Born North Lebanon, Syria c1899. Enlisted Lithgow 19 Jun 1917. A storekeeper, he was living with his father (NOK) at Hermitage Flat, Lithgow when he enlisted. KIA 8 Aug 1918. At AWM. **FRR.** How long did he live in Lithgow?

**1431 Sergeant William McALLISTER.** (On Cenotaph McALISTER, W (one 'L')). Born Glasgow, Scotland c1893. Enlisted Melbourne 21 Oct 1914. His sister, Mrs. R. Graham of 168 Inch Street, Lithgow (NOK) is the only Lithgow connection found. KIA 8 Aug 1915. **FRR.** Most likely NO.

**2884 Sergeant Miller Pettigrew McCALL.** (On Cenotaph McCALL, M.) Born Lithgow 1895. Enlisted Liverpool NSW 10 Jul 1915. A master baker. Father (NOK) at Main Street, Lithgow when he enlisted. Father had moved to Hurstville by Nov 1917. Served 4 years with Senior Cadets 41<sup>st</sup> Bn. KIA 19 May 1917. At AWM. **FRR.** How long in Lithgow? Possibly YES.

**1069 Pack Driver George Clarence McCOLGAN.** (On Cenotaph McCOLGAN, G.) Born Lithgow 1890. Enlisted Rosebery Park, Sydney 18 Sep 1914. A locomotive fireman. 4 months with senior cadets. Father, John, (NOK) living at King Street, Lithgow when he enlisted. KIA 18 Aug 1916. At AWM. **FRR.** Probably YES. **Note:** George's uncle **4484 Private Thomas McCOLGAN.** Born O'Connell Plains, Bathurst c1876. Enlisted Orange 27 Oct 1915. Thomas was living with his brother, John (NOK), at King Street, Lithgow when he enlisted. KIA 12 Nov 1916. At AWM. **Possibly** should have been on Lithgow Cenotaph? **FRR.**

**McDERMOTT, L. Not in LML.** Could not locate in NAA records.



8.

**11499 Walter Leslie Joseph McGEECHAN.** (On Cenotaph McGEECHAN, W.) Born Newtown, Sydney 1895. Enlisted Holsworthy NSW 27 Sep 1915. A machinist, he was living with his step-mother, Jane, at 29 Bridge Street when he enlisted. Sergeant in senior cadets. Lithgow Mercury article says he will be remembered in Lithgow was a cycling enthusiast – parents 'very old residents'. KIA 30 Oct 1917. At AWM. **FRR.** How long did he live in Lithgow?

**2213A Private Robert William McGUINNESS. Not in LML.** (On Cenotaph McGUINNESS, R.) Born Workington, England c 1887. Enlisted Bathurst 28 Feb 1916. Railway employee. NOK originally father in England. Father remarried and Robert's step mother became NOK. KIA 26 May 1917. Robert's sister, Mrs E.E. Wilson moved around – at one time her address was 10 Hayley Lithgow. Most of NAA file about argument between step mother and sister about Robert's estate, medals and possessions. **FRR.** Most likely NO.

**2741 Private Sylvester William James McLAUGHLAN.** Born Molong NSW 1897. **Enlisted** Liverpool NSW 18 Jun 1915. A fireman, living with family at Oakey Park, Lithgow when enlisted. Served senior cadets and 41<sup>st</sup> Bn. KIA 30 Jul 1916. At AWM. **FRR.** How long did he live in Lithgow?

**2582 2<sup>nd</sup> Lieutenant James McLEOD.** (A McLEOD, C. on Cenotaph – could find no McLeod, C. in NAA records with a possible Lithgow connection). Born Belfast, Ireland c1888. Enlisted Rosebery Park, Sydney 9 Sep 1914. NOK, mother, at Mereweather, NSW. Lithgow Mercury article – a native of Newcastle he worked as a clerk with railways at Lithgow and Wallerawang for several years - well known in Lithgow sporting circles.' KIA 10 Aug 1915. At AWM. **FRR.** How long did he live in Lithgow? Probably NO because of 'a native of Newcastle'.

**57 Private Jack McNEILL.** (On Cenotaph McNEIL, J. only one 'L') Born Sunny Corner 1895. Enlisted Liverpool NSW 31 May 1915. A coal miner, his Father (NOK) lived at Vale Road, Lithgow when he enlisted. Served in the 20<sup>th</sup> Bn band and a stretcher bearer. **YES.**

**MILLS, W.H. Not in LML.** There is a William Henry MILLS in NAA records. Born Surrey, England 1894. Returned to Australia. Unlikely to be the MILLS, W.H. on Cenotaph. **FRR.**

**MOORE, J. Not in LML.** Found a J.P. MOORE, from Tarana who returned to Australia in NAA records. **FRR.**

**1683 Private William Victor MOW.** (On Cenotaph MOW, W.) Born Nevertire NSW 1894. Enlisted Deniliquin 5 Jan 1915 where he was living. His parents, (mother NOK), living at Vale Road, Lithgow when he enlisted. Lithgow Mercury – 'had been in Lithgow on a visit to his parents who have resided here for nearly two years'. KIA 20 May 1915. At AWM. **FRR.** Most likely NO.

**NEWBOLD, A.P. Not in LML.** Could not locate in NAA records. **FRR.**

**1709 Private John NIGRO.** (On Cenotaph NIGRO, C. – gave his name as Carl when he enlisted.) Born Hartley 1894. Enlisted Lithgow 1916. Completed schooling at Hartley Public School and was living at Vale Road, Lithgow when he enlisted. His father's (NOK) Address on enlistment was at Little Hartley but later C/- P.O. Mt Victoria. KIA 23 Feb 1917. At AWM. **YES.**

**7532 Private Joseph OLIVER.** Not in LML. Born Lithgow c1895. Enlisted Sydney 31 Mar 1917. A machinist, his wife, Doris, (NOK) lived at Redfern NSW. KIA 21 Jun 1918 (3<sup>rd</sup> Bn). **FRR.** How long did he live in Lithgow?

**7753 Private Andrew O'NEILL.** Also on Lowther memorial. Born Hampton NSW c1885. Enlisted Lithgow 11 Aug 1917. A farmer, he was living at Cook Street, Lithgow when he enlisted. His father (NOK) was living at Hazlegrove near Oberon NSW. KIA 21 May 1918. At AWM. **YES.**

**3120 Private Reuben Morris PAUL.** Born Staffordshire, England c1886. Enlisted Liverpool NSW 5 Jul 1915. A steelwork foreman, he lived with his family in Esk Street, Lithgow when he enlisted. Father NOK also lived Esk Street. Lithgow Mercury article 12 Jul 1915 about the Lithgow Rifle Club presenting him with a safety razor – 'one of their best shots'. KIA 11 Apr 1918. At AWM. **FRR.** How long did he live in Lithgow?

**1084 2<sup>nd</sup> Lieutenant James Temple (Jim) PHILPOT.** (On Cenotaph PHILLPOT, J.T. – 2 'Ls'). Born Corrimal NSW 1895. Enlisted Kensington NSW 18 Aug 1914 (3<sup>rd</sup> Bn). An analytical chemist he worked at the Lithgow Ironworks and SAF. Family lived in the Lithgow Valley Mine manager's cottage in Lithgow Street, Lithgow. Lithgow Mercury – one of the 15 of 59 Lithgow boys sailing with the expeditionary force farewelled at the Oddfellows Hall. KIA 25 Jul 1916. At AWM. **FRR.** How long did he live in Lithgow?

**896 Corporal Robert Reginald H. PITTENDRIGH.** Born Bathurst 1883. Enlisted Rosebery Park Sydney 7 Sep 1914. Resident Methodist Minister at Vale of Clywdd when he enlisted. NOK, wife, later moved to Sydney. Lithgow Mercury article 'well known throughout the district and universally loved and respect'. KIA 28 Aug 1915. **FRR.** How long did he live in Lithgow?

**2950 Private Alexander Wilson PORTER.** (On Cenotaph as PORTER, A.) Born Lanarkshire, Scotland c 1893. Enlisted Bathurst 31 Jul 1916. Lived with parents at Vale Road, Lithgow when he enlisted. KIA 10 May 1917. At AWM. **FRR.** How long did he live in Lithgow?

**3709 Private Henry Walter PROCTOR.** Born Mudgee 2 Aug 1894. Enlisted Brisbane QLD 27 Jun 1917. His father (NOK) lived in Main Street (later Inch Street) Lithgow. He Also went under the surname MASON. Brother of Isaac below. KIA 17 Jul 1918. At AWM. **FRR.** Did he live in Lithgow? If so, for how long?

**2771 Private Isaac Richard PROCTOR.** Born Mudgee 1889. Enlisted Lithgow 17 Jan 1916. Living with father (NOK) at Inch Street, Lithgow when he enlisted. KIA 15 May 1917. At AWM. Brother of Henry above. **FRR.** Did he live in Lithgow. If so, how long?

**Lieutenant Raymond Elton PYE.** (On Cenotaph PYE, R.) Born Sydney 2 Apr 1889. Enlisted approx Apr 1915 (where ?) A grazier at Littleton Station, Hartley. His father (NOK) lived at Bondi when he enlisted. His uncle, Charles Barton lived in Hill Street, Lithgow. KIA 17 May 1917. At AWM. Lithgow Mercury 27 Sep 1915 – 'well known in this district. In charge of the guard at SAF for sometime before enlisting'. Commanding E Company 41<sup>st</sup> Bn in Lithgow for 3 years. **FRR.** How long did he live in Lithgow? **On Lowther memorial as well.**



**1991B Lance Sergeant Frederick Walter RIDDELL.** (On Cenotaph RIDDLE,C.)

Born Lithgow c 1893. Enlisted Lithgow 22 Jun 1915. Lived with family at Hassans Walls Road, Lithgow and went to Coerwull Public School. With brother, John (below) he played With Gordon Football Club. Lithgow Mercury 'one of Lithgow's well know lads'. KIA 10 Oct 1917. At AWM. **YES.**

**4232 Lance Corporal John RIDDELL.** Born Lithgow c1895. Enlisted Lithgow 9 Oct 1915. Lived with family at Hassans Walls Road, Lithgow and went to Coerwull Public School. With 41<sup>st</sup> Bn. Brother of Frederick above. KIA 20 Sep 1917. At AWM. **YES.**

**1285 Sergeant David ROBERTS. Military Medal.** Born Redfern NSW c1897. Enlisted Liverpool NSW 26 Feb 1915. Mother, Mrs Winifred Simpson (NOK) lived at 116 Bells Road, Lithgow when he enlisted. An apprentice blacksmith and in cadets. KIA 9 Aug 1918. At AWM. **FRR.** Did he live in Lithgow? If so, for how long?

**3452 Private John Priddle ROWE.** (On Cenotaph ROWE, J.) Born Blackmans Flat NSW 1893. Enlisted Sydney 24 Nov 1916. Married 1914 in Lithgow and was living at Rozelle, Sydney when he enlisted. Lithgow Mercury 9 Oct 1917 - 'Native of Lithgow. Worked for 4 years with the Vale of Clywdd Co. and then Lithgow Ironworks. KIA 25 Sep 1917. At AWM. **FRR.** How long did he lived in Lithgow? Probably YES.

**RYDER, J.P.** Not in LML. Could not locate in NAA records. **FRR.**

**SCOTT, G.L.** Not in LML. Could not locate in NAA records. **FRR.**

**SCOTT, S.S.** Not in LML. Could not locate in NAA records. **FRR.**

**6098A Private Harold SELMES.** Born Mt Victoria NSW 1898. Enlisted Lithgow 4 Mar 1916. An iron worker educated at Lithgow Public School. Lived C/- E. Fitzgerald, Calero Street, Lithgow. Father (NOK) lived at Lithgow Street, Lithgow. KIA 16 Apr 1917. At AWM. **YES.**

**2980 Private William Henry SIMPSON.** (On Cenotaph SIMPSON, W. **Also on Lowther Memorial**) Born Lowther 1884. Enlisted Bathurst 30 Aug 1916. A miner, living at Main Street, Lithgow when he enlisted. His NOK, father, lived at Lowther originally and then Little Hartley. KIA 6 Jul 1918. At AWM. **YES.**

**5416 Private Alfred SKEEN.** Born Penrith 1894. Enlisted Lithgow 5 Jan 1916. A wheeler or miner, he lived with his father (NOK) at the Vale of Clywdd when he enlisted. Attended school at Penrith. Father moved back to Penrith. KIA 31 Aug 1918. At AWM. **FRR.** How long did he live in Lithgow?

**SMITH, H.** There are four H. Smiths in LML, namely 6358 Private Harry James SMITH, 373 Lance Corporal Harry Joseph Sinclair SMITH, 1738 Private Herbert Ebenezer Abraham SMITH and 3718 Private Horace Keresley SMITH. There are two SMITH, H. and one SMITH, H.K. on the Wallerawang memorial. The most likely to be on the Lithgow Cenotaph is Herbert SMITH whose details are show below:

**1738 Private Herbert Ebenezer Abraham SMITH.** (On Cenotaph as SMITH, H) Born Rylstone c1893. Enlisted Lithgow 5 Feb 1916. He lived with his parents at 30 Bells Road, Oakey Park. He was educated at Zig Zag Public School and worked in the coal mines as a wheeler. In Lithgow Senior Cadets. KIA 2 Apr 1917. At AWM. **YES.**

**5087 Private Cecil STANTON.** Born Penrith NSW c1898. Enlisted Lithgow 7 Jan 1916. Adopted by his grandmother, Elizabeth West, of Cullen Bullen when he was 6. A boiler maker he lived with his father (NOK) at 'Essendon' Cnr Cook & Mort Streets, Lithgow when he enlisted. KIA 2 Jun 1917. At AWM. **YES.**

**1122 Private Noble STEPHENSON.** Born Wallsend NSW 1896. Enlisted Liverpool NSW 30 Oct 1914. Worked as a guard at the SAF. Living with parents at Saywell Street, Vale of Clywdd when he enlisted. 6 months with 41<sup>st</sup> Bn. KIA 29 Apr 1915. At AWM. **FRR.** How long did he live in Lithgow?

**4107 Private Lyell William STRATHEN.** (On Cenotaph STRATHAN, L.) Born Sunny Corner NSW 1892. Enlisted Lithgow 3 Aug 1915. Attended school of Lucknow. A mine onsetter at Zig Zag Colliery, he lived with his mother (NOK) in Oakey Park, Lithgow when he enlisted. KIA 4 Oct 1917. At AWM. **YES.**

**4281 Private Gilbert Kirkwood STRONG.** Born Lithgow 1897. Enlisted Lithgow 3 Nov 1915. A wheeler in coal mine, he lived with his parents at Morts Estate, Lithgow when he enlisted. In senior cadets and 41<sup>st</sup> Bn. KIA 16 Feb 1917. At AWM. **YES.**

**4293 Private William Alfred SWANNELL.** (On Cenotaph SWANNELL, W.) Born Sofala NSW 7 Jul 1888. Enlisted Holsworthy NSW 1 Oct 1915. Parents lived in Inch Street, Lithgow. Was working as a miner at Helensburgh NSW when he enlisted. KIA 24 Jul 1916. At AWM. **FRR.** Did he live in Lithgow? If so, how long?

**4270A Private Duncan Leslie SYME.** (On Cenotaph SYME, D.) Born Helensburgh NSW 1896. Enlisted Lithgow 18 Sep 1915. Did printing apprenticeship with Lithgow Mercury (5 ½ years). His NOK, Aunty, lived at Auburn NSW. Name on Roll of Duty at St Marys Presbyterian Church Lithgow. KIA 25 Jul 1916. At AWM. **FRR.** How long did he live in Lithgow?

**2217 Private Allan Roy TAIT.** (On Cenotaph TAIT, A.) Born Lithgow 1896. Enlisted Liverpool NSW 26 Apr 1915. Lived with family at Coalbrook Street, Lithgow when he Enlisted. Clerk with E.P. Richards, Solicitor, Lithgow. With senior cadets (3 years) and 41<sup>st</sup> Bn. (1 year) KIA 6 Aug 1915. At AWM. **YES.**

**2900 Private Thomas TAYLOR.** Born Ashington England c1895. Enlisted Bathurst 12 Sep 1916. A clerk, he came to Australia aged 18. Was living with his parents at Bent Street, Lithgow when he enlisted. KIA 28 Oct 1917. At AWM. **NO.** In Lithgow for 3 years.

**1436 Private Walter TOWERS.** Born Glasgow, Scotland c1890. Enlisted Liverpool 5 Nov 1914. Walter, his mother, 2 brothers and a sister lived at McKellar's Paddock, Lithgow when he enlisted. His niece, Olive Ryan of Lithgow, states that 'Walter and Andrew Graham who was to become his brother-in-law (Andrew in LML) left Scotland and came to Australia to join up for service in the Great War 1914-1918 because they were too young to join in Scotland. A bricklayer. KIA 20 May 1918. At AWM. **NO.** Only in Lithgow a short time.

**6859 Private Theodore TREGLOWN.** Born Hartley Vale 1880. Enlisted Lithgow 30 May 1917. A miner, he was living with his wife, Alice (NOK), at Corney Town, Lithgow when he enlisted. KIA 6 May 1918. At AWM. **YES.**

**USHER, D. Not in LML.** Could not locate in NAA records. **FRR.**

**2993 Private Herbert Edward WALLACE.** (On Cenotaph WALLACE, H.) Born Blackmans Flat NSW 1896. Enlisted Bathurst 2 Aug 1916. Attended school at Lidsdale. A machinist at the SAF. Lived with family at Read Avenue, Lithgow. Father NOK. KIA 11 May 1917. At AWM. **YES.**

**2304 Private Joseph Colin WESTON.** (On Cenotaph WESTON, C. No WESTON, C. with a Lithgow connection in NAA records). Born Lithgow c1897. Enlisted Lithgow 27 Jul 1915. Lived with family at 43 Colliery Road, Corney Town, Lithgow when he enlisted. Father NOK. Employed at Zig Zag Colliery and previously at the SAF. KIA 27 Oct 1917. At AWM. **YES.**

**WHITE, P. Not in LML.** Could not locate in NAA records. **FRR.**

**WHITEHURST, J. Not in LML.** Could not locate in NAA records. **FRR.**

**868 Private Percy WILLIAMS.** Born Lithgow 1888. Enlisted Melbourne 26 Feb 1915. Attended Lithgow Public School and studied chemistry at the Technical School. Was working in his father's (NOK) Soap Works in Macauley Street Lithgow prior to enlistment. KIA 28 Jul 1916. At AWM. **YES.**

**4305 Corporal Thomas William WILLIAMS.** (On Cenotaph WILLIAMS, T.) Born Penrith c1895. Enlisted Lithgow 8 Nov 1915. A labourer, he was possibly living with his step-mother in Roy Street, Lithgow when he enlisted. In senior cadets and 2 years in 41<sup>st</sup> Bn. Father (NOK) lived at Manly NSW. KIA 20 Sep 1917. At AWM. **FRR.** How long did he live in Lithgow?

**2766 Private George Joseph WILLIS.** (On Cenotaph WILLIS, G.) Born Lithgow 1890. Enlisted Bathurst 16 May 1916. A coke worker, employed at Messrs Hoskins Coke Works. His father (NOK) lived at King Street, Lithgow. Lithgow Mercury 'well known in Lithgow - parents resided in Lithgow many years.' KIA 8 Nov 1917. At AWM. **YES.**

**3480A Private Edward William WILLIS.** (On Cenotaph WILLIS, E.) Born Birmingham England c1881. Enlisted Sydney 29 Dec 1916. A machinist, he was living at Hayley Street Lithgow when he enlisted. His wife's (NOK) address was given as 33 Caroline Street, Redfern NSW. Had served 13 years with Royal Navy. KIA 1 Sep 1918. At AWM. **FRR.** How long did he live in Lithgow?

**WOODS, C. Not in LML.** Could not locate in NAA records. **FRR.**

**1764 Private Frank WOOD. Not in LML.** (On Cenotaph WOODS, F.) Born Staffordshire, England 1884. Enlisted Lithgow 24 Jan 1916. A shunter, he lived C/- J. Ruhan, Cook Street, Lithgow when he enlisted. KIA 9 Aug 1916. At AWM. **FRR.** How long did he live in Lithgow?

**YEOMANS, B. Not in LML.** Could not locate in NAA records. **FRR.**

**3068 Lance Corporal Royal Theodore YEOMANS.** (On Cenotaph YEOMANS, R.) Born Woodstock NSW 1895. Enlisted Liverpool NSW 8 Feb 1916. An engineer, he was living with his mother (NOK) at Hayley Street, Lithgow when he enlisted. His will lodged with E. Penrose Richards Esq., Solicitor, of Main Street, Lithgow. His mother died in 1919 and NOK changed to his father at Woodstock. KIA 18 Mar 1918. At AWM. **FRR.**



**1042 Private William John YOUNG.** (On Cenotaph YOUNG, W.) Born Lithgow c1894. Enlisted Liverpool NSW 26 Feb 1916. Living with father (NOK) at Oxford Street, Paddington NSW when he enlisted. A furnace hand (a Lithgow type occupation!) KIA 4 May 1917. At AWM. **FRR.** How long did he live in Lithgow?

### SUMMARY

#### Do people named meet Lithgow City RSL Sub-Branch criteria:

PROBABLY YES	30
POSSIBLY YES	9
DEFINITELY NO	2
FURTHER RESEARCH REQUIRED	<u>93</u>
TOTAL:	<u>134</u>

#### Further research.

The Sub-Branch wants it proven that people lived a substantial portion of their lives in Lithgow – more than in any other town. **To do so would be extremely difficult; if not impossible.** It will be necessary to check the following records, **if they exist and we can find them:**

1. Any other honour boards, or lists, in schools and churches.
2. Employment records of businesses that existed in Lithgow at the time.
3. Lists of students from Lithgow school or Education Department records.
4. Articles in the Lithgow Mercury or any other papers that existed at the time.

We will attempt to do this but we will be lucky to come up with another 10 names that meet the strict Sub-Branch criteria.

#### Criteria used when WWI cenotaph erected.

Lithgow residents simply wanted to honour people they knew and were living and working in Lithgow at the time of enlistment, or had previously had a strong association with Lithgow. They had lived, worked, played and had other associations with these soldiers. Our committee believes that the same desire residents expressed back then should also apply to the proposed commemorative plaque.

The above also applies to the **28 people listed who were born overseas.** As Aussie Soldiers it is unreasonable to expect that their names would be honoured in another country. If these people had only lived in Lithgow for a year or so then Lithgow would be their **only** Aussie association.

There **are** a few people who should **not** have gone on the Cenotaph. One example is William MOW. He appears to have spent his life around Deniliquin where he lived when he enlisted. His only Lithgow connection seems to be a Lithgow Mercury article which stated 'had been to Lithgow on a visit to his parents who have resided here for nearly two years'.



### **1783 Driver Arthur PALMER**

Born c1892. Working at Lithgow brickworks when he enlisted 25 Jan 1915. 3<sup>rd</sup> Battalion. Bullet wound to his arm and ribs between 6-9 Aug 1915 at Lone Pine. He states 'It was like an electric shock. It spun me around and sat me down.' He described Lone Pine as 'the worst fight we have had yet; it was rotten, dead and wounded were everywhere.' Returned to Australia 9 Mar 1919. Photo Lithgow Mercury 13 Sep 1915.



### **568 Lt Col Athol Frederick BURRETT DSO MID**

Dad was born in Grenfell NSW 21 Jun 1894. He was working with the Commercial Banking Co of Sydney in Lithgow when he enlisted with the 3<sup>rd</sup> Battalion on 21 Aug 1914. He had served with the 41<sup>st</sup> Infantry Battalion in Lithgow. As a 20 year old Sergeant he received a bullet through his upper left arm at Gallipoli on 27 Apr 1915. As a 2<sup>nd</sup> Lieutenant Dad was one of the officers to blow a whistle to lead the Lone Pine charge at 5.30 pm on 6 Aug 1915. Charles Bean was in the same trench when this occurred. He was the platoon commander, and in the same trench, when John Patrick Hamilton won his Victoria Cross. In the same trench a bomb landed at the feet of 2<sup>nd</sup> Lt John Henry Harrison and Dad. Harrison saved Dad's life when he shouted 'Look out' and pushed Dad aside. Dad received bomb fragments to both legs and Harrison died of wounds on 21 Sep 1915. Dad remained fighting until 26<sup>th</sup> August when he was admitted to hospital with severe septic wounds to his left arm and both legs.

As the Captain Adjutant Dad had his first stint as acting CO during heavy fighting at Flers in France for about one month from 4 Nov 1916. On 2 Dec 1916 he was promoted to Major and 2IC **aged 22 years 5 months.**

It is quite likely that Dad is the youngest ever Australian to have risen through the other ranks to become a Major. He commanded the 3<sup>rd</sup> Battalion on at least 3 other occasions including the battalion's last battle at Hargicourt in France on 18-21 Sep 1918. Because of injuries his CO suffered at Lone Pine & Pozieres it is most likely that Dad commanded the battalion at most front line actions during 1917 & 1918. At a 3<sup>rd</sup> Battalion parade to commemorate Anzac Day on 25 Apr 1918 Dad was one of the 17 men present from the 1047 who landed at Gallipoli. During the war the battalion received 4293 reinforcements. The 3<sup>rd</sup> Battalion had the dubious honour of losing more men killed in action than any other battalion.

He was twice mentioned in Sir Douglas Haig's despatches and was awarded the Distinguished Service Order on 7 Nov 1918. He returned to Australia on 2 Dec 1918. His appointment was terminated on 3 Feb 1919.

..... ooo .....

*Helping to Keep 'The Spirit of Anzac'  
Alive for Centuries to Come.*

**Many war memorials throughout Australia and overseas contain the words 'Their Name Liveth for Evermore'. Hundreds of thousands of Aussies who saw active service DO NOT have their name on a memorial in Australia. How can their name 'Liveth for Evermore' if it is not on a memorial?**

**In many cases those who returned (and their families), because of lingering physical and emotional (PTSD?) problems, suffered more than those who died during active service and deserve to have their name rightly honoured on a memorial.**

*The Ode concludes 'We Shall Remember Them.  
Lest We Forget'*

**The object of this campaign is to get the name of EVERY Aussie who saw active service remembered on a memorial somewhere in Australia. It is NOT suggested that the Australian Government and public have forgotten those who saw active service. However, we have all been derelict in our duty to have these people NAMED on community memorials. In this respect we HAVE forgotten them.**

*It's Time to Correct this Wrong!*

**Anyone who TRUELY believes what they say when repeating the words 'Lest we Forget' after hearing the Ode should join in and support this campaign.**



2.

**Ian Burrett JP**

**'Tidy House', 30 Railway Avenue, Portland, NSW, 2847**

**Phone, Fax & Answering Machine: 6355 5546**

*(Best to ring after dark. Answering machine & fax click in after 10 rings.)*

**Mobile 0428 363 385 Email: buzz1@southernphone.com.au**

## To Those Who Care,

### My Motivation

That's easy! For various reasons **hundreds of thousands** of people who served in World Wars One & Two **do not** have their names on a local memorial. Because of this **millions** of Australians, including their descendants to come, will not obtain the pride and satisfaction of personally associating with their local memorial. Correcting this wrong will do much to increase attendances at commemorative services and considerably help to keep 'the Spirit of Anzac' alive for evermore.

In this respect I ask one simple question **'What would impress a school kid the most? A memorial which simply states 'In honour of those who returned from WWI (or WWII)' or one which NAMES everyone from their local community who returned? More than likely their own surname, or the surname of an ancestor(s), would be included.'**

### Conflicts Covered

ALL conflicts in which Aussies have participated should be covered. Because of the following statistics I believe that emphasis should be placed on World Wars One & Two:

#### Summary of the Honour Roll at the Australian War Memorial

(Death as a result of service with Australian units)

Pre WWI (1860-1902)	604	0.59%	(1)
WWI (1914-1921)	61530	59.84%	
WWII (1939-1947)	39652	38.56%	
1947-1975	973	0.95%	(2)
1976 to present	64	0.06%	(3)
<b>TOTALS:</b>	<b>102823</b>	<b>100.00%</b>	<b>(4)</b>

- (1) Includes South Africa (Boer War) 589.  
 (2) Includes Malayan Emergency 39, Korean War 340 & Vietnam War 521.  
 (3) Includes Afghanistan 42.  
 (4) WWI & WWII combined total 101,182 or 98.4%.

### Other Statistics

	<u>WWI</u>	<u>WWII</u>
Population at outbreak of war	4.9m	6.9m
Enlisted	429,000	993,000
Served overseas	330,000	576,000
Died during service	61,530	39,652
Proportion died to served overseas	18.6% (1 in 5.4)	6.9% (1 in 14.5)

11.



### 451 Sgt Harold BERRY

Enlisted 24 Aug 1914. A farrier, he served with the 1<sup>st</sup> Light Horse Brigade. He received a gunshot wound to the head at Gallipoli on 7 Aug 1915 rejoining his unit on 14 Jan 1916. On 30 Jan 1918 he injured his knee playing football. He saw service at Palestine and the Sinai Desert. He returned to Sydney on 5 Dec 1918. Photo Lithgow Mercury 23 Aug 1915.

### Major George Sydney (Syd) COOK MID

Born in Staffordshire, England on 8 Mar 1886 he settled in Lithgow with his parents, Joseph and Mary, on 23 Jun 1887. The family moved to Marrickville in 1901. Joseph became Liberal Prime Minister of Australia in May 1913. Syd enlisted with the 2<sup>nd</sup> Battalion on 22 Aug 1914. He received a bullet wound to the hips on 30 Apr 1915 at Gallipoli. At Lone Pine on 8 Aug 1915 he received gunshot wounds to the head and hand. Recovering in Egypt from both wounds he was treated by his wife, Elsie. He returned to Australia between May and August 1916 suffering from a fractured skull. He rejoined his unit in France on 31 Dec 1916. He returned to Australia on 6 May 1919 having being mentioned in Sir Douglas Haig's despatch on 16 Mar 1919.



### 1554 Sgt William John MANTLE

Born 1886 William was working as a machinist at the Lithgow Small Arms Factory when he enlisted on 29 Aug 1914 with the 3<sup>rd</sup> Battalion. Gunshot wound to right finger at Gallipoli on 30 Apr 1915. Transferred to 55<sup>th</sup> Battalion on 13 Feb 1916. Admitted to hospital with influenza and trench feet November 1916. Gunshot wounds to the head and left shoulder 26 Nov 1917. Returned to Australia 21 Mar 1919. Discharged medically unfit on 14 June 1919 with a shell fragment below left eye. Photo Lithgow Mercury 21 May 1915.



### 284 Sgt Albert Keith MARTYN

Born c1894 Albert was working at the Lithgow Co-Operative Store when he enlisted with the 3<sup>rd</sup> Battalion on 20 Aug 1914. He was a good wing three-quarter with the Railway Football Club. He received a severe gunshot wound to the face at Gallipoli on 28 Apr 1915. He left England on 22 Apr 1916 for return to Australia. Photo Lithgow Mercury 7 Jun 1915.

### 2192 Sgt Thomas M RODHAM

Born c1894 he had served for 7 years in the cadets and militia in Lithgow prior to enlisting on 12 May 1915. With the 2<sup>nd</sup> Bn he was wounded at Lone Pine on 8 Aug 1915 with concussion and bruises, With the 54<sup>th</sup> Bn he received gunshot wounds to the leg at Fromelles between 19-20 Jul 1916. In France on 1 Sep 1918 he received gunshot wounds to his left arm and chest. He returned to Australia 15 Jan 1919.



10.

the reasons why a person's name was included (or excluded) on a memorial. These records would also detail each person's full name and service number. Perhaps wording similar to *'Further information relating to people named on this memorial can be obtained from the (name town) library and RSL Sub-Branch'* could be included on the memorial?

Having the above research available would enable people who 'discover' an ancestor's name on a memorial to determine if it was actually their ancestor (only the surname and initials are shown on a memorial) and encourage them to do further research. Each person who undertakes this task will be helping to keep 'The Spirit of Anzac' alive.

### **Conclusion**

My goal is simple and that is to get the **name** of every Aussie returned service person (from all conflicts) 'Liveth for Evermore' on a community memorial.

**Everyone** who visits a memorial looks for the name(s) of an ancestor(s). With hundreds of thousands of names added, because of extended families, **millions** of Aussies, **and** their descendants, will obtain the pride and satisfaction of seeing the name(s) of an ancestor(s).

All of the instrumentalities mentioned in this presentation appear to concentrate their efforts in remembering war **dead**. There appears to have been no concentrated, co-ordinated effort to have the names of people who saw active service rightly honoured on memorials throughout Australia.

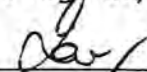
**It costs no more than \$12.50 to have a name included on a bronze, raised letter plaque. Surely the sacrifices made by returned service people justify this cost and the effort involved in getting each person's name included!**

Without **clear cut, comprehensive** directions to communities as to how they can update memorials the task will be too daunting.

Unrealistic criteria and protocols **must** be eradicated.

I thank you, most sincerely, for taking the time to read and consider this submission.

Kind regards,

  
\_\_\_\_\_  
Ian Burrett JP

## *Some Missing on Lithgow's Memorial*



### **591 Pte James Emanuel BEATTIE**

Born c1891 James spent most of his working life at the Lithgow Blast Furnace. With the 13<sup>th</sup> Battalion he suffered a gunshot wound to the left thigh at Gallipoli on 29 Apr 1915. He also had stays in hospital with mumps, neurasthenia and pyrexia. He was wounded a second time with a gunshot to the left hand on 3 Jul 1917 and on a third occasion with a bullet wound to the left wrist. He returned to Australia on 2 Jan 1919. Photo Lithgow Mercury 28 May 1915.

3.

It is noted, in many cases, that the names of the service people who returned from most recent conflicts already appear on memorials. I served in Vietnam and my name appears of two memorials (Seymour in Victoria and Goulburn in NSW).

Approximately 60,000 Aussies served at Gallipoli whilst 60,267 served in Vietnam. About 8,700 died during the 8 months at Gallipoli whilst 521 died during the Vietnam campaign (0.86% or 1 in every 1,156). Every one of the people who served in Vietnam has their name honoured on the fantastic memorial at Seymour in Victoria and many other memorials throughout Australia. A majority of Gallipoli veterans and others who saw active duty in World Wars One & Two don't have their name on a local memorial and, in this respect, they have been forgotten. **Where's the bloody justice?**

### **My Inspiration**

My inspiration for embarking upon this project is my Father, 568 Lt Col Athol Frederick Burrett DSO MID. Dad was 51 when I was born making me very proud to be one of the youngest sons of an original ANZAC. He served with the 3<sup>rd</sup> Battalion throughout the War. A summary of Dad's service record appears on the last page of this presentation.

I will do anything I can to honour my Dad. I've embarked upon this campaign as I feel it is something that Dad would have wanted me to do. He would rather that his war buddies, and others like them, be remembered; not forgotten.

I was at the Lone Pine centenary service at Gallipoli on 6 August 2015. After laying the last wreath I was given the honour of blowing a replica of the whistle Dad blew to lead the Lone Pine charge 100 years before to close the ABC coverage of the service. As such, I was the only descendant of the people who served at Gallipoli to have taken some small active part in either of the Anzac Day and Lone Pine centenary services at Gallipoli. Descendants who laid wreaths, including Greg Cowle who wore a WWI uniform, also played some part. His grandfather, William, also served with the 3<sup>rd</sup> Bn.

### **Background**

Dad was but one of hundreds of heroes who were living and working in the Lithgow township when he enlisted. The Cenotaph in Lithgow names 131 people who were killed during WWI. In 2015 a memorial was erected to name 51 people killed in WWII. There is no memorial in the Lithgow township to honour those who returned from both World Wars. There is a memorial plaque to honour 76 Vietnam vets (one was killed).

About 1 in 6 of those that served overseas were killed during WWI. This would indicate that about 700 Lithgow township people returned from this war. There would be at least 1,000 who returned from WWII.

During September 2015 I embarked upon a project to have the names of those who returned from WWI honoured on a memorial in the Lithgow township.

My goal is simple and that is to get the **names** of Lithgow returned service people **rightly** honoured on a community memorial. I've been continually frustrated by barriers being placed in my way to prevent this happening. This relates to misguided beliefs, self-interests, unrealistic protocol and the cost. People who present these views appear to be looking for reasons why the project can't happen rather than looking for reasons why it can. **What category do YOU fall into?**

**My horizons have broadened.** It has become obvious that it is necessary to cover all conflicts. The problems I have encountered are no doubt experienced by people with similar motivations to my own in communities throughout Australia.



4.

**My reason for preparing this presentation is an attempt to break down the barriers I've encountered.**

**Whilst my research to date, and comments I make in this presentation, have concentrated on WWI and Lithgow, similar results and problems would be experienced with all conflicts and all community researchers.**

### Community Memorials

**The updating of memorials is the responsibility of local communities; not the RSL or the Australian Government.**

By 'local communities' I'm referring to **each** township located within a Council's boundaries (where a memorial probably already exists); **not** just one memorial to cover the whole Council area. Within the Lithgow City Council boundaries there are memorials in seven townships and two honour boards. The Lithgow township is the only one in the District that does not also include those who returned from World Wars One & Two

The Lithgow Cenotaph was dedicated during October 1918 (one month before the war ended). Several women who lost loved ones initiated this project. One was Mary Callaghan who lost 3 sons. Like most memorials of the time this Cenotaph was part of the grieving process. This partly explains why many WWI memorials (and WWII for that matter) only show the names of those who were killed.

Community researchers now have access to excellent sources such as those available from the National Archives of Australia (NAA), the Australian War Memorial (AWM), the AIF Project, Trove etc. which were simply not available when WWI and WWII memorials were first erected. Local sources, such as libraries, historical societies and RSL Sub-Branches also contain much information.

Similar circumstances to Lithgow would apply to communities throughout Australia. They now have the ammunition to update their local memories **if** they have the desire and perseverance to do so.

Qualified historians have spent years learning where to look and how best to interpret the information they discover. People from local communities undertaking the mammoth research task in front of them do not have this experience. Because of the effort involved the task, most likely, will be undertaken by interested retired people like myself. **Starting from scratch we need a lot of help and guidance which is NOT currently available.**

### There is No One Authority Especially Created to Help Communities to Remember Those Who Returned

It astounds me that a national campaign to **rightly** honour those who saw active service has not been mounted previously. Instrumentalities exerting the major influences in this regard **do** honour returned service people in their own way. In this respect I'm thinking of bodies such as the Department of Veterans' Affairs (DVA), RSL Australia, the Australian War Memorial (AWM), National Archives of Australia (NAA), The AIF Project and the Australian Local Government Association (ALGA). **No attempt appears to have been made to co-ordinate their resources to have the names of returned service people honoured on memorials throughout Australia.**

I stand open to correction, but I understand the roles of the above bodies to be:

9.

1. Only people who saw active service should be included. This would be people who received an active service medal or returned from active service badge. This means that hundreds of thousands of people who enlisted but did not see active service would not be included. If such people were included consideration could also be given to civilians who assisted in the war efforts at home producing weapons and ammunition, clothing, food and other logistics. A line has to be drawn somewhere!
2. Community committees will find it impossible to accurately locate the name of every local returned service person. However, this should not prevent them from honouring the majority that they **will** be able to locate.
3. Attempting to enforce unnecessary protocol (such as a person's name can only appear on one memorial in the town where that person spent a **majority** of their life) makes the task impossible.
4. The criteria should be simple i.e. to be able to prove that a person was born in, lived and/or worked in certain town. If a person was living and/or working in a town at the time of enlistment they should be included irrespective as to how long they lived and worked there.
5. What's wrong with a person's name appearing on two or more memorials? A person may have had a strong association with two or more towns. Trying to ascertain the most appropriate town in which the name should be honoured can only have one result and that is that the task becomes too hard and people who should be honoured will miss out.
6. If there is any doubt as to whether a person's name qualifies to appear on a memorial I would rather err in favour of including the name; to do otherwise can only have one result and that is that the person's name will not be honoured anywhere.
7. People who moved to a town **after** the war. I had a call from a lady about her grandfather who moved to Lithgow in 1940. He joined the Lithgow RSL Sub-Branch and marched at ANZAC day services for 30 years. He fathered 4 daughters and one son. They, and their extended families, have close ties to Lithgow. The grandfather does not have his name on any memorial. There are many examples of returned WWI service people who made Lithgow their home after the war where they, and their families, played a prominent part in Lithgow society. I personally feel that such people's names should be included on the plaque as this will increase local personal involvement in keeping 'The Spirit of Anzac' alive.  
A good source for researching such people would be RSL Sub-Branch membership records. RSL NSW has advised me that this is not possible as such records are confidential and fall under the Privacy Act. Such records should be made available to appropriately nominated community plaque project researchers.
8. It is inevitable that further names will come to light after the plaques are erected. In this regard I suggest that such names be recorded and that an additional plaque be erected 10 years after the first plaque was erected. Consideration could also be given to erecting a separate plaque which reads something similar to:

THIS MEMORIAL ALSO HONOURS (TOWNSHIP) PEOPLE WHO WERE INADVERTANTLY MISSED ON THESE MEMORIALS, SERVICE PEOPLE WHO DID NOT SEE ACTIVE SERVICE, THOSE WHO CONTRIBUTED TO WAR EFFORTS AT HOME AND THE FAMILIES WHO SUFFERED BECAUSE OF ALL CONFLICTS IN WHICH AUSTRALIA HAS TAKEN PART.

### Recording Research

It is envisaged that the community committee's research be given to the local Council Library, Historical Society and RSL Sub-Branch. This would include a brief summary of



8.

those still serving. Attendance at ANZAC Day & Remembrance Day services will increase if the names of the ancestors of locals are honoured on the local memorial.

5. Through greater public awareness the profile of the AWM will be raised resulting in more visitors to the AWM and people wanting to research their service person ancestors.
6. With increased use of their web site the NAA will obtain more satisfaction for the great work they do.
7. Perhaps a student undertaking a Master of Arts in Military History degree at the UNSW ADFA in Canberra could embrace this project?
8. Local Councils will engender a greater community spirit in their area resulting in numerous flow-on benefits. Civic pride is the cornerstone to the success of any Council.

#### **There are no negatives.**

With the momentum built up over the Centenary of Anzac (in schools, commemorative services and with the general public) **NOW** is the time to correct this wrong!

#### **Updating Community Memorials**

I envisage that the OHRS, the ALGA and RSL Australia would **all** actively promote that interested communities form a local War Memorial Project committee. It may be that a local Council approaches the local RSL Sub-Branch or vice versa. I envisage the committee be comprised of representatives of the local Council, RSL Sub-Branch, Historical Society, school and interested community members.

Doing the necessary research is a mammoth task. If the web site (and/or book) I've suggested is available it would make this job much easier and encourage communities to become involved. Without this guidance the task will probably be put in the too hard basket. Perhaps the OHRS could conduct short seminars to assist researchers?

One of the most difficult aspects of the research is ascertaining the names of people who had a definite connection with the town but were not born in the town or were not working and living in the town at the time of enlistment. In this respect the community committee will probably need to send a brochure to residents requesting information about their returned ancestors, as well as seeking members and people to assist with research. (Local press and radio does not provide the total coverage required). Perhaps the OHRS could consider a grant (about \$2500) to community committees to assist with the cost of this brochure, establishing and maintaining a web site or face book page, and other administrative costs including incorporation and insurances?

**Where to erect memorials within each township.** They should be placed outside (not behind closed doors) where they get the **maximum exposure** making it easy for locals and visitors to locate them at all times of the day. In most cases this will be where existing commemorative services are held.

Looking to the future it may be necessary to relocate existing memorials. This is because some are located on private land and there are cases where their location creates traffic flow problems when ANZAC Day marches and commemorative services are held.

**Criteria to be used when determining names to go on the memorial.** This should be at the **sole** discretion of the community committee. In this respect I would like to offer the following **suggestions**:

5.

**The Department of Veterans' Affairs.** Part of the DVA is the Office of Australian War Graves (OAWG) which acts as an agent for the U.K. based Commonwealth War Graves Commission (CWGC). The OAWG is created to **officially** commemorate **war dead and post war dead; NOT those who returned**. It has three distinct roles:

1. To maintain war cemeteries and **individual** war graves within Australia and the region.
2. To officially commemorate eligible veterans who have died post war and where deaths are accepted as being caused by war service.
3. To provide and maintain national memorials overseas.

The OAWG applies strict criteria to what goes on individual head stones and plaques in cemeteries and the plaques erected in Memorial Gardens located throughout Australia. They pay for these headstones and plaques and ensure that this is done for an individual once only. In respect to memorials their strict criteria relates to what goes on **official** memorials.

The OAWG does not appear to have any role in honouring those who saw active service. As such, they do not appear to exert any influence on what goes on community memorials.

**RSL Australia.** The RSL exists to provide for the well-being, care, compensation and **commemoration** of serving and ex-serving Defence Force personnel and their families.

They organise ANZAC Day & Remembrance Day and numerous similar services and express a desire to provide a respectful and meaningful voice within the community and Australian society. (I am the treasurer of the Portland RSL Sub-Branch).

It is **not** the responsibility of the RSL to **initiate** the updating, erection and maintenance of community memorials. Nevertheless, most RSL Sub-Branches appear willing to assist in this regard if so requested.

**At this point of time** the Lithgow City RSL Sub-Branch does **not** support the project to have commemorative plaques erected to name heroes who returned from WWI. Even if they did they would insist upon strict criteria such as a person's name could only be included if that person spent a **majority** of their life in Lithgow.

Whilst it is possible to ascertain if a person was born, lived and worked in a certain town it is virtually impossible to prove if that person spent a **majority** of their life in that town. The end result is that only about 100 out of the several hundred Lithgow township people who returned from WWI would meet their criteria. It is interesting to note that only 30 of the 131 named on the Lithgow Cenotaph killed during WWI would meet the criteria.

In a letter I have received from the Lithgow City RSL Sub-Branch they stated 'We contend that it is not just our Sub-Branch who believes in this criteria and that a large number of areas both with and without Sub-Branches would also have the same or very similar beliefs.' **They are probably correct.** They further indicated that they are prepared to work with people who 'are willing and ready to listen to our concerns and our traditions'.

It is probable that the insistence of sticking with unobtainable strict criteria and traditions is the **main** reason why returned service people do not have their names shown on community memorials. It is naïve to think that being 100% accurate is obtainable. More flexible criteria would create a better chance of getting closer to each memorial being correct.



6.

**What is right?** The RSL movement and others sticking with unrealistic criteria and traditions resulting in a large majority of people who should be named on memorials missing out **or**, in the best interests of their communities and 'The Spirit of Anzac', adopting a more flexible attitude which will result in most people who should be honoured having their name on a local memorial? Doing so would do much to lift the profile of the RSL movement!

This situation can be resolved if RSL Australia seriously questioned their restrictive criteria and actively encouraged Sub-Branched to engage with their local communities to update memorials. Without a published set of guidelines there is only confusion resulting in no action being taken in respect to getting names on memorials.

**The Australian War Memorial.** The Minister for Veterans' Affairs has portfolio responsibility of the Memorial. The Memorial's purpose is to commemorate the sacrifice of those Australians who have **died** in war. Its mission is to assist Australians to remember, interpret and understand the Australian experience of war and its enduring impact on Australian society.

One cannot leave the Memorial without being tremendously impressed with the displays and the attitude and desire of staff to assist visitors understand the Australian war experience.

The Roll of Honour is probably the only memorial in Australia which is close to being 100% accurate. Whilst not naming them the numerous displays and other projects also honour those who served and returned.

The Research Centre is the single most important resource for researching Australia's military history. The Nominal and Embarkation Rolls and other sections are a wonderful research source.

Whilst information is available as to how to use their web site it is still difficult for an inexperienced person like myself to navigate the information available e.g. how to extract names from the Nominal Roll in town order.

It would be great if the AWM produced a web page to assist **community** researchers like myself. I envisage that this page would summarise the sections as to where we can obtain information and give step by step directions and handy hints as to how best to use them.

**National Archives of Australia.** The information you can access from the NAA is comprehensive. It is possible to get a list of people who were born in or enlisted from a certain town. The service records of most people who served in WWI have been digitised whilst only about 15% of WWII service records have been digitised to date. These records are a marvelous research source.

However, like the AWM they do not appear to have a web page designed to assist **community** researchers e.g. how to change the lists provided into alphabetical order.

**The AIF Project.** In producing their information the AIF Project team has utilized records available from the NAA and AWM and numerous other sources. Their expertise could be utilised in compiling the web site suggested on the next page.

**Australian Local Government Association.** Within each Council area War memorials engender pride in their local communities and have immense heritage value. Councils, in consultation with their communities, have much to do with the design, construction and maintenance of the memorials.

7.

The ALGA can play a large part in this project by **actively** encouraging Councils to engage with their local RSL Sub-Branch to form community committees to update their memorials and provide guidance as to how funds can be raised for this purpose.

### **Office to Honour Returned Service People (OHRs)**

Each of the bodies mentioned **individually** play their part in honouring returned service people in their own way. However, their efforts **are not co-ordinated** resulting in hundreds of thousands of WWI and WWII people who saw active service not being properly recognised by having their names on a memorial.

**May I suggest that the Australian Government take the initiative by establishing an OHRs (or a similar name) as part of the DVA.** I envisage that the Council to oversee the operation of the OHRs comprise of representatives of the DVA, AWM, RSL Australia, NAA and the ALGA plus a few prominent Australians (maybe the Governor General as patron and a media representative (Kerry Stokes?)).

I envisage the functions of the OHRs would be to:

1. How best to co-ordinate the functions of the instrumentalities mentioned to achieve a common goal of updating memorials and erecting new memorials if required.
2. Advertise the functions of the OHRs and encourage local communities to update their memorials.
3. Create a web site (and maybe publish a book) specially designed to assist local communities to update their memorials which would include:
  - a. Where to access information to assist with the necessary research.
  - b. Detailed advice and handy hints as to how best to use the information provided by these sources.
  - c. A set of guidelines as to the criteria to be used when selecting names to be included on the memorials.
  - d. How to finance the updating of memorials. I understand guidelines already exist at a Federal and State level but these may have to be revised e.g. the NSW Government assistance does not appear to cover **new** memorials. Guidelines would also incorporate funding from local Councils and hints as to community fundraising, e.g. a Sponsor a Digger campaign.

**It is noted that the head office of all instrumentalities mentioned is located in Canberra. Perhaps the DVA could convene a meeting in Canberra to discuss this presentation?**

### **The Benefits**

Having hundreds of thousands of names of people who saw active service in WWI & WWII appear on memorials throughout Australia would mean that:

1. WWI & WWII people who saw active service receive the long overdue recognition they deserve.
2. Many more Australians will personally associate with the 'Spirit of Anzac'. They, and new Australians, will better appreciate the sacrifices made to enable them to enjoy the peace and lifestyle they now enjoy.
3. The Australian Government, through the promotion and assistance of the DVA, will receive a positive public response. It will enhance National pride.
4. Through death, the number of members in RSL Sub-Branched is dwindling. Their involvement in the erection of the proposed memorials will give them more relevance within their local communities and help to attract younger ex-service people and





# Youth Strategy and Action Plan 2015-2020



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## **Mayoral Preface**

On behalf of Lithgow City Council, it gives me pleasure to launch the Lithgow Council Youth Strategy 2016-2020.

The development and support for young people in the Lithgow LGA is a priority for Lithgow City Council. We are continuously working on innovative ways to help young people build their own lives, contribute to the lives of others and feel a part of our broader community.

This Youth Strategy 2016-2020 (the Strategy) builds upon the many programs and activities already developed by Council targeting local young people. The aim of this Strategy is to ensure local young people are included in decision-making and community life, are provided with opportunity and choice, and feel a strong sense of belonging and wellbeing.

I am proud to say that this strategy is based on extensive research and important input from many young people who live, work, study or visit the Lithgow LGA. A youth survey was conducted in 2014 and over 580 young people responded. We have used that information to hone in on the current concerns, needs and aspirations of young people.

The Strategy also contains an Action Plan which outlines the actions that Council will undertake in order to address the identified concerns, needs and aspirations of young people living in the Lithgow LGA. It also provides a basis for policy and action by government, business and non-government sectors.



## Introduction

Lithgow City Council (Council) is committed to addressing and responding to the needs of young people living in the Lithgow LGA. As part of this commitment Council has developed a Youth Strategy and Action Plan, which provides greater insight into the current status of youth in Lithgow and highlights a number of priority issues, including:

- Employment and educational
- Health and wellbeing
- Crime and safety
- Family and relationships
- Recreation and leisure
- Participation and engagement

The Youth Strategy is designed to be a flexible document that can be changed to respond to the emerging needs of young people across the LGA over the next five years.



## Demographic analysis

A significant amount of data from the Australian Bureau of Statistics (ABS) Census of Population and Housing, as well as health and crime data, where available at the local level, has been analysed in the development of this strategy. To illustrate how Lithgow fares in relation to other areas across the state, it has been benchmarked against metropolitan Sydney and Regional NSW.

### Age profile

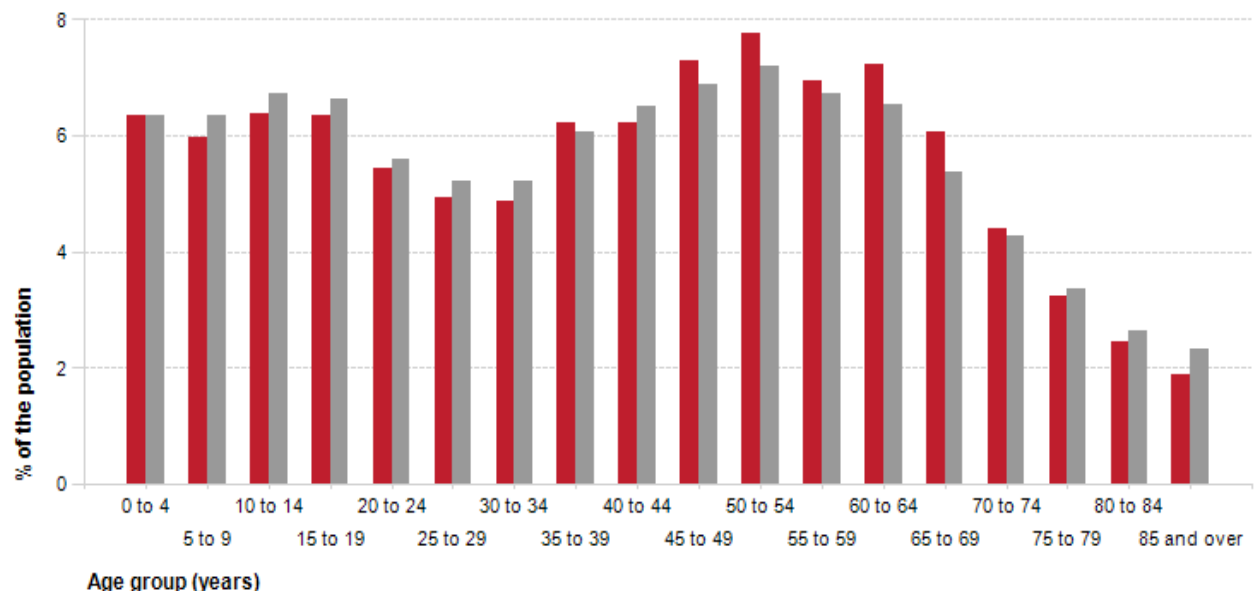
According to the 2011 Census, there are 3,668 young people aged 10 to 24 years residing in the Lithgow LGA. This represents 18.2% of the total population of the Lithgow LGA. Analysis of the five year age groups of Lithgow City in 2011 compared to Regional NSW shows that there was a lower proportion of people in the 10-24 years age group. Figure 1 below illustrates that 18.2% of the Lithgow population was aged between 10-24 years compared with 19.4% for Regional NSW.

**Figure 1: Five year age structure, 2011**

### Age structure - five year age groups, 2011

Total persons

■ Lithgow City ■ Regional NSW



Source: Australian Bureau of Statistics, Census of Population and Housing, 2011 (Usual residence data)  
Compiled and presented in profile.id by .id, the population experts.

**.id** the population experts

**Source: ABS Census of Population and Housing 2011**

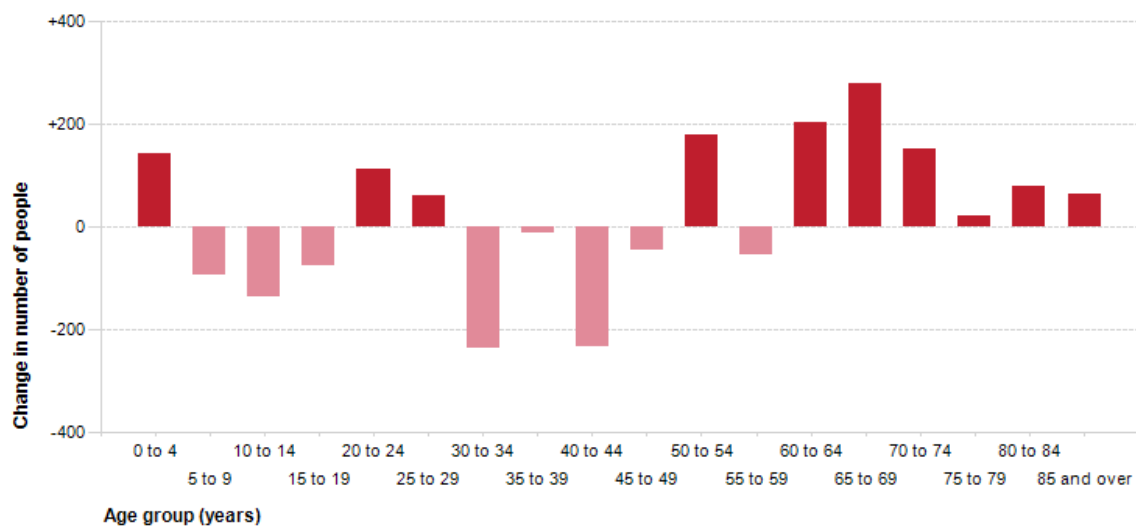


Further analysis of the five year age groups shows a change in the number of young people between 2006 and 2011. More specifically, in 2006 there were 1,421 ten to fourteen year olds, while in 2011 this number dropped by one hundred and thirty seven to 1,284. Similarly, the number of fifteen to nineteen year olds in 2006 was 1,355 and in 2011 this number dropped by seventy five to 1,280 young people. However, the number of 20-24 year olds increased by 113 young people from 2006-2011. In addition, the number of 0-4 year olds also grew by 144 children, which suggests the overall population of young people has remained stable since 2006. The graph below depicts these changes across age groups and across time.

**Figure 2: Change in age structure**

**Change in age structure - five year age groups, 2006 to 2011**

Lithgow City - Total persons



Source: Australian Bureau of Statistics, Census of Population and Housing, 2006 and 2011 (Usual residence data)  
 Compiled and presented in profile.id by .id, the population experts.



## Indigenous young people

As of 2011, there were 279 Indigenous young people aged 10 to 24 years residing in the Lithgow LGA. This accounts for 7.6% of the total population of young people in the Lithgow LGA.

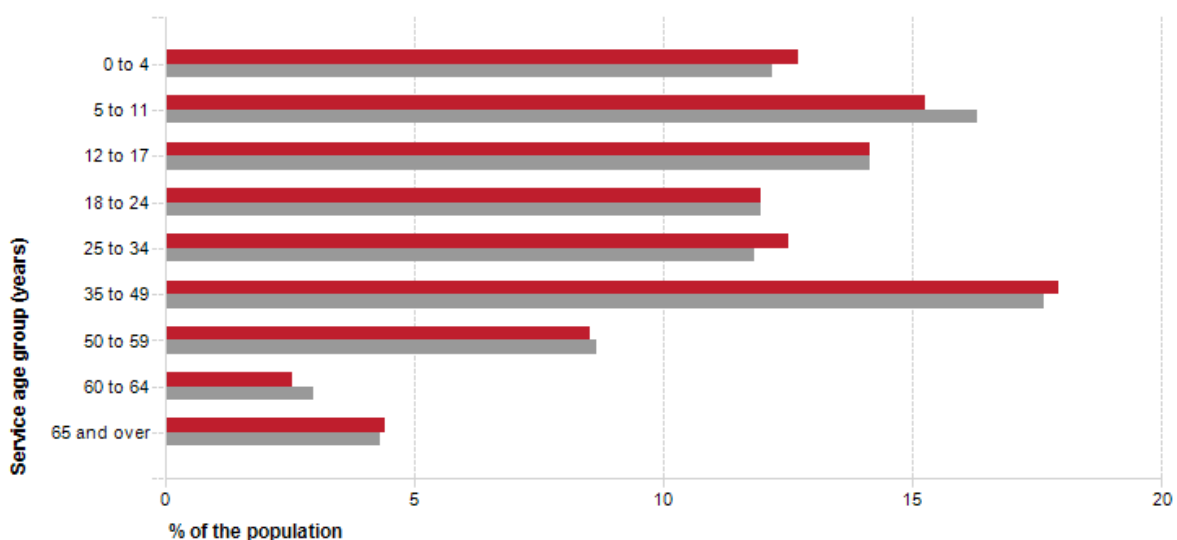
Analysis of the Aboriginal and Torres Strait Islander service age groups in Lithgow City in 2011 compared to the Aboriginal and Torres Strait Islander population in New South Wales - ATSI shows that there were a similar proportion of people in the younger age groups (0-17 years). Overall, 42.1% of the Aboriginal and Torres Strait Islander population in Lithgow City was aged between 0 and 17, compared with 42.6% for the Aboriginal and Torres Strait Islander population in New South Wales - ATSI.

**Figure 3: Percentage of Indigenous Young People**

### Service age groups, 2011

Aboriginal and Torres Strait Islander peoples

■ Lithgow City - ATSI ■ New South Wales - ATSI



Source: Australian Bureau of Statistics, Census of Population and Housing, 2011 (Usual residence data)  
Compiled and presented in profile.id by .id, the population experts.



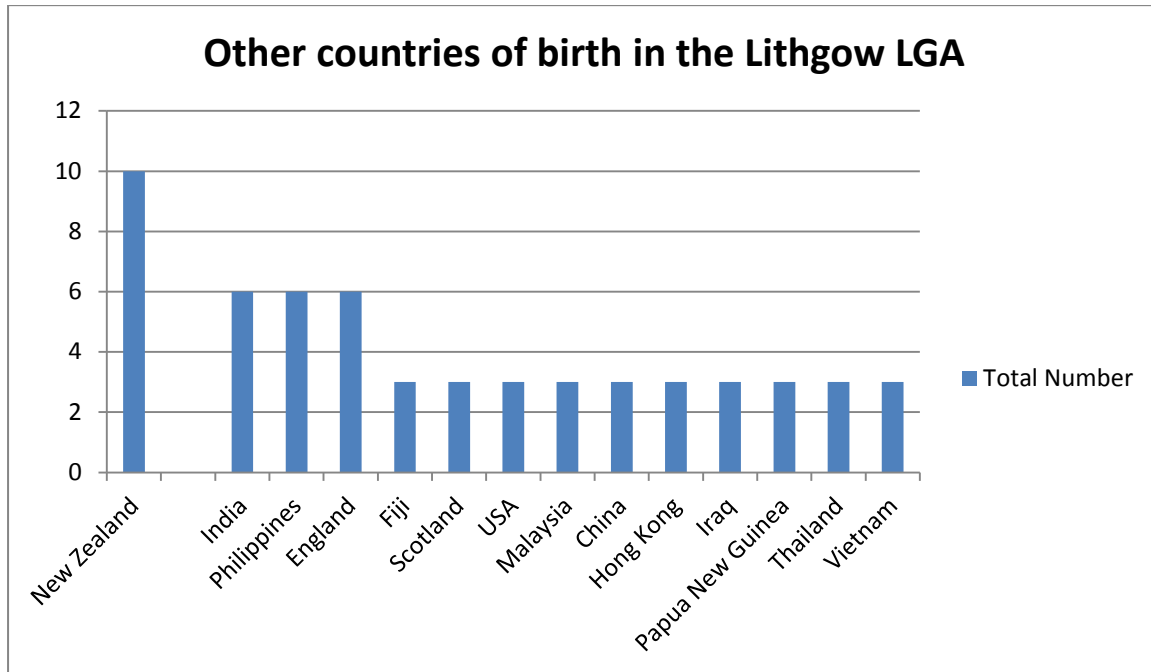
Source: ABS Census of Population and Housing 2011



## Culturally and Linguistically Diverse (CALD) young people

As of 2011, 2199 or 92% of residents aged 15 to 24 years were born in Australia, compared with 85% for the overall population of Lithgow. The graph below shows the number of 15-24 year olds born in countries other than Australia.

**Figure 4: Top countries of birth of residents aged 15-24 years**



**Source:** ABS Census of Population and Housing (2011)



## Education and Employment

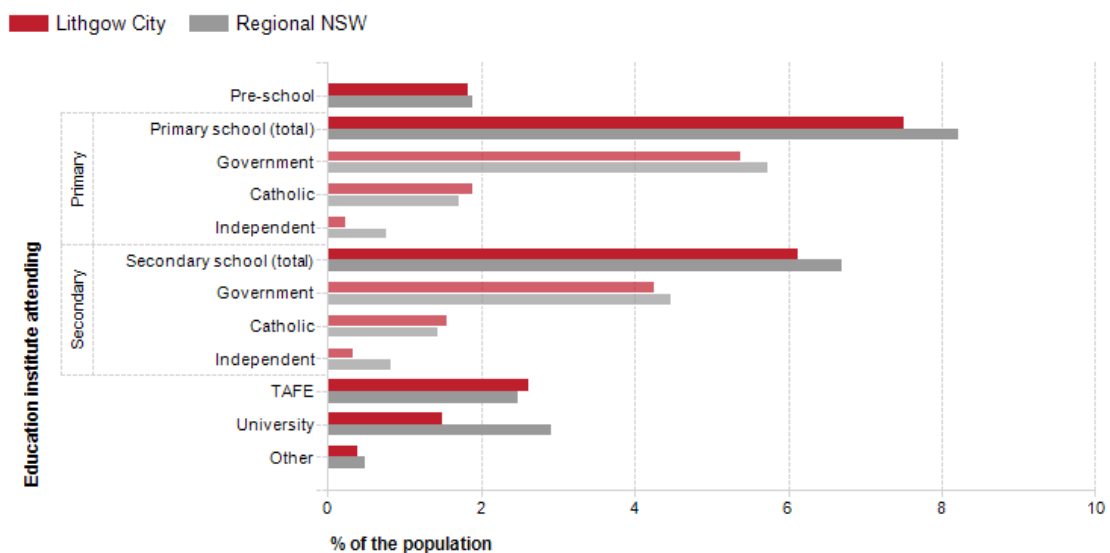
Analysis of the population attending educational institutions in Lithgow in 2011 compared to Regional NSW shows that there was a lower proportion attending primary school, a lower proportion attending secondary school, and a lower proportion engaged in tertiary level education. Overall, 7.5% of the population were attending primary school, 6.1% of the population were attending secondary institutions, and 4.1% were learning at a tertiary level, compared with 8.2%, 6.7% and 5.4% respectively for Regional NSW. The major difference between the share of the population attending learning institutions in Lithgow City and Regional NSW was:

- A smaller percentage of persons attending University (1.5% compared to 2.9%)

The figure below illustrates the percentage of young people attending various types of educational institutions in Lithgow City compared to Regional NSW.

**Figure 5: Education institution attending**

### Education institution attending, 2011



Source: Australian Bureau of Statistics, Census of Population and Housing, 2011 (Usual residence data)  
Compiled and presented in profile.id by .id, the population experts.

**.id** the population experts

**Source: ABS Census of Population and Housing (2011)**



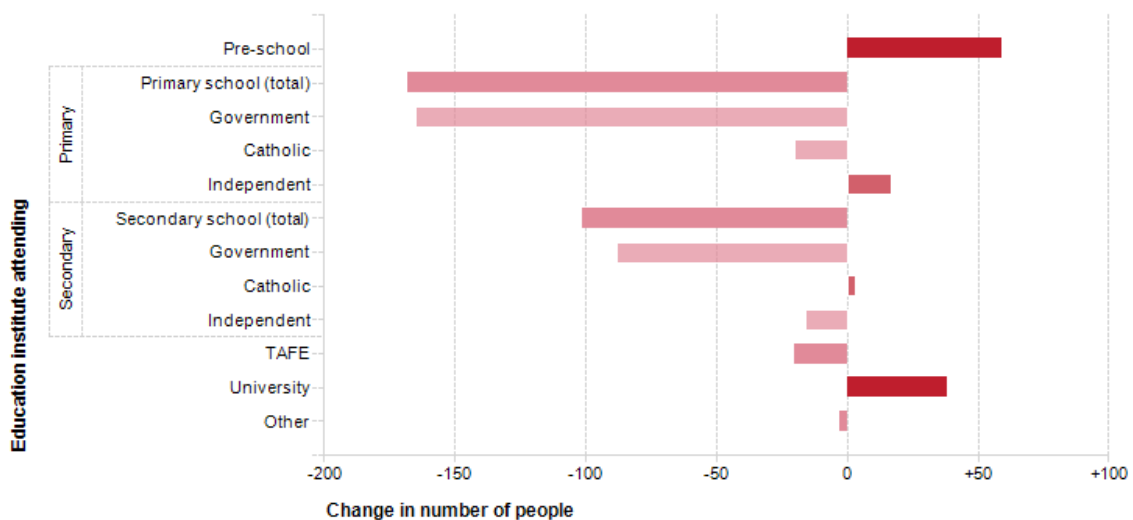


When comparing the 2011 Census data to the 2006 Census data we can see that there was a drop in primary and secondary school attendance in 2011. However, the number of pre-schoolers entering the education system rose by 59 and the number of 0-4 year olds also increased by 144 people in 2011. Therefore, if this trend continues the next Census should see a rise in primary school attendance but not necessarily high school attendance. The figure below shows the change in education institution attending from 2006 to 2011.

**Figure 6: Change in education institution attending**

**Change in education institution attending, 2006 to 2011**

Lithgow City - Total persons



Source: Australian Bureau of Statistics, Census of Population and Housing, 2006 and 2011 (Usual residence data)  
Compiled and presented in profile.id by .id, the population experts.



The share of Lithgow City's population attending educational institutions reflects the age structure of the population, as it is influenced by the number of children attending school; proximity to tertiary education, which can mean young adults leaving home to be nearer to educational facilities and; the degree to which people are seeking out educational opportunities in adulthood, especially in their late teens and early twenties. In 2011, 13.7% of Lithgow City's labour force aged 15 to 24 years were classed as unemployed compared to 12.9% in Regional NSW. While Lithgow City had a higher rate of unemployment in the 15 to 24 year age group, it is important to note that this varied across the City. Proportions ranged from a low of 0.0% in South Bowenfels - Littleton - South Littleton to a high of 19.0% in Rural North - Marrangaroo. The five areas with the highest unemployment rates were:

- Rural North - Marrangaroo (19.0%)
- Wallerawang - Lidsdale (16.7%)
- Bowenfels (15.5%)
- Morts Estate - Oaky Park - Vale Of Clwydd (15.4%)
- Lithgow - Hermitage Flat and District (14.0%)



Youth unemployment is an issue of serious concern for the community. Persons aged 15 to 24 years are particularly vulnerable to unemployment, since the age group represents a transition from education to work, with generally higher unemployment rates than other age groups in most areas. The table below illustrates the youth unemployment rate in Lithgow and compares that to other regional towns in the Central West, the rest of NSW and Australia.

**Table 1**

<b>Youth unemployment rate (persons aged 15-24), 2011</b>			
<b>Lithgow City - Usual residence</b>			
<b>Area</b>	<b>Number unemployed</b>	<b>Total labour force aged 15 to 24</b>	<b>Percent unemployed</b>
Bowenfels	17	113	15.5
Lithgow - Hermitage Flat and District	66	468	14.0
Morts Estate - Oaky Park - Vale Of Clwydd	18	116	15.4
Portland	15	139	10.8
Rural North - Marrangaroo	20	105	19.0
Rural South - Little Hartley	15	136	11.1
South Bowenfels - Littleton - South Littleton	0	156	0.0
Wallerawang - Lidsdale	26	158	16.7
Lithgow Urban Area	101	854	11.8
<b>Lithgow City</b>	<b>193</b>	<b>1,411</b>	<b>13.7</b>
<b>Regional NSW</b>	<b>24,594</b>	<b>190,005</b>	<b>12.9</b>
<b>Central West</b>	<b>1,684</b>	<b>14,732</b>	<b>11.4</b>
<b>Bathurst Region</b>	<b>464</b>	<b>3,692</b>	<b>12.6</b>
<b>Upper Blue Mountains</b>	<b>85</b>	<b>708</b>	<b>12.0</b>
<b>Mid-Western Regional Council area</b>	<b>174</b>	<b>1,482</b>	<b>11.7</b>
<b>New South Wales</b>	<b>66,449</b>	<b>520,425</b>	<b>12.8</b>
<b>Australia</b>	<b>213,815</b>	<b>1,754,092</b>	<b>12.2</b>

Source: Australian Bureau of Statistics, [Census of Population and Housing](#) 2011. Compiled and presented in atlas.id by [.id](#), the population experts.



## Policy Review

### National Context

#### National Strategy for Young Australians

The National Strategy for Young Australians was adopted by the Australian Government in 2010 and is designed to provide young people with the support they need to succeed in life.

This strategy offers a means by which members of the youth sector can work with government agencies and communities in developing a vision shared by all. This strategy aims to:

- Empower young people to build their own lives
- Enable young Australians to take responsibility for their actions
- Build resilience in young Australians
- Build a healthier, safer and more productive Australia.

The strategy identifies eight priority areas for action in order to develop a response that takes into account 'what it is to be a young Australian'. These priority areas are:

- Health and wellbeing
- Education
- Families
- Communities
- Online
- Work
- Early Intervention
- Safety

#### Closing the gap for Indigenous Australians

The Australian Government, together with the states and territories through COAG, has set specific and ambitious targets to address Indigenous disadvantage. The six key targets that form the Closing the Gap objective include plans to end the 17-year life expectancy gap with that of non-Indigenous Australians within a generation. Included is a National Partnership Agreement on Closing the Gap in Indigenous Health Outcomes.



## **NSW Context**

### **NSW 2021**

The NSW 2021 Plan is a long term plan for better service delivery across the public sector in NSW. The priorities in the plan are a result of consultation with the community, business and stakeholder groups.

This plan sets five immediate priorities for action, which include 32 goals and 180 targets. Through the priority area of Return Quality Services, six of the key targets that directly relate to service delivery for young people are:

- Better protect the most vulnerable members of our community and break the cycle of disadvantage.
- Keep people healthy and out of hospital.
- Increase opportunities for people with disability by providing supports that meet their individual needs and realise their potential.
- Improve education and learning outcomes for all students.
- Prevent and reduce the level of crime.
- Prevent and reduce the level of reoffending.

## **Local Context**

### **Integrated Planning and Reporting**

Council's Community Strategic Plan was implemented in 2013 requiring Council to work towards an Integrated Planning Process where all strategies are linked. The Youth Strategy links to the new Council plans, processes and documents.

The ten year Community Strategic Plan consists of a more detailed four year Delivery Program and an annual Operational Plan.

The Youth Strategy is aligned with the following objectives of Council's Community Strategic Plan 2026:

- Objective 1.1 Planning and providing quality community and recreational facilities and services for a healthy, vibrant and harmonious community.
- Objective 1.2 Working together to support, celebrate and expand the social and cultural diversity of our community. Whilst promoting healthy, active lifestyles in a safe environment.
- Objective 2.1 Providing for sustainable and planned growth that supports a range of lifestyle choices and employment opportunities.
- Objective 2.2 Exploring and discovering the richness in our society through the pursuit of educational, creative and cultural opportunities to diversify our economy, skills base and employment opportunities.

- Objective 3.2 - Ensuring sustainable and planned growth through the provision of effective public and private transport options and suitable entertainment and recreational facilities to enhance the lifestyle choices of the community.

## **Consultation**

Between 2014 and 2016 Council completed a number of consultations with young people and service providers in the local area. Overall, more than 580 young people were surveyed using a range of different techniques, including a youth Forum, youth survey, and a sector questionnaire. From this consultation process a number of priority areas emerged, which are outlined below. For a detailed analysis and report on the priority areas for youth, please see Youth Issues Paper 2015 (Appendix 1).

### Priority Area 1: Employment and education

- Provide more learning and training opportunities for young people in Lithgow.
- Enhance employment opportunities for young people in Lithgow, including a diverse range of apprenticeships and traineeships for young people.

### Priority Area 2: Health and wellbeing

- Support projects for Aboriginal young people.
- Provide a range of health and wellbeing services which meet the needs of young people in the Lithgow LGA.

### Priority Area 3: Crime and safety

- Facilitate a safe community.

### Priority Area 4: Family and relationships

- Develop the Lithgow LGA as a Family Friendly Community.

### Priority Area 5: Recreation and leisure

- Provide accessible and affordable recreational activities/ opportunities for young people.
- Provide affordable and accessible entertainment and leisure activities for young people.
- Provide and maintain a wide range of recreational facilities for young people.

## Priority Area 6: Participation and engagement

- Support and facilitate Youth Council.
- Support the engagement and participation of young people in youth activities and events.
- Increase awareness of services available to young people in the Lithgow LGA.
- Increase youth engagement and aspiration through providing greater opportunities of participation.
- Support services to be more accessible to young people.

## **Current Council Actions and Achievements**

Council employs a Community Development Officer and part of their role is to work with young people in the resourcing of groups and delivery of programs.

The Community Development Officer is also responsible for supporting and working in partnership with local youth services, community groups and young people from the Lithgow LGA.

In addition, the Community Development Officer plans youth events and activities in partnership with local services, community groups and young people from the Lithgow LGA.

Below is a list of current Council actions and achievements delivered in the priority areas of youth.

## **Priority Area 1: Education and employment**

Young people in the Lithgow LGA are actively supported in transition from school to work through a variety of options and support mechanisms, including:

- Providing traineeships, apprenticeships, internships and work experience to young people.
- Providing free internet access to members at all library branches across the Lithgow LGA.
- Providing and maintaining resources for youth at all the library branches, including study guides and a number of databases to assist students with assignments.
- Providing free homework help Monday to Thursdays from 3.30pm-5.30pm and access to use the library computers for free.
- Providing a designated youth space in the library with relaxed, colourful and modular furniture where young people can meet.
- Providing funding and support for the Indigenous Garden concept, an outdoor learning space for students at Lithgow High School.
- Providing a university presence in the area which will build on local industry requirements.



## **Priority Area 2: Health and wellbeing**

Young people are encouraged to lead healthy lives through health and wellbeing lifestyle options and programs within the Lithgow LGA, including:

- Providing funding to organisations to deliver programs that enhance the health and wellbeing of young people in the Lithgow LGA.
- Provision of active recreation facilities, such as the indoor swimming centre and the skate park, to enhance health and wellbeing outcomes for young people in the Lithgow LGA.
- Working with Medicare local and Leaving Healthy Footprints Consultative Committee to deliver positive health outcomes for Aboriginal young people in the Lithgow LGA.
- Working with the PCYC to provide passive and active recreation facilities and activities for young people, such as the 'Youth Hub'.
- Providing professional exhibition space at Eskbank House & Museum for young people's art and an opportunity for creativity and self-expression.
- Working in partnership with the Child Protection Interagency to deliver training seminars for professionals who work with children and young people.

## **Priority Area 3: Crime and safety**

In order to create a community where young people feel safe and independent Council has:

- Provided road safety programs such as the Road Safety for Learner Drivers program.
- Worked with organisations to implement early intervention programs targeting 'at risk' and disengaged young people.
- Facilitated meetings and work with the Crime Prevention Committee to address crime and safety issues in the community.
- Supported initiatives of the Lithgow Partnerships Against Domestic and Family Violence Committee.

## **Priority Area 4: Family and relationships**

In order to nurture and enhance the relationships young people have with friends, family and other people in the community Council is:

- Developing a family friendly strategy for the Lithgow LGA
- Providing funding to organisations to deliver programs that enhance the relationship between young people and their parents, friends and peers.

## **Priority Area 5: Recreation and leisure**

Young people have access to a range of accessible and affordable activities that encourage social connection and a sense of belonging. This has been achieved through the:

- Coordination of annual programs at the skate park.
- Provision of “Battle of the Bands” evening events at the local theatre.
- Provision of support to the PCYC to deliver a range of programs and activities.
- Coordination of annual community festivals and celebrations, such as Youth Week and Halloween.
- Coordination of annual visual and creative arts-based activities and workshop programs.
- Provision of funding to organisations who provide annual community events such as Ironfest and the Lithgow Show.

### **Priority Area 6: Participation and engagement**

A wide range of opportunities are available for young people to ensure they are connected with their local community through:

- Resourcing of the Lithgow Youth Council consisting of young people from across the LGA who plan and organise youth events and address youth issues in our community.
- Acknowledgement of the positive contributions that young people make to the community.
- Continuing encouragement and support of young people in the local area to participate in Council events and activities including youth forums.
- Acknowledging young people’s volunteer contribution to the community of Lithgow through events such as Thank a Volunteer Day and the Australia Day Awards Ceremony.



# ACTION PLAN

## Education and Employment

STRATEGY	ACTION	TIMEFRAME	COUNCIL DEPARTMENT	RESOURCES	MEASUREMENT/TARGET
<b>Support and facilitate training and employment opportunities for young people</b>	Identify opportunities to host, train and employ young people at Council through traineeships, apprenticeships, internships and work experience.	2016/17-2017/18	Organisational Development	As identified in annual budgets	One traineeship offered each year.
	Promote training and career expos in Lithgow which include a focus on tourism and hospitality sectors.	2016/17 - 2017/18	Tourism	As identified in annual budgets	Annual expo held.
<b>Encourage and support learning opportunities in the LGA.</b>	Work with tertiary education providers to raise community awareness and take up of tertiary learning opportunities.	2016/17 - 2017/18	Community and Culture	Existing staff resources	Tertiary education providers assisted in the promotion of enrolments and courses available in Lithgow.
	Advocate for increased funding to deliver a broader range of tertiary courses in Lithgow.	2017/18	Community and Culture	Existing staff resources	Meet with tertiary education providers to identify gaps in courses delivered at the local level.

STRATEGY	ACTION	TIMEFRAME	COUNCIL DEPARTMENT	RESOURCES	MEASUREMENT/TARGET
	Continue to provide the Homework tutoring and other learning programs at the library.	2016/17-2017/18	Library	\$10,000 per year	Homework tutoring service offered.

### Health and Wellbeing

STRATEGY	ACTION	TIMEFRAME	COUNCIL DEPARTMENT	RESOURCES	MEASUREMENT/TARGET
<b>Support projects for Aboriginal young people</b>	Work with MINGAAN Aboriginal Corporation, local schools and Leaving Healthy Footprints to develop health and wellbeing programs for Aboriginal young people.	2016/17-2017/18	Community Development in partnership with MINGAAN, local schools, Leaving Healthy Footprints and other relevant community organisations	Existing staff resources	Local Aboriginal group meetings attended on a monthly basis.
<b>Support a range of health and wellbeing programs and services which meet the needs of young people</b>	Work with local health and community agencies to:  Provide drug and alcohol education to equip young people with the skills to make responsible decisions about drugs	2016/17-2017/18	Community Development in partnership with MINGAAN, local schools, Leaving Healthy Footprints and other relevant community	Existing staff resources	Community agency meetings attended on a monthly basis.

STRATEGY	ACTION	TIMEFRAME	COUNCIL DEPARTMENT	RESOURCES	MEASUREMENT/TARGET
	<p>and alcohol.</p> <ul style="list-style-type: none"> <li>• Develop healthy lifestyle initiatives.</li> <li>• Address the issues of bullying and mental health in young people.</li> <li>• Lobby government for access to safe and affordable accommodation options for youth experiencing homelessness or insecure housing.</li> </ul>		organisations		



Crime and Safety

STRATEGY	ACTION	TIMEFRAME	COUNCIL DEPARTMENT	RESOURCES	MEASUREMENT/TARGET
<p><b>Facilitate a safe community</b></p>	<p>Continue to participate in the Crime Prevention Committee and Liquor Accord.</p> <p>Continue to participate in the Child Protection Interagency and the Lithgow Partnerships Against Domestic Violence &amp; Family Abuse.</p> <p>Maintain and upgrade as necessary, Council's CCTV network.</p>	<p>2016/17 - 2017/18</p>	<p>Community and Culture</p>	<p>Existing staff resources plus CCTV budget as allocated in the annual budget process</p>	<p>Crime Prevention and Domestic Violence meetings attended on a quarterly basis.</p>

Family and Relationships

STRATEGY	ACTION	TIMEFRAME	COUNCIL DEPARTMENT	RESOURCES	MEASUREMENT/TARGET
<p><b>Young people develop and maintain healthy &amp; positive relationships with family, friends and the broader community.</b></p>	<p>Support family programs that enhance the relationship between young people and their parents. For eg, Circle of Security, Brighter Futures, Lithgow Cares Campaign, counselling and education, and other relevant programs targeted at teenagers.</p> <p>Support programs and services that provide parenting skills for teen parents.</p> <p>Continue to provide the Youth Space at the library.</p>	<p>2016/17-2017/18</p>	<p>Community and Culture in partnership with relevant community organisations</p>	<p>Existing staff resources</p>	<p>A minimum of 3 programs supported each year.</p>

Recreation and Leisure

STRATEGY	ACTION	TIMEFRAME	COUNCIL DEPARTMENT	RESOURCES	MEASUREMENT/TARGET
<b>Provide accessible and affordable recreational &amp; leisure opportunities for young people.</b>	Work with Youth Council to develop annual events and activities for young people including creative workshops, competitions, skate park clinics, etc.	2016/17 - 2017/18	Community and Culture	Existing staff resources plus program costs as allocated in the annual budget process.	A minimum of two events held each year.
	Host a program of Youth Week activities and events annually.	Annual	Community and Culture	\$4,000 per annum	Youth Week celebrated each year.
	Identify funding opportunities for recreational infrastructure relevant to young people.	2016/17 - 2017/18	Community and Culture	Existing staff resources	Grants identified and applied for on an annual basis.
	Give consideration to the needs of young people in the Adventure Playground design.	2016/17	Community and Culture	Existing staff resources	Young people consulted.
	Review the Lithgow Bike Plan.	2016/17	Operations	Funds allocated in 2016/17 budget, RMS application submitted	Bike Plan reviewed.

Participation and engagement

STRATEGY	ACTION	TIMEFRAME	COUNCIL DEPARTMENT	RESOURCES	MEASUREMENT/TARGET
<b>Support and facilitate Youth Council</b>	Support young people to have a voice on issues that matter to them through regular Youth Council meetings and youth forums.	2016/17 - 2017/18	Community and Culture	Existing staff resources	Annual visits to schools for recruitment and promote Youth Council positions throughout community to attract a diverse range of young people.
	Consult with Youth Council on Council policies and programs that affect young people.	2016/17 - 2017/18	Community and Culture	Existing staff resources	A total of 8 Youth Council meetings held per year.
	Consult Youth Council in the development of the Lithgow Main Street Revitalisation Program.	2016/17 - 2017/18	Economic Development	Existing staff resources	Young people consulted.

STRATEGY	ACTION	TIMEFRAME	COUNCIL DEPARTMENT	RESOURCES	MEASUREMENT/TARGET
<b>Increase youth engagement and aspiration by providing greater opportunities to participate</b>	Promote and showcase the positive work and achievements of young people across the region through local and regional youth forums and media opportunities.	2016/17 - 2017/18	Community and Culture	Existing staff resources	Host an annual event to recognise the achievements of young people in Lithgow.
	Encourage younger people to volunteer by creating a volunteering network and promoting volunteering opportunities for young people.				Volunteering network established and Council volunteering webpage developed.



## **References**

*Community Strategic Plan 2026*, Lithgow City Council

*Destination Management Plan – A Tourism Strategy for Lithgow*, Lithgow City Council

*Economic Development Strategy 2010-2014*, Lithgow City Council

*National Strategy for Young Australians*, Government of Australia

*NSW 2021*, NSW Government

*Youth Issues Paper 2015*, Lithgow City Council

## **Appendix**

Youth Issues Paper

Youth Survey

Sector Questionnaire

**Lithgow City Council  
Youth Issues Paper 2015**

**Prepared by  
Community & Culture  
Lithgow City Council.**

## **Introduction**

In April 2014 Lithgow City Council (Council) conducted its first ever large scale survey of young people living in the Lithgow local government area. The primary purpose of the survey was to identify both the values and issues of concern to young people. A total of 581 young people aged between 11-24 years participated in the survey. Five hundred and sixty four completed the survey online, with the remainder being completed in hard copy.

The survey was kept brief (16 questions) in order to encourage a large response from a diversity of young people. Eight questions sought respondent's views on a variety of issues, such as what they value, their issues of concern, who they turn to for advice and support, what activities they're involved in, and how they envisage their future in Lithgow. The remaining questions collected demographic information including age, gender, Aboriginal and Torres Strait Islander identification, education and employment participation and living arrangements.

The survey was distributed to three high schools in Lithgow, including Lithgow High School, La Salle Academy, and Portland Central School. It was also made available on the Council website and hard copies were given out at Council's customer service desk, as well as the Lithgow Library and Learning Centre. A media release was sent out to advise the broader community regarding the survey to encourage young people who are not a part of the high school system to participate. In May 2014 an additional questionnaire was prepared and distributed to the youth services sector in Lithgow. The questionnaire was based around current youth issues and gaps in service delivery.

This report contains detailed information relating to young people living in the Lithgow local government area. Included are sections which analyses the data collected from the survey to provide readers with greater insight into the current status of young people. Also included are discussions and insights gained from the sector questionnaire. The findings in this report will be used to inform the development of Council's Youth Strategy, and it is hoped that it will act as a stimulus for discussion for organisations and other institutions interested in the wellbeing of young people.

## Youth Survey Report

### Demographic Profile

#### Age Breakdown

Responses to the survey were received from 581 young people living in the Lithgow local government area. The largest proportion of responses came from respondents aged between 11-15 years (362 surveys), followed by respondents aged between 16-19 years (197 surveys), and finally, 22 surveys were received by respondents aged between 20-24 years. Two hundred fifty two (252) surveys were answered by females, and 322 were answered by males. As Table 1 shows, the largest group was aged 11 to 15 years, while the smallest group of responses came from young adults aged 20 to 24 years.

Table 1: Age Profile of Respondents

<b>Age in years</b>	<b>Number of Respondents</b>	<b>Percentage of Respondents</b>
11-15	362	62.31%
16-19	197	33.91%
20-24	22	3.79%
Total	581	100%

#### Gender Breakdown

A little over half (55.42%) of the respondents were male and 43.37% were female.

#### Identify as Aboriginal or Torres Strait Islander

Ninety six (96) or 17% of the respondents identified as Aboriginal or Torres Strait Islander.

#### Education & Employment

The survey included questions about the study and employment status of respondents. Table 3 shows that 76% of respondents were studying full time. Given the vast majority of respondents were in the 11-15 and 16-19 years age groups, they were much more likely than the young adult group to be studying full time.

Table 3: Participation in education



<b>Frequency of Study</b>	<b>Female</b>	<b>Male</b>
Studying full time	207	232
Studying part time	27	46
Not studying	18	42

Table 4: Type of study

Similarly, the type of study undertaken by the majority of respondents was at the high school level. Table 4 shows the breakdown of the type of study undertaken by young people in Lithgow.

<b>Type of Study</b>	<b>Female</b>	<b>Male</b>
High School	234	286
Primary	2	6
TAFE	3	1
UNI	2	4
Other	3	4

The employment question asked respondents to indicate whether they had full time or part time work, as well as whether or not they were looking for work. Table 5 shows respondents' participation in employment in Lithgow. As might be expected, a minority of respondents (15) were employed on a full time basis, while 128 respondents stated that they were employed on a part time basis. These figures reflect the fact that the majority of respondents are in high school and therefore are not able to participate in full time work.

Table 5: Type of employment

Type of Employment	Female	Male
Full time	6	9
Part time	65	63
Looking	74	117
Not looking	100	121
Total	245	310

Note: Part time is considered to be less than 35 hours a week and full time is 35 hours or more.

### Where respondents were living

The vast majority of respondents lived with family. Table 2 shows the other type of living arrangements experienced by young people living in the Lithgow area by gender. The youth survey indicated that 5 males were living in insecure housing or were homeless. Given that at the time of the 2011 Census the population of young people aged between 12-24 years was 3116 in Lithgow, this figure represents 0.16% youth homelessness in Lithgow. This is a fraction higher than the national average for youth homelessness, which is currently at 0.11%.<sup>1</sup>

Table 2: Where respondents were living

Living arrangements	Females	Males
With Family	230	298
Boarding school	2	1
Share House	3	5
Foster Care	3	2
Alone	1	0
Homeless/ Insecure Housing	0	5
Other	4	8

### **What activities are young people involved in?**

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<sup>1</sup> <http://yfoundations.org.au/explore-and-learn/publications/fact-sheets/>

Young people were asked to identify the activities they are involved in from the list shown in Table 6. The top 3 activities for young people were sports (as a participant), sports (as a spectator) and arts/cultural activities. Significant proportions also participated in youth groups and clubs, volunteer work, and religious groups or activities. Table 6 below shows the type of activities and the number of males and females engaged with the corresponding activity.

Table 6: Activities young people are involved in

<b>Activity</b>	<b>Female</b>	<b>Male</b>
<b>Sports (as a participant)</b>	<b>140</b>	<b>191</b>
<b>Sports (as a spectator)</b>	<b>31</b>	<b>45</b>
<b>Arts/ cultural activities</b>	<b>35</b>	<b>28</b>
Youth group activities	14	41
Volunteer work	18	20
Religious group activities	10	26
Environmental groups and activities	4	5
Political groups or organisations	5	4

Other activities that young people are involved in include:

1. BMX riding
2. Downhill mountain biking
3. Gaming
4. Horse riding

### **What youth issues do young people think are most important in Lithgow?**

Young people were asked to rank the top three youth issues in Lithgow from a list of options set out in Table 7. The top three issues were drugs and alcohol, crime and employment, followed by education and social and recreational opportunities.

Table 7: Youth Issues in Lithgow

Rank	Youth Issues	Number of respondents
1	Drugs and alcohol	222
2	Crime	71
3	Employment	52
4	Education	47
5	Social and recreational opportunities	36
6	Health and welfare	26
7	Transport	24
8	Housing	18
9	Economy	18

Respondents were asked to comment on the youth issues raised, and below are some of their observations:

- *Drugs and alcohol are subsequently the biggest issue, but this is only because of crime and unemployment.*
- *The lack of social and recreational activities promotes a drinking culture. Boredom and curiosity have a lot to do with it.*
- *Alcohol is a major part of country town culture and it is taught through families that live in Lithgow generation after generation where it's okay to start drinking at a young age and carry this out their whole lives, then begin to teach their kids the same thing.*
- *Living in a town dominated by the mining industry limits employment opportunities for those interested in other career avenues.*
- *Employment is a big issue in our town. Many people are currently out of work.*
- *We need to expand the profile of Lithgow. Yes, it's sporty and it has coal mines, but it has such an untapped environmental and Indigenous market to offer. For one, locals will appreciate their environment more, and it will also attract more tourists and create more jobs. I just think we are as good as those around us, Katoomba, Bathurst, Orange, Mudgee have created healthy profiles and marketed interest in their towns, can we?*
- *Our schools need more resources. Children and teens need a better educational life. Many are dropping out at year 10 and even at year 9.*
- *I value my education but i don't believe that is taken seriously by many of Lithgow's young people. I think many find it particularly tedious and boring and*

*resent attending school, let alone furthering their education. While it is good that universities have been coming to the town, there is a lack of apprenticeship opportunities in town.*

### **Issues of personal concern**

Furthermore, young people were asked to comment on issues that were of personal concern, and rate their level of importance from 'extremely important' to 'not at all important'. The issues listed included, coping with stress, school or study problems, body image, family conflicts, depression, health, personal safety, bullying, suicide, discrimination, drugs, alcohol and gambling. The top five issues rated 'extremely important' included, health, safety, suicide, bullying, and study. Table 8 below shows other issues of personal concern to young people that were also rated as 'extremely important'.

Table 8: Issues of personal concern

<b>Issues of personal concern</b>	<b>Extremely important</b>
<b>Health</b>	<b>292</b>
<b>Personal safety</b>	<b>287</b>
<b>Suicide</b>	<b>277</b>
<b>Bullying/emotional abuse</b>	<b>244</b>
<b>School or study problems</b>	<b>233</b>
Drugs	217
Depression	203
Discrimination	188
Alcohol	184
Family conflicts	167
Coping with stress	138
Gambling	130
Body image	108

### **Where do young people turn for advice and support?**

Young people were asked whether they had somewhere to go for advice and support and the top 5 responses were friends, parents, internet, relatives and teachers. Table 9



below shows other sources of advice and support among respondents as well as the corresponding percentage.

Table 9: Where do young people turn for advice and support

Source of Support	Percentage of respondents
Friends	16.4%
Parents	16.2%
Internet	13.8%
Relatives	13.6%
Teachers	11.4%
Magazines	9.0%
School Councillor	7.6%
Community Agency	6.5%
Hotline	5.5%

### What do young people in Lithgow value?

Young people were asked to indicate the top five items they valued from the list of options set out in Table 6. Family relationships and friendships were highly valued by a large proportion of respondents and were clearly the top two values. School or study satisfaction and physical and mental health were also considered by many young people to be very important. Table 6 below shows the breakdown of what young people value in further detail.

Table 6: What young people value

Value	Number	Percentage
Family relationships	144	36%

Friendships (other than family)	98	25%
School or study satisfaction	48	12%
Physical and mental health	43	11%
Getting a job	40	10%
Financial Security	27	6%

Note: The data used to determine the percentage was taken from 400 respondents due to the remainder omitting their response and/or responding incorrectly. Furthermore, this data represents the number one ranking noted by young people.

### **What are the top 5 events young people would like to see as part of Youth Week celebrations in Lithgow?**

Young people were asked to comment on the type of events they would like to see happen in Lithgow during National Youth Week celebrations. The top 6 responses were carnivals/festivals, music concerts/ bands, dance, art installations, workshops/ information, and theatre. Table 11 below shows the number of young people interested in the above-mentioned events and activities.

Table 11: Youth Week activities

<b>Event</b>	<b>Number</b>
Carnivals/ festivals	300
Music concerts/ bands	289
Dance	149
Art installations	147
Workshops/ information	126
Theatre	108

Other activities mentioned by young people include:

1. Gaming/ Game Expos
2. Film festivals
3. Photography competitions
4. Circus

5. Monster trucks
6. Laser tag
7. Sporting events
8. BMX events
9. Movie nights
10. Downhill motor bike racing
11. Skating events

### **What do you think the future of Lithgow should be in terms of business and employment opportunities?**

Young people were asked to comment on what they thought the future of Lithgow should be in terms of business and employment opportunities. Approximately 30% of young people said that there are not enough employment opportunities for school leavers and that this issue was compounded by the lack of traineeships and apprenticeships available in the area.

A greater range of employment opportunities was another issue raised by young people. While young people in Lithgow understand that mining and electricity are major employers in the area, they would like to see Lithgow expand and diversify through the retail, entertainment, tourism, creative arts and hospitality industries.

Below are some of the comments from young people regarding priority areas for business development and employment opportunities in Lithgow:

- *Less dependence on mining and greater diversification.*
- *Something more than just mining and energy.*
- *I think there should be more places that young people can work at, instead of just fast food places. Kids should also have a job that they enjoy and there's not much to enjoy at a fast food place. Kids don't want to get a job if they don't think they're going to enjoy it.*
- *There needs to be more retail and things like movies etc so young people have places to work at other than fast food.*
- *I believe the Lithgow businesses should put more apprenticeships on.*
- *More youth employment, traineeships, apprenticeships and educational opportunities are needed.*
- *Workshops for youth on alternatives to get skills, which employers are looking for.*
- *Adventure tourism, including mountain biking, climbing, orienteering, abseiling, canyoning to develop a resilient and confident skill set.*
- *More opportunities for younger people and for people wanting to leave school, especially girls.*
- *I think that Lithgow needs to create more jobs because it will be giving more Lithgow citizens the opportunity to get work in their local community, rather than having to travel elsewhere.*
- *The town needs to find a way to create more jobs and attract new citizens.*

- *Focus on what Lithgow is known for, but try to create new institutions that cater for new interests and advancing technologies.*

### **What do you see your future like in Lithgow?**

Young people were asked what they saw their future like in Lithgow from a list of options set out in Table 12. Two hundred and fourteen said they intend to leave Lithgow and work elsewhere, while only 86 said they intend to stay and work in Lithgow. This sentiment may be reflective of the current lack of business and employment opportunities for young people in Lithgow.

Table 12: What do you see your future like in Lithgow

<b>Future Options</b>	<b>Number</b>
Intend to stay and work in Lithgow	86
Intend to leave Lithgow and work elsewhere	214
Intend to go to University	134
Intend to access further education & training (e.g. TAFE, community college, RTOs)	84

### **Feedback from Local Service Providers**

The service provider's questionnaire contained seven (7) questions to identify the follow:

- Service type
- Programs offered
- Challenges faced
- Gaps in service provision
- Council's role
- Youth issues

Twenty questionnaires were distributed via email to organisations that deliver programs and/or services to young people in Lithgow. A total of six (6) organisations from the education, health and social sector completed the questionnaire. The following report highlights the issues faced by these services. The organisations that completed the service provider's questionnaire came from the education, health and social sectors.

The programs offered by these organisations includes:

- English as a second language
- Numeracy and literacy
- Counselling
- Mentoring
- Referral
- Respite
- Social support
- Recreational opportunities

Some of the challenges these services face, include:

- Limited staff and resources
- Limited provision of vocational courses
- Limited qualified staff
- Time and staff burnout
- Lack of a coordinated approach in Lithgow
- Insufficient funding from both state and federal government

#### Gaps in service delivery

It seems the gaps in service delivery stem from organisations not working together and the lack of a coordinated approach. Furthermore, young people often need support in their personal life to allow them to be successful in education, work and their social life. There is a lack of support services for many young people in regard to access to youth support workers, mental health agencies and housing support.

#### Council's Role

When asked what is Council's role in supporting young people in Lithgow, service providers responded that Council could provide more art, music, gym, and other recreational opportunities that are accessible and affordable for all young people. In addition, organisations stated that Council could adopt a greater advocacy role and lobby for more youth services from state and federal governments, particularly in the area of education, health and housing.

#### Youth Issues

According to the service providers some of the issues facing young people in Lithgow include:

- Limited support in the area of alcohol and drugs
- Not many 'hands-on' and vocational courses available
- Limited job opportunities
- Young people experience housing stress due to high rental rates



- Not enough accessible services in the area of health and welfare
- Limited social and recreational opportunities available
- Economy and financial issues
- Crime

The youth issues raised by the service providers reflect the issues and concerns raised by young people in the youth survey. While these issues are not unique to Lithgow, they highlight the current needs of young people in Lithgow, and provide a solid base from which Council, together with local services, can work towards addressing these issues.

## **Final Summary**

A number of priority issues emerged from the youth survey.

### Drugs and alcohol

The survey showed that a great number of young people are concerned about drugs and alcohol and the impact it has on them, their peers and the broader community. Areas for action could include providing drug education programs based on the evidence of what works and equip young people with the skills to effectively deal with this issue, if and when they come across drugs. While young people appear to identify drugs as a “youth issue”, their concern about alcohol appears to be broader and takes into account societal norms around its usage. Therefore, alcohol education campaigns need to engage not only young people but other key people in their lives as well as the wider community. In addition, the level of concern about crime and safety reported by young people was linked to alcohol.

### Health and safety

Health and personal safety were ranked the top two issues of personal concern to young people. This highlights the need for equipping young people with practical strategies to deal with these issues of concern. However, given the breadth of the “health” category, it is not clear whether the health issue/s of young people are mental, emotional, or physical, or a combination of all three. Therefore, there may be merit in having a community discussion about the nature and source of the health issues experienced by young people in Lithgow.

In addition, young people indicated that when in need of advice and support they turn to their friends, parents and the internet. This highlights the importance of services engaging young people via their websites and other online platforms and providing appropriate information and support through these mediums.

### Employment and education

Young people highlighted that there is a lack of education and employment opportunities in Lithgow. More specifically, the lack of apprenticeships and traineeships available locally makes it difficult for young people to get ahead. Young people indicated that they

would like to gain work experience in an industry they find meaningful and relevant, such as the entertainment, tourism, and hospitality industry. The lack of employment opportunities for young people is a common issue in small rural towns and is not unique to Lithgow. Lithgow Council is currently working to diversify its industry base and attract more developers into the area.

### Family and relationships

The survey showed the crucial role that the family environment plays on young people's lives. *Family relationships* and *friendships* were highly valued and also were major sources of advice and support for issues of concern. Family conflict was an issue of personal concern for about a third of young people who participated in the survey. These findings support the need for evidence-based integrated programs and services that promote loving and nurturing home environments and support parents and carers, vulnerable families in particular, to develop high quality parenting and nurturing relationships with children.

### Housing

While the majority of young people that filled out the survey live with family, a total of five males stated that they were living in insecure housing and/or were homeless. It is not clear from the survey whether these young people were in crisis accommodation or whether they were couch-surfing. A significant aspect to consider is that many young people do not identify as "homeless" when couch-surfing, therefore, potentially the number of young people living in insecure housing in Lithgow could be greater. Currently there is only one service in Lithgow that provides medium term housing for young people, or helps them find other temporary and safe accommodation. The properties owned by the service are constantly filled and at capacity. This highlights the need for greater alternative accommodation options and/or more properties at an affordable rate.

### The Future

Almost fifty percent of the young people surveyed said that they intend to leave Lithgow and work elsewhere once they complete their full-time study. Currently there are approximately 2.6 workers aged 45 years and over for every worker that is younger than 25 years<sup>2</sup>. However, as Baby Boomers retire from the workforce, they will take with them, in the medium-term, irreplaceable levels of experience. The impact of this shift in demographic forces could create pressures for employers in terms of workforce and skill shortages. In light of these predicated changes it is important for Council to consider implementing strategies to attract and retain young people in the area, provide training opportunities, and encourage them to build careers in the region. Similarly, to ensure that

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<sup>2</sup> Department of Education, Employment and Workplace relations, Australian Government, 2013.

the intellectual capital of Council is not lost, it is important to implement strategies to retain the knowledge and experience of its older workers looking to retire or leave Council in the near future.

## **References**

'Australian Jobs 2013', Department of Education, Employment and Workplace Relations, Australian Government.

Census 2011, Australian Bureau of Statistics, Community Profiles, Lithgow.

'Youth Homelessness Matters', Fact Sheet prepared by YFoundations. Retrieved online <<http://yfoundations.org.au/explore-and-learn/publications/fact-sheets/>> [5 January 2015].

Community Strategic Plan 2026, Lithgow City Council.

## **Lithgow Council Youth Survey 2014**

1. Please indicate your age range:

11-15 yrs

16-19 yrs

20-24 yrs

2. Please indicate your gender:

Female

Male

3. Do you identify as Aboriginal or Torres Strait Islander?

Yes  
No

4. Are you currently studying?

Full-time  
Part-time  
Not studying

5. If studying, what level of study are you currently undertaking?

Primary school  
High school  
Tafe  
University  
Other (specify) \_\_\_\_\_

6. Are you currently employed?

Full-time  
Part-time  
Not in paid employment, looking for work  
Not in paid employment, NOT looking for work

\*Part-time is considered to be less than 35 hours per week, and full-time is 35 hours or more.

7. Where do you currently live?

With Family  
Boarding school  
Shared house  
Alone  
Homeless/ insecure housing  
Foster care  
Other (specify) \_\_\_\_\_

8. What activities are you currently involved in?

Sports (as a participant)  
Sports (as a spectator)  
Volunteer work



- Arts and Cultural activities
- Youth group activities
- Religious group activities
- Environmental groups and activities
- Political groups or organisations
- Other (specify)\_\_\_\_\_

9. What youth issues do you think are most important in Lithgow and why?  
*Please indicate your top 3 issues and elaborate in the space below.*

- Economy and financial issues
- Alcohol and drugs
- Crime
- Housing
- Transport
- Social and recreational opportunities
- Education
- Employment
- Health & Welfare

Why?

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10. How important are these issues to you? Please rate your level of importance by using the 5 point scale ranging from *extremely important* to *not at all important*.

<b>Issue</b>	<b>Extremely Important</b>	<b>Very Important</b>	<b>Somewhat Important</b>	<b>Slightly Important</b>	<b>Not at all important</b>
Coping with stress					
School or study problems					
Body Image					
Family					

conflicts					
Depression					
Health					
Personal safety					
Bullying/ emotional abuse					
Suicide					
Discrimination					
Drugs					
Alcohol					
Gambling					

11. Where do you turn for information, support and advice?

*(Please indicate your top 5 by numbering 1 to 5)*

- Community agency
- Friends
- Internet
- Magazines
- Parent/s
- Relative/ Family friend
- School counsellor
- Teacher
- Telephone hotline

12. What do you value?

*(Please indicate your top 5 by numbering 1 to 5)*

- Friendships

- Family relationships
- Physical and mental health
- School or study satisfaction
- Financial security
- Getting a job

13. Each year, National Youth Week events are held in Lithgow. What events and/or activities would you like to see as part of the Youth Week celebrations in Lithgow?

- Music concerts/ bands
- Dance
- Theatre
- Art Installations
- Carnivals/ Festivals
- Workshops/ Information
- Other

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14. What do you think the future of Lithgow should be in terms of business and employment opportunities?

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15. What do you see your future like in Lithgow?

- Intend to stay and work in Lithgow

- Intend to leave Lithgow and work elsewhere
- Intend to go to University
- Intend to access further education and training  (e.g. TAFE, Community College, other training centres).

16. Please supply your email address if you wish to receive the final results of this survey.

Email

Thank you for taking this survey.

The data extracted from this survey will inform Lithgow Council's Youth Strategy and the future directions for young people in Lithgow LGA.

### Sector Questionnaire

1. What is the name of your service?

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2. What age group does your service target?

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3. What type of programs and services does your organisation provide for young people? (e.g. case management, accommodation, education etc)

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4. What are the top 5 challenges your organisation faces in providing this service to the community?

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5. Do you feel that there is a gap between service provision and the current needs of young people? Please explain.

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6. What do you see as the role of Council in supporting young people in Lithgow?

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7. What youth issues do you think are most important in Lithgow and why?

- Economy and financial issues
- Alcohol and drugs
- Crime
- Housing
- Transport
- Social and recreational opportunities
- Education
- Employment



Health and welfare



Why? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Thank you for taking the time to fill this questionnaire out.**

10 November 2016

Mr Andrew Muir  
Acting General Manager  
Lithgow City Council  
PO Box 19  
LITHGOW NSW 2790

Dear Andrew

We advise having completed the final audit review of Lithgow City Council for the year ended 30 June 2016 and now submit for your consideration our comments on the matters noted during the course of the review. It is important that the courses of action recommended are given prompt and serious consideration.

A substantial part of our audit is based on tests of data supporting transactions. Considering the test character of our examination you will appreciate that reliance must be placed on adequate methods of internal control, not only for audit purposes, but also as your principal safeguard against irregularities. In this regard, this report, by its nature, is critical that it only contains comments on deficiencies observed and does not include comments on the internal control strengths also observed during our examination.

Generally, our audit visit established that the financial management procedures and systems have been controlled effectively in a manner appropriate for Council's structure and resources. In the course of our review there were some performance improvements that we have outlined to provide an opportunity for Council to further improve its internal control environment.

We set out in the report areas where we believe that controls are not fully operational or where further enhancements to the control environment can be achieved.

## **A CREDITORS AND DEBTORS RECONCILIATIONS**

During our review we noted the monthly creditors and debtors reconciliations were not always performed during the year, due to various changes and staff turnover in the finance department.

We wish to remind the Council that reconciliations should at least be performed monthly on these accounts, by reconciling the balances of sub ledgers to the general ledger, and follow up on those long outstanding debtors and creditors.

We would like to remind the Council that regular reconciliation will ensure the completeness and accuracy of the general ledger and, as a result, the financial statements. This should minimise the need for period or year-end adjustments, ensure the reliability and accuracy of interim financial results and reduce the possibility for errors or misconduct.

## **B INDEPENDENT REVIEWS ON RECONCILIATION REPORTS**

It was also found that the monthly GST reconciliation were performed monthly but not reviewed by the finance manager prior to the lodgement of Business Activity Statements.

We also noted that a new reconciliation process for cash flows have been implemented in 2016/17 financial year, however there was no evidence of independent reviews.

Reconciling items, including supporting information, should be reviewed for propriety. We suggest the various reconciliation to:

- be physically signed and dated by the preparer as evidence of timely preparation and responsibility for preparing the reconciliation;
- be physically signed by the reviewer as evidence of their review;
- contains appropriate and detailed explanations for reconciling items.

## **C KEY MANAGEMENT PERSONNEL'S EMPLOYMENT CONTRACT**

We reviewed the council's key management personnel's (KMP) remuneration as part of our audit procedures. KMP are employees above managerial level. During our audit, we found that the general manager's employment contract does not have the clear breakdown of cash, allowances, bills paid outside of payroll, superannuation and etc. A number of senior staff have additional allowance, bonuses and salary sacrifice arrangements which were not clearly documented in their employment contracts.

It is suggested that all KMP's contracts to be revised to correctly reflect the current wage arrangement, in preparation for the disclosure requirements per the AASB 124 *Related Party Disclosures* requirements in the next financial year.

## **D BANK RECONCILIATION AND OUTSTANDING CHEQUES**

Council's bank reconciliations were performed formerly prepared but not reviewed on a monthly basis. We understand this was due to the departure of the previous financial manager and the position was unoccupied for a couple months; nonetheless, we suggest the responsibility of review to be escalated to another managerial staff or the director in such events.

We also noted there's no procedure to investigate or follow up outstanding cheques shown in the bank reconciliation reports.

We wish to emphasise that bank reconciliation is a fundamental control within the finance area. It assists in ensuring the accuracy of receipts and payments and highlights any problem areas arising from the month's processing. Regular reviews could ensure problems over cash to be resolved in a timely manner. The reports should be reviewed by an individual independent to preparation and signed as evidence of review.



## **E BANK SIGNATORY**

During our audit we found that the previous finance manager, Chris Brice who no longer works for the Council, was still listed as signatory of the Council's bank accounts. Please ensure appropriate reviews and updates are performed on bank signatories listing to remove departed staff.

## **F PROPERTY, PLANT AND EQUIPMENT**

A couple issues were noted during our review of the Council's property, plant and equipment balances, including:

- i) We tested a sample of fixed assets additions during the year, and noted some purchases of fixed assets were found to be added to the fixed assets registers with GST components. We wish to remind the responsible officer to take note of this going forward, to ensure correct capitalisation of plant and equipment.
- ii) During our review of the other structure revaluation we found that a total of \$2,073,041 of other structures not included in the asset listing provided to the external valuer Scott Fullerton for revaluation.

On the other hand, it is pleasing to see that the Council had started managing fixed assets in the Finance One software. We look forward to seeing the positive results of this process, which will lead to consistency and efficiencies in managing property, plant and equipment. Please also ensure a depreciation schedule at 30 June is generated and provided to audit in the future.

## **G EMPLOYEE LEAVE FORMS**

During our audit, some leave forms were missing either the employee or managers signature. Please ensure these are followed up in the future to ensure all are fully signed and approved before payroll processing.

## **H INVENTORY**

As part of audit procedure we tested the unit prices of a sample of inventory items to the latest purchase invoices, to ensure the Council is appropriately disclosing the net realisable value of its inventory at 30 June 2016.

Nonetheless, several items were found to have higher unit prices in the inventory system than the latest purchase invoices. The variance was extrapolated to the entire inventory balance and was deemed to be immaterial. We suggest the Council to revise its inventory pricing at year-end to ensure the inventory balance is not misstated going forward.

## **I IT CONTROLS**

We reviewed the general controls of the Council's IT system as part of our audit procedures. Our testing involved testing a sample of staff and assesses the appropriateness of their user access in the Tech One system.

One exception was noted in our testing, where Kirsty Melynk who is now a revenue officer was previously a payroll officer, is having two login IDs because she was required to perform duties on two different roles during the transition period. It appeared that her payroll accounts were not removed after her payroll duties ceased.

We suggest appropriate attention is given on user access controls, in order to prevent such incident from happening again. We also suggest the Council to perform an IT audit if possible, or request such an audit to be performed by external auditors as a separate engagement. An audit report should provide recommendations to improve areas where controls are weak or lacking. Given the pervasive nature of technology within and surrounding the Council, a strong set of IT controls is necessary to protect the integrity of transactions and the resulting information.

Finally, we would like to take this opportunity to express our appreciations for the co-operation and assistance extended to us during the course of our work.

Should we be able to offer any more details regarding any of the above matters or assist you in any other way, please do not hesitate to contact our office.

Yours faithfully

**CROWE HORWATH AUSWILD**

A handwritten signature in cursive script that reads "Clare Wagner".

**Clare Wagner**  
**Audit Partner**



### **Debtors provided at 30 June 2016:**

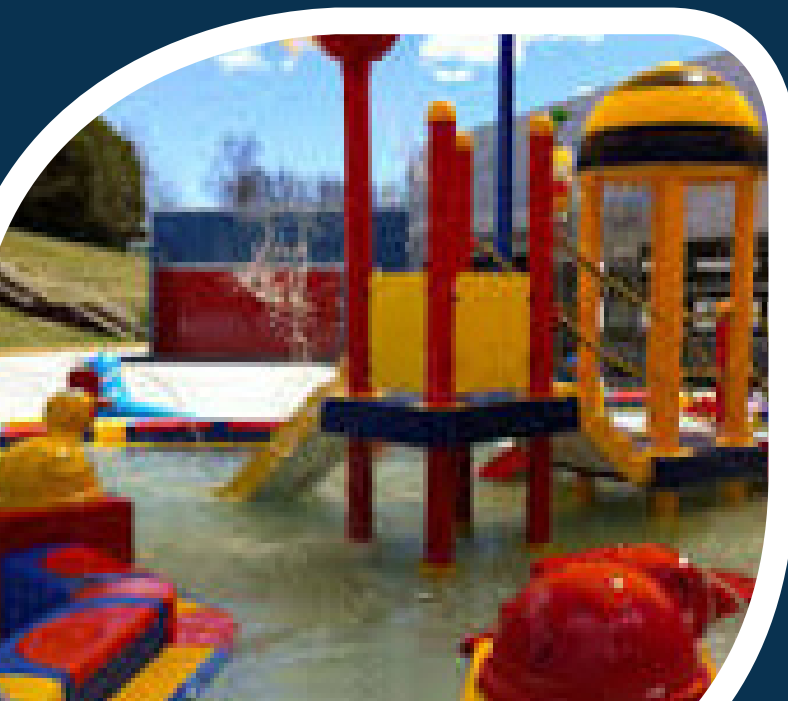
1. ENER-04 (Energy Australia) - \$2,500 – Delta Electricity used to support Council events however Energy Australia no longer do this, we will not receive payment for this invoice
2. OENH2-00 (office of Environment & Heritage) - \$7,500 – GST component of invoice not paid due to invoice memo information being incorrectly provided to Finance Department, we will not receive this portion of the invoice
3. Debtor Control RMS Storm Damage - \$10,000 – This portion of the claim will not be received as it was for repairs to the Library which occurred during the storm, RMS will only pay for roads damage
4. Debtor Control Dark Corner Haul Road, Forests NSW - \$51,719.17 – All documentation in ECM suggests that this grant has been fully paid to the works completed
5. Debtor Control Bio Control & Enhancement Capertee - \$5,072.73 – All documentation in ECM suggests that this grant has been fully paid to the works completed
6. Debtor Control Clarence Colliery Transfer System - \$12,757.08 – This project has been audited and finalised, all documentation suggests that the grant funding has been fully paid
7. BELL2-00 in provision since 14/15 – Michael Bell \$10,253.94 damage to Council guardrail. Been to legals and had a skip trace which cannot locate him, possibly overseas.

## **Debtors not provided for but recommended to write off for 30 June 2017**

1. Additional \$99,213 for Debtor Control RMS Storm Damage – claim was not received by RMS within the claims window. Unable to be recovered.
2. Aitken Septic Tank Loan \$4,662.66 – Ms Aitken has passed away making the debt unable to be recovered due to property transferring into her daughter's name.
3. Crowther s94 \$1,700 – Section 94 dating back to 2000. Debtor insists they have made all payments however Council records are unable to locate all receipts. Debtor does not have receipts due to this being 17 years ago. Last Council correspondence to Crowther indicated we would stop chasing debt under the Limitations Act due to amount of years that have elapsed.
4. ENER-04 (Energy Australia) - \$250 GST portion of debtor as in point one under debtors that have been provided for.
5. Mr Newbery \$2,195 – had car impounded and debt is impounding costs at depot. Vehicle was sold although no details of receipt were kept so unable to locate, however this amount should have come off of debt. Debtor is pensioner and more than likely will not be paid.

# Delivery Program 2013-2017 Operational Plan 2015-2016

Quarterly Report  
Oct to Dec 2016



1 October to 31 December 2016

# Executive Summary

From the Acting General Manager,  
Andrew Muir

The Quarterly Performance Report is a report on Council's achievements of the performance targets set in the Operational Plan. It provides a budget review statement with a revised estimate of income and expenditure for the year. This is a requirement of the Local Government Act 1993 and Local Government (General) Regulation 2005. This Quarterly Performance Report for the period of 1 October 2016 to 31 December 2016 achieves these requirements.

The Principal Activity areas within the Quarterly Performance Report reflect the Vision Statements developed in collaboration with the community and adopted by Council at its Policy and Strategy Committee Meeting of 3 October 2006 (Minute No. 06-315). Each quarter, Council Officers report on the progress of activities and achievements for each principle activity area. Below is a selection of highlights for the reporting period of 1 October to 31 December 2016. Information on variations to the works program can be found throughout the report.

## *Principal Activities*

### Caring for Our Community

The Mayor distributed gifts donated by the community to residents of local Nursing Homes as part of the Annual Mayors Appeal. This program has been going for a number of years now and provides the residents with an opportunity to meet and talk with the Mayor and feel valued by the community.

### Strengthening Our Economy

The Masterplan/DCP for the Marrangaroo Urban Release Area is moving forward. During 2<sup>nd</sup> quarter a site analysis and economic study was undertaken. Community Briefings and Visioning sessions were also conducted to ensure that all community stakeholders and landowners within the study area are involved in the process.

A gathering was held at the Eskbank House to celebrate 50 years as a Museum with a number of members of the former Lithgow District Historical Society in attendance. A book was also launched based on the oral histories collected from people who have been associated with the House and the Museum.

### Developing Our Built Environment

The Preliminary Draft Plan of Management for Hassans Walls was received for internal review by Council Officers. The Draft will be reported to Council during 3<sup>rd</sup> quarter for adoption for exhibition.

Council Officers reviewed the revised Draft Rural Lands Study and requested additional work is undertaken on the study by the Consultant.

The CBD Revitalisation Project progressed with the completion of Survey work and the commencement of Landscape Design and Detailed Design.

### Enhancing Our Natural Environment

The Lithgow Green Army assisted Council in the rehabilitation of one section of Farmers Creek. During the second quarter, weed removal and treatment was undertaken. Once this is completed work rehabilitation and planting will be undertaken.

### Responsible Governance and Civic Leadership

A workshop was undertaken with Councillors in November to identify their perceived strengths, weaknesses, challenges and aspirations for the LGA.

A telephone survey was conducted in December of 400 randomly selected residents across the LGA.

An online version of the survey was placed on the website for residents to complete in December and will close in January. Results of the survey will be provided to Council in 3<sup>rd</sup> quarter.

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# Summary of Financial Position

This report provides the Quarterly Performance Report on the 2016-2017 Operational Plan for the period of 1 October to 31 December 2016 with a recommendation that variations to income and expenditure estimates are voted and the revised reduction in the cash balance deficit of \$267,351 being a movement of \$276,351 from the original budget position be noted.

Please note that the deterioration of the cash balance is due to costs associated with the termination of the former General Manager as well as a new bid from previous backlog Special Rate Variation funds which are required to be spent before the end of the special rate period.

Note: A negative balance is identified in brackets.

2016/17 Quarterly Budget Comparison			
Budget (Inc Internal)	Income \$'000	Expenditure \$'000	Total \$'000
Original	65,269	65,260	9
September Quarter	80,428	80,419	9
December Quarter	80,428	80,770	(267)

2016/17 Quarterly Budget Comparison Fund			
Budget(Inc Internal)	Income \$'000	Expenditure \$'000	Total \$'000
General	48,391	48,733	(267)
Water	8,232	8,232	0
Wastewater	23,806	23,806	0

The revised December quarter of the 2016-2017 Operational Plan has been adjusted as detailed in the following table.

2016/17 Quarterly Budget Variations				
	Directorate	Department	Variation	Reason
<b>Maintenance &amp; Operating Budget</b>				
1)	Corporate & Community	Community & Culture – Expenditure	(4,631)	Transfer expenditure to Community & Culture project budget to fund small overspend.
2)	Corporate & Community	Corporate Governance - Expenditure	105,660	Increased expenditure due to costs associated with the termination of the previous General Manager.

## 2016/17 Quarterly Budget Variations

	Directorate	Department	Variation	Reason
3)	Corporate & Community	Finance – Expenditure	56,000	Increase expenditure for additional asset class revaluations.
4)	Environment & Development	Development & Buildings – Income	(15,000)	Increase in rental income expected to be received.
5)	Environment & Development	Development & Buildings – Expenditure	(465,000)	Decrease in expenditure to fund Roads operating due to incorrect original budget allocation of salaries and resources.
6)	Environment & Development	Environment – Expenditure	(419,635)	Decrease in expenditure to fund Roads due to incorrect original budget allocation of salaries and resources.
7)	Environment & Development	Environment – Revenue	62,107	Decrease in income due to grant funding no longer being available.
8)	Environment & Development	Waste Management – Expenditure	(298,120)	Decrease in expenditure to fund Roads due to incorrect original budget allocation of salaries and resources.
9)	Office of the General Manager	Economic Development – Expenditure	(65,600)	Transfer expenditure to fund additional asset class revaluations and Fit for the Future consultant.
10)	Office of the General Manager	Executive – Expenditure	101,107	Increase in expenditure due to the termination of the General Manager and Fit for the Future consultant.
11)	Office of the General Manager	Human Resources – Expenditure	31,000	Increase expenditure for advertising & recruitment costs of General Manager position.
12)	Office of the General Manager	Human Resources – Expenditure	71,000	Increase expenditure for recruitment of General Manager position and workers compensation salary expenses funded from funds received.
13)	Office of the General Manager	Human Resources – Revenue	(40,000)	Increase revenue for workers compensation funds received.
14)	Operations	Recreation – Expenditure	125,050	Increase in expenditure due to under-allocation of resources in original budget funded from increases in corresponding revenues.
15)	Operations	Recreation – Revenue	(145,000)	Increase income expected for JM Robson Aquatic Centre and cemeteries.
16)	Operations	Transport – Expenditure	1,132,288	Increase in expenditure roads due to incorrect original budget allocation of salaries and resources.
<b>Operating Projects Budget</b>				
17)	Corporate &	Community & Culture –	12,278	Increase expenditure for NSW War

## 2016/17 Quarterly Budget Variations

	Directorate	Department	Variation	Reason
	Community	Expenditure		Memorial grant
18)	Corporate & Community	Community & Culture – Revenue	(12,278)	Increase income for NSW War Memorial grant
19)	Corporate & Community	Tourism – Expenditure	1,000	Increase expenditure for Christmas in July Ball
20)	Corporate & Community	Tourism – Revenue	(1,000)	Increased income for Christmas in July Ball donation received
21)	Environment & Development	Environment – Expenditure	3,528	Increase expenditure for in-kind contribution for Companion Animal grant and Hassan's Walls PRMFP Grant – Crown Lands overspend funded from environment operating budget
22)	Environment & Development	Strategic Planning & Property – Expenditure	10,000	Increased expenditure to fund consultant for Marrangaroo Precinct Planning
23)	Environment & Development	Strategic Planning & Property – Reserves	(10,000)	Increase transfer from reserve to fund consultant for Marrangaroo Precinct Planning.
24)	Office of the General Manager	Economic Development – Expenditure	10,000	Increase expenditure for Regional Marketing from 2015/16 carry forwards. Transfer from various projects to funds Fit for the Future consultant and additional asset revaluation services.
25)	Office of the General Manager	Economic Development – Reserves	(40,000)	Increase transfer from reserves for Regional Marketing
26)	Operations	Recreation – Expenditure	19,029	Adjustment to Noxious Weed Control and Removal due to incorrect original budget allocation
<b>Capital Projects Budget</b>				
27)	Corporate & Community	Community & Culture Capital – Expenditure	(145,369)	Decrease Blast Furnace expenditure due to grant funding being received next financial year
28)	Corporate & Community	Community & Culture Capital – Revenue	150,000	Decrease Blast Furnace revenue due to grant funding being received next financial year
29)	Corporate & Community	Information Technology Capital – Expenditure	4,000	Increase expenditure for asset module, funded from Finance operating budget. Additional adjustments made within Information Technology capital program between over and under spend on projects.
30)	Corporate & Community	Tourism Capital – Expenditure	(7,723)	Decrease expenditure for Town Entry Signage savings to fund LVIC upgrade.



## 2016/17 Quarterly Budget Variations

	Directorate	Department	Variation	Reason
31)	Environment & Development	Development & Buildings Capital – Expenditure	22,723	Increase expenditure to fund LVIC upgrade overspends. Increase to Pound works from within Buildings capital program underspends.
32)	Environment & Development	Development & Buildings Capital – Reserve	(15,000)	Increase transfers from reserve to fund LVIC upgrade
33)	Environment & Development	Waste Capital – Expenditure	753	Increase expenditure from Waste operating to fund overspend on Resource Recovery project
34)	Operations	Plant & Depot Capital – Expenditure	(20,000)	Decrease expenditure to fund Fit for the Future consultant and asset valuations.
35)	Operations	Transport Roads Capital – Expenditure	94,184	Increase expenditure for Brown's Gap Road funded from prior years unspent special rate monies.
36)	Operations	Water Reservoirs Capital – Expenditure	300,000	Increase expenditure to fund future reservoir upgrade.
37)	Operations	Water Treatment Plants Capital – Expenditure	(300,000)	Transfer expenditure from telemetry upgrade to fund future reservoir upgrade.

Please note that a number of projects have had a change in classification (capital/operating) due to the nature of works undertaken which has not had an impact on cash but has changed Council's operating position significantly. They are listed below for transparency and information purposes. Overall there has been a positive impact on the operating position due to these changes.

2016/17 - Reclassifications			
Directorate	Project	Amount	New Classification
Operations	Recreation – Tree Removal	20,000	Operating
Operations	Recreation – Street Tree Renewal & Replacement	20,000	Operating
Operations	Transport – Floodplain Management	6,040	Operating
Operations	Transport – Roads to Recovery	1,843,585	Capital
Operations	Transport – Timber Bridge Improvements	61,182	Operating

Other variations have been made in the sealed roads capital program; please refer to minute 16-323 for details. These have not been included in the variations above as they have already been approved.

# *Caring for Our Community*



*Our Place ... Our Future*

## Caring For Our Community

### Planning and providing quality community and recreational facilities and services for a healthy, vibrant and harmonious community.

#### 1.1.1 Planning Our Community

1.1.1.1 To provide social and cultural planning that will lead to the enhancement of the quality of life of the community.

01 Identify and develop new plans and strategies in line with the community's needs.

**Action 2.1** Progressing 75%  
**Village Improvements Plans developed and adopted by the Executive Management Team.**

KPI	Target	Achieved	Notes
Cullen Bullen Village Improvements Plan developed and adopted by the Executive Management Team.	100% complete	75%	The draft Cullen Bullen Village Improvement Plan was completed in the first quarter.

### Working together to support, celebrate and expand the social and cultural diversity of our community. Whilst promoting healthy, active lifestyles in a safe environment.

#### 1.2.01 Aboriginal, Cultural and Linguistically Diverse Communities

1.2.1.1 To support people from Aboriginal and CALD backgrounds.

01 Provide support to the activities of local aboriginal organisations.

**Action 1.1** Completed 100%  
**Assistance provided to support the activities of local aboriginal organisations.**

KPI	Target	Achieved	Notes
Community Development Officer (CDO) to provide assistance to MINGAAN Aboriginal Corporation as required.	100% complete	100%	The CDO has supported MINGAAN Aboriginal Corporation with information and through the promotion of their Cultural Exchange and Camp-over Event in the Capertee Valley on 8 October 2016.
NAIDOC Day held each year with participation of Council and other organisations.	100% complete	100%	NAIDOC Day was held on 23 September 2016 at Queen Elizabeth Park.

## 02 Promote and support the activities of the local CALD community.

**Action 2.1** Progressing 25%  
**Assistance provided to support the activities of local Cultural and Linguistically Diverse organisations.**

KPI	Target	Achieved	Notes
Harmony Day held each year with participation of Council and other organisations	100% complete	25%	Planning commenced for Harmony Day which will be held during the 3 <sup>rd</sup> quarter.

**Action 2.2** Progressing 50%  
**Conduct and celebrate Naturalisation Ceremonies as required.**

KPI	Target	Achieved	Notes
Naturalisation Ceremony/s conducted.	100% complete	Nil	No Ceremony's took place in the 2 <sup>nd</sup> quarter

## 1.2.02 Ageing Population

1.2.2.1 To respond to the needs of an ageing population.

### 01 Number of actions successfully implemented from the Ageing Strategy.

**Action 1.2** Progressing 50%  
**Celebrate the contribution to the community by our senior residents.**

KPI	Target	Achieved	Notes
Coordinate activities to celebrate Seniors Week.	100% complete	50%	Planning commenced for Seniors Week celebrations to be held in 3 <sup>rd</sup> quarter.

**Action 1.2** Completed 100%  
**Conduct the Mayors Appeal to provide residents in Local Nursing Homes with Christmas Gifts.**

KPI	Target	Achieved	Notes
Gifts sourced and distributed to residents at the Nursing Homes.	100% complete	100%	Gifts were sourced and distributed to residents at the four nursing homes during December.

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## 1.2.03 Arts and Culture

1.2.3.1 To provide a range of programs celebrating the cultural diversity and rich heritage of our local government area.

01 Celebrate the cultural heritage of the LGA through the development of cultural/heritage programs.

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**Action 1.1** Eskbank House and its connections with other heritage sites promoted. Progressing 50%

KPI	Target	Achieved	Notes
Participation in combined museum events and promotions.	100% participation	100%	The Acting Cultural Development Officer attended the Blue Mountains Association of Cultural Heritage Organisations meeting in November 2016.

**Action 1.2** Promote Lithgow History Avenue Project. Progressing 50%

KPI	Target	Achieved	Notes
History Avenue Website updated and maintained as required.	100% complete	100%	The website is maintained.

**Action 1.3** Develop and Establish School Excursion Programs to Eskbank House Museum and other Heritage Sites. Progressing 50%

KPI	Target	Achieved	Notes
Number of school visits to Eskbank House Museum per annum.	100%	Nil	There were no school visits during the quarter. However, children's art workshops were held during the October school holidays.
Number of Students per visit to Eskbank House Museum per annum.	100%	Nil	

**Action 1.4** Develop the Oral History Program to capture the 'collective memories' of the area. Progressing 50%

KPI	Target	Achieved	Notes
Oral History equipment available for loan.	100%	100% this quarter	The library's oral history equipment remains on loan to Eskbank House.



## 02 Provide support for cultural organisations in the development and promotion of cultural activities.

**Action 2.1** Progressing 50%  
**Museums Advisory Program continuing to work with Eskbank House and other museums to preserve and promote local history collections.**

KPI	Target	Achieved	Notes
Number of visits to Lithgow by the Museums Advisor per annum.	100%	100%	The Museums Advisor visited Lithgow museums 6 times during the 2 <sup>nd</sup> quarter.

## 03 Develop temporary programs and events within the Cultural Precinct.

**Action 3.1** Progressing 50%  
**Program of temporary programs and events developed in the Cultural Precinct.**

KPI	Target	Achieved	Notes
Two events and/or programs held in the Cultural Precinct per annum.	100% complete	100%	The Following activities were conducted at Eskbank House: <ul style="list-style-type: none"> <li>A commercial exhibition by local sculptor, Antony Symonds was held in October</li> <li>A major celebration was held in November 2016 for the 50<sup>th</sup> Birthday of Eskbank House.</li> </ul>
Develop a plan for regular cultural activities to be undertaken on completion of the upgrade to Blast Furnace Park inclusive of an Outdoor Sculpture Competition.	100% complete	0	Blast Furnace Park is not safe for functions at this time

### 1.2.04 Children and Families

#### 1.2.4.1 To develop the Lithgow LGA as a Family Friendly Community.

## 01 Develop and promote activities for children and families in the Lithgow LGA.

**Action 1.1** Not Progressing 0%  
**Implement priority actions from the Family Friendly Strategy.**

KPI	Target	Achieved	Notes
Priority actions from the Family Friendly Strategy implemented as resources allow.	Number of priority actions implemented	Nil	The Family Friendly strategy has not yet been adopted by EMT

**Action 1.1** Progressing 50%  
**Regular attendance by the Community Development Officer at meetings of the Child Protection Interagency and participation in community events.**

KPI	Target	Achieved	Notes
Community Development Officer to attend meetings of the Child Protection InterAgency.	100% of meetings attended	1	The Community Development Officer attended one meeting of the Child Protection InterAgency during the 2 <sup>nd</sup> quarter.
Assistance provided to conduct Community Fun Days.	Number of Community Fun Days held	0	Planning commenced for Community Fun Days to be held in 3 <sup>rd</sup> quarter.

## 1.2.05 Community Information

### 1.2.5.1 To increase community awareness of local services and facilities

**01** Facilitate improvements to networking and communication between agencies and with the community.

**Action 1.1** Progressing 50%  
**Information placed on community noticeboards weekly.**

KPI	Target	Achieved	Notes
Community noticeboards updated and maintained weekly at: <ul style="list-style-type: none"> <li>• Council Administration Centre</li> <li>• Cook Street Plaza</li> <li>• All branch Libraries</li> </ul>	100% complete	100%	All community noticeboards are updated weekly.

**Action 1.2** Progressing 50%  
**Maintain the online directory of children's Services on Council's website.**

KPI	Target	Achieved	Notes
Directory maintained on Council's website.	100% complete	100%	An email was sent to all services in the directory requesting information updates in the 2 <sup>nd</sup> quarter.

## 1.2.06 Community Support

### 1.2.6.1 To encourage equitable access to services and facilities

#### 01 Provide support to community organisations through Council's financial assistance program.

**Action 1.1** Promote and Administer the Financial Assistance Program to community organisations. Progressing 50%

KPI	Target	Achieved	Notes
Number of non-recurrent financial assistance applications processed.	≤ 100	30	Round 1 Financial Assistance applications have been processed.
Number of non-recurrent financial assistance applications processed.	≤ \$87000	\$36,922	
Number of recurrent financial assistance applications processed.	≤ 20	1	The Following recurrent applications were paid: <ul style="list-style-type: none"> <li>National Trust Lithgow Branch.</li> </ul>
Number of recurrent financial assistance applications processed.	≤ \$69844	\$2,145	

#### 02 Lobby Governments for equitable access to public transport, health, education, housing, recreational and other essential community services projects.

**Action 2.1** Use census and other need data to advocate for equitable access by Lithgow residents to community infrastructure and essential services. Progressing 50%

KPI	Target	Achieved	Notes
Census and other data used in Council funding applications, development of plans and strategies and other submissions.	100% complete	100%	Census information is used by Council in the development of grant applications.

#### 03 Promote and support Men's Shed projects and programs.

**Action 3.2** Provide support for Men's Shed organisations in the promotion and development of activities. Progressing 50%

KPI	Target	Achieved	Notes
Community Development Officer to attend meetings of the Lithgow and Portland Men's Shed Groups as required.	100% of meetings attended	100%	The Community Development Officer attended one meeting of the Lithgow Men's Shed during the 2 <sup>nd</sup> quarter.

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## 1.2.07 Health

1.2.7.1 To provide a range of health services which meet the needs of the community.

### 01 Participate in the Community Services Interagency.

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**Action 2.1** Progressing 50%  
**Regular attendance by the Community Development Officer at meetings and participation in events.**

KPI	Target	Achieved	Notes
Community Development Officer to attend meetings of the Community Services Interagency	100% of meetings attended		The Community Development Officer attended one InterAgency meeting during the 2 <sup>nd</sup> quarter.

## 1.2.08 Library Programs

1.2.8.1 To provide learning opportunities and quality library facilities which meet the needs of the community.

### 01 Operate the Lithgow Library Learning Centre, Portland, Rydal and Wallerawang Libraries

**Action 1.1** Progressing 50%  
**Continue to provide relevant and engaging Library services and resources that meet community need.**

KPI	Target	Oct	Nov	Dec	Notes
Children's story time activities held twice weekly during school term.	100%	10	10	7	Sessions were held at Lithgow and Portland Libraries.
Number of new members compared to 2015/16.	100%	93	72	52	2015/16 new member totals: October – 85 November – 83 December - 66
Number of Library loans compared to 2015/16.	100%	5371	7003	6029	2015/16 Library loans October – 6860 November – 6694 December - 6474
Children's vacation activity programs held 2 days per week during school holidays.	100%	2	0	3	School holiday sessions were held in Lithgow, Portland and Wallerawang Branches. During October the following activities were held: <ul style="list-style-type: none"> <li>• Halloween Mask Making</li> <li>• Expressive Arts Day</li> </ul> During December the following activities were held: <ul style="list-style-type: none"> <li>• Make a Snow Globe</li> <li>• Christmas Craft</li> <li>• Christmas Cards</li> </ul>
Number of visitors to the Library compared to 2015/16	100%	12016	8406	6598	2015/16 Library Visitors: October – 10892 November – 7039 December - 5631
Number of bookings of the Library computers and WIFI compared to 2015/16	100%	2197	2434	1784	2015/16 Library Computer and WIFI access: October – 2037 November – 2291 December - 1701



**Action 1.2**  
**Enhance the physical space of the Library to meet changing need.**

Progressing

50%

KPI	Target	Achieved	Notes
Replace furnishings, fittings and shelving at all branch Libraries as required.	100% complete	100%	New display cubes have been purchased this quarter for Lithgow Library. These will complement the refurbishment planned for mid-January 2017.
Purchase and replace new library blinds.	100% complete	0%	This purchase has been cancelled due to an increase in the cost of carpet replacement, with all funds diverted to cover the cost of the new carpet.
Provide new technology and replace, carpet, furnishings and air conditioning units.	100% complete	100%	Installation is on track for mid-January 2017.

**Action 1.3**  
**Maintain membership of the Australian Learning Community Network.**

Completed

100%

KPI	Target	Achieved	Notes
Annual membership paid.	100% complete	100% complete	This payment has been made.

**Action 1.4**  
**Enhance the adult, children, DVD, talking book, large print, language and teenage sections of the Library collection and provide kits for the Books for Babies program.**

Progressing

50%

KPI	Target	Oct	Nov	Dec	Notes
Number of adult books purchased	100%	574	298	258	This includes adult fiction and non-fiction.
Number of children's books purchased	100%	72	109	64	This includes children's fiction, non-fiction, board books, picture books and junior literacy titles.
Number of large print books purchased	100%	99	7	47	This includes Large Print fiction, non-fiction, and talking books.
number of teenage books purchased	100%	78	40	16	This includes teen fiction, non-fiction, and graphic novels.
Number of DVD's purchased	100%	95	36	37	This includes purchased and donated DVDs added to the collection.
Number of Books for Babies purchased	100%	30	30	30	Books for Babies are delivered to child care nurses for distribution to newborn babies.
Number of eBooks purchased.	1005	0	67	0	Purchasing includes eBooks and eAudiobooks.

**Action 1.5**  
**Share Library resources with other communities.**

Progressing

50%

KPI	Target	Oct	Nov	Dec	Notes
Number of Reciprocal Borrowers	≥ 1953 =	443	448	454	2015/16 reciprocal borrowers. October – 368 November – 371 December - 371
Number of Inter-Library Loans.	≥ 942 =	32	31	17	Inter-Library Loans were processed.

**Action 1.6**  
**Conduct exhibitions and displays.**

Progressing

50%

KPI	Target	Oct	Nov	Dec	Notes
Number of exhibitions conducted per annum.	100%	1	1	1	The following exhibitions were held during the quarter: <ul style="list-style-type: none"> <li>• An exhibition by 3 local artists</li> <li>• “Homages” by local artists Zavazoa</li> <li>• An exhibition by the Create 4 Wellbeing Art Group.</li> </ul>
Number of displays conducted per annum.	100%	4	3	2	The following displays were held during the quarter: <ul style="list-style-type: none"> <li>• Staff Recommended Reads</li> <li>• School holiday activities promotional display</li> <li>• Books supporting the ‘Girls Night In’ Event</li> <li>• Halloween</li> <li>• Spring Project</li> <li>• Men’s Health in Movember</li> <li>• Christmas around the World.</li> </ul>

**Action 1.7**  
**Develop the Local History Collection.**

Progressing 50%

KPI	Target	Achieved	Notes
Incorporate digitised photographs in the Library collections.	Number of digitised photographs added to the catalogue	0	No photographs were added to the collection this reporting period.
Improved storage and access to the Local Studies Collection.	100% complete	75%	Recycled shelving is currently being installed in the Stack to improve storage of Local Studies materials.
Catalogue and store donated items.	Number of donated items catalogued	42	Local Studies items were catalogued this period.
Indexing of Lithgow Mercury	100% complete	100%	The indexing of the Lithgow Mercury is up-to-date.

**Action 1.8**  
**Provide a community and education information service through events, displays and the Learning Shop.**

Progressing 50%

KPI	Target	Achieved	Notes
Community and education information areas updated.	100% complete	100%	All community noticeboards are updated regularly.

**02 Provide quality community programs that offer educational and social opportunities for all members of the community.**

**Action 2.1**  
**Community programs developed to promote the facilities and services offered by the Library.**

Progressing 50%

KPI	Target	Achieved	Notes
Number of events for teenagers held	100%	3	Craft sessions at Portland Library attracted teenage attendees. These included Christmas craft sessions on making baubles, angels and cards.

**Action 2.2** Progressing 50%  
**Collaborate with community and other partners in building connections and improved access to Library services.**

KPI	Target	Achieved	Notes
Participate in Local Schools Network.	100% of meetings attended	100%	Sessions were held at local schools to promote Your Tutor.

**Action 2.3** Progressing 50%  
**Provide outreach programs for housebound and isolated residents within the LGA.**

KPI	Target	Oct	Nov	Dec	Notes
Number of participants in the Home Library Service	≥ 10 =	57	59	54	The service is provided to residents in nursing and private homes.

## 1.2.09 Regulatory/Compliance Programs

### 1.2.9.1 To ensure community safety and compliance

#### 01 Maintain animal control in accordance with legislation and policy.

**Action 1.1** Progressing 50%  
**Responsible care of animal welfare and maintenance of the pound complex.**

KPI	Target	Oct	Nov	Dec	Notes
Number of animals impounded	≤ 500	27	18	6	Council ensures community safety and compliance in animal control in accordance with the provisions of the Companion Animals Act 1998 and the Companion Animals Regulation 1999.
Number of animals returned to owners	≥ 130	18	13	5	
Number of animals sold	≥ 10	8	2	0	
Number of animals destroyed	≤ 100	2	2	1	
Number of animals retained at the end of the reporting period.	≤ 50	3	2	3	

## 02 Undertake community education on the care of and responsibility of companion animals.

**Action 2.1** Not Due To Start 0%  
**Undertake community education program.**

KPI	Target	Achieved	Notes
Responsible Companion Animal ownership educational activities undertaken.	100% complete	0%	Scheduled to be undertaken in 3 <sup>rd</sup> quarter.

### 1.2.10 Safety

1.2.10.1 To facilitate a safe community.

## 01 Develop programs to combat anti-social behaviours.

**Action 1.1** Progressing 50%  
**Remove graffiti from public places and liaise with Police.**

KPI	Target	Achieved	Notes
All graffiti removed within 5 working days.	100% removed	100%	Grffiti is removed within 5 working days of notification.

**Action 1.2** Not Progressing 0%  
**Participate in the Local Liquor Accord.**

KPI	Target	Achieved	Notes
Manager Community & Culture to attend meetings of the Local Liquor Accord.	100% of meetings attended	0%	No meetings of the Liquor Accord have been held

**Action 1.3** Progressing 50%  
**CCTV System managed to ensure monitoring of the CBD.**

KPI	Target	Achieved	Notes
CCTV System services maintained.	100% maintained	100%	Queen Elizabeth Park upgrade commenced.
Requests from Police for CCTV footage processed.	100% processed	100%	2 requests from police were processed during this period.



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**Action 1.4** Progressing 50%  
**Impound abandoned articles from public places in accordance with the Impounding Act.**

KPI	Target	Oct	Nov	Dec	Notes
Number of abandoned articles impounded.	100% processed	1	4	1	Cars impounded under the Impounding Act 1993.

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**Action 1.5** Not Progressing 25%  
**Conduct regular meetings of the Crime Prevention Committee.**

KPI	Target	Achieved	Notes
Meetings of the Crime Prevention Committee to be conducted in accordance with the Terms of Reference.	100% of meetings attended	0%	No meetings were held in 2 <sup>nd</sup> quarter as Council committees had not yet been reformed since Council election.

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**Action 1.6** Progressing 50%  
**Priority crime prevention strategies identified by the Crime Prevention Committee.**

KPI	Target	Achieved	Notes
Priority crime prevention actions implemented in accordance with available funding.	100% complete	100%	During the quarter the last remaining analogue CCTV camera in the Lithgow CBD was upgraded to digital. Planning commenced on installation of CCTV cameras in Queen Elizabeth Park.

## 02 Continue participation and support for the Domestic Violence Liaison Committee.

**Action 3.1** Progressing 50%  
**Regular attendance by the Community Development Officer at meetings and participation in its events.**

KPI	Target	Achieved	Notes
Assistance provided to conduct White Ribbon Day activities and domestic violence awareness programs.	100% complete	100%	The Community Development Officer provided assistance and attended the Anti-domestic Violence March and Trivia Night held during the 2 <sup>nd</sup> quarter.
Community Development Officer to attend meetings of the Lithgow Partnerships Against Domestic Violence and Family Abuse Committee (LPADVFA).	100% of meetings attended.	100%	The Community Development Officer attended 1 LPADVFA meeting in the 2 <sup>nd</sup> quarter.

**Action 3.2** Not due to Start 0%  
**Address violence against women in the community.**

KPI	Target	Achieved	Notes
Assistance provided to conduct International Women's Day Activities with the Domestic Violence Liaison Committee.	100% complete	0%	Planning for 2017 International Women's Day will commence in the 3 <sup>rd</sup> quarter.

## 03 Participate in emergency services committees including the Bushfire Advisory Committee and Local Emergency Management Committee in accordance with their terms of reference.

**Action 4.1** Progressing 50%  
**Attend meetings regularly.**

KPI	Target	Achieved	Notes
Group Manager Operations to attend meetings of the Local Emergency Management Committee.	100% of meetings attended.	100%	2 meetings of the Local Emergency Management committee were attended.
Group Manager Operations to attend meetings of the Bush Fire Advisory Committee.	100% of meetings attended.	100%	2 meetings of the Bush Fire Advisory committee were attended.

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## 1.2.11 Volunteering

### 1.2.11.1 To celebrate and grow volunteering

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#### 01 Encourage, promote and recognise the role of volunteering to the area.

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**Action 1.1** Progressing 50%  
**Assistance provided to support the activities of the Lithgow Volunteering Network.**

KPI	Target	Achieved	Notes
Community Development Officer to attend meetings of the Lithgow Volunteering Network.	100% of meetings attended	100%	The Community Development Officer attended one meeting of the Lithgow Volunteering Network in the 2 <sup>nd</sup> quarter.

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**Action 1.2** Not due to start 0%  
**Implement a recognition program for volunteering in association with National Volunteers Week.**

KPI	Target	Achieved	Notes
National Volunteers Week held each year with participation of Council and other organisations to recognise volunteers in Lithgow.	100% complete	0%	Planning for National Volunteers Week 2017 will commence in the 3rd quarter.

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**Action 1.3** Progressing 50%  
**Identify and promote volunteering opportunities to local youth.**

KPI	Target	Achieved	Notes
Recognition and promotion of volunteering undertaken through: <ul style="list-style-type: none"><li>• Youth Council</li><li>• Youth Networks</li><li>• Media</li><li>• Social Media</li><li>• Website</li></ul>	100% complete	100%	Recognition and promotion were done through the Youth Council Facebook Page throughout the quarter.

## 1.2.12 Youth

### 1.2.12.1 To improve the quality of life of the LGA's youth.

01 Continue to support Lithgow Youth Council to provide a voice for young people to Council.

**Action 1.1** Meetings of the Youth Council to be conducted in accordance with the Committee Terms of Reference. Not Progressing 0%

KPI	Target	Achieved	Notes
Meetings held 8 times per year.	100% of meetings held	0%	There were no meetings of the Youth Council held during 2 <sup>nd</sup> quarter.

02 Engage with young people to plan activities and cultural programs to meet their needs.

**Action 2.1** Implement priority actions from the Youth Strategy. Progressing 50%

KPI	Target	Achieved	Notes
Priority actions from the Youth Strategy are implemented within available resources.	Number of Priority actions implemented	Nil	The Youth Strategy was placed on public exhibition in the 2 <sup>nd</sup> quarter and will be reported to Council in the 3 <sup>rd</sup> quarter for adoption.

03 Continue to provide the homework centre at the Lithgow Library Learning Centre.

**Action 3.1** Homework Zone to operate 3 days per week during school term. Progressing 50%

KPI	Target	Achieved	Notes
Number of children attending Homework Zone per week.	≥ 30 =	17	Your Tutor has replaced Homework Zone. 17 students logged sessions with this service: 7 from Year 7 and 10 from Year 12. Feedback included: "Top notch!" and "Good stuff!"

04 Sports/Cultural Scholarship developed for youth from low income/disadvantaged families.

**Action 4.1** Not Progressing 0%  
**Continue to provide the Youth Scholarships**

KPI	Target	Achieved	Notes
Number of students received Sports/Cultural Scholarships	≤ 20	Nil	Investigations continue into an alternative youth program, and these will be tabled at Youth Council.
Cost of Sports/Cultural Scholarships funded per annum	≤ \$5000	\$0	



# *Strengthening Our Economy*



*Our Place ... Our Future*

## Strengthening Our Economy

Providing for sustainable and planned growth that supports a range of lifestyle choices and employment opportunities.

### 2.1.1 Planning for Economic Growth

2.1.1.1 To plan and manage growth in a sustainable manner with emphasis on creating a diversified economy underpinned by sound local environmental planning.

01 Identify and develop new plans and strategies in line with the community's needs.

**Action 2.1** Not Progressing 50%  
**Prepare a Development Control Plan.**

KPI	Target	Achieved	Notes
Plan prepared, consulted upon and adopted by Council.	100% complete	50	Work on this project stalled within the quarter due to resources being directed to other projects.

**Action 2.2** Progressing 30%  
**Preparation of a Master Plan/DCP for the Marrangaroo Urban Release Area and the adjacent new industrial precinct.**

KPI	Target	Achieved	Notes
Plans prepared, consulted upon and adopted.	100% complete	30%	Project inception, information review, site analysis, economic study; briefings and visioning were undertaken in the quarter. This involved community, stakeholder and landowner consultation and engagement in three separate phases during the quarter.

## Exploring and discovering the richness in our society through the pursuit of educational, creative and cultural opportunities to diversify our economy, skills base and employment opportunities.

### 2.2.1 Arts and Culture

2.2.1.1 To promote, develop and utilise the creative talents of the Lithgow region.

01 Encourage a whole of community approach to supporting the growth of cultural industries.

**Action 1.1** Participate in local and regional cultural networking groups. Progressing 50%

KPI	Target	Achieved	Notes
Participate in Lithgow Museums Network, Arts OutWest, Blue Mountains Association of cultural Heritage Organisations and other networking groups.	100% of meetings attended	100%	The Acting Cultural Development Officer attended the Blue Mountains Association of Cultural Heritage Organisations meeting in November 2016.  Lithgow Museums Network convened in December, with Museums and Galleries NSW.

**Action 1.2** Maintain and improve the Lithgow Creative's website. Progressing 50%

KPI	Target	Achieved	Notes
Website maintained and updated monthly.	100% complete	50%	Due to staffing changes the website was maintained but, there were no updates to the site.

**Action 1.3** Host exhibitions at Eskbank House for cultural industries Progressing 50%

KPI	Target	Achieved	Notes
Number of exhibitions hosted at Eskbank House Museum per annum.	100%	1	A commercial exhibition by sculptor Antony Symons', Aspects of Alienation was hosted in November.  Pollinator Week also hosted in December.

## 2.2.2 Branding and Marketing

2.2.2.1 To establish an effective integrated branding and marketing identity to promote Council, Tourism, Economic Development and the LGA.

01 Develop and implement an integrated and effective marketing and branding strategy for the Council, Tourism, Economic Development and the Local Government Area.

**Action 1.1** Not Progressing 0%  
**Economic Development Advisory Committee to identify priority actions to undertake a three year Regional Promotion and Marketing Campaign.**

KPI	Target	Achieved	Notes
Priority actions implemented in accordance with available funding.	100% complete	0%	This program will commence on the appointment of a new Economic Development Officer.

**Action 1.2** Progressing 50%  
**Install additional town entry and tourism signage throughout the LGA.**

KPI	Target	Achieved	Notes
Welcome banners replaced annually.	100% complete	100%	Welcome banners were replaced in the 2 <sup>nd</sup> Quarter
Investigate locations for additional billboard signs within available funding.	100% complete	10%	Have obtained quotes from Ooh Media and will be considered by the Tourism Advisory Committee.
Upgrade and install brown and white tourism signs in accordance with the Interpretive Signage Program.	100% complete	0%	No signs were installed during this period.
Town entry signage installed within available funding throughout the LGA.	100% complete	50%	New Town Entry signage has been received for installation.

## 2.2.3 Business and Industry Development and Support

2.2.3.1 To expand Lithgow's economic base and encourage local employment opportunities through the promotion and facilitation of business and industry development and services.

01 Encourage the increase of business activities in the CBDs of Lithgow, Wallerawang and Portland.

**Action 1.1** Not Progressing 0%  
**Develop and implement a Lithgow CBD Business Attractions and Retention Program**

KPI	Target	Achieved	Notes
Coordinate Business Training and Development activities for local businesses.	≤ 6	0%	This program will commence on the appointment of a new Economic Development Officer.

**Action 1.2** Progressing 50%  
**Promote the Main Street Façade Program**

KPI	Target	Achieved	Notes
Number of applications processed for the Main Street Façade Program.	≤ 10	2	Applications were processed during 2 <sup>nd</sup> quarter.
Number of applications processed for the Main Street Façade Program.	≤ \$20000	\$4772.13	

## 2.2.4 Leadership and Communication

2.2.4.1 To provide leadership and communications that foster collaboration to maximise Lithgow economic potential

**01** Ensure sound communications across the community and with Council to assist with encouraging growth.

**Action 1.1** Not Progressing 0%  
**Regularly meet with and coordinate economic programs with the Economic Development Advisory Committee and other stakeholders as required.**

KPI	Target	Achieved	Notes
Economic Development Advisory Committee meetings held 3 monthly	100% of meetings held	0%	Council Committees are still to reform following the Council elections.
Economic Development Officer to attend meetings of Lithgow business associations.	100% of meetings attended	0%	This program will commence on the appointment of a new Economic Development Officer.

**02** Market and promote Lithgow as a place to do business, work, live and recreate.

**Action 3.1** Progressing 50%  
**Develop promotional material to attract investors and residents and participate in relevant exhibitions.**

KPI	Target	Achieved	Notes
Investment prospectus kept updated.	100% complete	0%	This program will commence on the appointment of a new Economic Development Officer.
Continue to update the Economic Development Website.	100% complete	0%	
Continue to monitor, maintain and update Revitalising Lithgow and Lithgow; Our Place, Our Future Facebook pages.	100% complete	100%	Facebook pages continue to be monitored and maintained.



## 03 Encourage expansion and attraction of businesses.

**Action 4.1** Progressing 50%  
**Appropriate conferences attended to encourage investment.**

KPI	Target	Achieved	Notes
Attend local and regional economic and tourism forums to promote and advocate for development and business opportunities within the Lithgow LGA.	100% complete	100%	Council staff attended: <ul style="list-style-type: none"> <li>The Penrith Caravan and Camping Show on 9-11 September.</li> <li>The Canberra Home and Leisure, 4WD, Camping and Tourism Show on 21-23 October 2016.</li> </ul>

**Action 4.2** Progressing 50%  
**Regular assistance provided to potential investors.**

KPI	Target	Achieved	Notes
Respond to enquiries and coordinate with other departments as required.	100% of enquiries responded to in accordance with Policy 4.6	100%	All enquiries have been responded to by the Development Department in lieu of the appointment of an Economic Development Officer

## 2.2.5 Education and Training

2.2.5.1 To encourage and support learning opportunities in the LGA that aligns with our needs for skilled workers and retention of your people and families.

### 01 Promote to attract occupations and industries where skills shortages have been identified.

**Action 1.1** Not Progressing 50%  
**Continue to liaise with tertiary education providers and employment agencies to facilitate delivery of training courses that target business needs.**

KPI	Target	Achieved	Notes
Identify gaps in response to economic conditions and advice provided by business stakeholder groups.	100% complete	0%	This program will commence on the appointment of a new Economic Development Officer.

## 2.2.6 Local Environmental Planning and Development

2.2.6.1 To ensure the long-term sustainability of infrastructure and land that underpins and supports the growth of the Local Government Area.

01 Issue certificates including: Section 149 Certificates, Building Certificates and Subdivision Certificates.

**Action 1.4** Progressing 50%  
**Process and issue Building and Planning Certificates in accordance with regulatory requirements.**

KPI	Target	Achieved	Notes
Processing days	90% processed within 7 working days.	90%	Applications processed as required.

## 2.2.7 Tourism

2.2.7.1 To create a strong tourism industry that maximises benefits from visitors to the LGA.

01 Act upon the recommendations contained in the Tourism Strategy/Destination Management Plan

**Action 1.1** Progressing 50%  
**Priority actions from the Plan are identified by the Tourism Advisory Committee.**

KPI	Target	Achieved	Notes
Priority actions implemented in accordance within available funding.	100% complete	0%	Priority actions have not been determined – awaiting finalisation of the new Tourism Advisory Committee.
6 meetings held per year in accordance with the terms of reference.	100% of meetings held	0%	The new Tourism Advisory Committee has not formed since the Council elections in September
Provide input into community tourism development initiatives.	100% complete	100%	Regular meetings were held with Wallerawang-Lidsdale Progress Association in the development of an Information Bay at Lake Wallace.
Seek opportunities to increase funding for tourism activities.	100% complete	100%	Council staff submitted an application for Destination NSW Regional Flagship funding for the 2017 Lithgow Halloween Festival.

02 Identify and support the delivery of a diverse range of quality festivals and events.

**Action 2.1** Completed 100%  
**Organise and stage LithGlo**  
 • Sponsorship levels  
 • Participation  
 • Visitation

KPI	Target	Achieved	Notes
Event delivered.	100% complete	100%	Lithglo 2016 was held on Saturday 10th December. Lithgow Village Markets were engaged to liaise and book market stall holders. The 2016 event had a record 60+ market stalls.

**Action 2.2** Completed 100%  
**Organise and stage Halloween**  
 • Sponsorship levels  
 • Participation  
 • Visitation

KPI	Target	Achieved	Notes
Continue sponsorship funding agreements for the event.	20% of Council funding is matched by Corporate Sponsorship.	100%	Corporate sponsorship achieved for the 2016 Lithgow Halloween is \$32,500
Event delivered	100% complete		Lithgow Halloween 2016 Festival was held on Saturday 29 October 2016.

**Action 2.3** Progressing 50%  
**Identify and support local tourism events.**

KPI	Target	Achieved	Notes
Support provided to local tourism events.	100% of enquiries assisted	100%	<p>Provide marketing support through regional tourism magazines, Visit NSW website and Lithgow tourism calendar of events website and street posters to local events, including:</p> <ul style="list-style-type: none"> <li>• Mountain Cruizers Car Show</li> <li>• RedAss Downhill Enduro Series Finale 2016</li> <li>• Portland Spring Fair</li> <li>• Freaky Friday – Featuring ‘Side Show Annie’</li> <li>• 21st century steps Back to Hartley</li> <li>• Light the Night Fundraising Ball.</li> <li>• Heritage and Who Dunit</li> <li>• Lithgow Light the Night</li> <li>• Tour De Range</li> </ul>

KPI	Target	Oct	Nov	Dec	Notes
Number of promotional displays developed in VIC to promote major events to visitors per annum	100%	1	1	1	The following displays were held at the VIC to promote local events: <ul style="list-style-type: none"> <li>Halloween</li> <li>Light the Night Walk in Queen Elizabeth Park</li> <li>Christmas.</li> </ul>

**Action 2.4** Not Due To Start 0%  
**Coordinate Australia Day festivities in Lithgow and provide support to other events and activities throughout the LGA.**

KPI	Target	Achieved	Notes
Promote Australia Day events to the community.	100% complete	0%	Scheduled to be undertaken in 3 <sup>rd</sup> quarter.

**Action 2.5** Progressing 50%  
**Coordinate the Official Australia Day Ceremony and provide support to other events and activities in the LGA.**

KPI	Target	Achieved	Notes
Official Ceremony coordinated and promoted to official guests and the community.	100% complete	50%	During the quarter, NSW Local Citizenship Award nominations were made available, the Ambassador Program was registered and planning for the Australia Day event, including calling for nominations for Australia day awards, undertaken.

**Action 2.6** Progressing 25%  
**Develop an Events Attraction Package to target/sponsor events to the Lithgow Region.**

KPI	Target	Achieved	Notes
Number of applications processed for the Events Attraction Package program.	≥ 5	2	Policy has been developed and will be reported to Council. During 3 <sup>rd</sup> quarter for approval to publicly exhibit.  Two applications have been received by council for events to be held in April and October 2017.
Number of successful applications	≥ 5	0	
Cost of financial assistance provide per successful application.	≥ \$2000	\$0	
Economic Benefit per event	≥ \$50000	\$0	
Number of participants per event	≥ 50	0	
Number of visitors per event	≥ 1000	0	

## 03 Operate the Visitor Information Centre.

**Action 3.1** Progressing 50%  
**Operate the Visitor Information Centre to provide information and services to visitors.**

KPI	Target	Oct	Nov	Dec
Total value of souvenir sales	100%	\$8969.8	\$4219	\$3968
Number of visitors to the Visitor Information Centre	100%	4405	3318	3228
Number of members	100%	5	2	1
Total value of accommodation bookings	100%	\$0	\$0	\$0
Commission on accommodation bookings	100%	\$0	\$0	\$0
Total value of tour bookings	100%	\$0	\$0	\$0
Commission on tour bookings	100%	\$0	\$0	\$0

**Action 3.2** Progressing 50%  
**Increase local awareness of the role of the Visitor Information Centre in the Lithgow community.**

KPI	Target	Achieved	Notes
Monitor and update social media.	3 Facebook posts per week	100%	Regular posts were made on the Lithgow Tourism and Lithgow Halloween pages during the 2 <sup>nd</sup> quarter.

**Action 3.3** Progressing 50%  
**Provide quality visitor information services.**

KPI	Target	Achieved	Notes
Identify increased customer satisfaction through visitor comments and surveys.	1 survey per annum	1	Survey is developed.



## 04 Strengthen Lithgow's brand identity.

**Action 4.1** Progressing 50%  
**Promotion and marketing of the LGA in a range of media and within budget**

KPI	Target	Achieved	Notes
Monthly advertisements in the Blue Mountains Imag.	12 per annum	3	Advertisements placed.
6 advertisements in other promotional media per year.	6 per annum	1	Lithgow Halloween Festival promoted in Blue Mountains Life Magazine.
Monthly advertisements in Discover Blue Mountains.	12 per annum	3	Advertisements placed.
Monthly advertisement in Discover Central West.	12 per annum	3	Advertisements placed.
Quarterly advertisements in the Blue Mountains Tourist Newspaper.	4 per annum	2	Advertisements placed winter and spring edition.
Monthly press releases/advertisements in the Lithgow Mercury.	12 per annum	3	Media releases printed in Mercury.

**Action 4.2** Not Due To Start 0%  
**Develop and update Recreational Activity Guides to increase greater visitation of areas listed and address the pressing need for more interpretive information on bush tracts from 4WD and trail bike riders.**

KPI	Target	Achieved	Notes
Develop a guide to promote 4WDing, bushwalking, mountain biking and camping in the LGA.	100% complete	0%	Not due to start until 3 <sup>rd</sup> Quarter.

**Action 4.3** Not Due To Start 0%  
**Promotion of the LGA through the development of combined marketing with Bathurst and other neighbouring Local Government Areas.**

KPI	Target	Achieved	Notes
Combined marketing strategy developed and implemented.	100% complete	100%	This project has stalled due to pending determinations with proposed Council amalgamations for Bathurst and Oberon.

**Action 4.4**  
**Support filming opportunities in the LGA.**

Progressing 50%

KPI	Target	Achieved	Notes
Maintain a web presence.	100% complete	100%	Lithgow City Council Film Permit application is on the Lithgow tourism website.

KPI	Target	Oct	Nov	Dec	Notes
Number of film enquiries processed.	100%	0	2	0	Filming was undertaken in the Capertee and Hartley Valleys during November.

**Action 5.1**  
**Eskbank House Museum open and operational 5 days per week.**

Progressing 50%

KPI	Target	Achieved	Notes
Number of visitors to Eskbank House Museum compared to 2015/16.	100%	482 visitors	Increase of 47% over visitation during the 2 <sup>nd</sup> quarter 2015/16.

**Action 5.2**  
**Events and activities developed to promote Eskbank House Museum and its collections.**

Progressing 50%

KPI	Target	Oct	Nov	Dec	Notes
Number of exhibitions and events held per annum	100%	2	1	1	Antony Symons' Aspects of Alienation an exhibition for Pollinator Week.
Number of travelling exhibitions and events held per annum	100%	0	0	0	Travelling exhibition budgets have been cut by most collecting institutions, reducing the pool of shows available for small museums like Eskbank House.
Number of public program events held per annum.	100%	3	2	0	Two children's workshops in October and Eskbank House 50 <sup>th</sup> birthday and book launch in November.

**06 Upgrade display and exhibition equipment at Eskbank House Museum**

**Action 6.1**  
**Collection cataloguing and interpretation undertaken.**

Progressing 50%

KPI	Target	Achieved	Notes
Collection systematically catalogued and interpretive materials developed.	100% complete	100%	Volunteers continue to transfer paper collection records to Council's eHive web cataloguing system.

**Action 6.2** Progressing 50%  
**Display and exhibition equipment upgraded.**

KPI	Target	Achieved	Notes
Display and exhibition equipment upgraded within budget allocation.	100% complete	100%	Conservation cleaning of collection items has been continued to be a priority.

**08 Develop marketing for Eskbank House Museum**

**Action 8.1** Progressing 50%  
**New signage and marketing collateral developed in accordance with Council's Branding and Marketing Strategies.**

KPI	Target	Achieved	Notes
Brochures developed and updated as required.	100% complete	20	Brochure review delayed by staffing changes.
Develop the Eskbank House Outdoor Interpretation project to include: <ul style="list-style-type: none"> <li>• Interpretive signage in the grounds</li> <li>• Interpretive booklet</li> <li>• Website upgrade</li> </ul>	100% complete	0	Internal signage has been installed. Oral history project sent for layout and due for completion in 3 <sup>rd</sup> quarter.

# *Developing Our Built Environment*



*Our Place ... Our Future*

## Developing Our Built Environment

Planning for suitable infrastructure development to promote sustainable and planned growth, while enhancing the existing identity of the towns, villages and rural areas of the LGA.

### 3.1.1 Planning for Our Built Environment

3.1.1.1 To provide infrastructure to ensure the sustainable growth and development of the area including the provision of quality recreational and community facilities.

01 Identify and develop new plans and strategies in line with the community's needs

**Action 1.1** Progressing 70%  
**Complete the Hassans Walls Management Plan.**

KPI	Target	Achieved	Notes
Plan prepared, consulted upon and adopted by Council.	100% complete	70%	Preliminary Draft Plan of Management prepared and internally reviewed by Council officers. Will be reported to Council in 3rd Quarter for approval to publicly exhibit.

**Action 1.2** Progressing 80%  
**Prepare a Rural Lands Study**

KPI	Target	Achieved	Notes
Plan prepared, consulted upon and adopted by Council.	100% complete	80%	Consultant preparing revised Draft Strategy following an internal review which highlighted some further work to be undertaken.



## Ensuring sustainable and planned growth through the provision of effective public and private transport options and suitable entertainment and recreational facilities to enhance the lifestyle choices of the community.

### 3.2.01 Cemeteries

#### 3.2.1.1 To provide a respectful cemetery service

##### 01 Maintain and operate cemeteries

**Action 1.1** Progressing 50%  
**Monitor and report on number of complaints received**

KPI	Target	Oct	Nov	Dec	Notes
Number of complaints received per annum	< 5 =	1	1	3	Complaints were received and processed.

##### 02 Implement 10-year Cemetery Improvements Program

**Action 2.1** Not Progressing 0%  
**Undertake improvements at Lithgow Cemetery.**

KPI	Target	Achieved	Notes
Install Footpath	100% complete	0%	Scheduled to commence in 3 <sup>rd</sup> quarter.
Upgrade entry road to Lawn cemetery	100% complete	0%	

**Action 2.2** Completed 100%  
**Undertake improvements at Portland Cemetery.**

KPI	Target	Achieved	Notes
Construct new beam	100% complete	100%	2 new beams were installed during 2 <sup>nd</sup> quarter in the lawn cemetery.
Tree removal	100% complete	100%	Completed in 2 <sup>nd</sup> quarter.

**Action 2.3** Completed 50%  
**Undertake improvements at Glen Alice Cemetery.**

KPI	Target	Achieved	Notes
Install columbarium	100% complete	100%	Completed in 2 <sup>nd</sup> quarter.



### 3.2.02 Community Cultural Facilities

3.2.2.1 To develop cultural and recreational infrastructure that will meet the needs of the community now and into the future.

01 Enhancement of Civic Spaces and Public Places within the Lithgow LGA through the development and promotion of public art and amenity.

**Action 1.1** Progress 10%  
**Implement the CBD Revitalisation Action Plan.**

KPI	Target	Achieved	Notes
Redevelopment of Cook Street Plaza and Eskbank Street Precinct.	Annual Program 100% complete	10%	Survey Work has been Completed in CBD.  Landscape Design and Detailed Design have commenced.

**Action 1.1** Progressing 50%  
**Work with the Lithgow Tidy Towns to develop the Lithgow Laneways Project.**

KPI	Target	Achieved	Notes
Develop and promote a series of art installation programs in the lane ways linking Main Street with the back lanes and car parks.	100% complete	100%	Installation of a 'Book Spine' by local sculptor, Tim Johnman commenced in the quarter.  The Lithgow Skulls Project was completed at the Halloween 2016 event.

### 3.2.03 Community Commercial/Industrial Buildings

3.2.3.1 Maintain community commercial and industrial buildings and structures to meet the needs of the community and service Council operations.

01 Maintain and upgrade community buildings and structures to meet the needs of the community and ensure commercial viability.

**Action 1.1** Progressing 30%  
**General asset building maintenance (including Special Rate Variation Program)**

KPI	Target	Achieved	Notes
Upgrade the Administration Centre: <ul style="list-style-type: none"> <li>• Customer Service Area</li> <li>• Internal Office Layout - 1st floor</li> <li>• Roof safety system.</li> </ul>	100% complete	10%	Roof safety system completed. Quotations being sourced for ceilings.
Replace the existing air conditioning unit in the Centrelink Building.	100% complete	5%	Quotations received. Programmed to commence February 2017.
Install a lift in the Hartley Building.	100% complete	0%	Not commenced. Viability of project to be reviewed.
Install accessible toilets in the Hartley Building.	100% complete	0%	Not commenced. Viability of project to be reviewed.

**Action 1.2** Progressing 10%  
**Upgrade toilet facilities in the Lithgow Local Government Area.**

KPI	Target	Achieved	Notes
Construct new toilet facilities in Endeavour Park.	100% complete	10%	Quotations received and accepted. Order issued for project.

**Action 1.3** Completed 100%  
**Provide assistance to the Portland Unit NSW SES to upgrade the Emergency Services Building.**

KPI	Target	Achieved	Notes
Funding provided to install motors to the manual doors.	100% complete	100%	Completed.

**02 Manage those community halls and theatres with advisory/management committees in conjunction with the community.**

**Action 2.1** Not Progressing 0%  
**Hold meetings of hall and theatre advisory/management committees in accordance with the Terms of Reference**

KPI	Target	Achieved	Notes
2 meetings of the Union Theatre Management Committee per annum.	100% complete	0	Council committees have not been reformed following the Council elections.
2 meetings of Meadow Flat Hall per annum.	100% complete	0	
2 meetings of the Crystal Theatre Management Committee per annum.	100% complete	0	

**Action 2.2** Progressing 50%  
**Operate the Community Halls**

KPI	Target	Oct	Nov	Dec	Notes
Number of bookings for Wallerawang Memorial Hall Processed.	100%	0	0	0	Bookings processed for the 2 <sup>nd</sup> quarter.
Number of bookings for Civic Ballroom Processed.	100%	2	4	2	
Number of bookings for Union Theatre Processed.	100%	4	2	3	

**03 Maintain the Pound facilities.**

**Action 3.1** Progressing 100%  
**Upgrade the Pound.**

KPI	Target	Achieved	Notes
Install sliding doors on new enclosures.	100% complete	100%	Completed
Resurface concrete floors	100% complete	100%	Completed

**04 Undertake capital improvements to Eskbank House Museum from the Eskbank House Trust Reserves.**

**Action 4.1** Progressing 50%  
**Program of capital improvements based on the Conservation Management Plan and Landscape Strategy progressively implemented.**

KPI	Target	Achieved	Notes
Gravel skirt to all buildings installed	100% complete	0%	To be considered in 2017/18 subject to funds being available.
External painting of Eskbank House	100% complete	0%	To be considered in 2017/18 subject to funds being available.
Exhibition lighting in the Enclosed Courtyard installed	100% complete	0%	To be considered in 2017/18 subject to funds being available.
Kitchen garden installed and fenced.	100% complete	50%	Works commenced in the 2 <sup>nd</sup> quarter and will be completed in the 3 <sup>rd</sup> quarter.
Weather proofing of traction steam engines.	100% complete	0%	To be considered in 2017/18 subject to funds being available.

**3.2.04 Cycleways and Walkways**

**3.2.4.1 To establish a system of cycleways and pedestrian paths to provide links between major cultural and recreational facilities and town centres.**

**01 Undertake footpath construction as per 10 year program.**

**Action 1.1** Not Due To Start 0%  
**Footpath construction**

KPI	Target	Achieved	Notes
Construct a footpath from Kirkley Street to Magpie Hollow Road on the Great Western Highway, South Bowenfels.	100% complete	0%	Not scheduled to commence until 3 <sup>rd</sup> quarter.
Construct a footpath from Forest Ridge drive to Wallerawang Public School on Barton Avenue, Wallerawang.	100% complete	0%	Not scheduled to commence until 3 <sup>rd</sup> quarter.

## 3.2.05 Environmental Health

### 3.2.5.1 To provide an Environmental Health Inspection Program

#### 01 Conduct public health and food inspections.

**Action 1.1** Progressing 50%  
**All food premises inspected annually in accordance with the food regulatory partnership.**

KPI	Target	Oct	Nov	Dec	Notes
Number of food inspections premises undertaken annually. .	100%	17	14	12	Inspections have been conducted on food premises within the Lithgow Local Government Area in accordance with the Food Regulation Partnership with the NSW Food Authority.

**Action 1.2** Progressing 50%  
**Investigate complaints made in relation to food premises.**

KPI	Target	Achieved	Notes
Complaints investigated, actions resolved or determined within 24 hours.	100% investigated	3	Complaints investigated and actions taken as required.

**Action 1.3** Not Due To Start 0%  
**All skin penetration premises inspected once per year.**

KPI	Target	Achieved	Notes
1 inspection per premises per annum.	100% complete	0%	Scheduled to be undertaken in March 2017.

**Action 1.4** Not Due To Start 0%  
**Conduct commercial swimming pool and spa inspections and provided ongoing education.**

KPI	Target	Achieved	Notes
1 inspection of each pool/spa per annum.	100% complete	0%	Scheduled to be undertaken in January 2017.

**Action 1.5** Not Due To Start 0%  
**Conduct inspections of cooling towers and associated systems and respond to complaints.**

KPI	Target	Achieved	Notes
Complaints investigated, actions resolved or determined within 24 hours.	100% investigated	0%	Scheduled to be undertaken in 3 <sup>rd</sup> quarter.

**Action 1.6** Progressing 50%  
**Maintain a register of water cooling and warm water systems.**

KPI	Target	Achieved	Notes
Compliance with Public Health (Microbial Control) Regulation at all times.	100% complete	100%	Register is maintained throughout the year.

**Action 1.7** Not Due To Start 0%  
**Undertake inspections of Caravan Parks.**

KPI	Target	Achieved	Notes
2 inspections per Caravan Park annually.	100% complete	0%	Scheduled to be undertaken in the 3 <sup>rd</sup> Quarter.

### 3.2.06 Heritage

3.2.6.1 To identify, preserve, improve and promote the LGA's indigenous built and natural heritage

01 Assist with appropriate development of heritage items.

**Action 1.1** Progressing 50%  
**Provide heritage advice to residents on development matters.**

KPI	Target	Oct	Nov	Dec	Notes
Number of residents utilising the Heritage Advisory Service.	100%	9	12	7	Heritage inspections are undertaken as required. The service is being utilised by residents and developers.

**Action 1.2** Progressing 60%  
**Finalise and implement the heritage provisions of the new comprehensive Development Control Plan**

KPI	Target	Achieved	Notes
Adoption of Comprehensive Development Control Plan	100% complete	60%	Work continued on the heritage component of the Development Control Plan. However the overall DCP project stalled during the quarter.



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**Action 1.3** Progressing 10%  
**Implement works at Blast Furnace Park and nearby precinct in relation to safety and interpretive signage.**

KPI	Target	Achieved	Notes
Completion of works including construction of raised walkways, viewing platforms, fenced pathways and interpretive sign	100% complete	10%	Council resolved 31 October 2016 to call for selective tenders for Masterplan works. Tenders opened 4 November and closed 2 December 2016.

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**Action 1.4** Progressing 50%  
**Install new heritage and interpretive signage across the Local Government Area.**

KPI	Target	Achieved	Notes
Install interpretive signage as required.	100% complete	100%	New signage recognising Max & Molly Kiddle was developed for the recently gazetted Kiddle Park.

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### 3.2.07 Housing and Development

3.2.7.1 To provide a range of housing opportunities to meet the diverse needs of the community.

01 Provide for quality residential development through the provision of guidance and standards to developers.

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**Action 1.1** Not Progressing 50%  
**Prepare a Comprehensive Development Control Plan which includes provisions for residential development of varying densities.**

KPI	Target	Achieved	Notes
Completion of Development Control Plan.	100% complete	50%	Work on this project stalled during the quarter due to resources being directed to other projects.

### 3.2.08 On-site Sewage Management

3.2.8.1 To ensure that on-site sewage management systems comply with environmental and health requirements.

#### 01 Undertake inspections of Septic Systems and Aerated Waste Water Systems.

**Action 1.1** Progressing 50%  
**Undertake an inspection regime of systems and take appropriate action where systems are failing.**

KPI	Target	Oct	Nov	Dec	Notes
Undertake inspections of septic systems.	100%	3	7	15	Annual inspections and approval of on-site sewerage systems is ongoing for all unsewered properties in the Local Government Area to ensure compliance with environmental and public health performance standards and the Local Government Act S.68 Part C, Items 5 & 6.
Monitor service records for aerated waste water systems.	100%	10	10	7	Monitoring of service records occurs to ensure systems comply with environmental and public health performance standards and the Local Government Act S.68 Part C, Items 5 & 6.

### 3.2.09 Parks and Gardens

3.2.9.1 To develop parks and gardens that will meet the needs of the community now and into the future.

#### 01 Develop and maintain gardens, parks, reserves, street trees and other public space.

**Action 1.1** Progressing 50%  
**Undertake streetscape improvements to enhance public amenity.**

KPI	Target	Achieved	Notes
Plant new street trees	100% complete	100%	Removal of dangerous trees and planting of new street trees is undertaken throughout the year as required.
Remove dangerous trees	100% complete	100%	

**Action 1.2** Progressing 50%  
**Upgrade playground equipment in local parks.**

KPI	Target	Achieved	Notes
Install or replace playground equipment in local parks:	100% complete	100%	Ongoing
Install or replace shaded seating in Queen Elizabeth Park:	100% complete	10%	Equipment has been ordered to be installed in 3 <sup>rd</sup> quarter.
Install or replace shade structures in local parks.	100% complete	100%	Ongoing
Install or replace park furniture in local parks	100% complete	100%	Ongoing
Install or replace soft fall in local parks	100% complete	100%	Undertaken throughout the year as required.
Install shade sails and replace playground equipment in Clarence Pirie Park, Capertee.	100% complete	10%	Equipment has been ordered to be installed in 3 <sup>rd</sup> quarter.

### 3.2.10 Recreational Facilities

3.2.10.1 To develop recreational facilities that will meet the needs of the community now and into the future

**01** Develop and operate the Lithgow Aquatic Centre using Council resources and associated oncosts.

**Action 1.1** Progressing 50%  
**Number of patrons utilising the Aquatic Centre facilities.**

KPI	Target	Oct	Nov	Dec	Notes
Number of patrons	100% processed	5483	11380	7919	Includes all patrons and spectators of the aquatic centre.
Number of bookings for the Kids Party Package.	100% processed	3	4	5	Kids Party Package bookings processed.
Number of children using the Learn to Swim Program	100% processed	248	220	195	Participants in the Learn to Swim Program.
Number of patrons using the exercise programs.	100% processed	205	244	195	Patrons utilising the exercise programs.

## 02 Manage and prepare playing fields using Council resources and associated oncosts.

### Action 2.1

Progressing

50%

All sporting fields available for use except in exceptional wet weather conditions.

KPI	Target	Achieved	Notes
Undertake the following works: • Synthetic wicket replacement • Top dressing various ovals.	100% complete	100%	Completed
Undertake the following works at Wallerawang Oval: • Water Cannon Replacement • Goal post replacement • Top dressing of oval	100% complete	100%	Completed
Undertake the following works at Tony Luchetti Show Ground: • Flood lights	100% complete	10%	Ordered and will be installed in 3 <sup>rd</sup> quarter.
Undertake the following works at Glanmire Oval: • Replace synthetic wickets	100% complete	100%	Completed
Undertake top dressing at Kremer Park, Portland.	100% complete	100%	Completed.
Undertake the following improvements at Marjorie Jackson Oval: • Upgrade Fencing • Upgrade seating • Upgrade lighting (dependent upon matching grant funding)	100% complete	10%	Fencing to be completed 3 <sup>rd</sup> quarter. Quotes have been called for lighting. Seating has been ordered.

## 03 To provide support and a forum for sporting, recreational and community groups to discuss matters relating to local sport and recreational facilities and advise Council.

### Action 3.1

Progressing

10%

Organise the Sports Advisory Committee meetings in accordance with the Committee terms of reference.

KPI	Target	Achieved	Notes
Meetings to be held monthly.	100% of meetings held	1	A meeting was held on 20 December.

**Action 4.2** Progressing 25%  
**Provide support to recreational activities and organisations in accordance with Council's Financial Assistance Policy.**

KPI	Target	Oct	Nov	Dec	Notes
Number of financial assistance to attend special sporting events applications processed.	≤ 20	1	0	1	Financial Assistance applications were processed during the quarter.
Number of financial assistance to attend special sporting events applications processed.	≤ \$2000	\$300	0	\$500	

### 3.2.11 Road Safety and Compliance

#### 3.2.11.1 To promote the road safety message and enforce legislative requirements

##### 01 Ensure available parking for residents and visitors.

**Action 1.1** Progressing 50%  
**Conduct on-street parking enforcement in the Central Business District of Lithgow and School Zones.**

KPI	Target	Oct	Nov	Dec	Notes
Number of Parking Patrols per annum	100%	1	12	10	On street parking patrols completed in a timely manner. School zone safety and educational patrols were conducted on a regular basis.
Number of School Zone Patrols per annum	100%	1	2	2	School zone safety and educational patrols were conducted on a regular basis.

##### 02 Enforce legislative requirements

**Action 2.1** Not Due To Start 0%  
**Organise the Traffic Authority Local Committee in accordance with the committee terms of reference.**

KPI	Target	Achieved	Notes
Meetings to be held every 4 weeks.	100% of meetings attended	0%	TALC Committee members have not yet been determined.

### 3.2.12 Sewage Infrastructure

3.2.12.1 To provide sewage infrastructure to allow for the sustainable growth and development of the area.

01 Provide a secure and reliable sewage reticulation system to residents of Lithgow, Lidsdale, Marrangaroo, Portland and Wallerawang.

**Action 1.1** Progressing 30%  
**Undertake improvements to Portland Sewerage Treatment Plant.**

KPI	Target	Achieved	Notes
1 smoke test conducted in Portland.	100% complete	0%	Scheduled to commence in 4 <sup>th</sup> quarter 2017.
Construct the new Portland Sewerage Treatment Plant.	100% complete	35%	Bulk earthworks completed onsite for aeration and concrete pour undertaken. Footings for amenities building commenced. All stage 1 water retaining structures completed along with subgrade road works and lock up stage for amenities building and electrical switch room.

**Action 1.2** Progressing 10%  
**Undertake improvements at Wallerawang Sewerage Treatment Plant.**

KPI	Target	Achieved	Notes
Desludging at Wallerawang Sewerage Treatment Plant.	100% complete	10%	Contractors scheduled to start desludging works in January 2017.

**Action 1.3** Progressing 20%  
**Undertake improvements at Lithgow Sewerage Treatment Plant.**

KPI	Target	Achieved	Notes
Desludging at Lithgow Sewerage Treatment Plant.	100% complete	5%	Ongoing desludging of lagoons using onsite system. Investigating options of desludging for Lithgow STP
Bypass of Sedimentation Tanks	100% complete	15%	Options report received with budget pricing for bypass of sedimentation tanks and/or replacement of inlet works.
Lining of fourth sludge lagoon	100% complete	0%	Not due to start.



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**Action 1.4** Deferred 0%  
**Undertake a renewal program of shared sewer mains.**

KPI	Target	Achieved	Notes
Reline Trunk Mains	100% complete	0%	Deferred due to other ongoing capital works.

**Action 1.5** Progressing 35%  
**Upgrade the sewer pumping stations.**

KPI	Target	Achieved	Notes
Replace old pumps	100% complete	25%	Pump replacement is undertaken on an as needs basis. Main Switch Control Assembly for buttress place was replaced.
Telemetry upgrade	100% complete	10%	The Scope of Works has been completed.

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**Action 1.6** Progressing 50%  
**Undertake replacement of sewer vents.**

KPI	Target	Achieved	Notes
Replace old sewer vents.	100% complete	25%	4 vents were replaced.

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**Action 1.7** Completed 100%  
**Undertake CCTV inspections of sewer mains.**

KPI	Target	Achieved	Notes
CCTV inspections and condition assessments undertaken and recorded in Council's Asset Management System.	100% complete	100%	Inspections and condition assessments were undertaken in Lithgow, Extension Estate and the Vale of Clwydd.

### 3.2.13 Transport

#### 3.2.13.1 To provide road infrastructure that meets the needs of the residents.

01 Upgrade and maintain urban and rural roads to an acceptable standard in accordance with their level of traffic use.

**Action 1.1** Progressing 5%  
**Undertake timber bridge improvements on rural roads as per the 10-year program at selected locations.**

KPI	Target	Achieved	Notes
Coco Creek Bridge, Glen Davis Road	100% complete	5%	Works will be undertaken in 4 <sup>th</sup> quarter based on condition reports undertaken in 2015/16.
Crown Creek Bridge, Glen Davis Road.	100% complete	5%	

**Action 1.2** Completed 100%  
**Urban Roads Improvement Program.**

KPI	Target	Achieved	Notes
Ordnance Avenue, Lithgow	100% complete	100%	Hotmix works on Ordnance Avenue have been completed. 544.37 tonne of Hotmix was laid as part of this project.
Methvan Street, Lithgow	100% complete	100%	Hotmix works on Methven Street have been completed. 494.7 tonne of Hotmix was laid as part of this project.

**Action 1.3** Not Due To Start 0%  
**Implement the Special Rate Variation - Four Year Works Program.**

KPI	Target	Achieved	Notes
Inch Street Lane, Lithgow	100% complete	50%	Preparation works have been completed. Seal will be laid during 3 <sup>rd</sup> quarter.
Bells Road, Lithgow	100% complete	5%	Not scheduled to commence until 3 <sup>rd</sup> quarter.
Vale Street, Portland	100% complete	0%	Works previously completed in 2014/15. Funds have been reallocated to the repair of Glenn Chee Road, Kanimbla and the reconstruction of the Wolgan Road Causeway, Wolgan Valley.

**Action 1.4**  
**Rural Roads Gravel Re-sheeting Program**

Not Due To Start 0%

KPI	Target	Achieved	Notes
Gravel re-sheeting and drainage improvements to Wattle Mount Road.	100% complete	0%	Not scheduled to commence until 3 <sup>rd</sup> quarter.
Grave re-sheeting and drainage improvements to Wolgan Road, Wolgan Valley.	100% complete	0%	Not scheduled to commence until 3 <sup>rd</sup> quarter.

**02 Continue to seek funding to upgrade and maintain state and regional roads within the LGA**

**Action 2.1**  
**Roads to Recovery Program Upgrades:**

Not Progressing 25%

KPI	Target	Achieved	Notes
Rydal Hampton Road	100% complete	5%	Areas for repair have been marked and a successful contractor appointed. Works will commence in 3 <sup>rd</sup> quarter.
Glen Davis Road	100% complete	5%	Areas for repair have been marked and a successful contractor appointed. Works will commence in 3 <sup>rd</sup> quarter.
Glen Alice Road	100% complete	50%	Preparation works have been completed. Seal will be laid in 3 <sup>rd</sup> quarter.
Main Street, Wallerawang	100% complete	15%	Hotmix quotes have been received and Downer EDI has been sent a letter of acceptance. Works to be completed prior to the end of 3 <sup>rd</sup> quarter.
Cox's River Road	100% complete	5%	Areas for repair have been marked and a successful contractor appointed. Work will commence in 3 <sup>rd</sup> quarter.
Williwa Street, Portland	100% complete	15%	Hotmix quotes have been received and Downer EDI has been sent a letter of acceptance. Works to be completed prior to the end of 3 <sup>rd</sup> quarter.
Curly Dick Road	100% complete	50%	Preparation works have been completed. Seal will be laid during 3 <sup>rd</sup> quarter.
McKanes Falls Road	100% complete	0%	Not scheduled to commence until 3 <sup>rd</sup> quarter.

### 3.2.13.2 To have improved transport linkages with Sydney

#### 01 Support the Bells Line and M2 Extension.

**Action 1.1** Not Progressing 0%  
**Attend meetings of the Bells Line Expressway Group.**

KPI	Target	Achieved	Notes
Meetings attended as required.	100% of meetings attended	0	No Meetings were attended during second quarter.

### 3.2.14 Trade Waste

#### 3.2.14.1 To provide a trade waste program

#### 01 Undertake activities identified in the Trade Waste Policy.

**Action 1.1** Progressing 50%  
**Prepare and undertake an inspection regime of systems.**

KPI	Target	Oct	Nov	Dec	Notes
Number of applications assessed and processed within 7 working days.	100%	3	0	0	Liquid Trade Waste program continued in accordance with Council's Liquid Trade Waste Policy to ensure compliance with Best Practice Management of Water Supply and Sewerage Guidelines, and the Liquid Trade Waste Regulation Guidelines.
Number of properties inspected for non-compliance.	100%	0	0	0	
Number of inspections per annum.	100%	19	24	13	

### 3.2.15 Water Infrastructure

#### 3.2.15.1 To provide water infrastructure to allow for the sustainable growth and development of the area.

#### 01 Provide a secure and reliable water reticulation system to residents of the Lithgow LGA.

**Action 1.1** Progressing 20%  
**Upgrade the Oakey Park Water Treatment Plant.**

KPI	Target	Achieved	Notes
Upgrade of SCADA system	100% complete	20%	Quotes received for central SCADA system for stage one of the project. Screen setup and spread sheet requirements completed for programming.

**Action 1.2** Progressing 10%  
**Undertake water mains renewal/relining in accordance with program.**

KPI	Target	Achieved	Notes
Water mains renewed predominantly in Portland and Wallerawang.	100% complete	10%	Works commenced on Fullagar Avenue main extension. Dial Before you Dig completed.

**Action 1.3** Progressing 20%  
**Undertake safety works to Farmers Creek No. 2 Dam.**

KPI	Target	Achieved	Notes
Safety works undertaken.	100% complete	20%	Investigation into the installation of safety railing and lifelines including specifications and approval from Dam Engineer and Safety Committee commenced.

**Action 1.4** Progressing 10%  
**Upgrade telemetry between Water Treatment Plants, reservoirs and Pump Stations.**

KPI	Target	Achieved	Notes
Telemetry upgraded.	100% complete	10%	Upgrade options received for current telemetry system. Contractor engaged to provide functional scope for upgrade tender documentation.

**Action 1.5** Progressing 50%  
**Undertake a Water Loss Management Program and implementation of its actions to achieve a reduction in Unaccounted for Water to less than 25%**

KPI	Target	Achieved	Notes
Priority actions from the Water Loss Management Program implemented.	25% reduction achieved	5%	Additional meter being identified for installation. Current consumer meters being removed to undertake verification to see accuracy of existing meters.

**Action 1.7**  
**Upgrade the water pumping stations.**

Not Due To Start      0%

KPI	Target	Achieved	Notes
Water pipes renewed.	100% complete	0%	Scheduled to be undertaken in 3rd quarter.

### 3.2.16 Waste Infrastructure

3.2.16.1 To provide a waste and recycling collection service that encourages a reduction in land filling.

**01 Provide garbage disposal facilities within the LGA.**

**Action 1.1**  
**Report on volume of landfill recorded at Council facilities.**

Progressing      50%

KPI	Target	Oct	Nov	Dec	Notes
Tonnes of waste recorded at Portland	100%	530	476	499	Tonnes of waste received and managed at the waste facilities.
Tonnes of waste recorded at Capertee	100%	123	123	123	
Tonnes of waste recorded at Cullen Bullen	100%	230	241	241	
Tonnes of waste recorded at Wallerawang	100%	636	756	704	
Tonnes of waste recorded at Lithgow	100%	5319	4892	4718	
Tonnes of waste recorded at Glen Davis	100%	83	83	93	



**Action 1.2** Progressing 50%  
**Upgrade the Lithgow Solid Waste Facility.**

KPI	Target	Achieved	Notes
Rehabilitate the Stage 1 area.	100% complete	50%	Progressive rehabilitation will occur behind filling, in accordance with the new Filling Plan and Landfill Environmental Management Plan (LEMP).

**Action 1.3** Progressing 50%  
**Provide waste services to rural communities.**

KPI	Target	Achieved	Notes
New trenches installed at rural landfill sites.	100% complete	50%	New Trenches have been constructed at Wallerawang and Portland Waste landfills.
Design and construct a Transfer Station at Cullen Bullen.	100% complete	0%	Construction of the Waste Transfer Stations has been deferred till the Waste & Recycling Strategy review has been complete.
Design a Transfer Station for Wallerawang.	100% complete	0%	

### 3.2.17 Waste and Recycling

3.2.17.1 To implement the waste management hierarchy of avoidance, reuse, recycle and dispose.

**01 Provide a waste and recycling service to meet the needs of the residents in the LGA.**

**Action 1.1** Progressing 50%  
**Provide kerbside garbage and recycling collection service to all residents within the collection service area.**

KPI	Target	Oct	Nov	Dec	Notes
Achieve a 5% increase in recycling material collected from 2015/16	> 1400	23%	-1%	26%	Overall there was a 3 tonne decrease in recycling received during this reporting period when compared to the same time last year.

**Action 1.2** Progressing 50%  
**Provide a green waste collection service to residents in Lithgow, Lidsdale, Marrangaroo, Portland, Rydal and Wallerawang.**

KPI	Target	Achieved	Notes
4 Green waste collections per year.	100% complete	50%	The next round will commence in 3 <sup>rd</sup> quarter.

**Action 1.3** Progressing 50%  
**Provide a clean-up collection service to residents.**

KPI	Target	Achieved	Notes
2 Clean-Up Collection Services per year.	100% complete	50%	The next round will commence in 4 <sup>th</sup> quarter.

**Action 1.4** Progressing 50%  
**Assist in the provision of the chemical collection service.**

KPI	Target	Achieved	Notes
Provide agreed assistance to NetWaste and/or Sydney Catchment authority with in-kind contributions.	100% completed	50%	Delivery of the service on the 30th October 2016 had over 130 participants provide over 7700kg of problem household chemicals for collection.

**Action 1.5** Progressing 50%  
**Attend meetings and participate in Netwaste activities.**

KPI	Target	Achieved	Notes
Attend meetings as resources allow.	100% of meetings attended	50%	Council is participating in a number of NetWaste projects including: <ul style="list-style-type: none"> <li>Waste Data Capture</li> <li>Scrap Metal Collection</li> <li>Environmental Monitoring for Landfills</li> <li>e-Waste Collection.</li> </ul>

**Action 1.6** Completed 100%  
**Undertake an Environmental Education Program targeting school aged children.**

KPI	Target	Achieved	Notes
Environmental Education Program undertaken.	100% complete	100%	Schools education program resulted in 15 presentations at a number of schools to over 300 students.

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### 3.2.18 Stormwater Infrastructure

3.2.18.1 To provide stormwater infrastructure to allow for the sustainable growth and development of the area.

01 Undertake drainage improvements.

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**Action 1.1** Not Due To Start 0%  
**Drainage improvements undertaken in accordance with priority program.**

KPI	Target	Achieved	Notes
Upgrade the Vale of Clwydd drainage network.	100% complete	0%	Scheduled to commence in 3 <sup>rd</sup> quarter.

# *Enhancing Our Natural Environment*



*Our Place ... Our Future*

## To conserve and preserve the natural environment whilst balancing the impact of development to ensure a sustainable and health community.

### 4.1.1 Planning for Our Natural Environment

4.1.1.1 To identify, preserve and improve our natural heritage and biodiversity whilst ensuring the water security and sewerage capacity of the regional for sustainable growth and development.

#### 01 Review and monitor current plans and strategies

**Action 1.1** Not Due To Start 0%  
**Review and update the 1998 Lithgow Bike Plan.**

KPI	Target	Achieved	Notes
Lithgow Bike Plan reviewed and updated.	100% complete	0%	Scheduled to commence in 3 <sup>rd</sup> quarter..

#### 02 Review and monitor current plans and strategies.

**Action 2.1** Progressing 50%  
**Priority actions from the Farmers Creek Precinct master Plan are identified by the Environmental Advisory Committee.**

KPI	Target	Achieved	Notes
Priority actions implemented in accordance with available funding.	100% complete	50%	Business case for the implementation of the Farmers Creek Precinct Master Plan is complete.

### 4.1.2 Air

4.1.2.1 To improve local air quality

#### 01 Provide the Alternate Fuel Rebate for the replacement of coal heaters with cleaner alternatives to Lithgow, Wallerawang, Portland and villages.

**Action 1.1** Progressing 50%  
**Provide the Alternate Fuel Rebate for the replacement of coal heaters with cleaner heating alternatives to Lithgow, Wallerawang, Portland and Villages.**

KPI	Target	Oct	Nov	Dec	Notes
Number of Alternative fuel Rebates processed.	100%	0	1	1	Application received on 20 December 2016 for processing.
Number of Alternative fuel Rebates processed.	100%	0\$	\$1,000	\$0	

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### 4.1.3 Biodiversity

4.1.3.2 To responsibly manage natural resources through the control of environmental and noxious weeds.

01 Control environmental and/or noxious weeds on public land through Council and/or service provided by the Upper Macquarie County Council.

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**Action 1.1** Progressing 50%  
**Weed control of natural water courses – Farmers Creek**

KPI	Target	Achieved	Notes
Weed control undertaken at Farmers Creek.	100% complete	50%	Treatment and removal of weeds has commenced and will continue in the coming months before planting and rehabilitation of one section of Farmers Creek begins. The Lithgow Green Army Team are assisting with the implementation of this project.

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### 4.1.4 Climate Change

4.1.4.1 To significantly reduce carbon emissions within the LGA.

01 Undertake energy audits of Council buildings and consider recommendations in the Delivery Program.

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**Action 1.1** Not Progressing 25%  
**Staff Sustainability Team to:**  
• Identify energy and water saving initiatives.  
• Promote project activities to highlight the 'green credentials' of Council

KPI	Target	Achieved	Notes
Staff Sustainability Team to meet as required.	100% of meetings attended	0%	One meeting of the Staff Sustainability Committee was held in the 1 <sup>st</sup> quarter. There were no meetings convened in the 2 <sup>nd</sup> quarter.



## 4.1.5 Environmental Protection and Leadership

4.1.5.1 To provide environmental leadership through responsible natural resource management, legislative compliance and working cooperatively with the community, relevant environmental authorities and alliances.

01 Comply with the environment protection licences for Lithgow Sewerage Treatment Plant, Lithgow Water Treatment Plant, Portland Sewerage Treatment Plant and Wallerawang Sewerage Treatment Plant.

**Action 1.1** Progressing 50%  
**Compliance with licence conditions.**

KPI	Target	Oct	Nov	Dec	Notes
Number of incidences of non-compliance identified in relation to Sewerage Treatment Plants.	100% processed	1	1	2	One incident each month at Portland due to the upgrade works. 1 at Wallerawang for ammonia.
Number of incidences of non-compliance identified in relation to Water Treatment Plants.	100% processed	0	0	0	Nil

02 Comply with the environment protection licences for Lithgow Solid Waste Facility and Portland Garbage Depot.

**Action 1.1** Progressing 50%  
**Compliance with licence conditions.**

KPI	Target	Oct	Nov	Dec	Notes
Number of incidences of non-compliance identified in relation to Waste Management Facilities.	100% processed	0	0	1	Formal Warning Letter Issued in relation to the Lithgow Solid Waste Facility Annual Return. Information provided in the Annual Return in relation to TSS was incorrect and correct results could not be verified on the Council's website. It should be noted that the correct information was provided to the EPA within 24 hours following notification of the error in the Annual Return. Furthermore, Council has updated monitoring data on the website to ensure it is available within 14 days of obtaining the data from the contractor.

**03 To fulfil Council's appropriate regulatory authority responsibilities under the Protection of the Environment Operations Act.**

**Action 3.1** Progressing 50%  
**Respond to pollution incidents within 24 hours where Council is the appropriate Regulatory Authority.**

KPI	Target	Oct	Nov	Dec	Notes
Number of pollution incidents responded to within 24 hours.	100%	0	0	0	No pollution incidents were responded to.

**Action 3.2** Progressing 50%  
**To ensure compliance with Council's Environmental Management System for:**

- Sewage Management
- Water Treatment and Distribution.

KPI	Target	Oct	Nov	Dec	Notes
Number of pollution incidents responded to within 24 hours.	100%	0	1	0	Pollution incident at Portland Water Treatment Plant.

**04 Work together to share information.**

**Action 4.1** Progressing 50%  
**Participate in the activities of the Centroc Water Utilities Alliance.**

KPI	Target	Achieved	Notes
Carry out activities in association with the Centroc Water Utilities Alliance.	2 per annum	100%	Participating in Centroc contracts and meetings.

**05 Provide a forum for environmental groups to discuss matters relating to the environment and advise Council.**

**Action 5.1** Progressing 50%  
**Conduct the Environmental Advisory Committee meetings in accordance with the terms of reference.**

KPI	Target	Achieved	Notes
Meetings of the Environmental Advisory Committee to be held quarterly.	4 meetings per annum	Nil	Due to the change of Council all s355 committees have been temporarily disbanded. Call for new membership will be undertaken in 3 <sup>rd</sup> quarter.

## 06 Improve the community's knowledge of environmental issues.

**Action 6.1** Progressing 50%  
**Conduct waste education in accordance with annual program.**

KPI	Target	Achieved	Notes
Carry out educational activities in association with the Waste Contractor.	2 per annum	1	Schools education program resulted in 15 presentations at a number of schools to over 300 students.

### 4.1.6 Water

#### 4.1.6.1 To protect our waterways and provide safe drinking water

## 01 Protect the catchment around Farmers Creek Dam.

**Action 1.1** Progressing 50%  
**Provide drinking water to residents within the Farmers creek reticulated supply system.**

KPI	Target	Achieved	Notes
Comply with the Australian Drinking Water Guidelines.	100% compliance	100%	The Australian Drinking Water guidelines were complied with during the reporting period.

## 02 Conduct routine monitoring of Council's reticulated drinking water supplies.

**Action 2.1** Progressing 50%  
**Undertake water sampling**

KPI	Target	Oct	Nov	Dec	Notes
Disinfection By-Product samples	100%	2	2	2	Council has continued to supply drinking water to residents within the Farmers Creek Reticulated Supply System in accordance with the Australian Drinking Water Guidelines.
Chemical samples	100%	2	2	2	
Microbiological Bacterial samples	100%	20	20	22	
Fluoride samples	100%	1	1	1	

**03 Undertake routine monitoring of Farmers Creek, Lake Lyell, Pipers Flat Creek and Lake Wallace for blue green algae.**

**Action 3.1** Progressing 50%  
**Samples taken in partnership with Energy Australia**

KPI	Target	Oct	Nov	Dec	Notes
Samples taken upon trigger of Red Alert.	100%	0	0	1	Council in partnership with Energy Australia conduct sampling of recreational waters to monitor the presence and concentration of Blue Green Algae.

**04 Purchase water from State Water to supply Cullen Bullen, Glen Davis, Lidsdale, Portland, Wallerawang and Marrangaroo.**

**Action 4.1** Progressing 50%  
**Maintenance of supply to residents and payments made.**

KPI	Target	Oct	Nov	Dec	Notes
Water purchased from Fish River Water Supply.	100% compliance	65706	56507	47567	Water purchased during the 2 <sup>nd</sup> quarter.

# *Responsible Governance & Civic Leadership*



*Our Place ... Our Future*

## Responsible Governance and Civic Leadership

A Council that focuses on strong civic leadership, organisational development and effective governance with an engaged community actively participating in decision making processes affecting their future.

### 5.1.1 Planning for Our Council

5.1.1.1 To ensure integrated corporate plans set the long term direction for the LGA and Council

01 Prepare the Delivery Program 2017-2021 and Operations Plan 2017-2018 in accordance with the requirements of the Local Government Act and Regulations.

**Action 2.1** Progressing 25%  
**Delivery Program 2017-2021 and Operations Plan 2017-2018 adopted by 30 June.**

KPI	Target	Achieved	Notes
Plan prepared and consulted upon.	30 June	25%	Preparation commenced in November.
Adopted by Council	30 June	Nil	Scheduled to be undertaken in 4th quarter.

02 Review the 10 Year Long-Term Financial Plan and include strategies to improve Council's current financial ratios. Implement the 10 Year Asset Management Strategy.

**Action 3.1** Progressing 50%  
**Prepare, review and implement Asset Management Plans and Policies in accordance with the Asset Management Strategy for Water and Sewer.**

KPI	Target	Achieved	Notes
Plan prepared and adopted by Council.	100% complete	50%	Asset data being verified and updated for plans to be prepared.



### 3 Develop and monitor Risk Management Plans.

**Action 3.1** Progressing 40%  
**Risk Management Plans developed to comply with legislative requirements.**

KPI	Target	Achieved	Notes
Implement the Risk Management Module in Pulse Corporate Management system.	100% complete	40%	Risk Management Access Plan 2016-2017 has been completed for adoption by EMT.

### 04 Report the outcome of a quarterly performance review of the Delivery Program, Operational Plan and provide a budget review statement.

**Action 4.1** Progressing 50%  
**Financial and Performance Reports to Council prior to 30 November, 29 February and 31 May.**

KPI	Target	Achieved	Notes
July to September Quarterly Report	30 November	100%	Reported to Council in November 2016.
October to December Quarterly Report	29 February	Nil	Scheduled to be completed in 3rd quarter.
January to March Quarterly Report	31 May	Nil	Scheduled to be completed in 4th quarter.

### 05 Prepare the annual report for 2015-2016.

**Action 5.1** Completed 100%  
**Annual Report adopted by Council.**

KPI	Target	Achieved	Notes
Report submitted to the Department of Local Government by 30 November.	100% complete	100%	Reported to Council, placed on Council's website and provided to the Office of Local Government as per legislative requirements.

## 5.1.2 Civic Leadership

### 5.1.2.1 To provide responsible leadership for the community

#### 01 Conduct the business of Council in an open and democratic manner.

**Action 1.1** Progressing 50%  
**Business papers, minutes for Council Meetings, Committee Meetings and Extraordinary Meetings produced and delivered in accordance with the Local Government Act and Regulations and the Code of Meeting Practice.**

KPI	Target	Achieved	Notes
Business papers, minutes for Council Meetings, Committee Meetings and Extraordinary Meetings produced.	100% complete	100%	All Business Papers and Minutes were processed in accordance with the Local Government Act and Regulation and the Code of Meeting Practice.

**Action 1.2** Progressing 50%  
**Council Meetings are conducted regularly in accordance with the meeting scheduled.**

KPI	Target	Oct	Nov	Dec	Notes
Number of Ordinary Meetings of council held.	100%	2	1	1	Council Meetings were held on <ul style="list-style-type: none"> <li>10 October</li> <li>21 November</li> <li>12 December</li> </ul>
Number of Extra-Ordinary Meetings of council held.	100%	2	1	0	Extra-Ordinary Meetings were held on: <ul style="list-style-type: none"> <li>19 October</li> <li>31 October</li> <li>10 November</li> </ul>
Number of Councillor Information Sessions held	100%	1	2	0	Councillor Information Sessions were held on: <ul style="list-style-type: none"> <li>4 October – Councillor Induction.</li> <li>7 November – Baal Bone Colliery Presentation</li> <li>14 November – LGNSW Presentation.</li> </ul>

## 02 Support Councillors in their role.

**Action 2.1** Progressing 50%  
**Provide information to Councillors regularly in the form of briefing sessions, memos, email and meetings.**

KPI	Target	Achieved	Notes
Information provided to Council on a regular basis.	100% complete	100%	Information was provided to Councillors in the form of: <ul style="list-style-type: none"> <li>• Briefing sessions</li> <li>• Memos</li> <li>• Circulars,</li> <li>• Emails</li> <li>• Meetings.</li> </ul> Councillors were provided with circulars prior to each of the Council Meetings.

**Action 2.2** Progressing 50%  
**Provide Councillors with the payment of fees, expenses and the provision of facilities and support in relation to discharging the functions of civic office.**

KPI	Target	Achieved	Notes
Payments made monthly.	12 payments per annum	100%	Provided in accordance with Council's policy. The Policy was adopted by Council in the 2 <sup>nd</sup> quarter following a public exhibition period.

**Action 2.3** Progressing 50%  
**Identify Councillor's training requirement in the Training Plan and complete training.**

KPI	Target	Achieved	Notes
Councillors Training provided in accordance with the Training Plan.	100% complete	100%	Councillors were provided with Information regarding upcoming training on offer by the Office of Local Government and attended the following workshops: <ul style="list-style-type: none"> <li>• 'Hit the Ground Running'</li> <li>• Finance for Local Government Councillors.</li> </ul> There was no internal training held in the second quarter for Councillors.

**03 Work together to interweave and optimise the sharing and coordination of resources and information.**

**Action 3.1** Progressing 50%  
**Contribute to CENTROC and participate in its activities.**

KPI	Target	Achieved	Notes
CENTROC Board Meetings attended quarterly.	Number of Meetings attended.	Nil	There were no meetings attended during the 2 <sup>nd</sup> quarter.
GMAC Meetings attended quarterly.	4 meetings per annum	Nil	

**Action 3.2** Completed 100%  
**Participate in the activities of the Local Government NSW.**

KPI	Target	Achieved	Notes
Subscription paid.	100% complete	100%	The General Manager and Councillors attended the Local Government Conference during the 1 <sup>st</sup> quarter.
Participation and attendance at annual conference.	1 conference attended	100%	

### 5.1.3 Communication

5.1.3.1 To ensure effective communication between Lithgow City Council and the community.

**01 Disseminate concise and effective information to the community about Council's programs, policies and activities.**

**Action 1.1** Progressing 50%  
**Produce and deliver community news and information to residents.**

KPI	Target	Achieved	Notes
Council Connections, A Year in Review and Rate Payer newsletter produced and delivered.	100% complete	100%	A Year in Review was replaced with the End of Term Report for the period 2012-2016 which is available on Council's website.  A weekly Council Connections e-Bulletin is sent out to subscribers.

**Action 1.2** Progressing 50%  
**Produce and deliver community news and information to residents.**

KPI	Target	Oct	Nov	Dec	Notes
Number of Council Columns Produced.	100%	4	4	4	Council Columns were produced on a weekly basis.
Number of Media Releases Produced.	100%	14	18	8	Media releases were disturbed to various media outlets during the 2 <sup>nd</sup> quarter.

**Action 1.3** Progressing 50%  
**Produce and deliver community news and information for residents.**

KPI	Target	Achieved	Notes
Maintain Council's website to accurately reflect council's programs, policies and activities of the time.	100% complete	100%	Council's website maintained throughout period

## 02 Celebrate Local Government Week

**Action 2.1** Completed 100%  
**Undertake activities focusing on Council in the community.**

KPI	Target	Achieved	Notes
provide information and/or undertake activity in relation to the week to the community.	100% complete	100%	A Local Government Week Storytime was held at Lithgow Library with representatives from the Library, Eskbank House & Museum and JM Robson Aquatic Centre reading stories which related to their areas to children.

### 5.1.4 Corporate Management

5.1.4.1 To ensure the Operations of the Council are managed to achieve identified outcomes.

#### 01 Implement the Long-Term Financial Plan to provide sound financial advice and management of Council's finances.

**Action 1.1** Completed 100%  
**Manage and monitor Council's Finances.**

KPI	Target	Achieved	Notes
Financial Statements audited	31 October	100%	Audited Financial Statements were completed, reported to Council for adoption and lodged with the Office of Local Government in November.
Financial Statements lodged with Office of Local Government	7 November	100%	

## 02 Provide insurance coverage of Council's activities and assets.

**Action 2.1** Completed 100%  
**Secure adequate and cost effective insurance coverage which is current at all times.**

KPI	Target	Achieved	Notes
Insurance policy in place.	100% complete	100%	Renewal reports were lodged with the insurer in June and paid in July.

**Action 2.2** Progressing 50%  
**Liaise with the insurance company and process claims within 14 days of receipt.**

KPI	Target	Achieved	Notes
Claims processed within 14 days.	100% processed	100%	Potential claims notified to Council's insurers within 14 days. Incidents investigated and results reported promptly.

## 03 Implement internal auditing programs.

**Action 3.1** Not Progressing 0%  
**Undertake activities identified in the Internal Audit Plan and ensure completed by due date.**

KPI	Target	Achieved	Notes
Internal Audit Plan milestones achieved for the financial year.	100% complete	0%	Not Progressing due to resourcing.

## 04 Manage Council's statutory responsibilities.

**Action 4.2** Progressing 50%  
**Perform Council's legal responsibilities under applicable Acts and Regulations and ensure compliance.**

KPI	Target	Achieved	Notes
Review of recent legislative decisions.	100% complete	100%	Staff undertaken regular tax training online to keep abreast of changes.



## 05 Manage Council's risk.

**Action 5.1** Progressing 30%  
**Develop and implement risk management strategies in areas of corporate management to improve the annual score by 3% over 2014-2015.**

KPI	Target	Achieved	Notes
Risk management strategies developed and implemented.	3% increase in annual score	30%	Reviewing Identified Corporate risks to be entered in the Pulse Risk Register.

## 06 Maintain an adequate level of stock for internal supply to operational programs.

**Action 6.1** Not due to start 0%  
**Implement a barcoding system at the Depots for tracking and maintaining stock.**

KPI	Target	Achieved	Notes
System implemented.	100% complete	0%	Scheduled to commence in 3 <sup>rd</sup> quarter.

## 07 Provide quotations and/or undertake private works on request.

**Action 7.1** Progressing 50%  
**A profit is made, in accordance with Council's Work at Owners Cost Policy, on private works and the customer is satisfied with the work.**

KPI	Target	Achieved	Notes
Annual review complete.	100% complete	100%	Profit is monitored through the quarterly financial statements.

## 08 Ensure the integrity and security of Council's records.

**Action 8.1** Progressing 50%  
**Register, collate, archive and dispose of Council's records in accordance with legislation, policies and procedures.**

KPI	Target	Achieved	Notes
All requests responded to within customer time frames.	100% complete	100%	During the quarter 100% of mail was tasked to officers within the 6 hour service level agreement.

**09** Ensure information which Council collects is used lawfully and for the purpose it was collected.

**Action 9.1** Provide regular training to staff at induction sessions. Progressing 50%

KPI	Target	Achieved	Notes
Training delivered	100% complete	100%	Training is provided to new starters on Council systems.

**Action 9.2** Assess, determine and respond to complaints in accordance with legislation, policies and procedures. Progressing 50%

KPI	Target	Oct	Nov	Dec	Notes
Number of formal GIPA requests responded to within legislative deadlines.	100%	1	0	0	Requests processed during the 2 <sup>nd</sup> quarter.

**10** Manage Council's Public Land Portfolio

**Action 10.1** Ensure legal compliance and transparency of the administration of Council's Public Land Portfolio. Progressing 50%

KPI	Target	Achieved	Notes
Land Register is updated and maintained quarterly.	100% complete	50%	Maintenance work on the Land Register and communication of the Land Register to all relevant parties was undertaken in the quarter.

## 5.1.5 Customer Service

### 5.1.5.1 To ensure efficient customer service standards

#### 01 Operate the one stop customer service counter.

##### Action 1.1

Progressing

50%

- Internal and external customer feedback.
- Completion of all certificates in 14 days.
- Register all applications in 2 days.
- Monthly reporting completed within 7 days.

KPI	Target	Oct	Nov	Dec	Notes
Number of Section 68 Solid Fuel Heater applications registered within 2 days.	100% Processed	1	7	4	All applications/requests are processed within the relevant time frames.
Number of On-site Sewer Management Applications registered within 2 days.	100% Processed	4	7	5	
Number of Water Applications registered within 2 days.	100% Processed	6	3	7	
Number of Complying Development applications registered within 2 days.	100% Processed	1	0	0	
Number of Section 96 Modifications of Consent applications registered within 2 days.	100% Processed	5	8	7	
Number of Community Hall Bookings processed within 14 days.	100% Processed	9	12	12	
Number of Quotes for applications issued on request.	100% Processed	31	31	31	
Number of Certificate Linen Release requests registered within 2 days.	100% Processed	4	4	2	
Number of Action Requests registered daily.	100% Processed	371	437	319	
Number of certificates processed within 14 days.	100% Processed	188	272	158	
Number of Development Applications registered within 2 days.	100% Processed	23	30	28	
Number of Construction Certificates registered within 2 days.	100% Processed	15	27	22	
Number of sewer applications registered within 2 days.	100% Processed	6	3	7	

## 02 Provide responses to correspondence.

**Action 2.1** Progressing 50%  
**Correspondence responded to in accordance with Policy 4.6 - Customer Services.**

KPI	Target	Achieved	Notes
A response provided within 14 days for written correspondence.	100% of enquiries responded to in 14 days	100%	Correspondence was answered within a timely manner.

## 03 Review and monitor the level of service provided to internal and external customers.

**Action 3.1** Progressing 75%  
**Undertake a survey of community satisfaction with Council services, facilities and programs throughout the Local Government Area.**

KPI	Target	Achieved	Notes
Results reported to Council and used to inform the review of the Integrated Planning and Reporting Framework.	100% complete	75%	A workshop was undertaken with Councillors in November to identify their perceived strengths, weaknesses, challenges and aspirations for the LGA. A telephone survey was conducted in December of 400 randomly selected residents across the LGA. An online version of the survey was placed on the website for residents to complete in December and will close in January. Results of the survey will be provided to Council in 3 <sup>rd</sup> quarter.

### 5.1.6 Employer of Choice

5.1.6.1 To build and develop a high quality staff base so that Council is an employer of choice in Lithgow

## 01 Implement procedures and practices which foster a desirable place to work.

**Action 1.1** Progressing 50%  
**Enhance employee engagement.**

KPI	Target	Achieved	Notes
Conduct and Employee Opinion Survey to measure employee engagement.	100% complete	100%	Action plan based on the results of the survey to be completed. Implementing a 'Respect in the Workplace' program. Trialling 'Actionable Conversations' with a pilot group

KPI	Target	Achieved	Notes
Design and commence a Reward and Recognition Program.	100% complete	0%	To a significant degree, this will be impacted by staff survey action plan. Will be participating in a recognised remuneration survey in order to determine LCC's position in the market.

---

**Action 1.2** Progressing 80%  
**Conduct annual performance appraisals of staff by 31 October.**

KPI	Target	Achieved	Notes
Performance Appraisals completed by 31 October.	100% complete	80%	Some appraisals have not been signed off to date.

---

**Action 1.3** Completed 100%  
**Recognise longer serving employees through the recognition of service procedure.**

KPI	Target	Achieved	Notes
Annual Presentation Day held in December.	100% complete	100%	Held in December 2016.

## 02 Provide a workplace that promotes the principles of equal employment and is free of discrimination.

---

**Action 2.1** Progressing 50%  
**Implement the Equal Employment Opportunity Management Plan through communication of policies and programs.**

KPI	Target	Achieved	Notes
<ul style="list-style-type: none"> <li>Collection and recording of appropriate information.</li> <li>Review of personnel practices.</li> <li>Evaluate and review.</li> </ul>	100% complete	50%	On-going review and communication through inductions, joint consultative committee and health & safety committee.

---

**Action 2.2** Progressing 50%  
**Attract and recruit staff on merit in accordance with relevant legislation, procedures and principles of equal employment and opportunity.**

KPI	Target	Achieved	Notes
Implement improvements to recruitment practices that enhance equal employment opportunity.	1 significant improvement per annum.	1	Improvements to reference checking to be implemented this year.

---

**Action 2.3** Progressing 50%  
**Ensure that all harassment and discrimination complaints are resolved in corrective actions.**

KPI	Target	Achieved	Notes
All corrective actions are closed out within 3 months of complaint.	100% complete	100%	Complaints are logged and investigated.

---

**03 Provide a safe and healthy workplace.**

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**Action 3.1** Progressing 50%  
**Implement, monitor and review the Work Health and Safety Rehabilitation and Environment Management System.**

KPI	Target	Achieved	Notes
Audit undertaken annually by State Cover.	1 Audit	1	Completed in August 2016.
Implement WHS Action Plan 2015-2017 as per priority program.	100% complete	100%	Priority actions implemented as per the Work Health & Safety Planning SWP.

---

**Action 3.2** Progressing 50%  
**Provide relevant immunisations to appropriate staff against:**  
 • Hepatitis A and B  
 • The Flu

KPI	Target	Achieved	Notes
Immunisations provided annually.	100% complete	100%	Immunisations are undertaken as required.

---

**Action 3.3** Progressing 50%  
**Conduct the Work Health Safety Committee meetings.**

KPI	Target	Achieved	Notes
8 meetings of the Work Health Safety Committee conducted each year.	100% complete	100%	1 meeting held during the 2 <sup>nd</sup> quarter.



**Action 3.4** Progressing 50%  
**Undertake noise monitoring and hearing tests for employees.**

KPI	Target	Achieved	Notes
Testing undertaken on commencement and retirement of employment.	100% complete	100%	Undertaken as required.
Implement the biennial program for relevant employees.	100% complete	100%	Safe Work NSW are reviewing the requirements for biannual hearing assessments.

**Action 3.5** Not Progressing 0%  
**Promote WHS within the workplace through Committee initiatives and staff newsletter.**

KPI	Target	Achieved	Notes
1 promotional activity per year.	100% complete	100%	Completed
Safety Day conducted in October every two years.	100% complete	0%	Scheduled to be held in March 2017.
WHS activities promoted in the Staff Newsletter.	100% complete	100%	There was no staff newsletter printed in the 2 <sup>nd</sup> quarter. However, WHS Committee Minutes are distributed to all staff.

## 04 Enhance the skills and knowledge of the workforce.

**Action 4.1** Progressing 50%  
**Implement the training plan.**

KPI	Target	Achieved	Notes
All identified training completed by 30 June.	100% complete	50%	<p>The following training was undertaken during 2<sup>nd</sup> quarter.</p> <ul style="list-style-type: none"> <li>Part 2 Advanced Wastewater Treatment Plant Training</li> <li>How to Manage Unsealed Road Networks on a limited budget</li> <li>Erosion and Sediment Control training</li> <li>Rangers Conference</li> <li>Procurement Conference</li> <li>Emerging Leaders Program</li> <li>Activated Sludge Training</li> </ul>

**Action 4.2** Progressing 35%  
**Prepare the draft Training Plan for 2016-2017 from training objectives identified in the annual performance appraisals of staff by 30 November.**

KPI	Target	Achieved	Notes
Draft Training Plan completed by 30 November each year.	100% complete	35%	Some delays however further consultation with Joint Consultative Committee and changes to how training is tracked and allocated.

## 5.1.7 Information Systems Management

5.1.7.1 To ensure effective management of information systems that complies with legislative requirements.

**01** Ensure high service levels of Council's information and communications network.

**Action 1.1** Progressing 50%  
**Manage and maintain the communications networks ensuring they are operational and accessible greater than 98% of the year.**

KPI	Target	Achieved	Notes
All software revisions implemented as recommended.	100% complete	100%	All software current during period.
Network equipment is maintained and functional.	98%	98%	Networks fully operational with no major outages to report.

**Action 1.2** Progressing 50%  
**Replace PC/Servers as required.**

KPI	Target	Achieved	Notes
PC's and Servers replaced in accordance with priority program.	100% complete	100%	New SAN installed during this period.

**Action 1.3** Completed 100%  
**Upgrade telecommunications equipment to a Unified Telecommunications System.**

KPI	Target	Achieved	Notes
Replace PABX system at Council and Library.	100% complete	100%	New Cisco VOIP system implemented.
Replace Customnet services at Main Depot and Lithgow VIC.	100% complete	100%	Consolidated onto new Council VOIP system.
Upgrade network cabling and switches downstairs in preparation of VIOP telephone network.	100% complete	100%	Switches and networking installed and operational.

**Action 1.4** Upgrade Council's fleet of Multi-Function Printers Progressing 30%

KPI	Target	Achieved	Notes
Service Agreements Reviewed	100% complete	30%	Commenced review of managed services
Printing audit software incorporated.	100% complete		
Printers replaced.	100% complete		

## 02 Comply with current Information Technology licensing requirements.

**Action 2.1** Ensure all software licensing is current: Progressing 50%

- Property System
- Finance/Payroll System
- Dataworks/ECM
- Microsoft
- Map Info/Exponaire
- Spydus Library System
- ID Profile/Atlas
- Confirm Asset Management System

KPI	Target	Achieved	Notes
Licences paid.	100% complete	100%	All software licenses current.

## 03 Ensure the integrity and security of Council records.

**Action 3.1** Upgrade the Electronic Document Management System (Dataworks). Completed 100%

KPI	Target	Achieved	Notes
System upgraded and fully operational.	100% complete	100%	System upgraded and operational.

---

## 5.1.8 Local Environmental Planning and Development

5.1.8.1 To ensure the long-term sustainability of infrastructure and land that underpins and supports LGA growth

### 01 Seek developer contributions

---

**Action 1.1** Progressing 50%  
**Planning agreements are negotiated and administered according to the adopted Policy.**

KPI	Target	Achieved	Notes
Development Contributions are collected and administered in accordance with the adopted Contributions Plan and Planning Agreements.	100% complete	50%	Contributes collected in accordance with legislation.

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## 5.1.9 Plant and Equipment

5.1.9.1 To provide plant and equipment to undertaken works.

### 01 Maintain Council's fleet of plant and equipment.

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**Action 1.1** Progressing 50%  
**Maintained in accordance with manufacturer's specifications to the satisfaction of internal and external customers.**

KPI	Target	Achieved	Notes
Fleet maintained to ensure maximum availability of plant and equipment.	100% complete	100%	Council's plant and fleet is maintained.

# Income and Expenditure Review Statement

## 2016/17 September Quarterly Budget Review Statement

### Income and Expenditure Review Statement

For the period 01 October 2016 to 31 December 2016

Projected Income and Expenditure Statement	Original Budget 2016/17 \$	Sept Review 2016/17 \$	Dec Review 2016/17 \$	Mar Review 2016/17 \$	Revised Budgeted
Rates and Annual Charges	24,786	42	0		24,828
User Fees and Charges	5,987	0	145		6,132
Interest and Investment Revenue	601	0	0		601
Other Revenue	1,232	8	56		1,296
Operating Grants and Contributions	8,451	140	(50)		8,541
Capital Grants and Contributions	893	9,969	(149)		10,713
Gain Sale of Assets	431	0	0		431
<b>Total Revenue</b>	<b>42,381</b>	<b>10,160</b>	<b>2</b>		<b>52,542</b>
Employee Costs	15,067	81	(87)		15,061
Borrowing Costs	1,251	0	0		1,251
Material and Contracts	11,745	124	(1,493)		10,376
Depreciation Expense	11,706	0	0		11,706
Other Expenses	4,388	(31)	105		4,462
Loss on Sale of Assets					
<b>Total Expenses</b>	<b>44,157</b>	<b>174</b>	<b>(1,475)</b>		<b>42,856</b>
<b>Operating Result (Surplus)/Deficit</b>	<b>1,776</b>	<b>(9,986)</b>	<b>(1,477)</b>		<b>(9,686)</b>
<b>Operating Result before Capital Grants (Surplus)/Deficit</b>	<b>2,669</b>	<b>(17)</b>	<b>(1,626)</b>		<b>1,027</b>

# Capital Budget Review Statement

2016/17 September Quarterly Budget Review Statement

Capital Funding Review Statement

For the period 01 October 2016 to 31 December 2016

	Original Budget 2016/17 \$	Approved Changes				Revised Budget \$	Recommended changes for Council Resolution \$	Projected Year end result 2016/17 \$
		Sept Review 2016/17 \$	Dec Review 2016/17 \$	Mar Review 2016/17 \$				
Rates & other untied funding	8,598	17			8,615	94	8,709	
Capital Grants & Contributions	893	9,969			10,862	(149)	10,713	
Internal Restrictions	770	1,036			1,806	416	2,222	
External Restrictions	623	5,144			5,767	(535)	5,232	
Other Capital Funding Sources e.g.								
• Loans		5,000			5,000	-	5,000	
Income from sale of assets								
• Plant & equipment	431	-			431	-	431	
<b>Total Capital Funding</b>	<b>11,315</b>	<b>21,165</b>			<b>32,481</b>	<b>(174)</b>	<b>32,307</b>	



## 2016/17 September Quarterly Budget Review Statement

### Capital Expenditure Review Statement

For the period 01 October 2016 to 31 December 2016

	Original Budget 2016/17 \$	Approved Changes				Revised Budget \$	Recommended Changes for Council Resolution \$	Projected
		Sept Review 2016/17 \$	Dec Review 2016/17 \$	Mar Review 2016/17 \$	Year end result 2016/17 \$ ACTUAL YTD \$			
• Plant & Equipment	1,531	-			1,531	(20)	1,511	
• Land & Buildings	799	292			1,091	27	1,118	
• Water Network	1,700	2,229			3,929	-	3,929	
• Sewer Network	1,510	15,746			17,256	-	17,256	
• Office Equipment	120	109			229	(6)	223	
• Furniture & Fittings	131	(6)			125	-	125	
• Other Structures	504	317			821	(37)	784	
• Stormwater Drainage	50	6			56	(6)	50	
• Library Books	61	5			66	-	66	
• Tip Assets	280	558			838	1	839	
• Roads, Bridges & Footpaths	1,363	1,165			2,528	1,876	4,404	
• Other Assets	450	745			1,195	(154)	1,041	
• To/From Reserve	508	-			508	251	759	
Loan Repayments (principal)	2,308	-			2,308	-	2,308	
<b>Total Capital Expenditure</b>	<b>11,315</b>	<b>21,165</b>			<b>32,481</b>	<b>1,932</b>	<b>34,413</b>	

# Cash and Investment Budget Review Statement

2016/17 September Quarterly Budget Review Statement

## Cash and Investment Budget Review Statement

For the period 01 October 2016 to 31 December 2016

	Original Budget 2016/17 \$	Approved Changes				Revised Budget \$	Recommended Changes for Council Resolution \$	Projected	ACTUAL YTD \$
		Sept Review 2016/17 \$	Dec Review 2016/17 \$	Mar Review 2016/17 \$	Year end result 2016/17 \$				
<b>Unrestricted</b>									
<b>Externally restricted</b>									
Developer Contributions	1,448	(117)			1,331	(62)	1,269	1,269	
Domestic Waste Management	1,475	423			1,898	971	2,869	2,869	
Water Supplies	2,696	620			3,316	482	3,798	3,798	
Sewerage Services	2,803	862			3,665	271	3,936	3,936	
Special Purpose Grants	1,007	(69)			938	(208)	730	730	
<b>Total Externally Restricted</b>	<b>9,429</b>	<b>1,719</b>			<b>11,148</b>	<b>1,454</b>	<b>12,602</b>	<b>12,602</b>	

# Cash and Investment Budget Review Statement

2016/17 September Quarterly Budget Review Statement

## Cash and Investment Budget Review Statement

For the period 01 October 2016 to 31 December 2016

	Original Budget 2016/17 \$	Approved Changes				Revised Budget \$	Recommended Changes for Council Resolution \$	Projected	ACTUAL YTD \$
		Sept Review 2016/17 \$	Dec Review 2016/17 \$	Mar Review 2016/17 \$	Year end result 2016/17 \$				
<b>Internally Restricted</b>									
Employee Leave Entitlements	3,718	0			3,718	(111)	3,607	3,607	
Replacement of Plant and Vehicles	2,752	(93)			2,659	(184)	2,475	2,475	
Deposits, Retentions & Bonds	776	(99)			677	8	685	685	
Works in Progress	5,291	(442)			4,869	(186)	4,683	4,683	
Land & Buildings	2,071	(23)			2,048	(52)	1,996	1,996	
Election	167	(8)			159	(1)	158	158	
<b>Total Internally Expenditure</b>	<b>14,775</b>	<b>(645)</b>			<b>14,130</b>	<b>(526)</b>	<b>13,604</b>	<b>13,604</b>	
<b>Total Restricted</b>	<b>24,204</b>	<b>1,074</b>			<b>25,278</b>	<b>928</b>	<b>26,206</b>	<b>26,206</b>	
<b>Total cash and investments</b>	<b>24,881</b>	<b>1,510</b>			<b>26,391</b>	<b>302</b>	<b>26,693</b>	<b>26,693</b>	
<b>Available cash</b>	<b>677</b>	<b>436</b>			<b>1,113</b>	<b>(626)</b>	<b>487</b>	<b>487</b>	

# Cash and Investment Review Statement

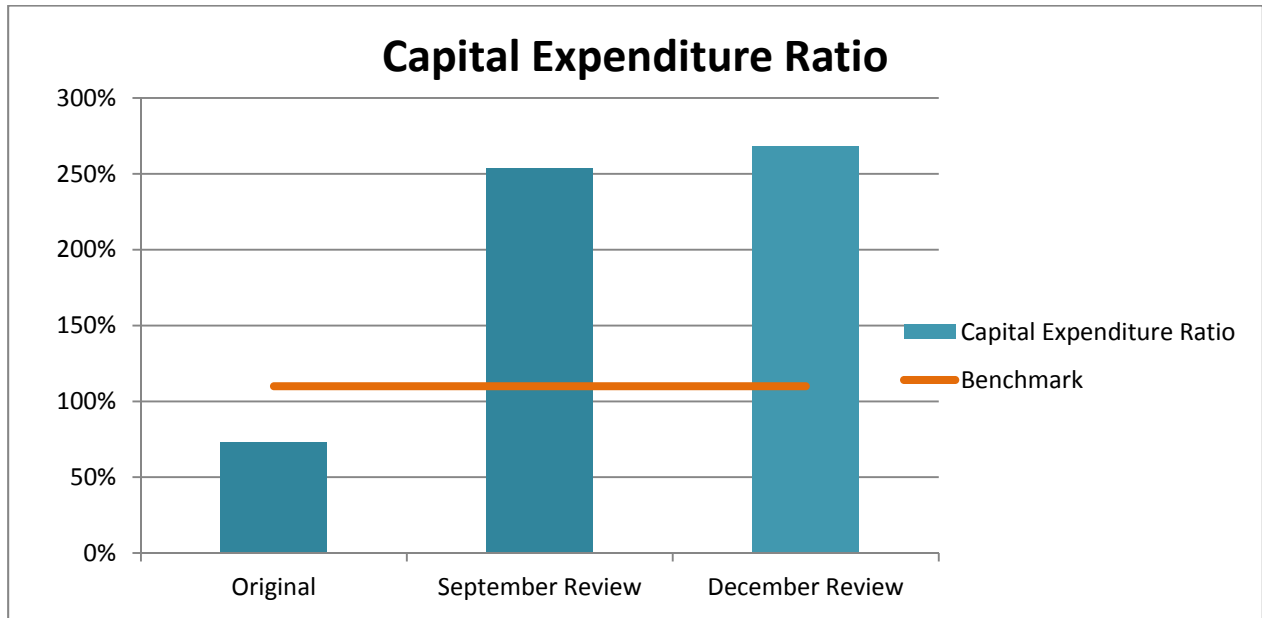
## 2016/17 September Quarterly Budget Review Statement

### Cash and Investment Review Statement

For the period 01 October 2016 to 31 December 2016

Cash and Investment Review Statement	30 September 2016	31 December 2016	31 March 2017
<p>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 Investments will comply with this Policy which includes the following:</p> <ul style="list-style-type: none"><li>• Local Government Act 1993 – Section 625</li><li>• Local Government Act 1993 – Order dated 12 January 2011</li><li>• Local Government (General) Regulation 2005</li><li>• Trustee Amendment (Discretionary Investments) Act 1997 Section 14A(2), 14c(1) and (2)</li></ul>			
<b>Investments</b>			
AMP	5,000,000.00	5,000,000.00	
Beyond Bank	3,000,000.00	3,000,000.00	
CBA	1,847,000.00	400,000.00	
ME Bank	5,000,000.00	6,500,000.00	
MY State Bank	1,000,000.00	2,000,000.00	
NAB	3,500,000.00	3,000,000.00	
Newcastle Permanent Building Society	1,000,000.00	2,000,000.00	
Westpac	1,000,000.00	1,000,000.00	
St George	5,000,138.43	3,000,138.43	
<b>Total Investments</b>	<b>26,347,138.43</b>	<b>25,900,138.43</b>	

# Base Case Scenario – Sustainability Indicators

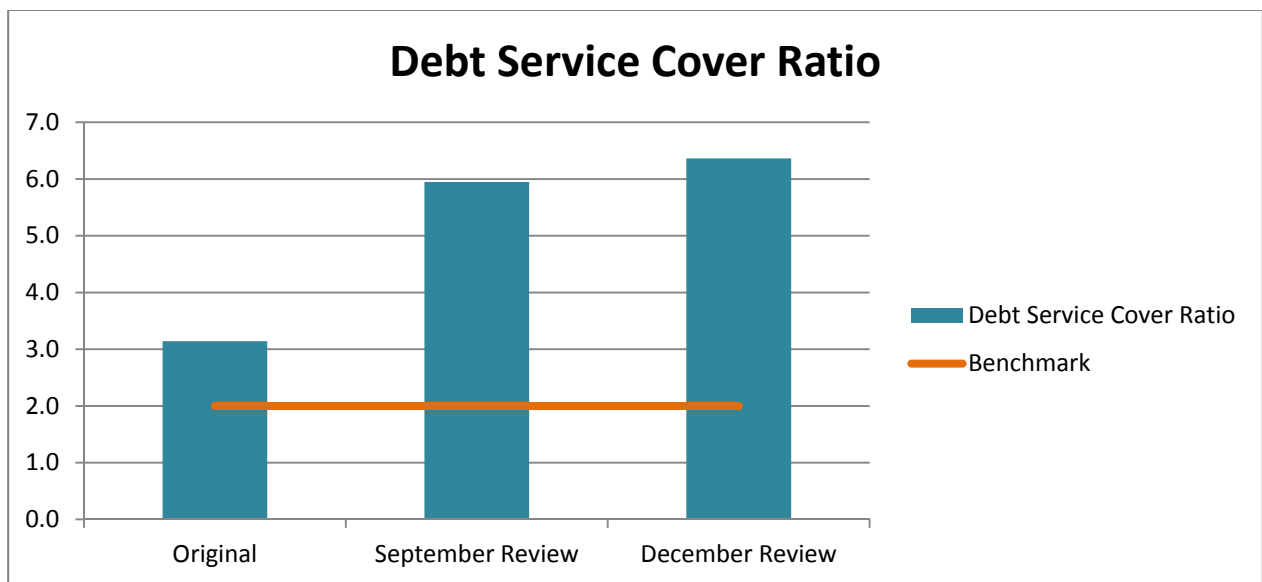


**Purpose of Capital Expenditure Ratio**

**Commentary on 2016/17 Result**  
**September 2016/17 Ratio 268%**

To assess the extent to which Council is expanding its asset base through capital expenditure

A capital expenditure ratio of 2.68 times suggests that Council has a solid and expansive capital works program.

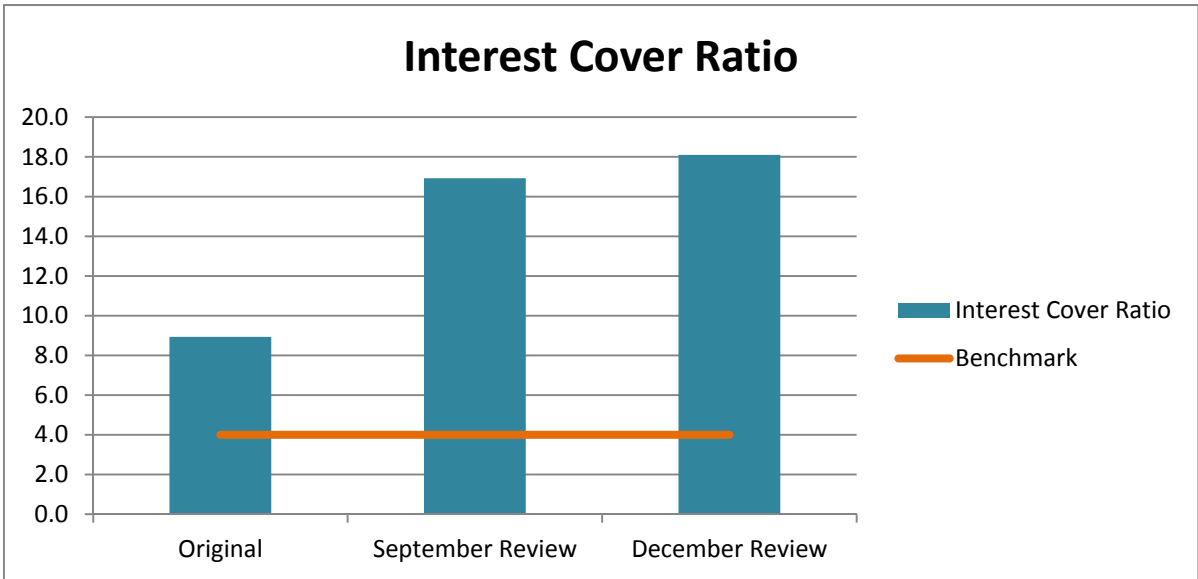


**Purpose of Debt Service Cover Ratio**

**Commentary on 2015/16 Result**  
**September 2016/17 Ratio 6.36x**

This ratio measures the availability of operating cash to service debt including principal, interest and lease payments

A debt service ratio of 6.3 times means Council has capacity to borrow more funds if required.



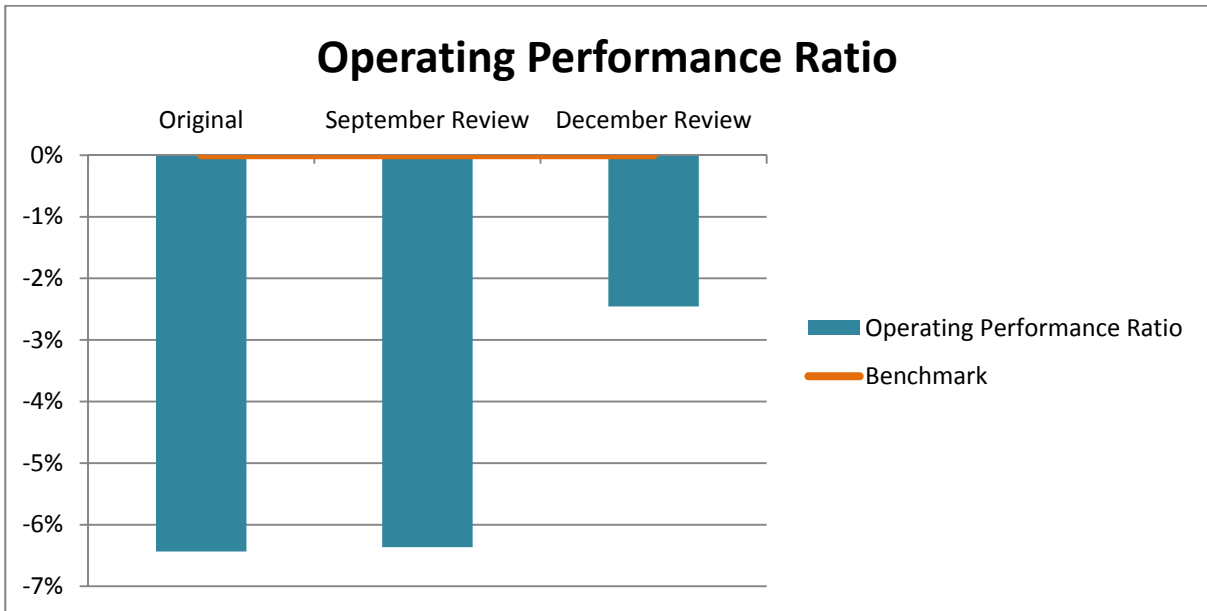
**Purpose of Interest Cover Ratio**

This ratio measures the availability of operating cash to service interest payments.

**Commentary on 2015/16 Result**

**September 2016/17 Ratio 18.1x**

An Interest Cover ratio of 18 times means Council has more than adequate cash to cover interest repayments on its debt. This suggests Council has the capacity to borrow more funds if required.



**Purpose of Operating Performance Ratio**

This ratio measures Councils achievement if containing operating expenses within operating revenue.

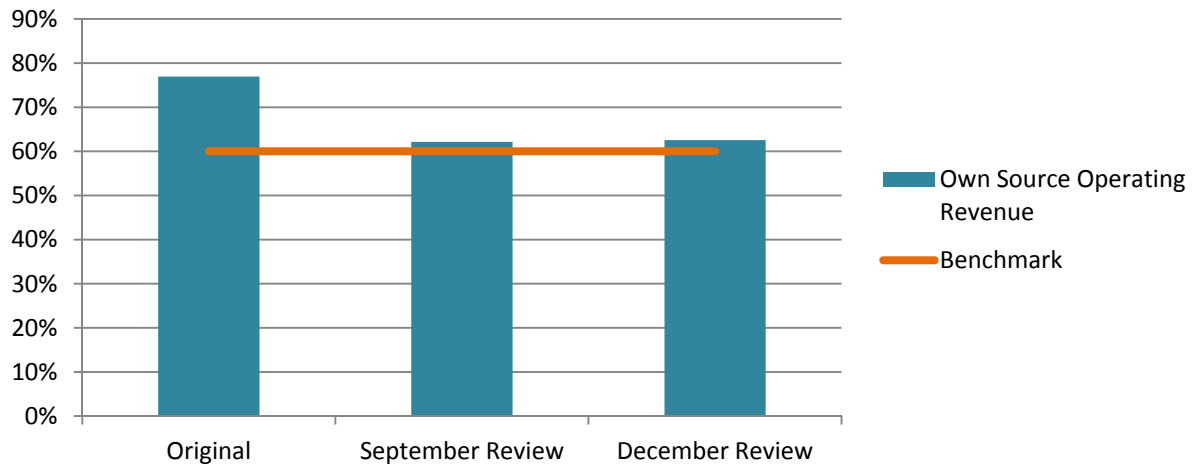
**Commentary on 2016/17 Result**

**September 2016/17 Ratio -2.5%**

Council continues to work towards the benchmark as a part of Fit for the Future. It has improved to the end of December due to reclassification of Roads to Recovery expenditure.



## Own Source Operating Revenue Ratio



### Purpose of Own Source Revenue Ratio

This ratio measures fiscal flexibility. It is the degree of reliance on external funding sources such as grants and contributions.

### Commentary on 2016/17 Result

#### September 2016/17 Ratio 63%

This ratio has declined due to the \$10m Portland STP grant however it meets the 60% benchmark.

# Part A: Contracts Review Statement

## 2016/17 September Quarterly Budget Review Statement

### Contracts Review Statement

For the period 01 October 2016 to 31 December 2016

Contractor	Contract Detail and Purpose	Contract Value (GST Inc.)	Date	Minute No.	Length of Contract	Budgeted (Y/N)
Note: Contracts listed are those entered into during the quarter, under review and have not been fully performed or completed of \$50,000 or greater. Contracts for employment are not required to be included.						
Interface Australia	Carpet replacement Lithgow Learning Centre	\$54,519.30	20/12/2016		2 weeks	Y
Moduplay Group	Play Equipment Clarence Pirie Park	\$66,137.50	29/11/2016		1 month	Y
Henry Plant Hire	Angus Place Transfer Station Construction	\$78,728.05	07/11/2016		2 weeks	Y
EDI Downer	Hot mix reseal Wallerawang Rd Portland	\$205,600.00	06/12/2016		2 weeks	Y
EDI Downer	Hot mix Reseal Main St Wallerawang	\$107,670.00	05/12/2016		3 weeks	Y
EDI Downer	Hot mix Reseal Williwa St Portland	\$60,276.32	05/12/2016		2 weeks	Y
EDI Downer	Hot mix Reseal Brown's Gap Rd Hartley	\$7,199.92	09/01/2017		4 weeks	Y
EDI Downer	Hot mix Reseal Pindari/Koolyn	\$69,287.50	30/11/2016		2 weeks	Y

# Part B: Consultancy and Legal Expenses Review Statement

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## 2016/17 September Quarterly Budget Review Statement

### Contracts Review Statement

Actual expenditure 1 October 2016 to 31 December 2016

<b>Expense</b>	<b>2<sup>nd</sup> Quarter \$</b>	<b>Legal Budget Allocation (Y/N)</b>
Consultancies	30,736	Y
Legal Fees	94,616	Y

Note: A consultant is a person or organisation engaged under contract on a temporary basis to provide recommendations or high level specialist or professional advice to assist decision making by management. Generally it is the advisory nature of the work that differentiates a consultant from other contractors.



# Minutes

## Sports Advisory Committee

### 20 December 2016

### 5.00pm

Sports Advisory Committee	
Item Number	Agenda
1	Present And Apologies
2	Declaration Of Interests
3	Confirmation Of Minutes
4	Business Arising From The Minutes
5	Terms of Reference Review
6	Financial Assistance Requests
7	2016 LJ Hooker Reg Cowden Sports Star of the Year Awards
8	Booking Requests
9	Lithgow Swimming Club – New Member
10	General Business
11	Next Meeting

**ITEM 1: PRESENT AND APOLOGIES**

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**PRESENT:** Clr S. Lesslie, Clr J. Smith, R. Marjoram, R. Whitty, D.Whitty, P.Hughes, K. Turner, A. Magus, G. Leard, M. Dean, C. Hawkins, S. Howarth, P.Glasson, M. Jenkins.

**APOLOGIES:** Clr G.Cox, O. Kay & G.Ryan

**OFFICERS:** I. Stewart, T. Nolan, S. Brown and K. Cibulka

**ITEM 2: DECLARATION OF INTERESTS**

Nil

**ITEM: 3 CONFIRMATIONS OF THE MINUTES FROM THE PREVIOUS MEETING**

The minutes were adopted by Council on 10<sup>th</sup> October 2016.

**ACTION**

**THAT** the Minutes of the meeting of 30<sup>h</sup> August 2016 be taken as read and confirmed.

**MOVED:** G Leard      **SECONDED:** P Hughes

**ITEM 4: BUSINESS ARISING FROM THE MINUTES**

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Nil

**ITEM 5: TERMS OF REFERENCE REVIEW**

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At Council Ordinary Meeting of 10<sup>th</sup> October 2016 it was resolved as follows:

**THAT** Council:

Authorise the Councillors appointed to the respective Council committees to review the Terms of Reference for each committee, including committee membership and report to Council on the terms of reference.

The Terms of Reference were reviewed at the meeting by the Sports Advisory Committee with no change.

**RECOMMENDATION**

**THAT** Council adopt the Sports Advisory Committee Terms Of Reference with no change.

**MOVED:** R Marjoram

**SECONDED:** P Hughes

**ITEM 6: FINANCIAL ASSISTANCE REQUESTS**

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A request for financial assistance has been received from Shaqkyra Quinn after her selection into the U/15's Australian Girls Futsal Team set to tour Brazil from 17<sup>th</sup> November 2016 until 6<sup>th</sup> December 2016. It is recommended that Council provide Shakaya with \$500 toward the cost of participating in the U/15's Australian Girls Futsal Team, as participation will see her representing Lithgow in Brazil during her involvement in this program.

Council has a budget of \$2,500 for financial assistance for sporting representation of which no funds have yet been expended in 2016/2017.

**RECOMMENDATION**

**THAT** Council provide Shaqkyra Quinn with \$500 toward the cost of participating in the U/15's Australian Girls Futsal Team.

**MOVED:** R Marjoram

**SECONDED:** M Dean

**ITEM 7: 2016 LJ HOOKER REG COWDEN MEMORIAL SPORTS STAR OF THE YEAR AWARDS**

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There were no written Junior nominations for the month of July 2016 received.

There were no written Junior nominations for the month of August 2016 received.

Junior nominations for the month of September 2016 were received from:

- Shakaya Bott (Hockey) – Shakaya Bott has been selected to represent NSW at the National U13 Championships to be held in Perth from 27<sup>th</sup> September 2016 – 9<sup>th</sup> October 2016.
- Jemaya Staines (Hockey) – Jemaya Staines received notification that she has been called up to umpire at the National Under 13 Girls Hockey



tournament being held in Perth. The tournament will run from 29 September to 8 October 2016. Unfortunately for Jemaya, she has had to decline the position due to sitting her Higher School Certificate. Jemaya officiated at the Under 15 Girls NSW, the Under 18 Womens and Open Womens State Tournaments. It is from these tournaments and brilliant performances why she was nominated to Hockey Australia for consideration of selection. Jemaya was awarded a final at the State Tournaments. Jemaya umpires locally in the junior competition, senior competition and for Western Premier League. She also puts back into hockey what she has learnt and assists junior umpires by coaching on a Saturday morning. This is a first for Lithgow in the umpiring circles.

Junior nominations for the month of October 2016 were received from:

- Morgan Watts (Triathlon) – Morg has been working with the local Lithgow Swim Squad and has improved her swim. Bike, she has been working with her sister thanks to a blood sugar assignment where she was her guinea pig and her run well she has been running with mum Melinda Watts and recently had a great 3km run at Homebush, so I guess you could say she was ready. Morgan raced in the Open Short Course against women and was only the second time attempting that distance. Morgan raced alongside friend Caitlyn Lovett whom she also races against with the Bathurst Cycling Club. It was neck and neck the whole race til the run turn around when Morgan pushed ahead and finished strongly. It was the first time that Morgan had won the short course event and was a big achievement for a 13 year old to win the open event.

There were no written Junior nominations for the month of November 2016 received.

There were no written Senior nominations for the month of July 2016 received.

There were no written Senior nominations for the month of August 2016 received.

Senior nominations for the month of September 2016 were received from:

- Alysha Anderson (Hockey) – Alysha Anderson received notification that she has been called up to umpire at the National Under 13 Girls Hockey tournament being held in Perth. The tournament will run from 29 September to 8 October 2016. Alysha officiated at the Under 15 Girls NSW and the Under 18 Womens State Tournaments. It is from these tournaments and brilliant performances why she was nominated to Hockey Australia for consideration of selection. Alysha was awarded the Division 1 final at the Under 15s Tournament. Alysha umpires locally in the junior competition, senior Mens competition and for Western Premier League. Alysha also puts back into hockey what she has learnt and assists junior umpires by coaching on a Saturday morning. This is a first for Lithgow in the umpiring circles.

There were no written Senior nominations for the month of October 2016 received, and achievements reported in the Lithgow Mercury for the month of October include:

- Joel Willis (Downhill) - He's no stranger to first place but Lithgow's Joel Willis is now this year's elite state downhill champion after taking out the RedAss Downhill Enduro series, the final held in Lithgow last weekend. Joel took the lead by 3.5 seconds, which he himself did not

expect. "I was hopeful for it though, being my home track and feeling pretty good after getting back from Canada, I was hoping to win by a fair bit," Joel said. Joel also took out the overall point score of the series, taking a whopping lead of 210 after the total was tallied. That recent trip to Canada was for riding practice rather than leisure, and Joel said the tracks there offer the chance to do months worth of training in no time at all. It definitely helped, by the look of the scoreboard. Joel has since moved away to Newcastle and is now a carpenter's apprentice, but given his boss is a former pro-surfer he said work understands how important riding still is to him. "I'm committed to working and riding," he said. "[My boss] understands the passion I have for my sport and is flexible with the time I have off to compete." He's already done the international circuit, and at the young age of 19 it seems he's already achieved what many riders train half their lives for, but Joel has grand plans for a World Cup circuit. "I want to get to a point where I think I've given it my best shot."

There were no written Senior nominations for the month of November 2016 received, and achievements reported in the Lithgow Mercury for the month of November include:

- Rene Hunter (Hockey) - It's an exciting time for Lithgow's Rene Hunter, who will be flying to Santiago, Chile next month to compete in the Junior World Cup. After impressing teammates, coaches and talent scouts alike, Hunter was picked out of the bunch to represent her country while playing in the Australian Hockey League in Perth recently. The Junior World Cup is the hockey competition where players become Olympians, and Hunter is ready to make her mark. Hunter said she got the email confirming her position on the team when she got off her flight home from Perth, and it's the culmination of years of work. "The [Australian] Junior World Cup squad gets reselected every year and so for the last two years the squad has stayed the same," she said. "We've been training with numerous camps throughout the year, we'll have practise games where we verse New Zealand... so there's been a series of buildups." Hunter said she felt relief when she received the email and that all her hard work had been worth it. "It's been my major goal for the past two years." She even received praise from Australia's goalkeeper coach, who went out of his way to congratulate Hunter after she got the news. For Hunter, the game has become as much about strategy as it is action. Over the past few years, she said she's learned the importance of reading the field. "I'm really proud of myself on understanding structuring and strategy play. "I also think for a goalkeeper, you've got to be aggressive... I swear a lot," she said while laughing. She'll also be playing with some familiar faces, as NSW has nine people on the team including her. "We've been as a big squad of 24 for two years, so we have had the chance to play with each other and know each other." Hunter would like to thank her coaches and her family for making all her dreams possible.

MONTH	JUNIOR RECIPIENT(S)	SENIOR RECIPIENT(S)
December/January	Jaidyn Goodwin (Basketball)	Amelia Leard (Hockey)
February	Emily Watts (Track Cycling)	Chris Redding (Rugby League Referee)
March	Holly Beecroft & Shaqkyra Quinn (Futsal)	Nigel Kable (Campdraft)
April	Callie Capomolla (Rowing)	Cheryl Rutherford (Hockey)

<b>May</b>	Katie Hamment, Hannah Kable & Emily Thompson (Hockey)	Brad Delosa (Timbersports)
<b>June</b>	U/12 and U/14 Boys Lazars (Basketball)	Roxsanne Van Veen (Cricket)
<b>July</b>	NO NOMINATIONS RECEIVED	NO NOMINATIONS RECEIVED
<b>August</b>	NO NOMINATIONS RECEIVED	NO NOMINATIONS RECEIVED
<b>September</b>	Shakaya Bott ( Hockey )	Alyshia Anderson (Hockey )
<b>October</b>	Morgan Watts (Triathlon)	Joel Willis (Downhill)
<b>November</b>	NO NOMINATIONS RECEIVED	Rene Hunter ( Hockey )

**ACTION**

**THAT**

1. The 2016 LJ Hooker Reg Cowden Memorial Junior Sports Star of the Year Award for September 2016 be awarded to Shakaya Bott (Hockey); and
2. The 2016 LJ Hooker Reg Cowden Memorial Senior Sports Star of the Year Award for September 2016 be awarded to Alyshia Anderson (Hockey); and
3. The 2016 LJ Hooker Reg Cowden Memorial Junior Sports Star of the Year Award for October 2016 be awarded to Morgan Watts (Triathlon); and
4. The 2016 LJ Hooker Reg Cowden Memorial Senior Sports Star of the Year Award for October 2016 be awarded to Joel Willis ( Downhill); and
5. The 2016 LJ Hooker Reg Cowden Memorial Senior Sports Star of the Year Award for November 2016 be awarded to Rene Hunter (Hockey); and
6. Merit certificates to be awarded to all other nominees.

**MOVED:** A Magus

**SECONDED:** R Marjoram

## ITEM 8: BOOKING REQUESTS

### SUMMARY

The following bookings were received between 31<sup>st</sup> August 2016 and 20<sup>th</sup> December 2016.

Conran Oval, Lithgow			
User	Dates / Times	Purpose	Comments
Lithgow District Cricket Association Inc	Between 4pm & 8pm on Monday, Tuesday, Wednesday, Thursday, Friday and between 8am & 7pm on Saturday & Sunday from 1 <sup>st</sup> October 2016 to 31 <sup>st</sup> March 2017	2016/17 Season Competition & Training	Approved subject to standard condition.
Glanmire Oval, Lithgow			
User	Dates / Times	Purpose	Comments
Lithgow District Cricket Association Inc	Between 4pm & 8pm on Monday, Tuesday, Wednesday, Thursday, Friday and between 8am & 7pm on Saturday & Sunday from 1 <sup>st</sup> October 2016 to 31 <sup>st</sup> March 2017	2016/17 Season Competition & Training	Approved subject to standard condition.
Kremer Park, Portland			
User	Dates / Times	Purpose	Comments
Lithgow District Cricket Association Inc	Between 4pm & 8pm on Monday, Tuesday, Wednesday, Thursday, Friday and between 8am & 7pm on Saturday & Sunday from 1 <sup>st</sup> October 2016 to 31 <sup>st</sup> March 2017	2016/17 Season Competition & Training	Approved subject to standard condition.
NRL	Between 8am to 3pm on Thursday 27 <sup>th</sup> April 2017	NRL	Approved subject to standard condition.
Marjorie Jackson Oval, Lithgow			
User	Dates / Times	Purpose	Comments

Lithgow District Cricket Association Inc	Between 4pm & 8pm on Monday, Tuesday, Wednesday, Thursday, Friday and between 8am & 7pm on Saturday & Sunday from 1 <sup>st</sup> October 2016 to 31 <sup>st</sup> March 2017	2016/17 Season Competition & Training	Approved subject to standard condition.
<b>Saville Park, Portland</b>			
<b>User</b>	<b>Dates / Times</b>	<b>Purpose</b>	<b>Comments</b>
Lithgow District Cricket Association Inc	Between 4pm & 8pm on Monday, Tuesday, Wednesday, Thursday, Friday and between 8am & 7pm on Saturday & Sunday from 1 <sup>st</sup> October 2016 to 31 <sup>st</sup> March 2017	2016/17 Season Competition & Training	Approved subject to standard condition.
<b>Tony Luchetti Sportsground, Lithgow</b>			
<b>User</b>	<b>Dates / Times</b>	<b>Purpose</b>	<b>Comments</b>
Lithgow District Cricket Association Inc	Between 4pm & 8pm on Monday, Tuesday, Wednesday, Thursday, Friday and between 8am & 7pm on Saturday & Sunday from 1 <sup>st</sup> October 2016 to 31 <sup>st</sup> March 2017	2016/17 Season Competition & Training	Approved subject to standard condition.
Lithgow Bears Rugby League Club	Between 6pm & 7pm on Tuesdays & Thursdays and between 9am & 6pm on Saturdays from 1 <sup>st</sup> January 2017 to 30 <sup>th</sup> September 2017	Competition & Training	Approved subject to standard condition. Note: Winter Season Sport official takeover date is 1 <sup>st</sup> April 2017. Alternative grounds will be required to be used for training purposes prior to this date.  No training to be undertaken on Westfund No.1 field
Lithgow Touch Football	Between 4pm & 9pm on Mondays from 1 <sup>st</sup> October 2016 to 31 <sup>st</sup> March 2017	2016/17 Season Competition & Training	Council considered a report at its Sports Advisory Committee Meeting of 26th April 2016 and resolved as follows:  <b>LITHGOW TOUCH FOOTBALL</b>

			<p>The quality of the playing surface of Westfund No. 1 Field at Tony Luchetti Sportsground was again raised. It was advised that there is not sufficient break between the summer and winter sports seasons to allow sufficient preparation and regeneration of the ground, therefore Lithgow Touch Football Association be advised that Glanmire Oval &amp; Marjorie Jackson Oval will be made available for their use for future seasons.</p> <p><b>ACTION</b></p> <p>THAT correspondence be forwarded to Lithgow Touch Football Association advising that Glanmire Oval &amp; Marjorie Jackson Oval will be made available for their use for future seasons.</p> <p>Booking request for Tony Luchetti Sportsground denied. Booking approved for Glanmire Oval and Marjorie Jackson Oval, subject to standard condition.</p>
Colin Wright	Between 7am & 6pm from 11 <sup>th</sup> April 2017 to 18 <sup>th</sup> April 2017	Gemboree 2017	Approved subject to standard condition.
<b>Wallerawang Oval, Wallerawang</b>			
<b>User</b>	<b>Dates / Times</b>	<b>Purpose</b>	<b>Comments</b>
Lithgow District Cricket Association Inc	Between 4pm & 8pm on Monday, Tuesday, Wednesday, Thursday, Friday and between 8am & 7pm on Saturday & Sunday from 1 <sup>st</sup> October 2016 to 31 <sup>st</sup>	2016/17 Season Competition & Training	Approved subject to standard condition.



March 2017			
Watsford Oval, Lithgow			
User	Dates / Times	Purpose	Comments
Lithgow District Cricket Association Inc	Between 4pm & 8pm on Monday, Tuesday, Wednesday, Thursday, Friday and between 8am & 7pm on Saturday & Sunday from 1 <sup>st</sup> October 2016 to 31 <sup>st</sup> March 2017	2016/17 Season Competition & Training	Approved subject to standard condition.
Zig Zag Oval, Lithgow			
User	Dates / Times	Purpose	Comments
Lithgow District Cricket Association Inc	Between 4pm & 8pm on Monday, Tuesday, Wednesday, Thursday, Friday and between 8am & 7pm on Saturday & Sunday from 1 <sup>st</sup> October 2016 to 31 <sup>st</sup> March 2017	2016/17 Season Competition & Training	Approved subject to standard condition.
JM Robson Aquatic Centre			
User	Dates / Times	Purpose	Comments
Cooerwull Public School	Between 8.30am & 3pm on 1 <sup>st</sup> February 2017 (Back Up Date 6 <sup>th</sup> February 2017)	Swimming Carnival	Approved subject to standard condition.
Lithgow Public School	Between 10.30am & 3pm on 8 <sup>th</sup> February 2017 (Back Up 9 <sup>th</sup> February 2017)	Swimming Carnival	Approved subject to standard condition.
LaSalle Academy	Between 8am & 4pm on 16 <sup>th</sup> February 2017	Swimming Carnival	Approved subject to standard condition.
Barker College Cadet Unit	Between 3pm & 3.30pm on 4 <sup>th</sup> January 2017	Adventure Training	Approved subject to standard condition.
Kristy's Swimming Lessons	Between 4pm & 5pm on Monday, Tuesday, Wednesday, Thursday & Friday from 9 <sup>th</sup> January to 20 <sup>th</sup> January 2017	Holiday Program	Approved subject to standard condition.
Kristy's Swimming Lessons	Between 4pm & 6pm on Tuesday & between 9:30am & 11:30am on Saturdays from 27 <sup>th</sup> January to 7 <sup>th</sup> April	Term Program	Approved subject to standard condition.

	2017		
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The approved bookings calendars are updated after each Sports Advisory Committee meeting, and can be viewed and / or downloaded from Council's website <http://www.council.lithgow.com/recreationFacilities.html>

**ACTION**

**THAT** all bookings detailed in Item 8 be approved.

**MOVED:** G Leard

**SECONDED:** R Marjoram

## **ITEM 9: LITHGOW SWIMMING CLUB – NEW MEMBERS**

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### **SUMMARY**

- Correspondence has been received from the Lithgow Swimming Club advising of a change in Sports Advisory Committee delegates, being Mark Dean & Mark Jenkins.

### **RECOMMENDATION**

**THAT** Council accepts Mark Dean & Mark Jenkins as the Sports Advisory Committee representatives from the Lithgow Swimming Club.

**MOVED:** R Whitty

**SECONDED:** D Whitty

## **ITEM 10: GENERAL BUSINESS**

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### **1. UPCOMING EVENTS IN THE LITHGOW AREA**

Mark Dean advised that there is a Swimming State carnival to be held at the JM Robson Aquatic Centre in February 2017.

Alma Magus advised that a Regional/State tournament for Croquet to be held in Lithgow on 10<sup>th</sup> – 11th February 2017 at the Croquet courts. All welcome to come along. An additional temporary field was requested to cater for this tournament. Terry Nolan is aware that extra mowing is required. Alma expects a large crowd this year as 50 players competed last year.

Richard Marjoram advised an event to be held at the Wallerawang Basketball stadium on 1<sup>st</sup> – 2<sup>nd</sup> February 2017.

### **2. LIGHTING, UPCOMING MAINTENANCE & BEHAVIOUR**

Peter Hughes advised that Lithgow Bears train between 6pm and 7pm however lights at the Tony Luchetti Sports Ground are on before 5pm and questioned whether Lithgow Bears are charged for this period and whether juniors get charged. Terry Nolan advised that junior teams don't get charged and that they should only be charged for time the field is used. A breakdown has already been provided to state how teams are being charged for the lights.

Paul Glasson advised that several Banks (Lights) are out at the Tony Luchetti Sports Ground. Terry Nolan explained the issue of the towers not being able to hold the weight of bigger lights and advising that power efficient globes are to be installed in the future.

Terry Nolan advised of the process of getting the Westfund No. 1 Field aerated and advised that he has consulted with teams about training on Westfund No. 1 Field.

Council considered a report at its Sports Advisory Committee Meeting of 26th April 2016 and resolved as follows:

## **LITHGOW TOUCH FOOTBALL**

The quality of the playing surface of Westfund No. 1 Field at Tony Luchetti Sportsground was again raised. It was advised that there is not sufficient break between the summer and winter sports seasons to allow sufficient preparation and regeneration of the ground, therefore Lithgow Touch Football Association be advised that Glanmire Oval & Marjorie Jackson Oval will be made available for their use for future seasons.

### **ACTION**

**THAT** correspondence be forwarded to Lithgow Touch Football Association advising that Glanmire Oval & Marjorie Jackson Oval will be made available for their use for future seasons.

Correspondence was subsequently forwarded to Lithgow Touch Football Association on 25th May 2016 and again on 14<sup>th</sup> September 2016.

Therefore booking request is denied for Tony Luchetti Sportsground and all games to be transferred to Glanmire Oval and Marjorie Jackson Oval for the remainder of the 2016/2017 season.

Paul Glasson raised the issue of no lights at Glanmire Oval and Marjorie Jackson Fields. He requested aerial maps of Glanmire oval and Marjorie Jackson Oval to assist with determining field layout.

Danny Whitty advised that Lithgow District Cricket Association has received numerous complaints regarding alcohol and urinating on the field and the overall behavior. If this continues the ultimatum is not allowing the use of the fields. Urinating on the field is pure laziness. Terry Nolan advised that toilets are opened and locked at appropriate times. People need to walk as toilets are accessible; there are always facilities at the Tony Luchetti Sports Field. C/r Joe Smith advised that a lid needs to be put on it. No Alcohol on sporting fields, Glass not an option on any field, if this becomes out of hand it may become a police issue.

### **3. CHILD PROTECTION ACT CERTIFICATE**

Richard Marjoram advised that under the Child Protection Act it is a must to have the Working With Children Check to cover yourself when working with children especially one on one. This form can be obtained online and submitted to Services NSW.

The Working With Children Check for sporting bodies commenced phasing in under the new WWCC system in NSW on 1 April 2015. These organisations have until 31 March 2016 to ensure all child-related workers (paid and volunteer) have a WWCC or valid application, unless they are exempt.

Council advised that although it allows third parties to use a facility for a child related activity it is not required to verify the WWC or APP numbers of those using the facility.

<https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check>

#### **4. JM ROBSON AQUATIC CENTRE & PARKING SIGNAGE IN THE AREA**

The pool has had on average about 2800 attendants going through the gate per week.

Mark Jenkins also brought up parking at the pool with the issue of kids running across the road without looking. Iain to look into issue parking near Conran oval and advised that supervision of kids is a parental issue.

Richard Marjoram asked if more signage for pedestrians near the Skate Park and pool parking area could be installed.

#### **5. GRANTS**

A \$60,000.00 grant has been received for improvements to the Marjorie Jackson Soccer fields and will be arranging a meeting with the soccer committee to see how to spend the funds.

Graeme Leard asked if there are any funds to upgrade the carpark at the Hockey Fields.

#### **6. THANK YOU TO PREVIOUS MEMBERS & RECREATION STAFF**

Clr Stephen Lesslie would like to meet the committee members after the meeting.

Clr Joe Smith thanked previous Councillor representatives, Ray Thompson and Frank Inzitari for their time on the Committee and Terry Nolan and recreation staff for all the hard work on the fields.

Quentin Kidd advised that Green keeping of the grounds is splendid also complementing that the grounds have never looked so good. An email has been sent to council regarding this.

Merry Christmas and a Happy New Year.

#### **ACTION**

**THAT** appropriate actions and reporting be undertaken in relation to the items raised during general business.

**MOVED:** P Hughes      **SECONDED:** K Turner

#### **ITEM 11: NEXT MEETING**

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**Next Meeting:** 5.00pm on Tuesday, 31 January 2017  
Council Chambers, Administration Building,  
180 Mort Street LITHGOW NSW 2790

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**There being no further business the meeting closed at 5:47pm**



# Minutes

Traffic Advisory Local Committee  
11<sup>th</sup> January 2017



**ITEM 1: RESTRICTED PARKING ON LITHGOW STREET**

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As part of Council's approval for a long day childcare center at 22 Lithgow Street the applicant was granted deferred commencement subject to the following conditions:

1. That the applicant obtain approval from the Traffic Authority Local Committee (TALC) or Council to impose time limits on the 'on-street parking' adjoining the proposed development extending along the western side of Lithgow Street to opposite the Bent Street intersection. This shall include consultation with adjacent landowners by the applicant and implementation of signage as approved by TALC or Council.
2. An onsite Car parking Management Plan is to be provided to Council's satisfaction. This is to ensure that onsite car parking during peak times is managed to minimize overflow car parking onto Lithgow Street.

The applicant has a shortage in onsite car parking of 5 spots according to the RTA Guide to Traffic Generation. In order to manage the impact of the Childcare Centre on surrounding developments, particular the primary school, the above conditions of approval were required.

Council is now intending to exercise its delegated function by introducing restricted parking on Lithgow Street from Bent Street to Mort Street in the existing unlimited parking areas.

Council is proposing the installation of 1/2 hour restricted parking between the hours of 8.30am – 9.30am and 2.30pm – 3.30pm on school days. Relevant technical references and discussion are included in the attachments.

**ACTION**

**THAT** consultation is undertaken with land owners on both sides of Lithgow Street within the proposed lengths under consideration for a change in parking provision prior to TALC making a recommendation to Council.

**ITEM 2: KTM ADVENTURE RALLY**

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'KTM Australia and New Zealand' have applied to Lithgow City Council to run a 5-Day motorcycle adventure ride which occurs partially in the Lithgow City Council LGA. As the event is a motor rally having minimal impact on any main highways LCC has given it a preliminary classification of Class 2, requiring the event to be approved at our TALC committee.

Event Details:

- Commencing 5<sup>th</sup> March at 2.00pm
- Finishing 10<sup>th</sup> March at 5:00pm
- Starting at 8:00am each morning and finishing at 5:00pm each night.
- Limited to 200 riders
- 25 support staff including; medical support, support and backup support vehicles

The applicant has supplied a certificate of currency of public liability insurance up to \$20 million, a completed event transport management application form and a map of the proposed route all of which are attached. A risk assessment for the event is attached to this email in the form of an excel document.

The proposed traffic management for the event involves the following:

- Lead riders (KTM Staff) – assess route ahead of event, communicate route conditions to riders and event staff, set up signage at track entrances
- Sweep Riders (KTM Staff) – ensure the safety of riders, remove event signage,
- Medical Support Riders – provide first aid to riders
- Support Vehicles (4x4 Nissan Navara) – provide mechanical and medical help to riders, perform emergency evacuation in areas inaccessible by ambulance
- A4 Signs at the entrances to National Park Trails stating “**Motorcycles – Be Aware**” and “**Two-Way Traffic**”. To be installed by lead riders and removed by sweep riders.

The event does not require the use of any regulatory signage or any other traffic control function delegated to Councils.

**RECOMMENDATION**

**THAT** approve the event for the time and date shown and that the applicant provide a debrief package to the committee post-event.



# Minutes

## Sports Advisory Committee

### 31<sup>st</sup> January 2017

### 5.00pm

Sports Advisory Committee	
Item Number	Agenda
1	Present And Apologies
2	Declaration Of Interests
3	Confirmation Of Minutes
4	Business Arising From The Minutes
5	Financial Assistance Requests
6	2017 LJ Hooker Reg Cowden Sports Star Of The Year Awards
7	Booking Requests
8	Lithgow District Cricket Association New Member
9	General Business
10	Next Meeting



**ITEM 1: PRESENT AND APOLOGIES**

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**PRESENT:** Clr S Lesslie, Clr J Smith, D Whitty, R Whitty, O Kay, C Hawkins, D Peters, P Glasson, P Hughes, S Morris, G Ryan, T Dellabosca & G Healey

**APOLOGIES:** R Marjoram, T Nolan

**OFFICERS:** I Stewart & K Cibulka

**ITEM 2: DECLARATION OF INTERESTS**

**NIL**

**ITEM: 3 CONFIRMATION OF THE MINUTES FROM THE PREVIOUS MEETING**

The Minutes were endorsed by one member of the Committee being:

R Marjoram

The minutes are to be presented to Council on the 6<sup>th</sup> February 2017.

**ACTION**

**THAT** the Minutes of the meeting 20<sup>th</sup> December 2016 be taken as read and confirmed.

**MOVED:** P Hughes

**SECOND:** D Whitty

**ITEM 4: BUSINESS ARISING FROM THE MINUTES**

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**COMMENTARY**

P Glasson raised that issue of the touch fields whether they still have permission to use the Tony Luchetti Sportsground for the rest of the Touch season.

Clr J Smith advised that there is to be no training on the Westfund No1 Field.

P Hughes advised that they was a Gymkhana last weekend at the Toni Luchetti Sportsground and believes that there were horses using No1 Field.

I Stewart advised that training is banned on Westfund Field No1 on training can take place on fields No2 & No3.

P Glasson advised that the Touch Association need to find an alternate field with lighting for the next season.  
Clr J Smith advised to resolve this with I Stewart and T Nolan and arrange a meeting with both the Touch and Cricket Associations.

#### **ITEM 5: FINANCIAL ASSISTANCE REQUESTS**

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##### **SUMMARY**

There were no complying financial assistance requests received in January 2017.

##### **ACTION**

**THAT** the information regarding financial assistance be noted.

#### **ITEM 6: 2017 LJ HOOKER REG COWDEN MEMORIAL SPORTS STAR OF THE YEAR AWARDS**

##### **SUMMARY**

There were no written Junior nominations for the month of December 2016/January 2017 received and achievements reported in the Lithgow Mercury for the month of December 2016/January 2017 include:

- Ethan Corney (Down Hill) - The 2016 mountain bike season ended on a positive note for Lithgow's Ethan Corney, claiming the under 17s King Of The Mountain title in Australia's showpiece event, the Cannonball Mountain Bike Festival, held annually in Thredbo. Corney took top podium position for both the Flow Motion Cup and the premier event, the GoPro Downhill. Corney rides for the Springwood-based Nicks Cycles team and is supported by the Trek Ambassador Program. The win at the Thredbo-based event capped an impressive year for the 15-year-old and bodes well for the upcoming 2017 Downhill season. ( 10<sup>th</sup> January 2017)
- Emerson Banning (Tennis) - Local junior tennis player Emerson Banning has played her way into a NSW State final after taking out the title for her age group in the Central West. Banning didn't lose a set all the way through the finals series until her loss in the championship match. She played well in the NSW State final Banning and finished runner up against a player from the South Coast. Banning competed in the 14 and under age division and finished the season as the winner of the Central West region. Banning won her three pool games to come top of her pool which qualified her for the Quarter Finals. She then went on to win the Quarter Final and Semi Final to qualify for the State Final. Banning's run of straight set wins ended in the final. ( 2<sup>nd</sup> December 2016)

There were no written Senior nominations for the month of December 2016/January 2017 received, and achievements reported in the Lithgow Mercury for the month of December 2016/January 2017 include:

- Roxsanne Van Veen (Cricket) - Lithgow's Roxsanne Van Veen will be part of the NSW Women's Bush Blues side that starts its campaign today to take out the Australian Country Cricket Championships. NSW Country selectors named Van Veen in the inaugural NSW Women's Country team to play in the tournament being held in Wollongong. The women's Bush Blues side will take part in T20 tournament against six other sides including an East Asia pacific side. (6<sup>th</sup> January 2017)
- Richard Forbes (Table Tennis, Lawn Bowls, Darts, Petanque and Archery) - Lithgow resident Richard Forbes has won multiple medals at the 2016 Australian Transplant Games. His medal haul included two gold medals in table tennis and some silver medal winning performances in a range of other fields including lawn bowls, darts and petanque. He also collected a bronze medal in archery. (3<sup>rd</sup> January 2017)

MONTH	JUNIOR RECIPIENT(S)	SENIOR RECIPIENT(S)
December/January	Ethan Corney (Downhill)& Emmerson Banning (Tennis)	Richard Forbes(Table Tennis, Lawn Bowls, Darts, Petanque and Archery) & Roxanne Van Veen (Cricket)
February		
March		
April May		
June		
July		
August		
September		
October		
November		

**ACTION**

**THAT**

1. The 2017 LJ Hooker Reg Cowden Memorial Junior Sports Star of the Year Award for December 2016/ January 2017 be awarded to Ethan Corney (Downhill) & Emmerson Banning (Tennis);
2. The 2017 LJ Hooker Reg Cowden Memorial Senior Sports Star of the Year Award for December 2016/ January 2017 be awarded to Richard Forbes (Table Tennis, Lawn Bowls, Darts, Petanque and Archery) & Roxanne Van Veen (Cricket).

**MOVED:** P Hughes

**SECOND:** D Whitty



**ITEM 7: BOOKING REQUESTS**

**SUMMARY**

The following bookings were received between 21 December 2016 and 31 January 2017, and do not conflict with any other approved bookings.

<b>Kremer Park, Portland</b>			
<b>User</b>	<b>Dates / Times</b>	<b>Purpose</b>	<b>Comments</b>
Andrew Neville ANT Fitness	Between 6am – 12pm on 12 <sup>th</sup> March 2017	Born To Run Festival	Approved subject to standard condition, (approved booking by Lithgow District Cricket Association and Lithgow District Junior Cricket Association)
<b>Tony Luchetti Sportsground, Lithgow</b>			
<b>User</b>	<b>Dates / Times</b>	<b>Purpose</b>	<b>Comments</b>
Lithgow Storm JRLFC Brett Haddon	Between 3.30pm-6.00pm on Monday-Friday and 7.00am-4.00pm on Saturdays from 6 <sup>th</sup> February 2017 to 30 <sup>th</sup> September 2017	Lithgow Storm JRLFC Competition and Training	Approved subject to standard condition. Note: Winter Season Sport official takeover date is 1 <sup>st</sup> April 2017. Alternative grounds will be required to be used for training purposes prior to this date.
Workies Wolves RLFC Corey Osborne	Between 6pm – 8pm on Tuesdays – Thursdays and 1:30pm on Saturdays and 9am -5pm on Sundays from 1 <sup>st</sup> January 2017 to 30 <sup>th</sup> December 2017	Workies Wolves RLFC Competition and Training	Approved subject to standard condition. Note: Winter Season Sport official takeover date is 1 <sup>st</sup> April 2017. Alternative grounds will be required to be used for training purposes prior to this date.
<b>Jim Monaghan Athletics Oval, Lithgow</b>			
<b>User</b>	<b>Dates / Times</b>	<b>Purpose</b>	<b>Comments</b>
Lithgow Public School	Between 8am – 3pm on Friday 31 <sup>st</sup> March 2017		2017 Athletics Carnival Approved subject to standard condition, (approved booking by

			Lithgow District Cricket Association and Lithgow District Junior Cricket Association)
<b>JM Robson Aquatic Centre, Lithgow</b>			
<b>User</b>	<b>Dates / Times</b>	<b>Purpose</b>	<b>Comments</b>
Lithgow Public School	Between 11:30am to 2:45pm on Monday Tuesday, Wednesday, Thursday, Friday from Monday 13 <sup>th</sup> March 2017 to Friday 24 <sup>th</sup> March 2017	Swimming School	Approved subject to standard condition.

The approved bookings calendars are updated after each Sports Advisory Committee meeting, and can be viewed and / or downloaded from Council's website <http://www.council.lithgow.com/recreationFacilities.html>

**ACTION**

**THAT** All bookings detailed in Item 7 be approved

**MOVED:** P Glasson

**SECOND:** D Whitty

## **ITEM 8: LITHGOW DISTRICT CRICKET ASSOCIATION – NEW MEMBER**

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### **SUMMARY**

Correspondence has been received from Lithgow District Cricket Association advising of a change in Sports Advisory Committee delegate, being Quentin Kidd.

### **RECOMMENDATION**

**THAT** Council accepts Quentin Kidd as the Sports Advisory Committee representative from Lithgow District Cricket Association.

**MOVED:** Clr S Lesslie

**SECOND:** D Whitty

## **ITEM 9: GENERAL BUSINESS**

### **1. TONY LUCHETTI SPORTSGROUND – TRAINING**

Council has received representations from users of Tony Luchetti Sportsground to use the edge of No. 2 Field & No. 3 Field for training purposes. Extensive renovation work has been carried out on Westfund No. 1 Field, involving aeration, seeding and fertilizing. Under no circumstances is any training to be undertaken on Westfund No. 1 Field at any point in the year.

### **2. LITHGOW SKATE PARK – SHADE STRUCTURE**

I Stewart advised that the Lithgow Skate Park is having shade structures erected; patrons have been notified by posters of the parks closure while the structures are being put in place.

D Whitty asked if the Wallerawang Skate Park will get any shade, I Stewart advised that there is allocation for funding in each year's budget for this. Clr Lesslie advised that he is receiving a lot of criticism that there is no shade at Lake Wallace Wallerawang or Kremer Park Portland. D Whitty discussed the possibility of the Wallerawang Skate Park to Lake Wallace due to the Memorial Hall becoming a Men's Shed. Clr Lesslie advised that this would be a question for the owners of the land (Energy Australia).

### **3. HERMATIGE & GLANMIRE OVALS**

P Glasson asked about the Hermitage site & Glanmire Oval and whether that would be turned into a sporting field, as he believes that Lithgow needs to attract representative games to the area. Iain advised that he is happy to hear any suggestions regarding this matter.

D Whitty believes that the Glanmire could be refurbished to fit more games, he has had discussions with T Nolan regarding this matter as it would give each field a rest period in-between game weeks. He also suggested that the nets at Watsford Oval

could be refurbished and used at the Glanmire. I Stewart advised the hockey still use the field when they host large tournaments.

#### **4. JM ROBSON AQUATIC CENTRE – SWIMMING CARNIVAL**

S Morris advised that we have an awesome swimming facility and that they held a twilight event that catered about 300 over the weekend. She also stated that they is another Carnival coming up this weekend ,which is expected to have over 400 to attend but believes that the pool's Kiosk cannot cater for as from previous experience. Discussion came up about the swimming club having a Barbeque for the event where I Stewart confirmed that there is no problem for the Swimming Club to have the barbeque for the event.

I Stewart advised that the JM Robson Aquatic Centre experienced a major act of vandalism of the jumping pillow. He stated that the Council Operations Committee to discuss the removal of the pillow to be replaced as is has been causing issues with the pool operations. He also advised that many Sydney Councils have been removing this device. S Morris asked if the pillow could be barricaded off due to major event occurring. I Stewart advised that this area has already be barricaded off to the public. I Stewart also advised that 7 additional cameras will be installed down at the facility.

#### **5. COMPLIMENT TO COUNCIL RECREATION STAFF**

D Whitty complimented the Recreation Parks and Gardens team and a special thankyou to Sam Johnston for the good job of maintenance of the Cricket Wickets and that they are very thankful.

G Healey commented on the great work Council has been doing, marking the fields and that there was a Pine Tree that requires removal that he believes T Nolan is aware of.

#### **ACTION**

**THAT** appropriate actions and reporting be undertaken in relation to the items raised during general business.

#### **ITEM 10: NEXT MEETING**

**Next Meeting:** 5.00pm on Tuesday, 28 February 2017  
Council Chambers, Administration Building,  
180 Mort Street LITHGOW NSW 2790

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**There being no further business the meeting closed at 5:48pm**