



A CENTRE OF REGIONAL EXCELLENCE

AGENDA

ORDINARY MEETING OF COUNCIL

TO BE HELD AT

THE ADMINISTRATION CENTRE, LITHGOW

ON

14 AUGUST 2017

AT 7.00pm

AGENDA

ACKNOWLEDGEMENT OF COUNTRY

APOLOGIES

PRESENT

CONFIRMATION OF THE MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON 17 JULY 2017

DECLARATION OF INTEREST

COMMEMORATIONS AND ANNOUNCEMENTS

PUBLIC FORUM

PRESENTATIONS – Nil

MAYORAL MINUTES

STAFF REPORTS

General Managers Reports
Economic Development and Environment Reports
Operation Reports
Finance and Assets Reports
Organisational Development Reports

COUNCIL COMMITTEE MINUTES

Youth Council Minutes 6 June and 19 July 2017
Operations Committee Meeting Minutes 24 July 2017
Sports Advisory Committee Meeting Minutes 25 July 2017

NOTICES OF MOTION – Nil

QUESTIONS WITH NOTICE - Nil

NOTICE OF RECISSIONS – Nil

BUSINESS OF GREAT URGENCY

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

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GENERAL MANAGERS REPORTS

ITEM-1 GM - 14/08/17 - DEFICIT REDUCTION BY REMOVAL OF VACANT ROLES FROM ORGANISATIONAL STRUCTURE

REPORT BY: GENERAL MANAGER

REFERENCE

Min 17–222: Ordinary Meeting of Council 17 July 2017

SUMMARY

The Administration has identified six (6) vacant positions to be removed from the organisation structure. A proportion of the funds made available by not replacing the vacant roles will be re-directed into Finance and Strategic Asset Management roles, as previously advised to Council.

COMMENTARY

A number of vacant positions have not been filled/replaced pending the review of the organisational structure. The identified roles include:-

- Organisational Development Officer (9009)
- Water & Waste Water Works Coordinator (9199)
- Customer Service Supervisor (9030)
- Tourism Trainee (*Skillset trainee therefore not a permanent position and not in Payroll*)
- Carpenter Handyman (Lithgow Depot) (9109)
- Supernumerary Labourer (Lithgow Depot) (9350)

The funds (including on-costs) will be used to fund one (1) additional qualified accountant role and one (1) additional strategic asset management role. Any savings will be quantified at the end of the 2017/2018 financial year.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

No additional cost

Actual savings will be quantified at financial year end.

LEGAL IMPLICATIONS

Nil

RECOMMENDATION

THAT Council:

1. Remove the six positions (6) identified in the report from the Organisational Structure
2. Establish two (2) new roles within the Finance and Assets Division:
 - (i) Financial Accountant
 - (ii) Asset Maintenance Officer

3. Note that the Administration will redirect the workloads of the removed positions where required
4. Note that this process will be ongoing, and has been discussed with the Joint Consultative Committee when the Organisation Structure was discussed.
5. Note that no forced redundancies have occurred.

ITEM-2 GM - 14/08/17 - PROPOSAL TO CHANGE FREQUENCY OF ORDINARY MEETINGS OF COUNCIL

REPORT BY: GENERAL MANAGER

REFERENCE

Min No: 13-336 Ordinary Meeting of Council 30 September 2013
Min No: 16-239 Extra Ordinary Meeting of Council 28 September 2016

SUMMARY

This report is for Council to give consideration to changing the tri-weekly meeting schedule for the Ordinary Meetings of Council holding them once per month on the fourth Monday of the Month.

COMMENTARY

Council last reviewed its schedule for Ordinary Meetings in 2008 and resolved to move to the current tri weekly meeting schedule in 2008. Previously there had been a schedule of Ordinary meetings occurring monthly, supplemented with additional Policy & Strategy Committee Meetings and Finance and Services Committee meetings occurring two weeks following.

In regards to the frequency of meetings of Council, the Code of Meeting Practice states:

5 FREQUENCY OF MEETINGS OF THE COUNCIL

- (i) The Council is required to meet at least 10 times each year, each time in a different month. [S 365]
- (ii) The Council will, by resolution, set the time, date and place of ordinary meetings of the Council. Ordinary meetings of the Council will be held in the Lithgow City Council Chambers, 180 Mort Street, Lithgow unless otherwise resolved by the Council.
- (iii) The Council may, by resolution, vary the time, date and place of ordinary meetings should extenuating circumstances exist which would prevent the ordinary meetings of the Council being held in accordance with clause (ii).

Council adopted the meeting dates for 2017 at the Extra Ordinary Meeting of Council held on 28 September 2016. The 14 dates for 2017 are:

- 6 February
- 27 February
- 20 March
- 10 April
- 8 May
- 29 May
- 26 June
- 17 July
- 14 August
- 4 September
- 25 September
- 23 October
- 13 November
- 11 December

Additionally there have been 5 Extra-ordinary meetings held in 2017 to date.

Proposal for Ordinary Meetings of Council to be held once per month

The proposed dates represent the fourth Monday in every month excluding December.

2017 Dates	2018 Dates
<ul style="list-style-type: none">• 25 September• 23 October• 27 November	<ul style="list-style-type: none">• 22 January• 26 February• 26 March• 23 April• 28 May• 25 June• 23 July• 27 August• 24 September• 22 October• 26 November

Attachment 2 provides information on Public Holidays for the remainder of 2017 and for 2018 and shows that there are no conflicts with the proposed meeting dates. Additionally the Local Government Conference is scheduled for 4- 6 December 2017 which does not conflict with the proposed dates.

A number of benefits have been identified if Council were to resolve to meet once per month.

Improved alignment with Compliance and Reporting Requirements

The Office of Local Government has not yet issued the Calendar of Compliance and Reporting Requirements for 2017/18 but as demonstrated in the calendar for 2016/17 (attachment 1) the majority of Council's financial and governance reporting responsibilities occur at the end of the month. The proposed schedule allows for Council adoption and resolution prior to lodging dates without the need for additional extra ordinary meetings as has occurred in the past.

Alignment with Committee Meetings

Councils various Committees generally meet on a monthly or bi-monthly basis. If the committee meetings were scheduled to occur in the first two weeks of the month, the minutes could be reported to Council in a timely manner.

Reduced Administration Costs

By reducing the number of Ordinary meetings from 14 per year to 11 there is an estimated saving in administration costs of \$1982.46 for the production of the agenda and minutes.

POLICY IMPLICATIONS

The Code of Meeting Practice V10 adopted by Council on 30 September 2013 states in Clause 5 that Council is required to hold 10 meetings each year, each time in a different month. The proposed dates satisfy this requirement.

FINANCIAL IMPLICATIONS

- Budget approved – N/A
- Cost centre – N/A
- Expended to date –N/A
- Future potential impact - Potential reduction in administrative costs associated with the production of the business papers.

LEGAL IMPLICATIONS

Nil

ATTACHMENTS

1. Calendar of Compliance and Reporting Requirements 2016/17
2. Upcoming events and Public Holidays for 2017/18

RECOMMENDATION

THAT Council

1. Revise the remaining Ordinary Meeting dates for 2017 to the following dates:

- 25 September
- 23 October
- 27 November

2. Hold the Ordinary Meeting dates for 2018 to the following dates:

- 22 January 2018
- 26 February 2018
- 26 March 2018
- 23 April 2018
- 28 May 2018
- 25 June 2018
- 23 July 2018
- 27 August 2018
- 24 September 2018
- 22 October 2018
- 26 November 2018

ECONOMIC DEVELOPMENT AND ENVIRONMENT REPORTS

ITEM-3 ECDEV - 14/08/17- DA DEVIATION FROM COUNCIL POLICY - 17 BARTON AVENUE WALLERAWANG

REPORT BY: **DIRECTOR ECONOMIC DEVELOPMENT AND ENVIRONMENT**

SUMMARY

To seek Council approval to deviate from Council Policy 7.6 to allow the determination of a Development Application by the General Manager or his delegate.

COMMENTARY

Councillors will recall the matter of the proposed purchase of land owned by Council by Mr & Mrs Dengate from Wallerawang to gain access to their property. The matter of the land acquisition was last considered at Council's Ordinary meeting of 17 July 2017 where the Council provided approval to proceed. Subsequent to this, a development application has been lodged by Mr & Mrs Dengate. Council Policy 7.6 *Development Applications by Councillors and Staff or on Council Owned Land* requires that where a development application is on Council owned land, that such application be referred to Council for consideration and determination. The development application should be processed before the next available Council Meeting. Consequently, Mr & Mrs Dengate have asked that the application not proceed as per Council policy so as not to cause undue delay.

No staff objection is raised to determining the Development Application under delegation, however it is important to note that this action will relate to the development application only and the matter of, for example, settling on a final purchase price; sale and settlement process are entirely separate matters.

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

- Budget approved – N/A
- Cost centre – N/A
- Expended to date – N/A
- Future potential impact – N/A

LEGAL IMPLICATIONS

NIL

RECOMMENDATION

THAT notwithstanding the provisions of Council Policy 7.6 Development Applications by Councillors and Staff or on Council Owned Land, authority be delegated to the General Manager to determine DA 198/17 for the subdivision and consolidation of land at Barton Street, Wallerawang.

**ITEM-4 ECDEV - 14/08/17 - SECTION 9601217 - MODIFICATION OF
DEVELOPMENT APPLICATION 06608DA - 50 LOT SUBDIVISION 'MOYNE
FARM' LITTLE HARTLEY**

REPORT BY: DIRECTOR ECONOMIC DEVELOPMENT AND ENVIRONMENT

REFERENCE

Min No 09-386 Ordinary Meeting of Council held on 14 September 2009.
Min No 15-322 Ordinary Meeting of Council 14 December 2015

SUMMARY

To assess and recommend determination of Section 96 Modification of Consent 012/17 for Development Application 066/08DA – 50 lot subdivision of 'Moyne Farm' Little Hartley. The recommendation is for approval subject to conditions of consent.

COMMENTARY

BACKGROUND

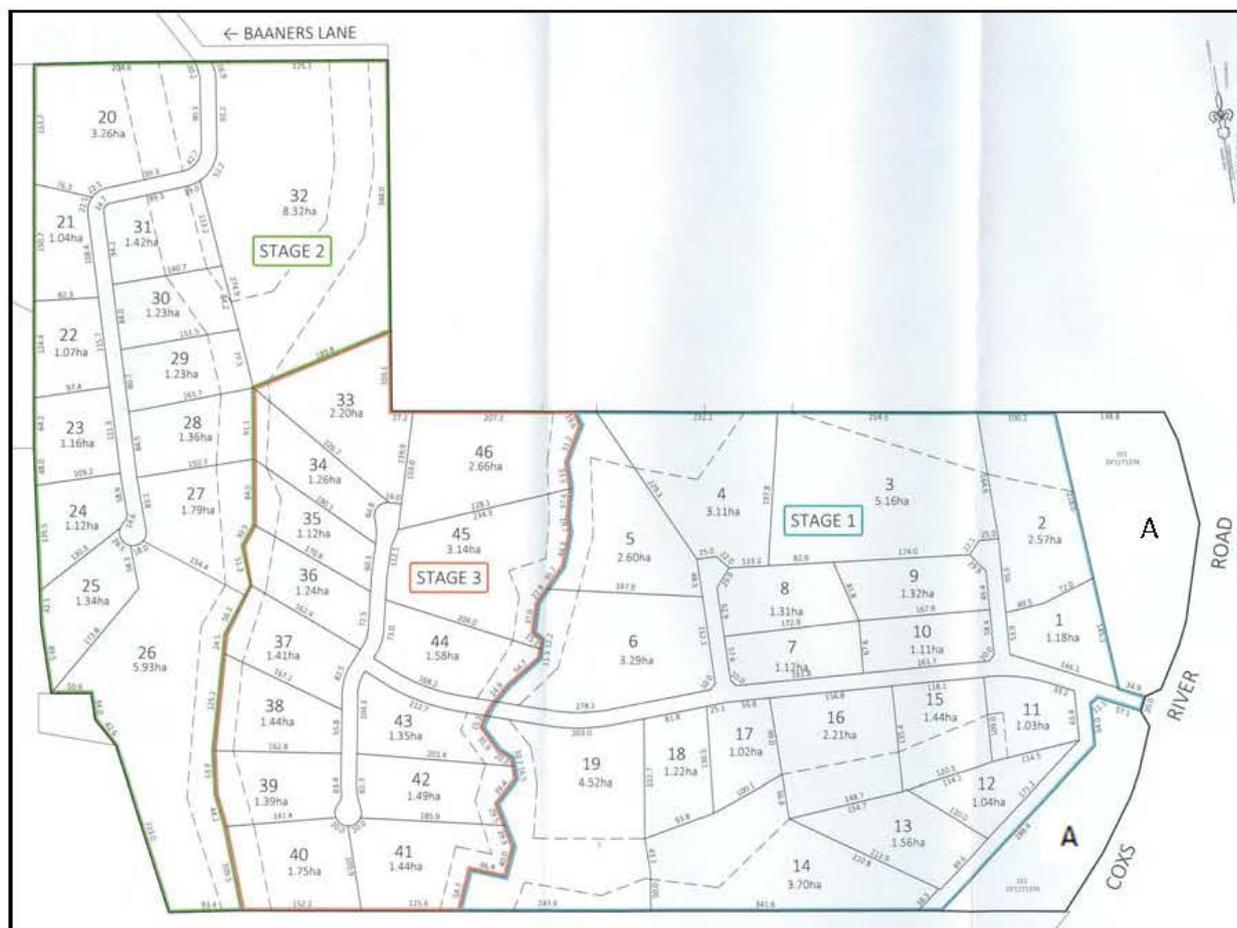
Council at its meeting of 14 September 2009 approved a subdivision into 50 allotments. The area is known as 'Moyne Farm', Lot 8 DP 1195860 & Lot 175 DP751644. The application was then modified on 14 December 2015, changing the allotment layout to include an access from Coxs River Road and Baaners Lane Little Hartley. A subsequent modification was then approved on 22 September 2016 to allow staging changes and other minor amendments

PROPOSED MODIFICATION S96012/17:

The current modification for consideration is for the following changes to the consent:

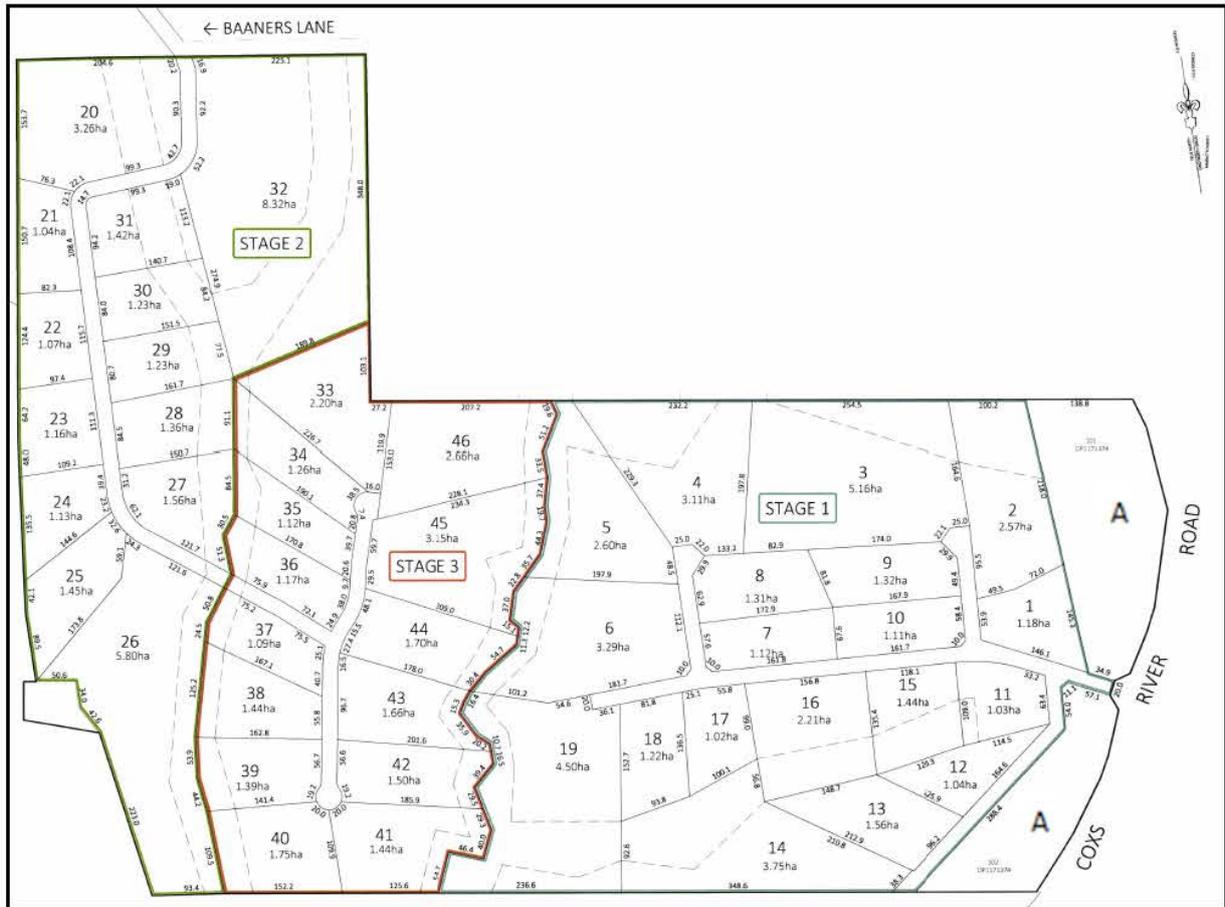
- Amended boundaries and cul-de-sac layouts
The boundaries between Lot 14 and 19 required minor changes in relation to remediation of the sheep dip onsite. Additionally, the ends of roads 5 & 6 are proposed to be amended to allow for an offset turning circle instead of a tear drop turning circle for better manoeuvrability.
- Amend Section 94 Contributions
It is proposed to amend the condition relating to the Section 94 contributions to allow for this contribution to the same value, to be directed towards Baaners Lane rather than to an overall fund for the Local Government Area. The amount would be for \$4080 per lot for the remaining 46 lots a total of \$187,680.00. It has been proposed that this payment, or works in kind be completed prior to Stage 2.
- Amend boundaries in Stage 1
Under the previous S96038/16 boundaries of Lots 12 to 18 were amended so that the edge of the riparian zone coincided with a lot boundary. As a result the wetland to be constructed would be sited entirely within Lot 16. It is proposed to amend conditions of consent from Water NSW to reflect this change as it refers to Lot 13 incorrectly.

Below is a site plan of the proposal for consideration:



Original Proposed Modification:

The original modification submitted proposed an amended road layout additional to the above amendments. The proposal was to remove the connection road between Stages 1 & 3, to be between stages 2 & 3. This would allow a bridge to be constructed over an intermittent unnamed watercourse rather than Moyne Creek. This would allow for a box culvert to be constructed for the creek crossing rather than a bridge. The layout proposed an additional 14 lots as part of Stage 3 to be accessed via Baaners Lane as below:



This original proposal was notified to the surrounding landowners and placed on exhibition for a period of 14 days with an extension of time due to the Easter Holidays. At the end of the submission period a total of 43 submissions, all objections to the development, were received concerning impacts on Baaners Lane.

The applicant assessed the submissions and the concerns raised by Council Officers on the traffic impacts and the road layout. As a result, the applicant has amended the proposal accordingly, to delete any additional allotments accessing onto Baaners Lane.

ASSESSMENT

Permissibility: Under Lithgow Local Environmental Plan 2014 (LEP2014), the majority of the land is zoned R5 Large Lot Residential with a minimum lot size (MLS) of 2ha and some of the land is also zoned RU1 Primary Production with a MLS of 40ha. However, the development of a subdivision with an average lot size of 2ha (and not less than 1ha) was originally permissible in the 1(c) Rural Small Holdings zone under Clause 14 of Lithgow City Local Environmental Plan 1994. This permissibility is not proposed to change as part of this modification.

Access & traffic: The proposed amended modification is requesting that the Section 94 Contributions for rural roads be allocated to the upgrade of Baaners Lane. It is considered that the use of the contribution to Baaners Lane is a positive outcome and would assist Council in improving this road. Baaners Lane is known to have issues which require maintenance and upgrades and the contribution would allow for Council to undertake these works. The traffic and access is suitable for the development as assessed by Council's Engineers if appropriate conditions of consent are imposed.

Bushfire: The land is mapped as bushfire prone and a reassessment of the proposal, given the access changes, was required by the RFS. The RFS have provided comments with no objection to the proposal subject to conditions of consent. It is considered that the bushfire risk will not change as a result of the modification.

Adjoining Landuse: The adjoining land uses are for rural residential and primary production such as land grazing and some cropping. The proposal does not seek to introduce a new land use to the area and is considered to be similar to that of surrounding development. Therefore the proposal will have no impact on adjoining land uses.

Water: The proposal has been assessed by DPI-Water and Water NSW and found to be acceptable subject to amended conditions of consent. It was considered that the development will have minimal impact to water if conditions of consent are imposed on the development and therefore is satisfactory.

Public Submissions: The proposal was also sent to surrounding landowners as per the original application and placed on public display in Council's Administration Building for a period of 14 days with an extension of time due to Easter Holidays. As a result of the submission period a total of 43 submissions were received.

Council requested the applicant supply an amended traffic report and address concerns detailed within the 43 submissions. The applicant, as a result, has amended the proposal accordingly and removed the proposed road layout for Council's consideration.

CONCLUSION

All issues have been addressed within the 79C Report (Attached) and were found to be satisfactory for the development to proceed subject to conditions of consent being amended accordingly.

OTHER MATTERS

The development was previously assessed by Water NSW (previously Sydney Catchment Authority), Rural Fire Service (RFS), Department of Primary Industries (DPI)- Water (previously NSW Office of Water), and Council's Engineers (Operations Department). Therefore, given the changes to the approved plan, Council has undertaken the same referrals as part of the modification of consent with no objections received for the proposal. The recommendations received from these authorities are detailed in the attached 79C report.

POLICY IMPLICATIONS

Policy 7.2 Subdivision – Release of Subdivision Plans

The development will be required to comply with the provisions of this policy given it is for a subdivision.

Policy 7.5 Notification of Development Applications

This policy applies as per the below Clause:

4. Notification of Section 96 Applications

4.2 Section 96(1A) modifications that involve minimal environmental impact will not be notified unless in the opinion of Council, the proposed modification has the potential to increase the impact of the development on adjoining land.

4.4 In the event that Council decides notification is necessary it will notify the application for modification in the same manner as the original development application and also notify those persons who previously made submission. Therefore the proposal was notified to

surrounding landowners and placed on display for a period of 14 days and therefore complies with Council's Policy.

Therefore the original application was sent to the surrounding area as the application has the potential to affect adjoining landowners. The application was placed on exhibition for a period of 14 days with an extension of time due to Easter Holidays. As a result of the submission period a total of 43 submissions were received.

Additionally, as the proposed S96 was amended prior to determination the following from the Policy applies:

3. Notification of Amended Development Applications

3.1 If a development application is amended prior to being determined, the application will only be re-notified if the environmental impact is deemed by Council to be greater than that of the original development proposal.

As the proposed amended Section 96 is of a less impact to the surrounding residents given the minor changes from the current approval, re-notification was not undertaken. However, Council did advise all public submissions of the amended proposal.

Policy 7.7 Calling In Of Development Applications by Councillors

The original application was called into Council and approved at Council Ordinary meeting of 14 September 2009 and therefore the following Clause applies:

4. This policy does not apply to applications to modify development consents unless the modification represents a significant departure from the original application; would involve issues the subject of an objection with the original application; or where the modification application itself has been called in under the processes outlined in this policy.

The modification is considered to be a departure from the original application given the proposed changes to the use of Section 94 Contributions. Additionally, the application originally received 43 submissions in total and therefore, the modification is to be determined by the elected Council.

FINANCIAL IMPLICATIONS

- Budget approved - NA
- Cost centre - NA
- Expended to date - NA
- Future potential impact - NA

Section 94 Contributions

A new Section 94A Development Contribution Plan 2015 has been adopted since the original consent in which Council could seek to negotiate a Voluntary Planning Agreement for subdivisions over 20 allotments. However, the Section 94 Contributions for Rural Roads and Rural Fire Services was assessed as part of the original Development Application in 2008 and imposed as conditions of consent.

This contribution is proposed to be amended as requested by the applicant as part of this modification. This is to allow the contributions for the rural roads to be dedicated to Baaners Lane upgrades only rather than used in an overall fund for the Lithgow Government Area. It is considered that as the amount payable will not change, that this change is acceptable subject to the following amended/ additional conditions of consent:

41. A contribution of \$4080 per new lot being paid towards the upgrading of roads to be paid prior to the issue of the Subdivision Certificate, in accordance with Council's adopted Section 94 Contribution Plan for rural roads for Stage A (creation of Lot 102 & 102 DP1171374).
- That a contribution of \$4080 per lot for Stages 1 to 3 (total of 46 lots) be payable for a work program towards the maintenance and renewal of Baaners Lane, Little Hartley. A works program for these contributions is to be developed by the Operations Manager and approved by the General Manager. Payment of this contribution will be for the total lots and prior to the Stage 2 Subdivision Certificate Release. (Stage 1 - \$77,520, Stage 2- \$53,040 & Stage 3- \$57,120)
Note: This contribution is in addition to any works undertaken as specified in condition of consent 20C.

LEGAL IMPLICATIONS

The application must be assessed in accordance with the heads of consideration of Section 79C of the *Environmental Planning & Assessment Act 1979*. A full assessment under Section 79C is attached.

ATTACHMENTS

1. Complete 79C Planning Report under separate cover.

RECOMMENDATION

THAT:

1. Section 96 Modification of Consent S96012/17 for 066/08 Development Application be APPROVED, subject to the conditions outlined in the attached 79C report.
2. A **DIVISION** be called in accordance with the requirements of Section 375A(3) of the Local Government Act, 1993.

**ITEM-5 ECDEV - 14/08/17 - DA177/17 PROPOSED AWNING, LOT 74 DP237413,
CLARENCE RURAL FIRE SHED, CHIFLEY ROAD, CLARENCE**

REPORT BY: DIRECTOR ECONOMIC DEVELOPMENT AND ENVIRONMENT

SUMMARY

To assess and recommend determination of DA177/17. The recommendation is for approval subject to conditions.

COMMENTARY

Council is in receipt of a Development Application DA177/17 for an awning on land known as Lot 74 DP 237413, Clarence Rural Fire Shed, Chifley Road Clarence.

The property contains the existing rural fire shed, water tank, access driveways and carparking area. The awning is proposed to go over the top of the existing concrete slab that adjoins the shed.

The awning is proposed to have a dimension of 7m x 10.5m with four structural support posts.

The property contains an area of 5476m² and has direct access from Chifley Road.

POLICY IMPLICATIONS

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 is reported to Council for determination.

FINANCIAL IMPLICATIONS

- Budget approved – N/A
- Cost centre – N/A
- Expended to date – N/A
- Future potential impact – N/A

Section 94A Development Contributions Plan 2015

The Section 94A plan does not apply to this development given it is for an awning to be attached to an existing shed at an estimated cost of \$15,000

LEGAL IMPLICATIONS

In determining a development application, a consent authority is also required to take into consideration the matters of relevance under Section 79C of the Environmental Planning and Assessment Act 1979.

ATTACHMENTS

1. A complete Section 79C Development Consent Report.

RECOMMENDATION

THAT

1. The Development Application DA177/17 be **APPROVED** subject to conditions on the consent as shown in the attached Section 79C report.
2. A **DIVISION** be called in accordance with the requirements of Section 375A(3) of the Local Government Act, 1993.

ITEM-6 ECDEV - 14/08/17 - ECONOMIC DEVELOPMENT & ENVIRONMENT POLICY REVIEW

REPORT BY: DIRECTOR ECONOMIC DEVELOPMENT AND ENVIRONMENT

SUMMARY

To provide a number of policies to Council for approval as part of a comprehensive review of the Economic Development & Environment Department.

COMMENTARY

A comprehensive policy review is currently underway with regard to the policies administered on behalf of Council by the Economic Development and Environment Department. Due to the number of policies involved it will be necessary to put these to Council in stages. The first “batch” of policies are now available for Council consideration and include the following:

- Policy 1.1 – Land (“Council”) Leases Legal Costs
- Policy 5.2 – Encroachments onto Public Roads
- Policy 5.3 – Footpath Trading
- Policy 5.4 – Enforcement Policy
- Policy 5.5 – Companion Animals Policy
- Policy 5.6 – Control of Open Burning
- Policy 10.3 – Naming of Council Facilities
- Policy 10.10 – Addressing Road Naming and Locality Naming (It should be noted that due to changes in this policy it is separately reported in the business paper)
- Policy 10.14 – Property Leases

Copies of the Policies are attached to the Business Paper with the proposed changes shown as “track changes” within each Policy. There are a number of changes proposed in Policy 10.14 Property Leases to make the Policy more practical and workable. Most of the other changes within the other Policies are relatively minor.

As the majority of alterations proposed in this batch of policies is relatively minor, it is suggested that there is no need to publicly exhibit the revised policies prior to their adoption.

POLICY IMPLICATIONS

Primarily the subject of this report.

FINANCIAL IMPLICATIONS

- Budget approved – N/A
- Cost centre – N/A
- Expended to date – N/A
- Future potential impact – N/A

LEGAL IMPLICATIONS

Policies are prepared to assist and provide guidance in decision making further to a number of statutory obligations provided under the Local Government Act 1993 and other legislation such as the Environmental Planning & Assessment Act 1979 and the Roads Act.

ATTACHMENTS

1. Combined:
 - Policy 1.1 – Land (“Council”) Leases Legal Costs
 - Policy 5.2 – Encroachments onto Public Roads
 - Policy 5.3 – Footpath Trading
 - Policy 5.4 – Enforcement Policy
 - Policy 5.5 – Companion Animals Policy
 - Policy 5.6 – Control of Open Burning
 - Policy 10.3 – Naming of Council Facilities
 - Policy 10.14 – Property Leases

RECOMMENDATION

THAT the alterations to the following Policies be adopted and implemented immediately:

- Policy 1.1 – Land (“Council”) Leases Legal Costs
- Policy 5.2 – Encroachments onto Public Roads
- Policy 5.3 – Footpath Trading
- Policy 5.4 – Enforcement Policy
- Policy 5.5 – Companion Animals Policy
- Policy 5.6 – Control of Open Burning
- Policy 10.3 – Naming of Council Facilities
- Policy 10.14 – Property Leases

ITEM-7 ECDEV - 14/08/17 - NEW COUNCIL POLICY- ADDRESSING.

REPORT BY: DIRECTOR ECONOMIC DEVELOPMENT AND ENVIRONMENT

REFERENCE

Min No. 17-186 Ordinary Council Meeting of 26 June 2017

SUMMARY

To propose an amended Council Policy on Addressing to be endorsed for use.

COMMENTARY

On 26 June 2017 a report was furnished to Council detailing changes to addressing across NSW in relation to numbering, road naming and localities. This report detailed that the NSW Addressing Policy and Addressing User Manual have been adopted by Geographical Names Board and are currently in use.

As a result, the following Council Policies have been reviewed:

- Policy 10.10- Street Numbering- outside numerical sequence
- Policy 10.9- Street Numbering
- Policy 10.8- Rural Addressing

It is proposed to replace these three policies and combine them into the one overall policy which details Council's requirements for numbering, road naming, locality naming, record keeping and requests for addressing changes. This new policy (as attached) reflects the requirements within the NSW Addressing Policy and Addressing User Manual.

POLICY IMPLICATIONS

The three policies as below are to be superseded by the new Policy 10.10 Addressing, Road Naming & Locality Naming under Property Management as per Attachment 1.

- Policy 10.10- Street Numbering- outside numerical sequence
- Policy 10.9- Street Numbering
- Policy 10.8- Rural Addressing

FINANCIAL IMPLICATIONS

- Budget approved - NA
- Cost centre - NA
- Expended to date - NA
- Future potential impact - NA

LEGAL IMPLICATIONS

Under the *Local Government Act 1993* it is Council's responsibility to enforce provisions of numbering under Section 124 Order 8 of this Act.

The *Roads Act 1993* provides that the roads authority can name a road and is Council's responsibility.

The *Geographical Names Board Act 1996* provides that the Geographical Names Board has the power to alter locality boundaries; however, local council's are to enforce them and proposed amendments were necessary.

ATTACHMENTS

1. Proposed Policy 10.10 Addressing, Road Naming & Locality Naming

RECOMMENDATION

THAT Council adopt the new Policy 10.10 Addressing, Road Naming & Locality Naming into Council's policy register as per Attachment 1 and supersede Policies 10.10- Street Numbering- outside numerical sequence, 10.9- Street Numbering and 10.8- Rural Addressing.

**ITEM-8 ECDEV - 14/08/17 - PROPOSED RENAMING OF OLD WESTERN ROAD
RYDAL AND WARDS ROAD MEGALONG VALLEY**

REPORT BY: DIRECTOR ECONOMIC DEVELOPMENT & ENVIRONMENT

SUMMARY

To advise Council of existing road names in the Lithgow Local Government Area that are non-compliant with the *NSW Addressing Policy No. 2, 2015* and recommend their renaming to improve the identification of associated property addresses.

COMMENTARY

Background

Council has recently received requests from NSW Spatial Services and a private landowner to allocate new addresses to properties located off Wards Road Megalong Valley and Old Western Road Rydal (refer to Attachments 1 & 2). These addresses were non-compliant with the *NSW Addressing User Manual (AUM) 2016*, a document created by the NSW Geographical Names Board (GNB) to complement the *NSW Addressing Policy No. 2, 2015*.

Further investigations undertaken by Council identified that each of the existing road names are also non-compliant with the requirements of the AUM and *NSW Addressing Policy No. 2, 2015*, as outlined below:

Existing Road Name	Road Naming Concerns	AUM Requirements
Old Western Road Rydal	<ol style="list-style-type: none"> The northern portion of the road is divided from the southern portion by Railway Street and Sydney Road in the village of Rydal, for a distance of approximately 1.5 kilometres. The properties currently located off the southern extent of the road are distant from the many properties located and numbered on the northern extent. This could cause issues for emergency services when trying to locate properties on the southern extent. 	<p>The AUM states the following in relation to Road Extents:</p> <p>6.7.7 Road Extents</p> <p>When a road extent is broken into separate sections by redevelopment or redesign, the name shall only be retained on one section and the other section(s) renamed as part of the development process.</p> <p>The extent of each road shall be mapped according to the centreline of the road, and the name shall apply from one end of the road to the other i.e. the point where the road finishes or intersects with other roads.</p>
Wards Road Megalong Valley	<ol style="list-style-type: none"> There is an existing privately owned and maintained Right of Carriageway (ROW) located off Wards Road which provides access to approximately nine (9) properties. The existing address numbering for properties accessing off this ROW is non-sequential and these properties require renumbering. Rural address numbers are allocated based on their distance from the start of the road (its intersection). <p>As the ROW is an extension off Wards Road, the allocation of distance based numbering (under Wards Road) to properties accessing directly from the ROW, could result in the numbering of properties accessing "directly" off Wards Road being too large.</p> <p>This could create issues for emergency services when trying to locate properties that access "directly" off Wards Road.</p>	<p>The AUM states the following in relation to the naming and numbering of ROWs:</p> <p>6.2.3 Use of Suffixes</p> <p>Address sites that share access should be treated as sub-address sites and numbering assigned accordingly. Refer to Principles Section 6.5 - Sub-Address Numbering. Shared access could be through common property or easements (except where the common property or easement is a private road, in which case it should be named). Refer to Figure 6.10 for example.</p> <p>Figure 6.10</p>  <p>6.7.3 Roads to be Named</p> <p>All formed roads, including private roads (roads for which the care and maintenance is not the responsibility of a Local Government) that are generally open to the public or to services shall be named in accordance with these principles.</p> <p>Roads with five or less address sites need not be named if the address sites within the road can be assigned numbers within the adjoining road.</p>

Recommended Solution

Accurate addressing information in NSW is required for adequate navigation, emergency services response, service delivery and statistical analysis. As many emergency responses and other public services are determined by the clarity of road names and road extents, it is recommended that the following changes be undertaken to resolve the existing non-conforming road names and property addressing:

1. That the southern extent of “Old Western Road Rydal” be renamed and renumbered and that a review of the existing numbering be undertaken for the northern extent of “Old Western Road”. These changes may impact approximately three (3) properties. There are approximately twelve (12) properties with direct access off the northern portion (see Attachment 1).
2. That the ROW extending off “Wards Road Megalong Valley” be renamed and renumbered and that a review of the existing numbering be undertaken for the remaining properties with direct access off “Wards Road”. These changes may impact approximately ten (10) properties (see Attachment 2).

Road Name	Approximate No. of Properties with Current Direct Access off Road	Attachment
Old Western Road Rydal – Southern Extent	2	1
Old Western Road Rydal – Northern Extent	12	1
Wards Road – ROW	8	2
Wards Road – Main Road	1	2

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

- Budget approved – N/A
- Cost centre – N/A
- Expended to date – N/A
- Future potential impact – Potential Signage

LEGAL IMPLICATIONS

To ensure that the addressing of properties and road naming within the Lithgow Local Government Area complies with the requirements of *New South Wales Addressing Policy No.2, 2015* and the *Roads Act 1993*.

ATTACHMENTS

1. Map 1 – Proposed Road Renaming and Address Renumbering – Old Western Road Rydal NSW 2790.
2. Map 2 – Proposed Road Renaming and Address Renumbering – Right of Carriageway (ROW) off Wards Road Megalong Valley NSW 2785.

RECOMMENDATION

THAT:

1. Council undertake an expression of interest for a period of twenty eight (28) days (through advertising in the local newspaper and written notification to residents and authorities) calling for submissions on the proposed renaming of the southern extent of “Old Western Road” and the Right of Carriageway (ROW) extending off “Wards Road” and the associated review of address numbering for the full extent of each existing road.
2. Any submissions (including objections and proposed road names) be reported back to Council for consideration, prior to commencing the online road naming process.

**ITEM-9 ECDEV - 14/08/17 - LITHGOW LOCAL HERITAGE ADVISORY COMMITTEE
- FURTHER APPOINTMENT OF MEMBERS**

REPORT BY: DIRECTOR ECONOMIC DEVELOPMENT AND ENVIRONMENT

REFERENCE

- Min 16-247: Ordinary Meeting of Council 10 October 2016
- Min 16-248: Ordinary Meeting of Council 10 October 2016
- Min 17-154: Ordinary Meeting of Council 29 May 2017

SUMMARY

This report considers nominations received for membership to the Lithgow Local Heritage Advisory Committee and recommends the appointment to fill two of the three remaining positions on the Committee.

COMMENTARY

At the Ordinary meeting of Council of 29 May 2017 Council resolved to write to both the Lithgow and District Family History Society and the Lithgow Tidy Towns Committee to seek nominations for a member to represent that organisation on the Lithgow Local Heritage Advisory Committee.

Council also resolved to call for expressions of interest from the community to represent the building, property and development industries.

The expression of interest was notified in the Lithgow Mercury Council Column/Classifieds and Council website.

As a result of the above, Council has received the following nominations:

Nominations received	Nominee	Brief background and interest
Lithgow and District Family History Society	Mr Danny Whitty	<ul style="list-style-type: none">• Extensive Committee experience• Holds executive positions on National Trust and Lithgow Family History
Lithgow Tidy Towns	Mrs Sue Graves	<ul style="list-style-type: none">• Former Councillor Lithgow City Council• Chairperson Lithgow Tidy Towns• Researchers and publishers local and family history• Member of the Environment Advisory Committee• Interested in heritage and environment
Representative - Building/Property and Development Industry	Margaret Combs	<ul style="list-style-type: none">• Extensive experience in heritage related positions and committees with NPWS.• Secretary/Treasurer of Hartley Vale Mount Blaxland Reserve Trust• Secretary of Hartley Historic Site• Appointed by cabinet to Minister for Environment's State Advisory Council for NPWS from 1996-2004• Worked in hospitality, education, construction, mining, government and environment related fields.

The adopted LLHAC Terms of Reference require all members 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.

All nominees to some degree satisfy the minimum terms of reference requirements.

However, the position on the Committee to represent the building, property and development industries is a specific position to advise the Committee on the potential impacts of heritage listings, management and controls upon that industry sector.

Whilst the nomination received from Margaret Combs is impressive in terms of experience and interest in heritage related matters and would be valuable as a community member of the committee, it is considered that a nominee more directly and currently involved in these industries is required to fill that particular position.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

- Budget approved - Nil
- Cost centre - Nil
- Expended to date - Nil
- Future potential impact - Nil

LEGAL IMPLICATIONS

Nil

ATTACHMENTS

1. Copy of Margaret Combs nomination. A personal abridged CV was also attached but has been withheld for privacy reasons.

RECOMMENDATION

THAT Council:

1. Appoints the following persons to the Lithgow Local Heritage Advisory Committee:
 - Mr Danny Whitty – Lithgow and District Family History Society representative
 - Mrs Sue Graves – Lithgow Tidy Towns representative
2. Writes to Margaret Combs and thanks her for her nomination and encourage her to reapply as a community member on the Lithgow Local Heritage Advisory Committee when a position next becomes available.
3. Council continues to call for nominations for the vacant building, property and development industry position on the Lithgow Local Heritage Advisory Committee.

OPERATION REPORTS

**ITEM-10 OPER - 14/08/17 - PROPOSED PARTIAL ROAD CLOSURE AND
PURCHASE FROM COUNCIL PROPERTY, 158 OLD BATHURST ROAD,
SOUTH BOWENFELS NSW 2790**

REPORT BY: DIRECTOR OPERATIONS

REFERENCE

Min No 17-158: Ordinary Meeting of Council held on 29 May 2017.

SUMMARY

This report is to advise Council of the progress in regard to the proposed partial road closure and purchase from Council of 158 Old Bathurst Road, Lithgow NSW 2845.

COMMENTARY

This matter was discussed at the Ordinary Council Meeting held 29th May 2017, where it was resolved that Council proceed with the proposal subject to the purchaser paying the value of the land to Council to all costs and expenses associated with the closure and purchase.

A valuation report dated 26th June 2017 prepared by Opteon Property Group has been received and the subject land has been valued at \$1,000.00.

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

- Budget approved – N/A
- Cost centre – N/A
- Expended to date – N/A
- Future potential impact – Unclaimed Income.

LEGAL IMPLICATIONS

NIL

ATTACHMENTS

1. Valuation Report from Opteon Property Group.

RECOMMENDATION

THAT Council proceed with the closure and sale on the basis of the purchase price being \$1,000.00 as determined by the valuation report, plus all costs and expenses.

ITEM-11 OPER - 14/08/17 - WATER REPORT

REPORT BY: DIRECTOR OPERATIONS

REFERENCE

Min No 17-219 Ordinary Meeting of Council held on 17th July 2017

SUMMARY

This report provides an update on various water management issues.

COMMENTARY

Current Dam Levels for both Farmers Creek No. 2 Dam and Oberon Dam

Farmers Creek No. 2 Dam capacity on Monday 31st July 2017 was 77.7%. Oberon Dam capacity on Monday 31st July 2017 was 86.8%.

Current Water Usage from Each Supply

Table 1 below indicates total output from the Oakey Park Water Treatment Plant (consumption), the volume transferred from the Clarence Water Transfer System (CWTS) and the volume of water purchased from Water NSW (Fish River Scheme) for 2017/2018.

Table 1 - Oakey Park Monthly Output and Clarence Transfer 2017/2018

Month	Oakey Park WTP (ML)	Clarence Transfer (ML)	Fish River Supply (ML)
July	119.4	0	79.3
TOTAL	119.4	0	79.3

Oakey Park Water Quality Summary

Oakey Park Water Treatment Plant is currently supplying water to Lithgow and was supplying water to the villages for the periods 25th May 2017 to 27th May 2017 and 30th May 2017 to 3rd June 2017. No health-based ADWG values were exceeded for the period 8/07/17 to 4/08/17.

Treatment Plants Monitoring Results

Samples are taken on a monthly basis at various locations within the STPs and WTP. Nine samples were taken on 25/07/2017 and forwarded to Sydney Water for testing. As at the date of preparing this report, Council does not have the sample results from Sydney Water. All test results are published on the Lithgow City Council website as required by the *Protection of the Environment Operations Act 1997*.

Fish River Water Scheme Water Quality Summary

Fish River Water Supply supplied water to Lithgow, Marrangaroo, Wallerawang, Lidsdale, Portland, Cullen Bullen, Glen Davis and Rydal. Fish River Water Supply is currently supplying water to Marrangaroo, Wallerawang, Lidsdale, Portland, Cullen Bullen, Glen Davis and Rydal. No health-based ADWG values were exceeded for the period 8/07/17 to 4/08/17.

Current Water Restrictions Update

Level 1 restrictions are effective from Monday, 17 March 2014.

Water Saving Schemes or Processes Update

Council's Rainwater Tank and Domestic Appliance Rebate Program continued with Council approving one application for a household appliance rebate and receiving no applications for a water tank rebate for the period 8/07/17 to 4/08/17.

Water Reticulation Complaints

Council received no complaints during the period 8/07/17 to 4/08/17 concerning water quality issues.

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

- Budget approved – N/A
- Cost centre – N/A
- Expended to date – N/A
- Future potential impact – N/A

LEGAL IMPLICATIONS

NIL

RECOMMENDATION

THAT Council notes the water report.

FINANCE AND ASSETS REPORTS

ITEM-12 FIN - 14/08/17 - COUNCIL INVESTMENTS HELD TO 31 JULY 2017

REPORT BY: ACTING CHIEF FINANCIAL & INFORMATION OFFICER

REFERENCE

Min No 17-221: Ordinary meeting of Council held on 17 June 2017

SUMMARY

To advise Council of investments held as at 31 July 2017.

COMMENTARY

Council's total investment portfolio, as at 31 July 2017 when compared to 30 June 2017, has decreased by \$2,500,138.43 from \$28,500,138.43 to \$26,000,000.00. While cash in Council's bank account increased by \$515,164.01 from \$1,477,184.31 to \$1,992,348.32.

There is an overall decrease in cash and investments of \$1,984,974.42 since 30 June 2017. The decrease in cash and investments is due to ordinary running expenses of Council, including Council's annual insurances excluding workers compensation insurance totalling \$915,000. Please also note that cash on hand is represented by the balance held with CBA totalling \$1,992,348.32.

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

The movement in Investments for the month of July 2017 were as follows:

Opening Balance of cash and investments as 01 July 2017	\$29,977,322.74
Plus New Investments – July 2017	\$3,015,164.01
Less Investments redeemed – July 2017	\$5,000,138.43
Closing Balance of cash and investments as at 31 July 2017	\$27,992,348.32

See Figure 1 in attachment for summary of current investments held.

See Figure 2 in attachment for a graph of historical and current investments to 31 July.

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

POLICY IMPLICATIONS

Investments are held in accordance with the Lithgow City Council's Investment Policy at the date of investing funds. On 27 October 2014 Council adopted a draft of the Investment Policy as Policy 8.7 which includes the Minister's Investment Order of 12 January 2011.

FINANCIAL IMPLICATIONS

- Budgeted interest revenue - \$54,166
- Cost centre - 3259
- Actual interest revenue - \$41,726.84
- Future potential impact - Nil

Interest is paid on the maturity date of the investment. The budget for interest income is determined by the average level of funds held and the rate of return. Adjustments to the budget estimate are processed through Council's Quarterly Budget Review process. Interest Returns are determined by average funds invested and the rate of interest return.

LEGAL IMPLICATIONS

Investments are held in accordance with the Lithgow City Council's Investment Policy at the date of investing the funds. On 27 October 2014 Council adopted a draft of the Investment Policy as Policy 8.7 and investments will comply with this Policy which includes the following:

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

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

ATTACHMENTS

1. Investment Register 2016/17 and Cash Flow Chart

RECOMMENDATION

THAT Investments of \$26,000,000.00 and cash of \$1,992,348.32 for the period ending 31 July 2017 be noted.

ITEM-13 FIN - 14/08/17 - POLICY REVIEWS

REPORT BY: ACTING CHIEF FINANCIAL & INFORMATION OFFICER

SUMMARY

To provide Council with revised and updated policies and seek endorsement to place on exhibition for 28 days for public comment for the following policies:

- Policy 8.4 Debt Recovery
- Policy 8.5 Pensioner Rebates
- Policy 8.6 Hardship
- Policy 8.7 Investments
- Policy 9.8 Records Management

COMMENTARY

A summary of changes to the policies is listed below:

Policy 8.4 Debt Recovery

This policy has been re-written to ensure best practice debt recovery and legal practices are followed by Council in the process of debt recovery and is also in accordance with the Local Government Act 1993. The policy includes details of:

- Schedule of notices and instalments for rates and charges
- Reminder and final notices
- Demand letters and commencement of legal action.
- Obtaining and enforcement of judgements
- Arrangements for payment.

An aim of this policy is to ensure debt recovery processes are cost effective by minimising duplication of statement of claims and by avoiding unnecessary debt recovery actions and charges.

Policy 8.5 Pensioner Rebates

This policy has been reviewed. The only alteration made was the rewording of the first sentence on the second page from “The total amount of the rebate available to eligible pensioners is set out in Section 575(3) of the Local Government Act (1993) which is” to “The rebate available to eligible pensioners is set out in Section 575(3) of the Local Government Act (1993). The total amount by which:”

Policy 8.6 Hardship

Policy 8.6 Hardship has had significant changes. The changes include:

- Provide timeframes and structured process
- Identified members of the Hardship committee and details responsibilities
- Provides details of appeal process

The new hardship application form has been completed in collaboration with Council’s debt recovery agent, SRLaw. It complies with all legal requirements and is more customer focused.

Policy 8.7 Investment

This policy has been revised. The clause on transitional arrangements as per the Ministers order dated 12 January 2011 for has been deleted as it no longer current.

The guidelines for diversification for deposits has been amended from 25% to 50% with investments held in a minimum of three institutions. This allows Council to take advantage of more favourable returns from TCorp (NSW Treasury).

The policy reflects the guidelines established as per Ministers order dated 12 January 2011 and the Local Government Act 1993.

Policy 9.8 Records Management

The policy has been reviewed and changes reflect current organisational structure and procedures in accordance with the State Records Act and GA39 – General Retention and Disposal Authority.

POLICY IMPLICATIONS

Following exhibition period for the following policies,

Policy 8.4 Debt Recovery
Policy 8.5 Pensioner Rebate
Policy 8.6 Hardship
Policy 8.7 Investment
Policy 9.8 Records Management

They will be returned to Council for adoption.

FINANCIAL IMPLICATIONS

- Budget approved - Nil
- Cost centre - Nil
- Expended to date - Nil
- Future potential impact - Nil

LEGAL IMPLICATIONS

Policies reflect relevant Acts and legal requirements.

ATTACHMENTS

1. Draft Policy 8.4 Debt Recovery
2. Draft Policy 8.5 Pensioner Rebate
3. Draft Policy 8.6 Hardship
4. Draft Hardship application form
5. Draft Policy 8.7 Investment
6. Draft Policy 9.8 Records Management

RECOMMENDATION

THAT Council

1. Endorse Policies 8.4 Debt Recovery, 8.5 Pensioner Rebate, 8.6 Hardship, 8.7 Investment and 9.8 Records Management for public exhibition and comment for 28 days.
2. Following the exhibition period that policies 8.4 Debt Recovery, 8.5 Pensioner Rebate, 8.6 Hardship, 8.7 Investment and 9.8 Records Management be returned to Council for adoption.

ORGANISATIONAL DEVELOPMENT REPORTS

ITEM-14 COMM - 14/08/17 - NSW INQUIRY INTO YOUTH SUICIDE

REPORT BY: MANAGER COMMUNITY AND CULTURE

REFERENCE

Min 17-227: Ordinary Meeting of Council held 17 July 2017

SUMMARY

This report provides Council with the draft of a submission to the current NSW Parliamentary Inquiry into Youth Suicide.

COMMENTARY

At the Ordinary Meeting of Council held 17 July 2017 (Min 17-227), Council resolved:

THAT Council:

1. Note the Media Release issued by the Parliament of New South Wales' Committee on Children and Young People, outlining the proposed Inquiry into the Prevention of Youth Suicide.
2. Make a submission to the Inquiry and provide a draft to the 14 August 2017 Council Meeting.
3. Request a hearing to be held in Lithgow as part of its submission to the Inquiry.
4. Send out a correspondence to interested parties to inform them that they are able to also make a submission.

A draft submission has been prepared in consultation with the Mayor's Mental Health Taskforce members and others and is presented for Council's consideration. Council's submission includes a request that the inquiry hold a hearing in Lithgow.

A media release has been issued by Council advising the community of the inquiry and encouraging the lodgement of submissions by the 31 August 2017 closing date.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Budget Approved – Nil

Cost Centre – N/A

Expended to Date – Nil

Future Potential Impact – Nil

LEGAL IMPLICATIONS

Nil

ATTACHMENTS

1. Draft Submission by Lithgow City Council to the NSW Parliamentary Committee On Children And Young People Inquiry Into Youth Suicide.

RECOMMENDATION

THAT Council

1. Note the report on the NSW Parliamentary Committee On Children And Young People Inquiry Into Youth Suicide.
2. Endorse Council's Draft Submission to the inquiry and forward this to the inquiry.

COUNCIL COMMITTEE MINUTES

ITEM-15 COMM - 14/08/17 - YOUTH COUNCIL MINUTES 6 JUNE AND 19 JULY 2017

REPORT BY: MANAGER COMMUNITY AND CULTURE

SUMMARY

This report details the minutes of the Youth Council meetings held on 6 June and 19 July 2017.

COMMENTARY

At the Youth Council meeting held 6 June 2017 various items were discussed by the committee, including a Youth Opportunities grant and a recommendation that Council amend the Terms of Reference to allow for meetings to be held every 4 weeks. THE CURRENT Terms of Reference allow for meetings every six weeks.

At the Youth Council meeting held 19 July 2017 various items were discussed by the committee, including youth scholarships and planning for various youth projects throughout the year.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Budget Approved – Nil
Cost Centre – N/A
Expended to Date – Nil
Future Potential Impact – Nil

LEGAL IMPLICATIONS

Nil

ATTACHMENTS

1. Youth Council Minutes 6 June 2017
2. Youth Council Minutes 19 July 2017

RECOMMENDATION

THAT Council:

1. Note the Youth Council meeting minutes of 6 June and 19 July 2017.
2. Amend the Youth Council Terms of Reference to allow for meetings to be held every 4 weeks.

ITEM-16 OPER - 14/08/17 - OPERATIONS COMMITTEE MEETING MINUTES 24 JULY 2017

REPORT BY: DIRECTOR OPERATIONS

SUMMARY

This report details the Minutes of the Operations Committee Meeting held 24th July 2017.

COMMENTARY

At the Operations Committee Meeting held on 24th July 2017, there were numerous items discussed including:

- WaterNSW Greater Sydney Customer Advisory Group 2017-2019 – Delegate Nominations.
- 16 Lockyer Street, Lithgow NSW 2790 – Sewerage Issues.

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

- Budget approved – N/A
- Cost centre – N/A
- Expended to date – N/A
- Future potential impact – N/A

LEGAL IMPLICATIONS

NIL

ATTACHMENTS

1. Minutes from the Operations Committee Meeting of 24th July 2017.

RECOMMENDATION

THAT Council note the Operation Committee Meeting minutes from 24th July 2017.

**ITEM-17 OPER - 14/08/17 - SPORTS ADVISORY COMMITTEE MEETING MINUTES
25 JULY 2017**

REPORT BY: DIRECTOR OPERATIONS

SUMMARY

This report details the Minutes of the Sports Advisory Committee Meeting held on 25th July 2017.

COMMENTARY

At the Sports Advisory Committee held on 25th July 2017, there were numerous items discussed by the Committee, including:

- 2017 LJ Hooker Reg Cowden Sports Star of the Year Awards
- Booking Requests

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

- Financial Assistance Request – Lithgow Croquet Club

THAT Council provide the Lithgow Croquet Club with \$500.00 toward the cost of participating in the National Gateball Championships.

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

- Budget approved – \$500.00
- Cost centre – 600059 Non-Recurrent Financial Assistance
- Expended to date – N/A
- Future potential impact – N/A

LEGAL IMPLICATIONS

NIL

ATTACHMENTS

1. Minutes of the Sports Advisory Committee meeting held 25th July 2017.

RECOMMENDATION

THAT Council note the Sports Advisory Committee Meeting Minutes.

BUSINESS OF GREAT URGENCY

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

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

CLOSED COUNCIL

**ITEM-18 CONFIDENTIAL - CLOSED COUNCIL - GM - 14/08/17 - HALLOWEEN
INVESTIGATION.**

REPORT BY: GENERAL MANAGER

Reason for Confidentiality

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

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

SUMMARY

To advise Council of the outcome of an investigation into discrepancies in reporting the final income/expenditure result of Halloween 2016.

RECOMMENDATION

THAT Council consider the Halloween 2016 Investigation in closed Council in accordance with Section 10A (2) (a) of the Local Government Act 1993.

**ITEM-19 CONFIDENTIAL - CLOSED COUNCIL - ECDEV - 14/08/17 - NEWSPAPER
ADVERTISING**

REPORT BY: DIRECTOR ECONOMIC DEVELOPMENT & ENVIRONMENT

Reason for Confidentiality

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

- (d) commercial information of a confidential nature that would if disclosed:
 - (i) prejudice the commercial position of the person who supplied it

REFERENCE

Min No 17-107: Ordinary Meeting of Council held on 10 April 2017

SUMMARY

On the 10th April 2017, Council resolved to seek quotations from the Lithgow Mercury and Village Voice to provide advertising for a period of two (2) years. Assessment criteria were to include pricing, distribution, readership and provision of an electronic platform. This report details the 'Request for Offer' process, along with the subsequent evaluation of offers.

RECOMMENDATION

THAT Council consider the Newspaper Advertising Quotations in closed Council in accordance with Section 10A (2)(d) and 10A (2)(i) of the Local Government Act 1993.

**ITEM-20 CONFIDENTIAL - CLOSED COUNCIL - OPER - 14/08/17 - LITHGOW CBD
REVITALISATION CONSTRUCTION WORK - TEN 0217**

REPORT BY: DIRECTOR OPERATIONS

Reason for Confidentiality

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

- (d) Commercial information of a confidential nature that would if disclosed:
 - (i) Prejudice the commercial position of the person who supplied it

REFERENCE

Min No 17-199: Ordinary Meeting of Council held on 26th June 2017

SUMMARY

This report seeks determination from Council to award tender 02/17, the construction of public domain upgrades to Cook Street Plaza and Eskbank Street Square.

RECOMMENDATION

THAT Council consider the report on Lithgow CBD Revitalisation Construction Work – TEN 02/17 in accordance with Section 10A(2)(d)(i) of the Local Government Act 1993.