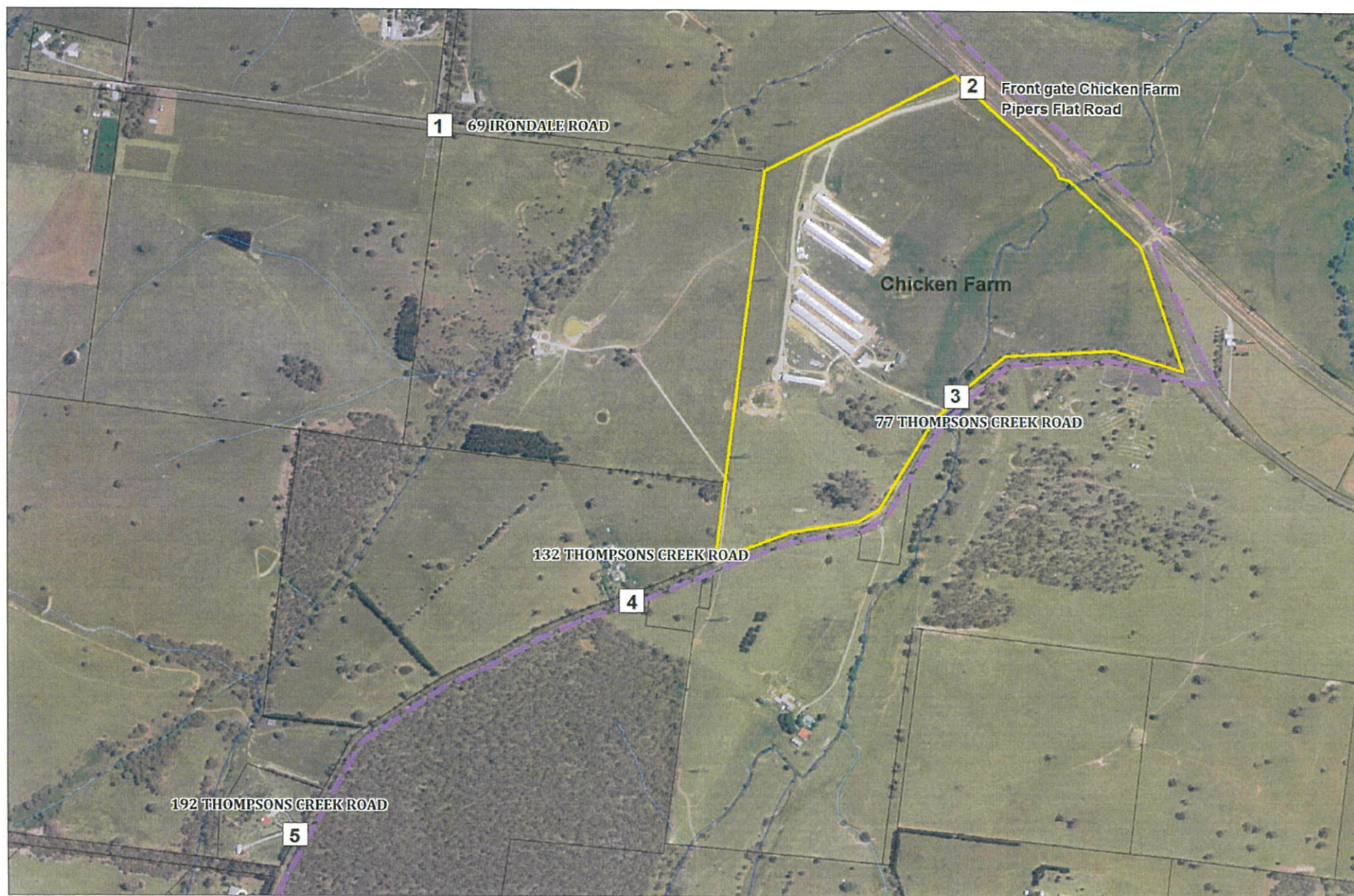


Site map of the Chicken Farm and odour investigation area



Odour Intensity Scale – Numbered Levels 0 – 4

Level	Descriptor
0	Odour Not Detectable
1	Odour present in the air, which activates the sense of smell and the characteristics may or may not be distinguished and/or definite, but not objectionable in short durations. This is characterized by occasional "whiffs" of odour, but is not persistent.
2	Odour present in the air, which easily activates the sense of smell, is very distinct and clearly distinguishable, tends to be objectionable and/or irritating, and is persistent in the community.
3	Odour present in the air, which is objectionable and causes a person to attempt to avoid it completely.
4	Odour present in the air, which is so strong that it is overpowering and intolerable.



VALUE MADE VISIBLE

www.opg.net

Valuation Report

Part, Lot 202 Barton Avenue
Wallerawang, New South Wales 2845

VALUATION REPORT



**Part Lot 202 Barton Avenue
Wallerawang, New South Wales 2845**

Prepared For	Patricia Dengate
Report Purpose	Prepurchase advice purposes
Valuation Date	18 November 2015
Our Reference	6621163

Opteon Property Group

Opteon (Central West NSW) Pty Ltd

ABN 50 606 224 677

293 Stewart Street, Bathurst NSW 2795

P (02) 6331 7805 E orange.info@opg.net

F (02) 6362 5116 W www.opg.net

VALUE MADE VISIBLE

Liability limited by a scheme approved under Professional Standards Legislation

1.0 Valuation Summary

1.1 Instructions

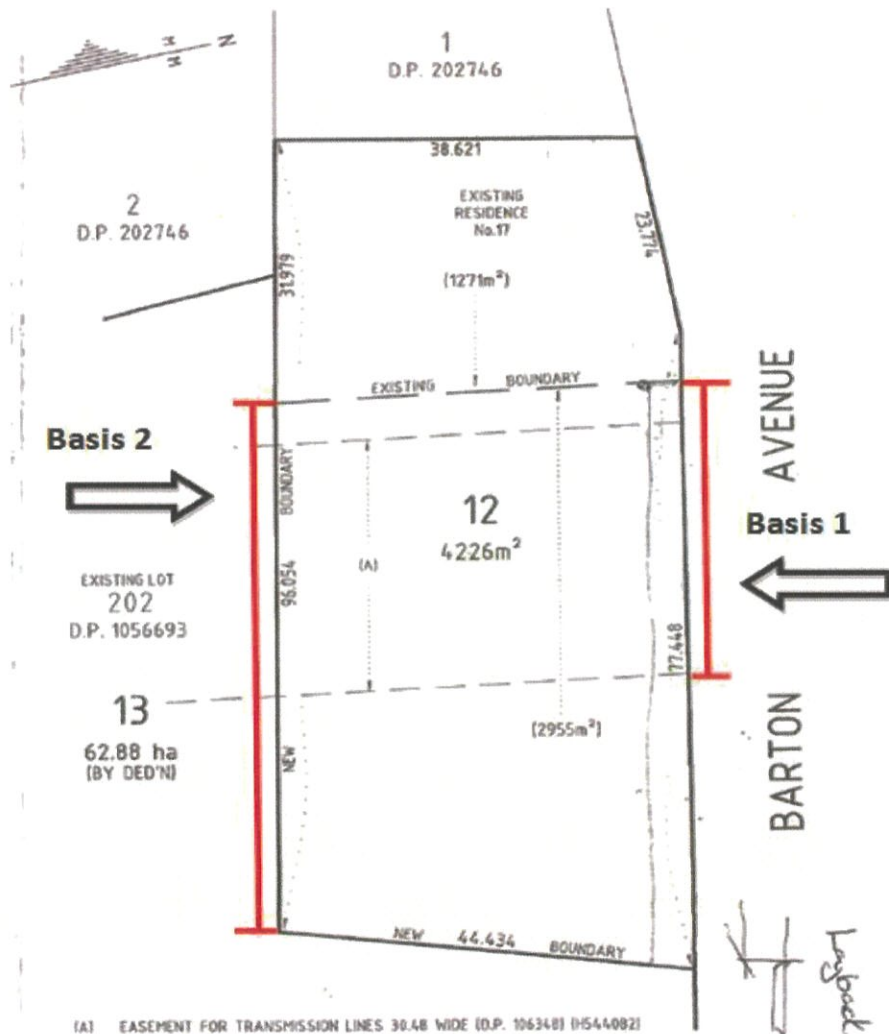
Instructing Party

Patricia Dengate, PO Box 109 Wallerawang NSW 2845

Valuation Purpose

We have been instructed to value the subject property for prepurchase advice purposes on the following basis –

- Current market value of land identified in the below plan as basis 1;
- Current market value of land identified in the below plan as basis 2.



1.2 Property Details

Property Address	Part Lot 202 Barton Avenue, Wallerawang, New South Wales 2845
Property Description	<p>The land subject to this valuation will comprise a 2,955 sqm parcel which currently forms part of a larger 63.18 ha holding. It is proposed to merge the 2,955 sqm parcel with the adjoining property (17 Barton Ave) to provide vehicular access to Barton Ave.</p> <p>We have been requested to value the property on two basis with basis 1 including purchasing a smaller parcel of 1,462 sqm (approx.) and basis 2 being the purchase of the full 2,955 sqm parcel of land.</p>
Title Reference	Part Lot 202 Deposited Plan 1056693
Tenure Type	Freehold
Registered Proprietor	Lithgow City Council
Encumbrances	Burdened by a transmission line easement
Zoning	R5 (Large Residential Lot)

1.3 Assumptions and Recommendations

Key Assumptions	<ul style="list-style-type: none">• The instructions and information supplied contain a full disclosure of all information that is relevant;• The land areas quoted for basis 1 & 2 should be viewed as indicative only and are subject to confirmation by a registered surveyor.
Recommended Documents to Sight	None recommended

1.4 Valuation Details

Market Value As If Complete (Basis 1) \$10,000 (Ten Thousand Dollars)

Market Value As If Complete (Basis 2) \$15,000 (Fifteen Thousand Dollars)

Interest Valued Fee simple vacant possession

Date of Inspection 18 November 2015

Date of Valuation 18 November 2015

Date Issued 20 December 2015

Currency of Valuation 90 days from the date of valuation, or such earlier date if you become aware of any factors that have any effect on the valuation.

Pecuniary Interest We confirm that the valuer does not have any pecuniary interest that would conflict with the proper valuation of the property.

Signatories



Phillip Humphreys

Valuer

AAPI Certified Practising Valuer

API No: 3723 NSW RV No: VAL15819

Inspecting Valuer

Important *This Executive Summary must be read in conjunction with the remainder of this report. The Executive Summary is only a synopsis designed to provide a brief overview and must not be acted upon in isolation to the contents of the valuation report.*

Third Party Disclaimer *This report has been prepared for the private and confidential use of our client, Patricia Dengate for the specified purpose. It should not be reproduced in whole or part without the express written authority of Opteon (Central West NSW) Pty Ltd or relied upon by any other party for any purpose and the valuer shall not have any liability to any party who does so. Our warning is registered here, that any party, other than those specifically named in this paragraph should obtain their own valuation before acting in any way in respect of the subject property.*

Digital Copies of Reports *Where a report has been provided in digital copy and has not been received directly via our firm, the report contents, especially the valuations and critical assumptions, should be verified by contacting the issuing office to ensure the contents are bona fide. In particular if the reader of this report has suspicions that the report appears to be tampered or altered then we recommend the reader contact the issuing office.*

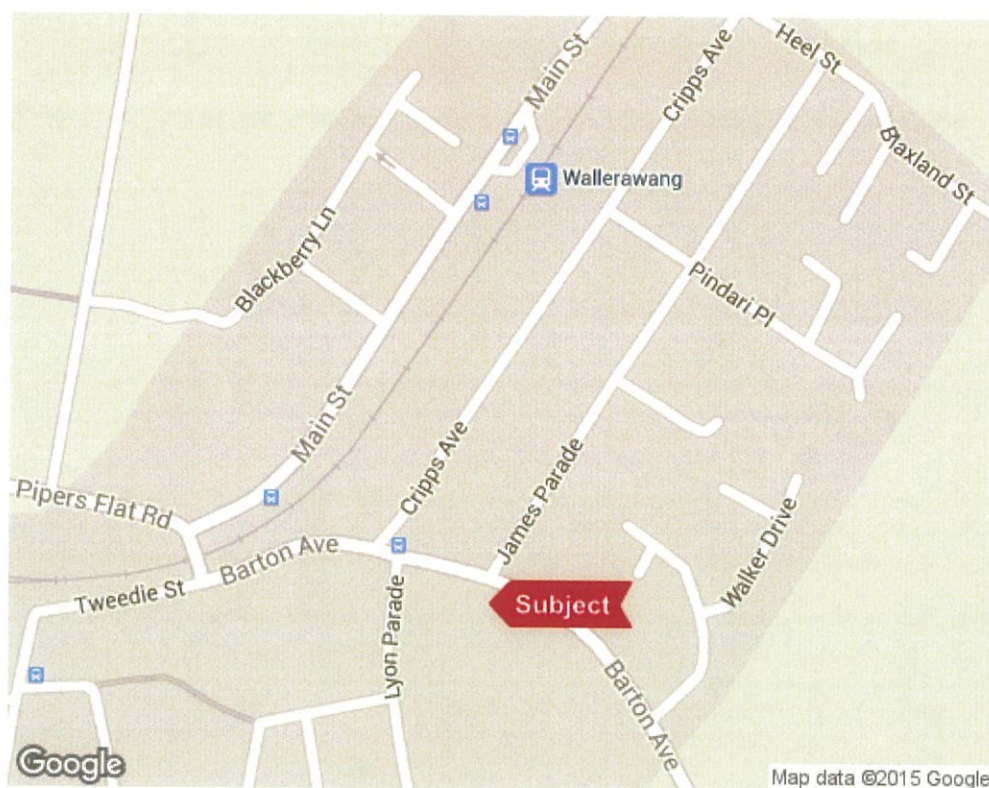
Reliance on Whole Report *This valuation should be read in its entirety, inclusive of any summary and annexures. The valuer and valuation firm does not accept any responsibility where part of this report has been relied upon without reference to the full context of the valuation report.*

2.0 Location

Wallerawang is a small village situated about 14 kilometres west of Lithgow on the Central Tablelands of New South Wales.

The subject property is situated on the south western side of Barton Ave. The Wallerawang village area is about 0.5 kilometres to the north. It is located in a well-established residential neighbourhood, comprising predominantly dwellings of varying age and style.

Location Map



Sourced from Google Maps - www.google.com

3.0 Planning

Local Government Area	Lithgow City Council
Planning Scheme	Lithgow LEP 2014
Current Zoning	R5 (Large Residential Lot)
Existing Use	Nil (vacant rural residential land)
Zoning Effect	Proposed use conforms
Heritage Issues	Not applicable

4.0 Site

Dimensions (metres)	Frontage: 77.448 m Depth: 44.434 m
Site Area	Basis 1 - Approximately 1,492 sqm Basis 2 - Approximately 2,955 sqm
Topography	Slightly irregular shaped inside allotment with a slight slope up to the rear.
Access	The subject is located on the southern side of the road. There is currently no formed access to the land subject to this valuation.
Identification	Online Cadastral Plan, Plan of Subdivision, Deposited plan

4.1 Services

Services	The property is not currently connected to services.
-----------------	--

5.0 Improvements

The land is current vacant and devoid of any significant improvements.

6.0 Photography



View of land looking west



View of land looking south



Proposed access from Barton Ave



Barton Ave looking west

7.0 Environmental Issues

Environmental Issues	None apparent.
----------------------	----------------

We have been instructed to value the subject property for prepurchase advice purposes on the following basis –

- [illegible]

9.0 Market Evidence

9.1 Sales Evidence

In forming our opinion of value we have had regard to various sales transactions, a selection of which are detailed below.

Address	Sale Date	Sale Price
Lot 10 Sunny Corner Road, Meadow Flat, New South Wales	08-Aug-15	\$5,900
Brief Description	The subject property comprises a 3,626sqm vacant allotment situated in the small village of Meadow Flat, being some 28km west of Lithgow & 33km east of Bathurst. The property fronts the bitumen sealed Sunny Corner Road and falls from northern boundary to southern towards Scotts Creek located adjacent to the south western boundary. Our enquiries indicate that the property does not have a dwelling entitlement. Sale analyses to \$1.63/sqm of land area.	
Comparison to Subject	On balance, considered inferior to the subject property.	
107 Mead Street, Meadow Flat, New South Wales	18-Jun-11	\$29,000
Brief Description	A vacant 4477 sqm parcel of land located within the village area of Meadow Flat. The property had building permission, however, required electricity to be run from an adjoining property at a reported cost of \$50,000. Sale analyses to \$6.48/sqm	
Comparison to Subject	On balance, considered superior to the subject property.	
Lot 25 Range Road, Meadow Flat, New South Wales	02-Jul-13	\$100,000
Brief Description	Vacant allotment of 15.95ha. Spring fed dam, backbone power, no building entitlement, rural fencing. Sale reflects a land value rate of \$6,666/ha.	
Comparison to Subject	On balance, considered superior to the subject property.	
Lot 11 Mount Haven Way, Meadow Flat, New South Wales	01-Nov-10	\$100,000
Brief Description	A sloping bushland site without building entitlement. The land has creek frontage and 4wd drive access only. It was purchased for 'weekend recreational' purposes. Sale analyses to \$6,154/ha.	
Comparison to Subject	On balance, considered superior to the subject property.	

Lot 75 Limekilns Road, Limekilns, New South Wales	20-Jan-11	\$109,000
---	-----------	-----------

Brief Description A 16.19ha holding being a cleared, pasture improved, grazing block with creek frontage, 2 dams, 3.5ha of arable creek flats and located some 25kms north of Bathurst. There is no building entitlement available for this block. Sale analyses to \$6,733/ha.

Comparison to Subject On balance, considered superior to the subject property.

5-7 Bathurst Street, Perthville, New South Wales	04-Feb-10	\$38,000
--	-----------	----------

Brief Description A vacant 1.72 ha lot which is flood liable and has no building entitlement. Located on the fringe of the village area. Purchaser was an adjoining owner. Sale shows \$2.21/m² of land area.

Comparison to Subject On balance, considered superior to the subject property.

Lot 2 Vale Road, Bathurst, New South Wales	01-Apr-10	\$75,000
--	-----------	----------

Brief Description A vacant 2.92 ha holding wedged between Vale Road and the Great Western Railway line. The property is fenced and includes a dam. The land is zoned 1 (b) Market Garden and does not benefit from a building entitlement. Sale shows \$2.47/m² of land area.

Comparison to Subject On balance, considered superior to the subject property.

Lot 2 Edgells Lane, Kelso, New South Wales	22-Aug-13	\$174,100
--	-----------	-----------

Brief Description A vacant 7.65 ha holding which is flood liable and does not benefit from a building entitlement. Included some basic quality outbuildings. Sale shows \$2.28/m² of land area.

Comparison to Subject On balance, considered superior to the subject property.

Having regard to provided sales above we consider the property has a value as follows –

- Current market value of land identified as basis 1 - \$10,000;
- Current market value of land identified as basis 2 - \$15,000.

Our assessed values have due regard to the fact the purchaser will be solely responsible for all costs associated creating and transferring the subject property.

10.0 Valuation Methodology

Methodology Comment

The most appropriate method of valuation for a property of this nature is direct market comparison whereby the subject property is compared with sales of comparable properties and adjustments made for points of difference.

11.0 Valuation

11.1 Market Value

Market Value As If Complete (Basis 1) \$10,000 (Ten Thousand Dollars)

Market Value As If Complete (Basis 2) \$15,000 (Fifteen Thousand Dollars)

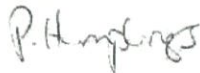
Interest Valued Fee simple vacant possession

Date of Inspection 18 November 2015

Date of Valuation 18 November 2015

Date Issued 20 December 2015

Signatories



Phillip Humphreys
Valuer
AAPI Certified Practising Valuer
API No: 3723 NSW RV No: VAL15819
Inspecting Valuer

Important

This valuation is subject to the definitions, qualifications and disclaimers and other comments contained within this report.

12.0 Assumptions, Conditions and Limitations

Client Specific Disclaimers

This valuation is current as at the date of valuation only. The value assessed herein may change significantly unexpectedly over a relatively short period (including as a result of general market movements or factors specific to the particular property). We do not accept liability for losses arising from such subsequent changes in value. Without limiting the generality of the above comment, we do not assume any responsibility or accept any liability where this valuation is relied upon after the expiration of 3 months from the date of the valuation, or such earlier date if you become aware of any factors that have any effect on the valuation.

This valuation is prepared on the assumption that the Lender who relies on this valuation report (and no other) has complied with its own prudential lending guidelines, as well as prudent finance industry lending practices. The lender must have considered all prudent aspects of credit risk for any potential borrower, including the borrower's ability to service and repay any mortgage loan.

Further, the valuation is prepared on the assumption that the lender is providing mortgage financing using a conservative and prudent loan to valuation ratio (LVR). The valuer accepts no liability whatsoever if prudent lending practices fail to be strictly observed and/or if the lender relies solely on this valuation to advance loan funds.

Condition/Structural Disclaimer

This report is not a condition or structural survey and no advice is given in any way relating to condition or structural matters. Any opinion given as to the condition of the structure or improvements on the property is not given in the capacity as an expert. A condition or structural report on the building and/or its plant and equipment has not been sighted, and nor have we inspected unexposed or inaccessible portions of the premises. Therefore we cannot comment on the structural integrity, any defects, rot or infestation (or damage from pest infestation) of the improvements, any use of asbestos or other materials now considered hazardous or areas of non-compliance with the Building Code of Australia, other than matters which are obvious and which are noted within this report. This valuation assumes the building is structurally sound; that building services are adequate and appropriately maintained; the building complies with applicable Council, building, fire, health and/or safety regulations, laws, rules, licences, permits, rulings and/or bylaws; and is free of asbestos or other defects, unless specified otherwise. Should an expert's report establish that there are any defects of this kind then we reserve the right to review this valuation.

Digital Copies of Reports

Where a report has been provided in digital copy and has not been received directly via our firm, the report contents, especially the valuations and critical assumptions, should be verified by contacting the issuing office to ensure the contents are bona fide. In particular if the reader of this report has suspicions that the report appears to be tampered or altered then we recommend the reader contact the issuing office.

Environmental Disclaimer

This report is not an environmental audit and no advice is given in any way relating to environmental matters. Any comment given as to environmental factors in relation to the property are not given in the capacity as an expert. This assessment of value (unless specified otherwise) is made on the basis that the property is free of contamination or environmental issues affecting the property not made known to the valuer. In the event the property is found to contain contamination the matter should be referred to this office for comment. Given contamination issues can have a significant impact on the Market Value of the property, we reserve the right to review and if necessary vary our valuation if any contamination or other environmental hazard is found to exist.

Full Disclosure Disclaimer	<i>Whilst we have attempted to confirm the veracity of information supplied, the scope of work did not extend to verification of all information supplied or due diligence. Our valuation and report has been prepared on the assumption the instructions and information supplied has been provided in good faith, is not in any way misleading or deceptive, contains a full disclosure of all information that is relevant, and that there are no undisclosed agreements in place that affect the property. The valuer and valuation firm does not accept any responsibility or liability whatsoever in the event the valuer has been provided with insufficient, false or misleading information.</i>
Geotechnical Assumption	<i>We have not sighted a geotechnical engineers' survey of the property. We are not experts in the field of civil or geotechnical engineering and we are therefore unable to comment as to the geotechnical integrity of the ground and soil conditions. It is specifically assumed that there are no adverse geotechnical conditions that compromise the utility of the property for the current or highest and best use. In the event there is found to be adverse ground conditions we recommend the matter be referred to this Company for comment.</i>
GST	<i>Valuations of residential property are undertaken on the basis that GST is not applicable. This valuation is prepared on the assumption that the subject property does not constitute a 'new residential premises' as defined under ATO Ruling GSTR 2003/3. Further it is assumed that the subject property will transact as a residential property between parties not registered (and not required to be registered) for GST. The market valuation herein reflects a market transaction to which GST may not be applicable. The client should satisfy themselves of the GST position of the parties involved.</i>
Heritage Disclaimer	<i>Our valuation has been assessed having regard to the nature of any buildings on the property and any known heritage listings. However we have not obtained formal confirmation of heritage listings beyond what is available in the public domain and identified in this report. Our valuation assumes, unless otherwise specified, that any heritage issues (including Aboriginal) do not impact on the continued and/or highest and best use of the property. If there is doubt in relation to such issues we recommend written application be made to the relevant authorities.</i>
Inconsistencies in Assumptions	<i>If there is found to be any variance, inconsistency or contradiction in any of the above assumptions then there may be a variation in the valuation assessed.</i>
Information Availability (Market Evidence)	<i>In preparing this valuation we have undertaken those investigations reasonably expected of a professional valuer having regard to normal industry practice so as to obtain the most relevant, available, comparable market evidence. Whilst we believe the market evidence information and any other information provided to be accurate, not all details can and have been formally verified. Due to privacy laws, confidentiality agreements and other circumstances beyond our control, the valuer may not have had access to: personal details of parties involved in transactions (including the relationship of the parties); information on recent transactions that are yet to become public knowledge; and copies of leases or contracts to confirm rents or prices and to ascertain whether or not rents or prices are inclusive or exclusive of GST.</i>
Land and Building Area Disclaimer	<i>In the event actual surveyed areas of the property are different to the areas adopted in this valuation the survey should be referred to the valuer for comment on any valuation implications. We reserve the right to amend our valuation in the event that a formal survey of areas differs from those detailed in this report.</i>
Market Change Disclaimer	<i>This valuation is current as at the Date of Valuation only. The value assessed herein may change significantly and unexpectedly over a relatively short period (including as a result of general market movements or factors specific to the particular property). We do not accept liability for losses arising from such subsequent changes in value. Without limiting the generality of the above comment, we do not assume any responsibility or accept any liability where this valuation is relied upon after the expiration of 90 days from the date of the valuation, or such earlier date if you become aware of any factors that have any effect on the valuation. We recommend the valuation be reviewed at regular intervals.</i>

Market Value	<i>Market value is "the estimated amount for which an asset or liability should exchange on the date of valuation between a willing buyer and a willing seller in an arm's length transaction after proper marketing wherein the parties had each acted knowledgeably, prudently, and without compulsion".</i>
Native Title Assumption	<i>We are not experts in native title or the property rights derived there from and have not been supplied with appropriate expert advice or reports. Therefore, this valuation is made assuming there are no actual or potential native title interests affecting the value or marketability of the property.</i>
Planning Disclaimer	<i>Town planning and zoning information was informally obtained from the relevant local and State Government authorities and is assumed to be correct. This information does not constitute a formal zoning certificate. Should the addressee require formal confirmation of planning issues then we recommend written application be made to the relevant authorities to obtain appropriate current zoning certificates.</i>
Professional Standards	<i>Our valuation has been assessed in accordance with applicable International Valuation Applications and Technical Information Papers of the International Valuation Standards Committee and the Australian Property Institute Practice Standards and Guidance Notes.</i>
Publication of Report	<i>The publication of the valuation or report in whole or any part, or any reference thereto, or the names and professional affiliations of the valuers is prohibited without the prior written approval of the valuer as to the form and context in which it is to appear.</i>
Reliance on Whole Report	<i>This valuation should be read in its entirety, inclusive of any summary and annexures. The valuer and valuation firm does not accept any responsibility where part of this report has been relied upon without reference to the full context of the valuation report.</i>
Scope of Work Undertaken	<i>The scope of work undertaken by the valuer in completing the valuation has included:</i> <ul style="list-style-type: none"><i>• Collation of information from relevant parties regarding the subject property;</i><i>• Undertaking our own research regarding the subject property;</i><i>• An inspection of the property and measurement of buildings where required;</i><i>• Undertaking market research in terms of values and/or costs of similar properties;</i><i>• Preparation of valuation calculations; and</i><i>• Preparation of this report.</i>
Site Survey Disclaimer	<i>This report is not a site survey and no advice is given in any way relating to survey matters. Any comments given in relation to the property are not given in the capacity as an expert, however, are based on our inspection of the property and review of the Certificate of Title plans. Should the addressee require absolute certainty in relation to site area, dimensions or possible encroachments we recommend that a surveyor be engaged to provide appropriate advice and a survey of the property if considered necessary. In the event there are any fundamental inconsistencies between any site survey undertaken and site detail adopted in this valuation, the survey should be referred to the valuer for comment on any valuation implications (including amendment of our valuation if considered necessary).</i>
Third Party Disclaimer	<i>This report has been prepared for the private and confidential use of our client, Patricia Dengate for the specified purpose. It should not be reproduced in whole or part; or any reference thereto; or to the valuation figures contained herein; or to the names and professional affiliation of the Valuer(s) without the express written authority of Opteon (Central West NSW) Pty Ltd or relied upon by any other party for any purpose and the valuer shall not have any liability to any party who does so. Our warning is registered here, that any party, other than those specifically named in this paragraph should obtain their own valuation before acting in any way in respect of the subject property.</i>

Title Assumption

Our valuation assumes the property would be offered for sale subject to encumbrances noted on the Title but otherwise unencumbered by mortgages, caveats, or priority notices etc which would prevent transfer of the property.

Unregistered Instruments

If there are any encumbrances, encroachments, restrictions, leases or covenants which are not noted in this report, they may affect the assessment of value. If any such matters are known or discovered, we should be advised and asked as to whether they affect our assessment of value.

Lithgow City Council Consultation Strategy - Cullen Bullen Landfill Closure



Document Check Off and Disclaimer

DATE	DRAFT	AUTHOR	CHECKED
20 March 2018	Draft	SL	TF
4 April 2018	Final	SL	TF
12 June 2018	Final v2	DC	

The collection of information presented in this report was undertaken to the best level possible within the agreed timeframe and should not be solely relied upon for commercial purposes. The opinions, representations, statements or advice, expressed or implied in this report was done so in good faith. While every effort has been made to ensure that the information contained within is accurate, Impact Environmental Consulting makes no representation as to the suitability of this information for any particular purpose. Impact Environmental Consulting disclaims all warranties with regard to this information. No part of this report is to be reproduced without the written consent of Impact Environmental Consulting Pty Limited.

PART 1 WHY CULLEN BULLEN IS BEING CLOSED

To ensure compliance with the Environmental Guidelines; Solid Waste Landfills 2nd edition EPA 2016 and Council's Waste & Recycling Strategy adopted by Council on the 27th November 2017; Council will close the Cullen Bullen garbage depot in 2019/20 financial year. In addition to complying with the above legislative and strategic documents Cullen Bullen landfill has exhausted all available landfilling space with current operations unsustainable.

Due to the proximity of Portland garbage depot and the considerable construction and ongoing operational costs Council officers are recommending the rehabilitation of the site does not include construction of a waste transfer station. Discontinuing all operations at the site will provide a number of additional benefits to the community such as; improved resource recovery at a central facility such as Portland and a reduction in illegal dumping from out of area waste.

This community consultation strategy will ensure that feedback is sought from Cullen Bullen residents on the closure and rehabilitation of the landfill.

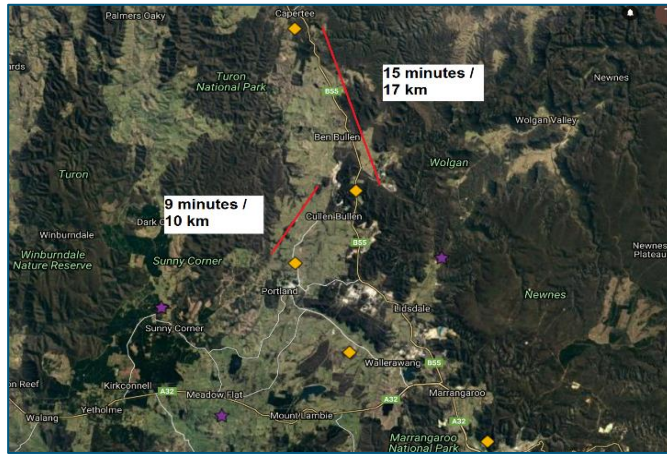
The rationale for closure is:

Environmental benefits: Closure of a landfill has many benefits to the environment. It removes the opportunity for windblown litter, dust, and contaminated stormwater runoff. There will be a reduced risk of illegal dumping of out of area waste including (hazardous waste e.g. asbestos) and unauthorized disposal of waste from the levy paying area which could result in regulatory action from the NSW Environment Protection Authority (EPA). Final capping of the site will reduce environmental risk to Council while providing better environmental outcome for the community through increased resource recovery at the Portland garbage depot.

EPA regulation: All the airspace is used up at Cullen Bullen. Council cannot extend the landfill without a lengthy and costly approval process. The NSW Environment Protection Authority exempted small landfills in existence before 2008 from needing retrospective licence approval. A new landfill, or an extension - even a simple small trench - would need EPA approval to licence the activity. An Environmental Impact Statement would likely be required as part of their approval process.

Unauthorised waste: The remote location of Cullen Bullen landfill means the site is vulnerable to commercial waste and waste outside the Lithgow LGA. Previous attempts by Council to control deliveries, via remote cameras, resulted in vandalism and theft of the cameras. Closing Cullen Bullen and using a larger facility (e.g. Portland) with existing and effective security will help ensure rural landfills are used only by those intended (i.e. residential domestic waste).

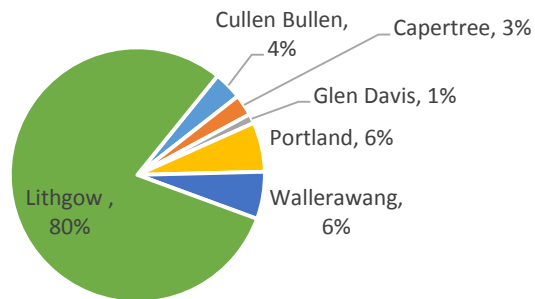
Cost of closure, transfer station and haulage: Council has budgeted \$350,000 for the closure of Cullen Bullen. Construction of a transfer station would be additional, and in the order of \$100,000. Council estimates the annual cost of emptying the bins to be \$30,000.



Proximity (15 min) to two other landfills (Portland and Capertree): Residents of Cullen Bullen need only drive 9 minutes to the south, or 15 minutes to the north to have access to waste disposal.

Use: The Cullen Bullen landfill provides disposal for only 4% of household waste in the Lithgow LGA.

% of Household Waste Disposed



Existing services: The vast majority of Cullen Bullen waste is collected by the kerbside collection, which ends up at the Lithgow Solid Waste Facility. Everyone with a kerbside collection has access to two bulky waste, and four green waste collections per year. Residents not offered such collections (outside of village) are closer than the 15 mins maximum, needed to access an alternative landfill.

PART 2 WHO WILL BE EFFECTED

2.1 STAKEHOLDERS

- Residents
- School
- Businesses
- Community groups eg: Cullen Bullen progress association

2.2 WHO WILL BE CONSULTED

Consultation will target the residents of Cullen Bullen directly and via community groups (permitted users of the landfill)

2.3 WHO WILL NOT BE CONSULTED

Schools and business are not permitted to use the landfill and must have their own waste disposal arrangements, however there is evidence that businesses use the landfill. These stakeholders will not be mailed a flyer and survey; however, the survey will include some questions regarding businesses and their use of the landfill. The purpose is to gain some idea of the level of use.

PART 3 KEY CONSIDERATIONS

The following are considerations when interacting with stakeholders:

- **Decision made on closure** – second half of 2018.
- **Actual closure** – sometime in 2019, Council is monitoring the volume of the landfill.
- **How will Cullen Bullen residents dispose of waste** – Residents will need to take their waste to Portland or Capertee landfills. Portland is a 9-minute drive to the south, or Capertee is 15 minutes to the north. The majority will have access to two bulky waste and four green waste collections per year.
- **Where will the waste go** – Portland or Capertee. Both have over eight years of life.
- **Will there be more illegal dumping** – Council attempts to reduce illegal dumping throughout the LGA through a range of educational activities in addition to monitoring and investigation of illegal dumping incidents.
- **What will happen with the old site** – areas where waste was buried will be covered in soil and revegetated, to eliminate contaminated runoff.

PART 4 HOW, & WHEN WILL CONSULTATION TAKE PLACE

4.1 METHODS

Method	Why
<p>Media release</p> <ul style="list-style-type: none"> - Local community radio, and newspaper 	<ul style="list-style-type: none"> ➤ Let Cullen Bullen residents know Council is undertaking consultation
<p>Letter to resident</p> <ul style="list-style-type: none"> - A4 double sided <p>Front of letter will include:</p> <ul style="list-style-type: none"> - background information, direction to online survey, option to fill in survey and mail back and info about drop in session. - council contact - Damon Cupitt Team Leader Environment <p>Back of letter will include:</p> <ul style="list-style-type: none"> - survey - mailed directly to residents of Cullen Bullen, and the Progress Association - limited no. made available at key locations in village 	<ul style="list-style-type: none"> ➤ direct way to provide information and directions to survey & drop in session ➤ direct mail out – greater success rate of engagement and completion of survey
<p>Survey</p> <ul style="list-style-type: none"> - made available online via LLC website - mailed directly to residents via letter. - promotion via council website/council's waste website & flyer - media release local community radio, and newspaper - LLC will collate data and enter into excel for analyses and reporting by Impact Environmental 	<ul style="list-style-type: none"> ➤ efficient way to collect and analysis data ➤ utilise existing promotional tools ➤ making available online and direct mail out will increase rate of engagement and completion rate.
<p>Drop in information session</p> <ul style="list-style-type: none"> - hold one drop in information session - 5.30pm – 7.30pm - held in Cullen Bullen Progress Hall - facilitated by Damon Cupitt Team Leader Environment 	<ul style="list-style-type: none"> ➤ provides face to face contact ➤ opportunity for council to provide more information and residents to ask questions in person
<p>Sign at entrance to landfill</p> <p>Will include:</p> <ul style="list-style-type: none"> - brief background information - direction for online survey - contact details for paper copy survey (Damon Cupitt Team Leader Environment) 	<ul style="list-style-type: none"> ➤ informs and engages landfill users directly

4.2 TIME FRAME

Month	Activity	Opportunity for Feedback from Community
June	Consultation tools drafted and finalised	✓
August	Media release Online survey goes live Letter/survey mailed out Promotion of survey on website, media release Sign erected at landfill	
August	Drop in session Survey closure 31 st August	
September	LLC collate feedback Impact Enviro to analysis feedback and report to Team Leader Environment	
October	Community feedback presented to Council Council decision regarding future use of site	
November	Decision communicated to Community	



Lithgow City Council
Consultation Strategy - Cullen Bullen Landfill Closure
June 2018

Impact Environmental

PO Box 5057
Port Macquarie NSW 2444
Tel: 02 6583 8112
Fax: 02 6583 8065
impact@impactenviro.com.au

www.impactenviro.com.au

Reference:
Economic Development & Environment



Date

<Address>

Dear Resident

Lithgow City Council Community Information - Planned 2019 Closure of Cullen Bullen Landfill

The Cullen Bullen garbage depot has almost reached landfilling capacity and will be closed and rehabilitated in the 2019/20 financial year. Council is seeking your feedback on the future use of the site.

Why is it being closed?

Landfill space exhausted: once landfill space is consumed there are no further options for landfilling on the site.

Why is there no transfer station proposed?

Proximity (15 min) to two other landfills (Portland and Capertee): as a resident of Cullen Bullen you have access to two other landfills, 9 minutes to the south, or 15 minutes to the north.

Existing services: if you have kerbside collection you have access to two bulky waste, and four green waste collections per year. Residents not offered kerbside collection (outside of village) are closer than the 15 mins maximum, needed to access an alternative landfill.

Cost of closure, transfer station and haulage: Council has budgeted \$350,000 for the closure of Cullen Bullen. Construction of a transfer station would be additional, and in the order of \$100,000. Council estimates the annual cost of operating a transfer station to be in excess of \$40,000.

Unauthorised waste: the depot is unattended and remote, making it vulnerable to dumping of commercial waste and waste from outside the LGA. Attempts to control deliveries to the landfill, via remote cameras, resulted in vandalism and theft. Unauthorised dumping will continue to be a problem if the site becomes a transfer station. Using a larger facility (e.g. Portland) with existing and effective security will encourage use by those intended.

What are the benefits of closure?

Closure allows rehabilitation of the entire site. Rehabilitation prevents windblown litter and dust, improves water management and allows the land to be revegetated. Closure also reduces the risk of illegal dumping including hazardous waste (e.g. asbestos) and unauthorised disposal. Greater resource recovery will be achieved with waste being diverted to the Portland landfill.

Need more information and to provide your feedback:

Survey	Drop-in information session
Complete survey (on the back) and mail to PO Box 19 Lithgow NSW 2790 by 31 st August 2018	When- 23 rd August 2018, between 4:30pm – 5:30pm
Go online https://council.lithgow.com/cullen-bullen-landfill/ and complete the survey	Where - Cullen Bullen Progress Hall
Council contact: Team Leader Environment, Damon Cupitt, ph. 6354 9999 or email council@lithgow.nsw.gov.au	

Should you have any further questions in relation to details within this letter or the attached survey please attend the planned Drop-in information session as outlined above or contact Damon Cupitt Team Leader Environment for further information.

Yours sincerley

Andrew Muir
DIRECTOR ECONOMIC DEVELOPMENT & ENVIRONMENT

LITHGOW CITY COUNCIL COMMUNITY INFORMATION

PLANNED 2019 CLOSURE OF CULLEN BULLEN LANDFILL

Thank you for participating in this survey. Any answers you provide are confidential. Information gathered by Council will help us better understand your community needs, and how we can best serve Cullen Bullen regarding waste and recycling services.

1. How far is a reasonable time to travel to dispose a trailer of waste?

- a. 30+ minutes ☐
- b. 15-30 minutes ☐
- c. 5-15 minutes ☐
- d. <5 minutes ☐

2. How often do you use the Cullen Bullen landfill in a year?

- a. Never ☐
- b. Once or twice ☐
- c. Monthly ☐
- d. Fortnightly ☐
- e. Weekly ☐

3. Do you use the Portland or Capertee landfills?

a. Which one?

- I. Portland ☐
- II. Capertee ☐
- III. None ☐

b. How often in a year?

- I. Once or twice ☐
- II. Monthly ☐
- III. Fortnightly ☐
- IV. Weekly ☐

4. Will the closure of this landfill impact your business?

- a. No ☐
- b. Not sure ☐
- c. Yes ☐

5. Do you want a waste transfer station to replace the Cullen Bullen landfill?

- a. No ☐
- b. Don't care ☐
- c. Yes ☐

6. Tick which scenario you would prefer in Lithgow:

- a. Fewer waste facilities, allowing investment in better options for recycling at each ☐
- b. Maintenance of the existing number of waste facilities with low levels of recycling ☐

7. Do you have kerbside collection?

- a. Yes ☐
- b. No ☐

8. When was the last time your household used the bulky waste clean-up, or green waste service if available?

- a. Never ☐
- b. Last two years ☐
- c. Last year ☐
- d. In the last 6 months ☐
- e. Not available ☐

9. If you are a resident of Cullen Bullen/Ben Bullen, pick which applies:

- a. Renter ☐
- b. Landlord, ☐
- c. Owner occupier ☐
- d. Property, no dwelling ☐

10. Where is your property located?

- a) Cullen Bullen ☐
- b) Ben Bullen ☐
- c) Other ☐

11. Feel free to comment on anything we haven't covered:

.....

.....

.....



7. PLANNING

Policy 7.1

Filling and Levelling of Land

Version 43

7. PLANNING

7.1 FILLING AND LEVELLING OF LAND

OBJECTIVE:

To define when a development application will be required to fill land.

POLICY:

Unless otherwise provided by an Environmental Planning Instrument or Development Control Plan, a development application ~~be~~is required in the following circumstances:

1. Where land is subject to inundation by floodwaters, or
2. Where excavation or the depth of fill exceeds 900mm.

Separate development applications are not required where the cut and/or fill is identified in a development application for a structure on the land or in relation to a subdivision where such works are identified.

Maintained by Department:	<u>Economic Development and Environment</u>	Approved by:	Council		
Reference:	Dataworks: Policy Register	Council Policy No:	7.1	Effective Date:	11/5/09
Min No:	V1 - 06-349 V2 – 09-189 V3 - 14-280 V4 -	Version No:	43	Reviewed Date:	July 2014 <u>April 2018</u>
Attachments:					



7. PLANNING

Policy 7.2

| SUBDIVISION – RELEASE OF SUBDIVISION PLANS

| **Version 43**

7. PLANNING

7.2 SUBDIVISION - RELEASE OF SUBDIVISION PLANS

OBJECTIVE:

To determine circumstances to permit release of the plan of subdivision prior to the completion of work.

POLICY:

1. Council will endorse subdivision certificates prior to completion of subdivision works only on the following basis:
 - a) Subdivision works must be substantially complete. "Substantially complete" means that all civil works have been completed including roads, water supply, sewerage and drainage. Minor outstanding works ~~refers may include to~~ installation of street signage, -final rectification/seeding of excavations & batters and landscaping.
 - b) Works as executed plans must have been submitted to Council and accepted.
 - c) Security for incomplete works must be provided to Council prior to the endorsement of the subdivision certificate, ~~either~~ by cash deposit ~~or unconditional bank guarantee~~.
 - d) The amount of the security must be 100% of the estimated cost of completion of the outstanding works as agreed to by Council.
2. The General Manager or delegated officer is authorised to determine the amounts of security deposits for outstanding subdivision work and to release security upon satisfactory completion and to vary the time periods for completion of works as deemed necessary.
3. The General Manager or delegated officer is authorised to decline to allow bonding of outstanding subdivisions works where the deferred completion of works would not be in the best interest of Council and the community.
4. The owner of the land to which the subdivision relates must provide written authority allowing Council to enter the site and make all necessary arrangements to have outstanding works completed within ~~six (6) months~~ a time period of from the date of the subdivision certificate agreed to by Council.
5. Prior to Council accepting a bond for outstanding works an agreement in writing from the developer/applicant is to be provided which details:
 - a. The works to be covered by the bond
 - b. Condition of consent that the bond relates
 - c. A quote or documentation of costs of works that are to be covered by the bond
 - d. Timing on works to be completed
 - e. Statement from the applicant/developer that they agree the bond cannot be refunded after the agreed date completion date and permission for Council to undertake the works using the bond monies is provided.

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 4 + Alignment: Left + Aligned at: 0 cm + Tab after: 0.63 cm + Indent at: 0.63 cm

Formatted: List Paragraph, No bullets or numbering, Tab stops: Not at 0.95 cm

Formatted: Numbered + Level: 2 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 1.27 cm + Tab after: 1.9 cm + Indent at: 1.9 cm

Formatted: Indent: Left: 1.9 cm

6. That Council retain a register on bonds accepted and the current status.

~~5. The General Manager may sub-delegate any function under this policy including the issue of a Subdivision Certificate.~~

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 4 + Alignment: Left + Aligned at: 0 cm + Tab after: 0.63 cm + Indent at: 0.63 cm

Maintained by Department:	Economic Development and Environment	Approved by:	Council		
Reference:	Dataworks: Policy Register	Council Policy No:	7.2	Effective Date:	11/5/09
Min No:	V1 - 06-349 V2 - 09-189 V3 - 14-280 V4 -	Version No:	3 4	Reviewed Date:	July 2014 April 2018
Attachments:					



7. PLANNING

Policy 7.3

PLANNING – EXHIBITION HOMES ON LAND ZONED RESIDENTIAL

Version 34

7. PLANNING

7.3 PLANNING - EXHIBITION HOMES ON LAND ZONED RESIDENTIAL

OBJECTIVE:

To provide guidelines for the development of exhibition homes within residential areas to ensure minimal disruption to neighbourhood amenity.

POLICY:

AIM

To mitigate any conflict that may arise from the development of ~~—~~exhibition homes in residential areas.

GUIDELINES

- Off-street car parking for a minimum of two vehicles shall be provided for Exhibition Homes. If the garage of the home is used as a sales office during its time as an exhibition home, two parking spaces are to be provided for on the driveway and signposted as such.
- Exhibition homes shall only be permitted in residential release areas.
- Exhibition homes will only be open for inspection between 10am and 6pm daily.
- Development consent shall be time-limited to twelve (12) months from the issue date of an occupation certificate. Twelve (12) month extensions to consent will be considered on merit.
- Upon expiry of development consent the building shall revert to ~~normal~~ residential use.
- One (1) advertising sign is permitted, which is to have a maximum area of 2 square metres.

Maintained by Department:	Economic Development and Environment	Approved by:	Council		
Reference:	Dataworks: Policy Register	Council Policy No:	7.3	Effective Date:	11/5/09
Min No:	V1 - 06-349 V2 - 09-189 V3 - 14-280 V4 - 17-xxx	Version No:	34	Reviewed Date:	July 2014 April 2018
Attachments:					



7. PLANNING

Policy 7.4

RAINWATER STORAGE FOR DOMESTIC USE – NON URBAN AREAS

Version 3

7. PLANNING

7.4 RAINWATER STORAGE FOR DOMESTIC USE – NON URBAN AREAS

OBJECTIVE:

1. To provide sufficient potable water for normal domestic use on non urban properties which are not connected to a reticulated water supply maintained by the Council.
2. To provide the Rural Fire Service a known quantity of water in the event of a fire emergency.

POLICY:

1. That storage for a minimum of 60,000 litres of rainwater for domestic purposes for all new dwellings is to be erected in the non urban parts of the local government area where access to a reticulated water supply is not available.
2. In conjunction with this installation, an appropriate sized and installed "First Flush" system is to be provided between the roof gutter system and the inlet to the storage tanks.
3. All surplus roof water must discharge a minimum of 3 metres clear of any structure and incorporate protection against scouring of the ground surface at the point of discharge and be disposed of without nuisance.
4. The draw off point for water use for domestic purposes shall be located to allow a minimum of 10,000 litres of stored water for use in fire fighting, to remain in the tank/s at all times.
5. An illuminated marker shall be provided adjacent to (preferably above) the "Starting" fitting to allow easy identification of its location by NSW Rural Fire Service personnel.
6. Water storage tank(s) shall have fitted an outlet capable of being coupled to Fire Brigade fire fighting equipment. Fittings shall include the provision of a 65mm Gate valve and a 65mm "Stortz" fitting with blanking cap. The Stortz fitting draw off point shall be located at the base of the storage tanks (or connecting line). Reasonable vehicular access for fire tenders shall be available to the water supply.
7. Water storage tank(s) should be located within the Asset Protection Zone (APZ) where practical. Where tanks are to be located outside the APZ they are to be constructed of steel, concrete or other non combustible material and provided with underground interconnecting pipe work (including the 65mm Stortz fitting) to a location accessible by fire tenders within the APZ.
8. That the use of bore water shall be restricted to the following purposes:
 - Flushing of toilets.
 - Watering of gardens.
 - Stock purposes.

Maintained by Department:	Development	Approved by:	Council		
Reference:	Dataworks: Policy Register	Council Policy No:	7.4	Effective Date:	11/5/09
Min No:	V1 - 06-349 V2 - 09-189 V3 - 14-280	Version No:	3	Reviewed Date:	July 2014 <u>April 2018</u>
Attachments:					



5. COMPLIANCE

Policy 5.1

BUILDING OVER EASEMENTS

Version **43**

5. COMPLIANCE

5.1 BUILDING OVER EASEMENTS

OBJECTIVE:

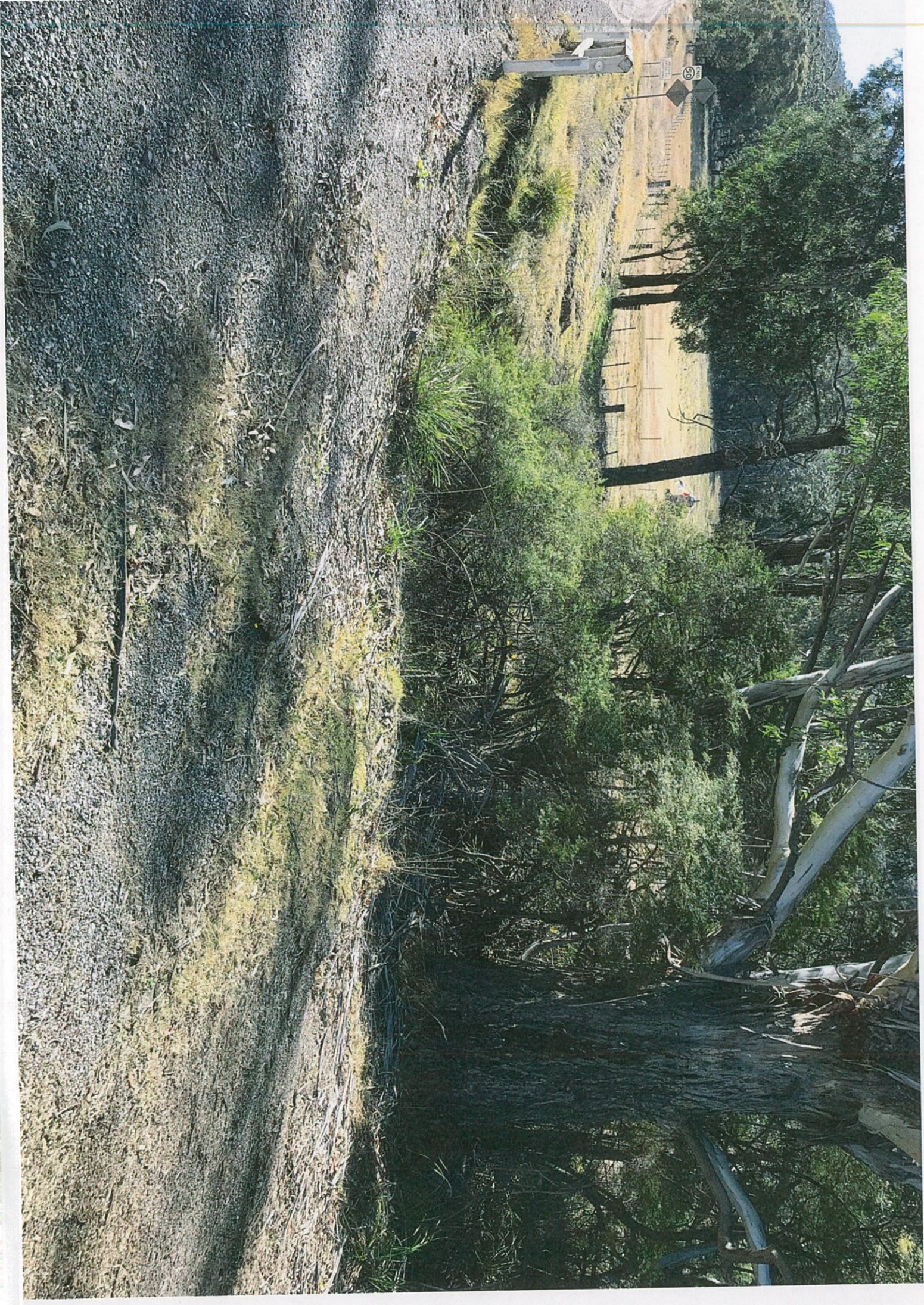
To provide a policy in regard to existing and proposed structures over easements.

POLICY:

1. That no building or structure of any type be permitted to be constructed over water, sewer or drainage easements without the express written consent of the party benefited by the easement ~~the Council~~.
2. That where existing buildings or structures are found to be located within a water, sewer or drainage easement where Council is the party benefited by the easement, the property owner may be requested to remove the building or structure if and when Council needs to access the infrastructure.
3. That the General Manager is delegated authority to adjudicate any exception to this policy in extreme or unusual circumstances. Extreme or unusual circumstances include:
 - No other reasonable alternative to relocate the structure away from the easement
 - Unreasonable cost to the applicant to relocate the infrastructure and the easement
4. Council staff will review the alignment of infrastructure compared to the documented location of easements whenever reviewing a particular easement and undertake the appropriate actions to correct easement notation if required.
5. Wherever possible new easements for Council infrastructure are to be located in land owned or controlled by the Council.

Maintained by Department:	<u>Economic Development and Environment</u>	Approved by:	Council		
Reference:	Dataworks: Policy Register	Council Policy No:	5.1	Effective Date:	11/5/09
Min No:	V1 - 06-349 V2 - 09-189 V3 - 14-131 <u>V4 -</u>	Version No:	<u>43</u>	Reviewed Date:	October 2013 <u>April 2018</u>
Attachments:					

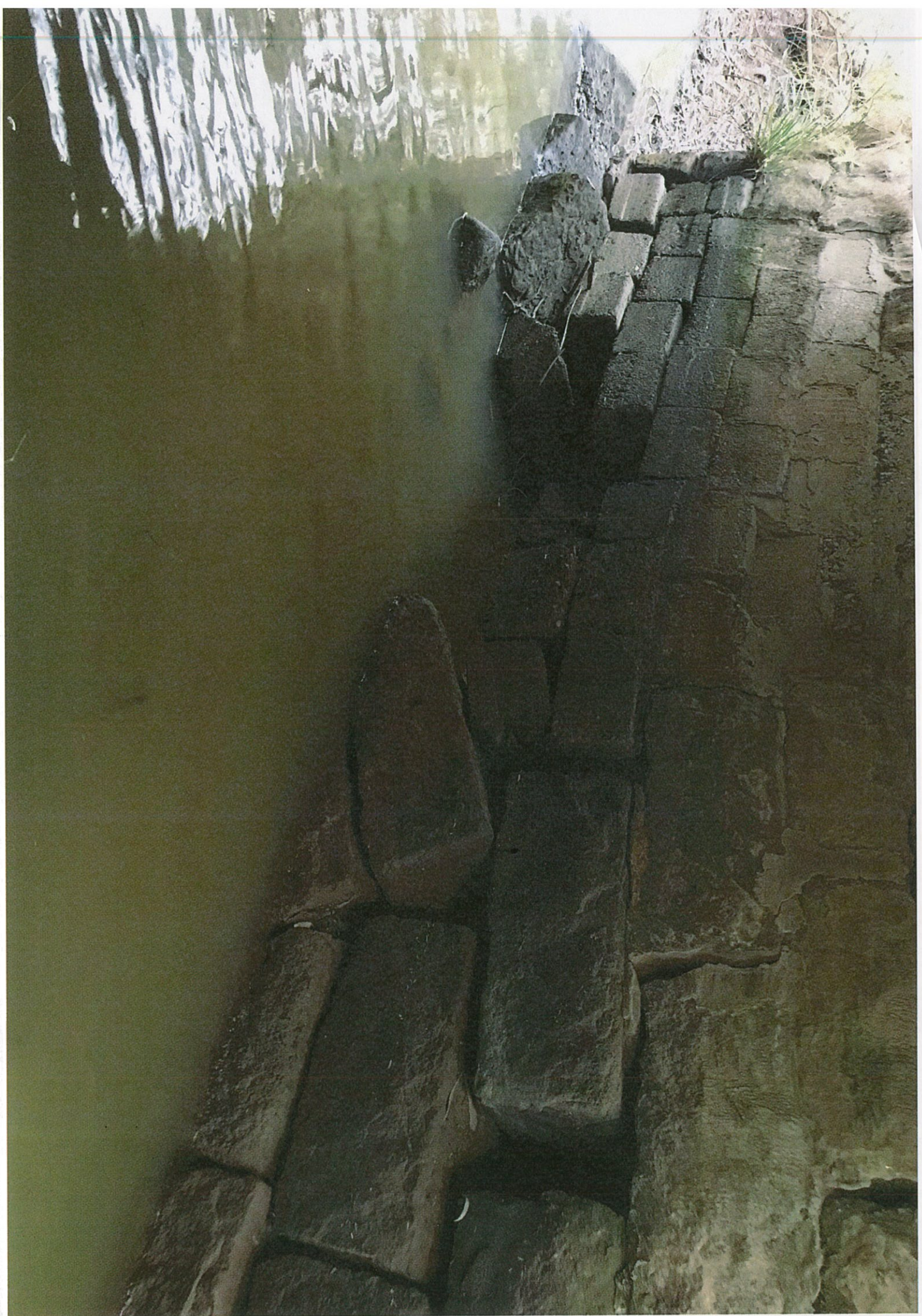
















Location Road Proposed to be Closed (Off Bells Road, Lithgow)



From: Lithgow City Council
Sent: Thu, 26 Apr 2018 07:48:29 +1000
To: Technology One Connect
Subject: FW: Draft Operational Plan Submission IPR-17-21

#ECMBODY

[REDACTED] | Senior Records Officer

Records | [Lithgow City Council](#)

Phone: (02) 6354 9999 | Fax: (02) 6351 4259

From: [REDACTED]
Sent: Wednesday, 25 April 2018 6:58 AM
To: Lithgow City Council
Subject: Draft Operational Plan Submission IPR-17-21

Name

Postal
Address

Email
address

What have we got right in the Draft Operational Plan?	Tourism, renewable energy, caring/access for elderly and people with a disability, working with our local indigenous groups. Good to see Council moving forward with delivery of a more comprehensive Tourism Plan and committee. Considering that we are an aging population and Lithgow has its share of elderly and people with a disability, all sectors of our community deserve inclusion. Access and supports - access is a major part of reducing isolation. i.e. Easy access onto footpaths and buildings. Working closely with relevant service providers. Council is leading by example with its first step of rooftop solar on LCC administration building. Reducing the energy costs, reducing their carbon footprint. Completion of all applicable structures to be a priority. Reducing the high energy costs will ease up the money saved to go towards other projects. Library is a great resource for not only reading, but for companionship, opportunities for groups to meet, childrens area with particular inclusion for those children with a disability.
---	---

What is in the	Marrangaroo LEP - an inclusive waterways plan to be a priority. The Marrangaroo Creek
----------------	---

Draft Operational Plan, but we haven't got quite right?	system is on of the least affected/polluted systems in Lithgow. It also claims one of the last populations of platypus. This has been raised and was included in the previous plan. It needs to be a priority.
Have we missed anything from the Draft Operational Plan?	See above "but we haven't got quite right. Council to look at opportunities with rated return system with bulk buy Solar PV systems for its entire community or to those who wished to achieve but unable due to financial hardship. Council to look at educational programs/initiatives/incentives to be involved with a current world movement of not burning rubbish but individuals taking responsibility for their own rubbish. i.e. recycle, refurbish, reuse. Burning rubbish is only encouraging a through away society.
IP Address	116.250.246.10
User-Agent (Browser/OS)	Google Chrome 58.0.3029.110 / Windows
Referrer	http://www.haveyoursay.lithgow.com/have-your-say-draft-operational-plan/

This email has been scanned by the Symantec Email Security.cloud service.
For more information please visit <http://www.symanteccloud.com>

From: Lithgow City Council
Sent: Thu, 26 Apr 2018 14:09:49 +1000
To: Technology One Connect
Subject: FW: Draft Operational Plan Submission IPR-17-21

#ECMBODY

[REDACTED] | Senior Records Officer

Records | [Lithgow City Council](#)

Phone: (02) 6354 9999 | Fax: (02) 6351 4259

From: **[REDACTED]**
Sent: Thursday, 26 April 2018 2:08 PM
To: Lithgow City Council
Subject: Draft Operational Plan Submission IPR-17-21

Name

[REDACTED]

Postal
Address

[REDACTED]

Email
address

[REDACTED]

What have
we got right
in the Draft
Operational
Plan?

The adventure playground at Endeavour Park is great

Have we
missed
anything
from the
Draft
Operational
Plan?

I would like to see View Street, Lidsdale included for re-sealing in the operational plan. This road has deteriorated significantly over the past 12 months since purchasing land in this street. A number of S94 contributions have been received by Council for this street over the past few years with new subdivisions and developments going in. I have attached a street view of View Street taken in Feb 2010. It has got alot worse since then. With "BE1.2.7 Improve the quality of life of rural village communities" being included in the plan, this will improve the quality of life for Lidsdale Residents.

Thanks

IP Address

148.195.20.1

User-Agent Google Chrome 65.0.3325.181 / Windows
(Browser/OS
)

Referrer <http://www.haveyoursay.lithgow.com/have-your-say-draft-operational-plan/>

This email has been scanned by the Symantec Email Security.cloud service.
For more information please visit <http://www.symanteccloud.com>

From: Lithgow City Council
Sent: Fri, 4 May 2018 10:28:58 +1000
To: Technology One Connect
Subject: FW: Draft Operational Plan Submission IPR-17-21

#ECMBODY

[REDACTED] | Records Officer

Records | [Lithgow City Council](#)
Phone: (02) 6354 9999 | **Fax:** (02) 6351 4259

From: [REDACTED]
Sent: Friday, 4 May 2018 10:05 AM
To: Lithgow City Council
Subject: Draft Operational Plan Submission IPR-17-21

Name

Postal
Address

Email
address

What have
we got right
in the Draft
Operational
Plan?

1.
It is commendable to see LCC is considering the placement of Solar Panels on Council Buildings!! I definitely want to see this become a reality asap . Please don't push this forward beyond this 2018/19 Operational Plan.

With \$700,000 listed as available for the "Admin Centre improvements and solar panels" it makes sense to act now, and if possible, extend beyond the limiting instalment to the Admin Centre, Public Pool and Golf Club. I would eventually like to see the installation of panels on all LCC owned buildings - all depots, public halls - anywhere the sun shines - as energy returned to the grid is an important aspect.
I believe this is the way forward for a number of reasons:
 - LCC proactively leading the community by example to include renewable technologies
 - ongoing reduction of LCC operational energy costs
 - future savings would become cost effective to ratepayers
 - assisting the financially disadvantaged
 - freeing money to be used by LCC in other areas
-

-
- reduction of LCC's carbon footprint
 - potential for LCC to implement the bulk purchase of solar panels for small businesses, industries and private home owners in the LGA. I believe there is a system where Council could make a purchase with a low interest loan and contract out locally for solar installation. With a predetermined MOU the fees and costs of panels could be allocated to LCC rates.

2. The Construction of Lithgow Resource Recovery Centre is a really good idea! (page 94)

What is in the Draft Operational Plan, but we haven't got quite right?	I would like to see LCC implement a Renewable Energy Action Plan that will lead us into the future. The introduction of solar panels on Council buildings is fantastic project and would be part of this. Already LCC has new LED lighting installed in the Administration Centre and Centrelink to reduce the greenhouse footprint and overall operating costs (page 66 of Draft). Combining these, and substantially more, into a Renewable Energy Action Plan indicates to the community that LCC is proactive and serious in planning for Lithgow's future. It is the time for Lithgow to become something more than 'Unfit for the Future' and as a member of the community I am asking for this to change. There are indicators here that this is possible and I commend LCC on taking these steps.
--	---

EXAMPLE

Tweed Regional Council is a standout example of local government with an impressive Sustainability Program which commenced in 1997. They identified the need for local solutions to meet the multi-faceted challenges of environmental protection, social equity and economic resilience. They are still actively improving on this program 20 years on with a new solar energy plan which is part of a “expected to save ratepayers 1.5 million dollars a year.”

This attached short media article is from November 4th 2017.

<https://www.tweeddailynews.com.au/news/new-solar-plan-lights-up-council/3256564/>

Have we missed anything from the Draft Operational Plan?	1. I would like to see LCC lead the way in pushing for renewables energies to be included with the future of Mt Piper - Energy Australia. A mix of energy sources protects the community economically in the long term. We are planning now for the future of Lithgow's younger generation. 2.
--	--

I don't want Refuse Derived Fuel to be burned in the Lithgow region nor waste soils relocated to Lithgow from Sydney.

3.

I believe LCC could benefit from a further education program for the protection of waterways:

I live in the Vale of Clwydd where a creek runs through the little valley. I see people put all manner of things into the creek - residents with wheelbarrows tip general rubbish, building materials and green waste onto the embankment and into the water. Following private party functions at the Vale Community Hall the waterway (embankment and creek) is littered with alcohol bottles and cans with general rubbish.

IP Address	101.175.19.163
------------	----------------

User-Agent (Browser/OS)	Apple Safari 11.0.3 / OS X
--------------------------------	----------------------------

Referrer	http://www.haveyoursay.lithgow.com/have-your-say-draft-operational-plan/
----------	---

This email has been scanned by the Symantec Email Security.cloud service.
For more information please visit <http://www.symanteccloud.com>

From: Lithgow City Council
Sent: Fri, 4 May 2018 12:37:59 +1000
To: Technology One Connect
Subject: FW: Draft Fees and Charges Submission - IPR 17-21

#ECMBODY

[REDACTED] | Records Officer
Records | [Lithgow City Council](#)
Phone: (02) 6354 9999 | Fax: (02) 6351 4259

From: [REDACTED]
Sent: Friday, 4 May 2018 12:32 PM
To: Lithgow City Council
Subject: Draft Fees and Charges Submission - IPR 17-21

Name

Postal
Address

Email
address

What have we got right in the Draft Fees and Charges? (Aspects of the Draft Fees and charges you agree with)

What is in the Draft Fees and Charges, but we haven't got quite right? The rate rise of 9% is exorbitant and something the people of Lithgow cannot afford. Couple that with high water charges, high electricity and gas charges and no job creation makes living in Lithgow untenable. People on FB have been stating that they have moved from Sydney because they thought it would be cheaper but now find out it's the dearest place in NSW. How can council attract business to create jobs when it's the dearest place to live. Ridiculous. Maybe if the council didn't waste so much money on other matters Lithgow would be a better place to live. its time the ratepayers were considered.

Have we missed (Any matters you think Council has not addressed in the Draft Operational Plan)

anything
from the
Draft Fees
and Charges?

IP Address 101.161.2.126

User-Agent Unknown ? / OS X
(Browser/OS
)

Referrer <http://www.haveyoursay.lithgow.com/have-your-say-draft-fees-charges/>

This email has been scanned by the Symantec Email Security.cloud service.
For more information please visit <http://www.symanteccloud.com>

From: Lithgow City Council
Sent: Wed, 9 May 2018 11:00:47 +1000
To: Technology One Connect
Subject: FW: Draft Operational Plan Submission IPR-17-21

#ECMBODY

[REDACTED] | Senior Records Officer

Records | [Lithgow City Council](#)

Phone: (02) 6354 9999 | Fax: (02) 6351 4259

From: [REDACTED]
Sent: Wednesday, 9 May 2018 10:55 AM
To: Lithgow City Council
Subject: Draft Operational Plan Submission IPR-17-21

Name	[REDACTED]
------	------------

Postal Address	[REDACTED]
----------------	------------

Email address	[REDACTED]
---------------	------------

What have we got right in the Draft Operational Plan?	(Aspects of the Draft Operational Plan you agree with)
---	--

What is in the Draft Operational Plan, but we haven't got quite right?	(Aspects of the Draft Operational Plan you don't agree with, what is your alternate view?)
--	--

Have we missed anything from the Draft Operational Plan?	(Any matters you think Council has not addressed in the Draft Operational Plan) I think Tobruk street Lithgow needs resealing. The street is full of pot holes that just keep getting filled in.
--	--

IP Address	1.129.110.79
------------	--------------

User-Agent (Browser/OS)	Unknown ? / OS X
-------------------------	------------------

Referrer	http://www.haveyoursay.lithgow.com/have-your-say-draft-operational-plan/
----------	---

This email has been scanned by the Symantec Email Security.cloud service.

For more information please visit <http://www.symanteccloud.com>

From: Lithgow City Council
Sent: Wed, 9 May 2018 15:19:50 +1000
To: Technology One Connect
Subject: FW: Draft Operational Plan Submission IPR-17-21

#ECMBODY

[REDACTED] | Senior Records Officer

Records | [Lithgow City Council](#)
Phone: (02) 6354 9999 | Fax: (02) 6351 4259

From: [REDACTED]
Sent: Wednesday, 9 May 2018 3:13 PM
To: Lithgow City Council
Subject: Draft Operational Plan Submission IPR-17-21

What have we got right in the Draft Operational Plan? (Aspects of the Draft Operational Plan you agree with)

What is in the Draft Operational Plan, but we haven't got quite right?

- There are no specified measures under CC3.1.1, is the reportable targets to go up or down as a %? If the animal welfare team only 'destroy' 10% of impounded animals is that an improvement or an increase? - Without clear measures, this area of operation is not transparent in how it's performing.
- Why is there no sponsorship target identified for LithGlow? Demonstrates a lack of forward planning and a need for more staff accountability to targets.
- \$15,000 has been allocated to "Implementation of the Tourism Destination Management Plan," however no activity has been identified to validate that amount or clarify what the 2018/19 priority activities from this plan are. For transparency and effective staff accountability, specific deliverables should be identified.

Have we missed anything from the Draft Operational Plan? (Any matters you think Council has not addressed in the Draft Operational Plan)

IP Address	203.45.101.232
------------	----------------

User-Agent (Browser/OS)	Unknown ? / Windows
--------------------------------	---------------------

Referrer	http://www.haveyoursay.lithgow.com/have-your-say-draft-operational-plan/
----------	---

This email has been scanned by the Symantec Email Security.cloud service.
For more information please visit <http://www.symanteccloud.com>

10 MAY 2018

Doc Set ID

GA Ref

Years

May 8th 2018

Lithgow City Council
Mort Street
Lithgow NSW 2790

Dear Sir / Madam

Submission for Draft Operational Plan 2018/19
LCC Internal Reference no. IPR 17 - 21

I would like to make the following comments on some aspects of the Draft Operational Plan for 2018/19.

What have we got right in the Draft Operational Plan?
(Aspects of the Draft Operational Plan you agree with)

I am pleased to see LCC listing in the Draft Plan 2018/19 the fitting of solar panels on Council buildings (on page 94). I believe the placement of these panels on the Admin Centre, Public Pool and Golf Club is a good start for the following reasons:

- the carbon footprint of Council will be reduced
- operational energy costs will be reduced
- ratepayers could benefit in the longterm which would assist the financially disadvantaged in the community
- LCC would in the longterm be able to spend the savings on other aspects of their operations
- LCC leading the community by example with the inclusion of renewable technologies
- LCC could set up a system for the bulk purchase of solar panels with a loans option for community organisations, businesses and individuals who can't afford to pay upfront for their own installation. Local tradespeople could benefit with job opportunities arising from this scheme.

ALSO

The construction of the Lithgow Resource Recovery Centre at the Lithgow Tip is long overdue!

What is in the Draft Operational Plan, but we haven't got quite right?
(Aspects of the Draft Operational Plan you don't agree with, what is your alternate view?)

It is good to see Lithgow planning for the future by introducing newer technologies like solar panels and updated recycling processes which one could consider to be the establishment of a Renewable Energy Action Plan.

An example would be Lane Cove Council solarising the new library about 10 years ago with this installation having already paid itself off and now contributing to the Council's revenue.

Yours Sincerely



From: Lithgow City Council
Sent: Fri, 11 May 2018 08:06:13 +1000
To: Technology One Connect
Subject: FW: Draft Fees and Charges Submission - IPR 17-21

#ECMBODY

[REDACTED] | Senior Records Officer

Records | [Lithgow City Council](#)

Phone: (02) 6354 9999 | Fax: (02) 6351 4259

From: [REDACTED]
Sent: Thursday, 10 May 2018 9:52 PM
To: Lithgow City Council
Subject: Draft Fees and Charges Submission - IPR 17-21

Name

Postal
Address

Email
address

What have we got right in the Draft Fees and Charges? (Aspects of the Draft Fees and charges you agree with)

What is in the Draft Fees and Charges, but we haven't got quite right? I am concerned about the rate increase. I am a single person with a mortgage and I don't want another rate increase when we just had one last year. Council put the rates up last year and I think perhaps the year before as well. My neighbour is an elderly person who owns her home and lives on a single pension. I see her struggle and she does not have any spare money to fix things around her house or pay for someone to mow her lawns. This rate increase will have a significant impact on pensioners.

I am also concerned that money from rate payers was used for the beautification project of Lithgow Main Street. This is the worst beautification project I have seen - it looks awful! Council should have left the Main Street and Cook Street Plaza the way it was if they could not improve it, and leave the rates as they were. It seems that council increase

the rates to make the town look worse.

Council use to always trim the trees in Academy Street every autumn, and the last few years they haven't but they have increased the rates. I have had to pay someone to trim the trees, but I feel I have already paid this service in my rates.

Have we
missed
anything
from the
Draft Fees
and Charges?

(Any matters you think Council has not addressed in the Draft Operational Plan)

IP Address 121.218.65.92

User-Agent Apple Safari 11.1 / OS X
(Browser/OS
)

Referrer <http://www.haveyoursay.lithgow.com/have-your-say-draft-fees-charges/>

This email has been scanned by the Symantec Email Security.cloud service.
For more information please visit <http://www.symanteccloud.com>

From: Lithgow City Council
Sent: Mon, 14 May 2018 08:16:10 +1000
To: Technology One Connect
Subject: FW: Draft Operational Plan Submission IPR-17-21

#ECMBODY

[REDACTED] | Records Officer
Records | [Lithgow City Council](#)
Phone: (02) 6354 9999 | Fax: (02) 6351 4259

From: [REDACTED]
Sent: Sunday, 13 May 2018 12:23 PM
To: Lithgow City Council
Subject: Draft Operational Plan Submission IPR-17-21

Name	[REDACTED]
Postal Address	[REDACTED]
Email address	[REDACTED]
What have we got right in the Draft Operational Plan?	Aspects of the Draft Operational Plan you agree with) Construction of a replacement skate park at Wallerawang and Portland
What is in the Draft Operational Plan, but we haven't got quite right?	(Aspects of the Draft Operational Plan you don't agree with, what is your alternate view?) Upgrades of road surfaces in Wallerawang. I have noticed that Bathurst Street Wallerawang has been included in the draft operational plan. in my opinion Bathurst Street is in twice as good condition as Lidsdale Street (west of Commens Street) as Council allows a Tow truck company to operate in this section of Lidsdale Street and the additional heavy traffic attributed to this business has destroyed the road urgently needs to be replaced.
Have we missed	(Any matters you think Council has not addressed in the Draft Operational Plan) Again missing road resealing in Wallerawang. It seem that Wang gets spray tar patch up

anything from the Draft Operational Plan?	jobs on it's Streets while Lithgow get not only hot mix on there Streets but back lanes as well. (Ivatt Street back Lane Lithgow recently was hot mix sealed, you nearly need a 4 wheel drive in Lidsdale Street back lane)
---	---

IP Address	121.218.188.46
------------	----------------

User-Agent (Browser/OS)	Google Chrome 66.0.3359.139 / Windows
--------------------------	---------------------------------------

Referrer	http://www.haveyoursay.lithgow.com/have-your-say-draft-operational-plan/
----------	---

This email has been scanned by the Symantec Email Security.cloud service.
For more information please visit <http://www.symanteccloud.com>

From: Lithgow City Council
Sent: Mon, 14 May 2018 08:22:14 +1000
To: Technology One Connect
Subject: FW: Draft Operational Plan Submission IPR-17-21

#ECMBODY

[REDACTED] | Records Officer
Records | [Lithgow City Council](#)
Phone: (02) 6354 9999 | Fax: (02) 6351 4259

From: **[REDACTED]**
Sent: Friday, 11 May 2018 5:13 PM
To: Lithgow City Council
Subject: Draft Operational Plan Submission IPR-17-21

Name

Postal
Address

Email
address

What have we got right in the Draft Operational Plan?	The reference to “living within council’s means” - now put it into practice rather than aiming to increase those means. My wages don’t increase to suit my spending habits, I must alter my spending habits to suit my income.
---	--

What is in the Draft Operational Plan, but we haven't got quite right?	<p>Given the number of employees compared to population (Council figures supplied) it appears that council is employing at least 8 people more than is viable, when referring constantly to Council “living within its means”. The median wage according to figures supplied by council breaks down to \$92,000. No doubt council employees will have no problems budgeting a SRV in their households. Additionally, there is the added cost of numerous consultants.</p> <p>Cost cutting is not considered. Reliance on rate increases is always the answer and too easily relied upon. Better use of Council employees rather than contractors and consultants is necessary. Pandying to the requests of a meagre percentage of the population is unfair to the majority. I will benefit from improvements in roads, sewerage, water and the like, NOT theatre group dressing rooms, subsidising Lithgow Golf Club,</p>
--	---

	Halloween (which I don't believe is economically beneficial to the community as a whole). I don't use the swimming pool, nor does the majority of ratepayers - and it is not "User pays"
Have we missed anything from the Draft Operational Plan?	<p>You've missed making it possible for all members of the community to voice their concerns regarding a SVR. The majority of people would find it frustrating, inconvenient, time consuming and incomprehensible to complete this "have your say" process. I am not an unintelligent individual and even I have found it extremely trying. No doubt Council would choose to interpret any lack of response to it's future plans as a vote of approval, this would explain the ridiculous process chosen for anyone to voice their disapproval.</p> <p>You've also missed considering the situations of the majority of your community members and they're ability to absorb this increase, and so many other increases in costs that barely enable a very basic living standard.</p> <p>You've missed reference to the cost to our community of the termination of our previous general manager, before consulting ANYONE as to the pitfalls.</p> <p>You've missed transparency as to those members of the community that are being surveyed regarding Draft Plans</p>
IP Address	59.101.64.209
User-Agent (Browser/OS)	Apple Safari 11.0 / OS X
Referrer	http://www.haveyoursay.lithgow.com/have-your-say-draft-operational-plan/

This email has been scanned by the Symantec Email Security.cloud service.
For more information please visit <http://www.symanteccloud.com>

From: Lithgow City Council
Sent: Tue, 15 May 2018 08:12:37 +1000
To: Technology One Connect
Subject: FW: Draft Operational Plan Submission IPR-17-21

#ECMBODY

[REDACTED] | Senior Records Officer

Records | [Lithgow City Council](#)

Phone: (02) 6354 9999 | Fax: (02) 6351 4259

From: [REDACTED]
Sent: Monday, 14 May 2018 6:20 PM
To: Lithgow City Council
Subject: Draft Operational Plan Submission IPR-17-21

Name

[REDACTED]

Postal Address

[REDACTED]

Email address

[REDACTED]

What have we got right in the Draft Operational Plan? (Aspects of the Draft Operational Plan you agree with)

What is in the Draft Operational Plan, but we haven't got quite right? Please review Tobruk Stret Lithgow .The road is in urgent need of replacement .Multiple potholes that have been filled numerous times are now becoming dangerous.Holes look like a minefield and cars are at risk of damage.This has been reported to council reference numbe. CR03648/17. Photos attached.Please advise of outcome. Janice Morris

Have we missed anything from the Draft Operational Plan? Tobruk Street road

You can upload a document here	http://www.haveyoursay.lithgow.com/wp-content/uploads/formidable/6/image-1.jpeg
--------------------------------------	---

IP Address	115.70.65.121
------------	---------------

User-Agent (Browser/OS)	Apple Safari 601.1 / OS X
----------------------------	---------------------------

Referrer	http://www.haveyoursay.lithgow.com/have-your-say-draft-operational-plan/
----------	---

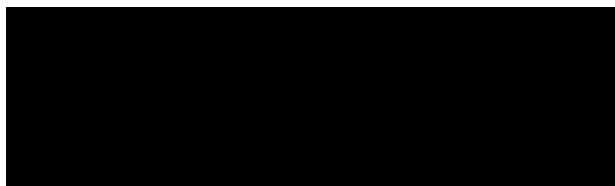
This email has been scanned by the Symantec Email Security.cloud service.
For more information please visit <http://www.symanteccloud.com>



iCollage

17th May, 2018

Lithgow City Council
Attn: General Manager
PO Box 19
LITHGOW, NSW, 2790



Reference Number: IPR17-21

Dear General Manager,

We are writing to you in regard to the state of the dirt part of Thompsons Creek Road, Pipers Flat. There are a number of reasons why this road is dangerous and unsafe for our family and the rest of the community. Some of the following issues are the:

- Corrugations in the road
- Deep water ruts
- Debris on the road which has made the road only suitable for one way traffic
- Huge amounts of dust created
- Numerous pot holes.

This road is a busy road, not just for the residents of the street. Thompsons Creek Road is often a popular route, used as a short cut to and from Bathurst. We have counted that there are about 25 households in the street. We think that this warrants the road being sealed. If this was a developer developing these blocks, council would require this road to be sealed.

Thompsons Creek Road adjoins the Falnash State Forest. Therefore, there is a greater risk of hitting wildlife. The dirt road creates an issue with safely slowing a vehicle down to avoid collision with animals.

The majority of houses are close to the road and residents put up with a lot of dust created by cars driving on the road.

We had a near miss with a ute coming down the hill from Bathurst direction last month. It was driving in the middle of the dirt road to avoid fallen trees, debris and deep water ruts. Its wheels locked up on the gravel when it saw us coming from the other direction. This could have quite easily been a fatal head on accident.

Due to the bad corrugations we have found cars are forced to the wrong side of the road. Maintenance of our cars is becoming expensive. The road causes excessive rattling and therefore presents wear and tear issues. When it is wet we are almost unable to drive on the dirt part of the road to Bathurst due to it being slippery and dangerous. Most of the dirt road has no material left and it is down to clay. Grading without any product to work with is useless.

To resolve these problems, we strongly suggest that Thompsons Creek Road is sealed with bitumen. This would eliminate the constant need to maintain the road. It only takes one lot of rain after grading to ruin the road again. This is a waste of time and money. The sealing of the road would ensure that the safety of our family and the community is maintained. The high likeliness of potential accidents that the road currently presents would be avoided. It would also reduce the risk of harm to wildlife.

We urge that you prioritise the sealing of Thompsons Creek Road in the next budget.

Should you wish to discuss this further, we would like to have a constructive conversation.

Kind regards,

A black rectangular redaction box covering the signature area.

From: Lithgow City Council
Sent: Tue, 22 May 2018 08:09:04 +1000
To: Technology One Connect
Subject: FW: Draft Operational Plan Submission IPR-17-21

#ECMBODY

[REDACTED] | Senior Records Officer

Records | [Lithgow City Council](#)

Phone: (02) 6354 9999 | Fax: (02) 6351 4259

From: [REDACTED]
Sent: Monday, 21 May 2018 7:58 PM
To: Lithgow City Council
Subject: Draft Operational Plan Submission IPR-17-21

Name

Postal Address

Email address

What have we got right in the Draft Operational Plan?	(Aspects of the Draft Operational Plan you agree with)
---	--

What is in the Draft Operational Plan, but we haven't got quite right?	(Aspects of the Draft Operational Plan you don't agree with, what is your alternate view?) A picnic shelter at Tarana, Maybe it could be useful to have a toilet to go with it.
--	---

Have we missed anything from the Draft Operational Plan?	(Any matters you think Council has not addressed in the Draft Operational Plan) The Hazelgrove road is so badly corrugated its shaking our cars apart. it needs some attention. The Mutton Falls Road has rough edges which make passing other vehicles hazardous, also trees encroaching on to the road side.
--	--

IP Address	101.174.67.236
User-Agent (Browser/OS)	Mozilla Firefox 60.0 / Windows
Referrer	http://www.haveyoursay.lithgow.com/have-your-say-draft-operational-plan/

This email has been scanned by the Symantec Email Security.cloud service.
For more information please visit <http://www.symanteccloud.com>

Hi,

I believe that the new proposed charges on page 79 of the draft fees and charges for 2018/19 for the commercial swim school to utilise learn to swim platforms and space to store equipment should not proceed for the following reasons

- The fee is not in line with any other organisations being required to pay for essential equipment or additional storage fees on top of the fees already charged for the hire of a facility.
- Lane hire is proposed to increase by more than 6% for the 2018/19 financial year.
- Learning to swim is something that council should be encouraging and not making the cost prohibitively expensive. In 2017, 291 people in Australia drowned, and 94 of those were in NSW
- The lane hire fee is being charged by one department and the proposed new fee is charged by a separate council department.

Regards,

Hi,

I would like to draw your attention to the council draft fees and charges for 2018/19. I have gone through the business papers for tonight's council meeting in agenda item 14 - 2, I have noticed a new charge that is proposed for the Aquatic Centre on page 79.

There is a new charge for commercial swim school operators or utilise platforms (which are used to be put in the water to allow small kids to stand safely in the water and have something to hold onto. We are also being charged to store our equipment, which my equipment consists of predominately 1 stripy storage bag and 1 plastic tub of flippers. The proposed new fee is \$150 per term which for my business would be \$600. Currently I hire a lane for approximately 5 hours per week total.

From the outset, each year in the draft fees and charges, council staff have been determined to increase the fees to a prohibitive level to prevent me from conducting my business. Each year with the exception of last, I have been required to go through this process to seek your support to have common sense reinstated.

Charging this fee is like charging the football club to use the oval and then having another department charge them another fee to use the goal posts and store their training gear.

The lane hire is already proposed to increase from 32/hr to \$34/hr a rise of more than 6%

Last year there 291 people in Australia drowned, and 94 of those were in NSW. Please don't be a council that support making swimming lessons prohibitively expensive for families

I am unable to attend tonight's council meeting, however my husband Peter will attend should you think it necessary.

I apologise the late notice in drawing your attention to this, as I have been on holidays and only read the papers last night.

Regards,

Lithgow City Council
PO Box 19
Lithgow 2790

Lithgow City Council
Scanned ☐

22 MAY 2018

Doc Set ID

GA Ref

Years

A submission concerning the 2018/19 Draft Schedule of Fees and Charges 2018/19
Reference no. IPR17-21

Please turn to page 70 for Library Fees, and find the second item beneath **"Internet/WIFI"**

"Computer/WIFI – subsequent hours"

I am writing to advocate a substantial reduction of the proposed \$5.00 per hour fee, or that a 50% reduction of this fee could be made available for particular patrons under Section 610E.
(See page 4, "Fee Waivers, Refunds and Reductions").

Circumstances:

I made a reluctant but necessary move to Lithgow from my old community of Glebe, Sydney last year. I had only recently been granted the Disability Support Pension and this together with the Rental Assistance now provides a secure income of \$520 per week. Rental payments and Utility Bills absorb around 60% of this income, placing me above the recognised "extreme" housing stress threshold of 50%. I do not currently possess a computer, telephone, smart phone, car or TV, and this is unlikely to change in the near future.

Computer Usage:

In Glebe, computer access was available primarily at Sydney University Libraries (borrower's card cost of \$80 per 6 months), otherwise at the St Phillip's Community Centre (by donation) or at a local convenience store (\$2 per hour).

During my residence, the Sydney City Library computer network was notoriously slow, and thus unsuitable.

Lithgow library computers now provide me essential communication with friends and family by email. I also have abiding interests in niche subjects (e.g. energy depletion, social resilience, global justice) that remain marginal within corporate media, but are readily accessible on-line. Occasionally, I have need to research and prepare a report or letter-of-support with an urgent deadline for submission. One recent example exacted almost \$50 in fees over two days here at Lithgow library.

Thus, I have been regularly using library computers for 2 hours per day, 4-5 days per week at a minimum cost of \$80 per month, and sometimes, substantially more.

There is some chance that I could use the Lithgow TAFE library computers in the future, but computer availability there is very erratic, and fluctuates daily as enrolled students come and go.

Fee/fee structure comparisons:

Katoomba public library currently provides 1.5 hours free to members.
Subsequent hours are charged at \$1.00 per ½ hour.

Sydney City libraries provide 3 hours free to members.
Subsequent hours are charged at \$3.70 per ½ hour.

I trust this matter will be taken into consideration.

Best regards,



Lithgow WWI Commemorative Plaque Project Inc.

Please address all correspondence to the Hon. Secretary, Ian Burrett JP
at 'Tidy House' [REDACTED] Avenue, Portland NSW 2847
Phone, Fax & Answering Machine [REDACTED]
Email: [REDACTED]

28 May 2018

Mr Graeme Faulkner
General Manager
Lithgow City Council
180 Mort Street
LITHGOW NSW 2790

Dear Mr Faulkner,

On 21 May 2018 I delivered a letter to Andrew Muir requesting that the following motion be put to the next possible Ordinary Meeting of Council: **THAT** Council support the Lithgow WWI Commemorative Plaque Project.

Council management had previously stated that they supported the project in principle **subject to** the support of the Lithgow RSL Sub Branch **and** full cost estimates being provided and full funding sources identified.

Attached to the letter to Mr Muir was a copy of a letter received from the sub Branch, dated 17 May 2018, supporting the project. Costings and funding sources have previously been supplied to you. Andrew Gee and the Calare electorate have endorsed \$6,000 for the project. An application for this \$6,000 has been submitted to the Department of Veterans' Affairs. This should be a rubber stamping process. The quote for the plaque is \$4,945.60.

Also delivered to Mr Muir was a box containing nearly **500 pages** of the research which detailed our research sources and considerations. Mr Muir handed the box to Matthew Johnson who contacted me on 22 May 2018 requesting that I **email** you this letter detailing a brief summary of the research conducted and supplying the names of people to go on the plaque.

Over **1500** hours of research uncovered the names of **762** people where it was **proved** that they were born in the Lithgow **township** area and/or had lived and worked in Lithgow at some time **prior to** enlistment. **72** of these died during their service and are **not** named on the existing Cenotaph in Queen Elizabeth Park. Only **5** of these served in the Navy and only **4** were women. The Air Force was not established until 1921.

It was decided that the proposed plaque should only relate to people with a Lithgow **township** connection. This was because it was felt right that other townships within Council boundaries should be given the opportunity to update their own memorials if they chose to do so.

Research Conducted

Memorials exist at Lowther, Meadow Flat, Portland, Tarana & Wallerawang whilst Honour Boards exist in halls at Capertee and Cullen Bullen. Because they are located close to Council boundaries, and for cross referencing purposes, we also researched memorials at Sunny Corner and Mt Victoria.

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

**MAJOR
SPONSORS**

NSW
Government

Lithgow City
Council

SPONSORS

Family First
Credit Union

Portland RSL
Sub-Branch.

Higgins
Lawyers

Higgins
Lawyers

Lithgow Com-
Bined Probus
Club Inc.

McAuley
Accountancy

As at 1.9.16

Thankyou.

**FURTHER
SPONSORS
MOST
WELCOME**

2.

Our first step was to identify memorial areas which included getting the names of townships surrounding the townships mentioned above e.g. Lowther includes Hampton.

The next stage was to visit and record the names appearing on district memorials and Honour Boards. Unlike the Lithgow Cenotaph all of these included the names of people who also **returned** from WWI. For cross referencing purposes we also recorded names appearing on the Honour Board at the Small Arms Factory.

As well as the memorials our other research sources included the National Archives of Australia (**NAA**) service records and the book 'A Long March From Lithgow' (**LML**) by Helen Taylor and the Lithgow & District Family History Society Inc. (LDFHS).

NAA. By entering the name of a town a list of people who were born or enlisted in that town can be produced. **134** pages relating to the Lithgow township area and **60** pages relating to other district townships were produced. NAA records **do not** reveal the names of people who may have had a strong association with a town but were neither born or enlisted in that town. In a vast majority of cases the individual service records **do not** show where a person was living at the time they enlisted although their next-of-kin's (NOK) address is shown. The Australian War Memorial (AWM) Embarkation Rolls do show the address people nominated at the time of enlistment but many people showed the address of their NOK. 62 people who enlisted in Lithgow gave a Sydney address. Why would they come to Lithgow to enlist? Individual service records reveal service number, date of enlistment, date of return to Australia, date of discharge, rank, whether killed or wounded, illnesses, awards received, unit(s) served with etc.

LML. This excellent book summarises the service records of about 1300 Lithgow district people. A major reference source they used was the Lithgow Mercury newspapers of the period. They also checked employment records and honour boards appearing in schools & churches etc. Their years of research revealed **387** people who had a district association who were **not** identified in NAA printouts.

Armed with the above information our research was then divided into **4 PARTS**.

PART 1 – AREAS OTHER THAN THE LITHGOW MEMORIAL AREA (61 pages).

The following summaries the number of people appearing on various memorials or Honour Boards. The figure in brackets shows the number of people our research revealed who do **not** appear on the existing memorials or honour boards. CAPERTEE 56 (18), CULLEN BULLEN 39 (14), LOWTHER 20 (5), MEADOW FLAT 16 (4), MT VICTORIA 80 (32), PORTLAND 165 (92), RYDAL 23 (35), SUNNY CORNER 35 (52), TARANA 25 (26) and WALLERAWANG 73 (70). Of the **532** listed **84** died during their service. We identified **397** who served in WWI who are **not shown** on existing memorials or Honour Boards.

We are more than happy to assist the above communities to update their memorials or honour boards if they request our assistance. Portland will have an updated plaque added on 11 November this year (19 of these 92 died during their service).

PART 2 – LITHGOW TOWNSHIP AREA – IN LML (99 pages). LML is a great historical record. Whilst it is justified that the people mentioned be named in LML many would not qualify to go on the proposed Lithgow memorial. A number of people were deleted for the following reasons:

- a. Name already on existing Lithgow Cenotaph.
- b. People who did not serve overseas. In most cases they were discharged not long after enlistment for medical and disciplinary reasons.
- c. People from other Lithgow district townships. Such people included in PART 1.
- d. People from townships not within Lithgow City Council boundaries.

3.

PART 2 of the research was divided into **6 Sections**, namely:

- Section 1.** 106 people already named on existing Cenotaph.
- Section 2.** 153 people born in the Lithgow township area.
- Section 3.** 38 people born **and** enlisted in the Lithgow township area.
- Section 4.** 259 people who enlisted in Lithgow.
- Section 5.** 378 people not shown on NAA born & enlisted lists.
- Section 6.** 149 people whose name only appears near the rear of LML.

PART 3 - LITHGOW TOWNSHIP AREA – IN NAA BUT NOT IN LML (56 pages).

PART 3 was divided into **2 Sections**, namely:

- Section 1.** 233 people **BORN** in the Lithgow township area.
- Section 2.** 852 people who **ENLISTED** in Lithgow. Of these 254 already mentioned in LML leaving 598 to be researched. We were **not** able to prove that these people were living in Lithgow at the time of enlistment so they are **not** included on the proposed plaque.

PART 4 – NAMES TO GO ON PROPOSED WWI PLAQUE.

This section combines the names uncovered in PARTS 2 & 3. At the rear of this letter we name each of the 762 to go on the plaque. For each person we show their full name, service number, rank, whether died during service, any award received and from which PART of the research their name was recorded e.g. 2 (5) refers to PART 2 Section 5.

People who moved to Lithgow AFTER the war.

A number of people moved to Lithgow **after** the war. They made Lithgow their **home town**, raised a family and contributed to the development of Lithgow. Because it was our intention that as many Lithgowites be able to personally associate with the plaque we felt that such people should be included. We identified 5 people who met this criteria and we were researching a further 29 people.

The support received from the Lithgow City RSL sub-Branch was conditional upon people who moved to Lithgow **after** the war **not** being included. **We have complied with this stipulation** and deleted such people from names to go on the plaque.

Design & layout of plaque.

The initial proof we received from the supplier showed an 1100mm x 1300mm plaque which would fit on one of the blank 1255mm x 1680mm walls in the existing memorial area in Queen Elizabeth Park. The plaque includes headings with the names being shown on 9 columns. **It is simply not possible to show the layout of the proposed plaque in this letter format.** However, I have prepared a draft (which I will deliver to you) which can be handed to Councillors, Council staff etc. at the Ordinary meeting.

The proposed heading for the plaque is as follows:

THE LITHGOW COMMUNITY HONOURS THE FOLLOWING PEOPLE
(Navy logo) (Army logo)
WHO DIED DURING AND RETURNED FROM WORLD WAR ONE.

This plaque unveiled on the Centenary of Armistice Day – 11th November, 2018.

Apart from the names other suggested wording on the plaque is:

+ Died During Service. Please note that instead of the plus sign (+) a cross will be shown. Died includes people killed in action and people who died because of accident and illness (including gassed).

4.

On top of the first two columns the following award abbreviations are shown (*as a matter of interest I have shown the number awarded – not shown on plaque*):

VC	VICTORIA CROSS	(1)	
DSO	DISTINGUISHED SERVICE ORDER	(1)	
MC	MILITARY CROSS	(1)	
DCM	DISTINGUISHED CONDUCT MEDAL	(4)	
MM	MILITARY MEDAL	(20)	
MSM	MERITORIOUS SERVICE MEDAL	(1)	
MID	MENTIONED IN DESPACHES	(11)	
CdeG(F)	CROIX de GUERRE (FRANCE)	(1)	
MM(F)	MEDAILLE MILITAIRE (FRANCE)	(1)	(TOTAL 41)

The abbreviation shown after a person's name where applicable.

At the bottom of the 9th column the following words are shown:

Information on people named on this memorial can be obtained from the Lithgow Library, the Lithgow City RSL Sub-Branch or the Lithgow & District Family History Society Inc.

The purpose for including the above words is to enable descendants, researchers and others to identify people shown on the plaque e.g. BROWN, K.L. He appears in PART 2 Section 2 of the research (Born Lithgow). Kenneth Laurence BROWN. A Gunner. Service No. 39360. Living with parents at 'Methven' Bowenfels when he enlisted in Sydney.

The four women who appear on the plaque (Isabel HENDERSON, Charlotte HYDE, Matilda NORRIS & Mabel WISEMAN) have been identified by showing their first Christian name whilst initials only are shown for the men.

You may note that it has **not** been suggested that the Lithgow WWI Commemorative Plaque Project Inc. committee or my name appear on the plaque.

Michael Cuthbert at the sub-Branch has indicated that he is happy with the plaque layout. **Please note that the supplier has lot of orders for Armistice Day and have informed us that they need to have our draft by the end of next June at the latest.** The quoted price is valid until the 30th June. Council is welcome to make comment on the layout. However any changes **must** be determined at least a week before the 30th June or the draft layout will be submitted as is.

We look forward to Council formalising their support. Please do not hesitate to contact me if you require further information.

Kind regards,

Ian Burrett
Hon Secretary

P.S. Attached as **ANNEX 'A'** details of some people to go on the plaque.

SOME OF OUR LITHGOW HEROES WHO REMAIN FORGOTTEN

Every one of the 762 people identified deserve to be named on the proposed Lithgow Memorial. Some glaring omissions are:

HAMILTON, John Patrick. VICTORIA CROSS. He was born in Orange but spent most of his life in Lithgow (where his Father was a butcher) prior to enlisting. On 21st April this year Orange unveiled a \$96,000 statue to honour Hamilton. I was the keynote speaker at this service as my Father was Hamilton's platoon commander, in the same trench, when Hamilton won his V.C. at Lone Pine on 8 Aug 1915. **Lithgow had more claim to Hamilton as being one of their own.**

IRELAND, Edmund George. Known as George he was the son of John E. IRELAND, **a former Mayor of Lithgow.** He was born in Lithgow and was living in Ashfield, Sydney when he enlisted 21 Aug 1914 at Randwick. **KIA 29 Apr 1915 aged 20.** A Lithgow Mercury article of 25 Jun 1915 about George was headed 'Lithgow Native Missing'.

COOK, George Sydney. M.I.D. Known as Syd he enlisted at Randwick on 22 Aug 1914. He was born 8 Mar 1886 in England and his family settled in Lithgow in 1887. His Father, Joseph, **became Prime Minister of Australia in May 1913.** The family moved to Marrickville in Sydney in 1901 with Syd having lived in Lithgow for 14 years. He was a Major.

Other omissions include:

The SYME brothers. John was born near Maclean, NSW 1892. **Peter** was born Maclean 1893 and **Duncan** was born Helensburgh NSW 1896. When their Father died in 1908 the brothers came to live with their Aunt, Isabella BRAND, at Oakey Park, Lithgow. **The three brothers were all KIA.** John was a member of the Lithgow District Volunteers. Peter had attended Lithgow District School and was a member of the Lithgow District Cadets. Duncan did a 5 ½ year apprenticeship with the **Lithgow Mercury.** Duncan is named on the Lithgow Cenotaph whilst John and Peter are not. **Why?**

GLOVER, Harold Arthur. Born Newcastle 1885 he was living in Lithgow when he enlisted 11 Nov 1915 at Casula, NSW. Serving with the 20th Battalion on 4 Aug 1916 he was shell shocked and buried unconscious for some hours. He suffered with headaches, variable sleep, bad dreams, marked tremors, fainting attacks, bad palpitations, sharp cardiac pain, flushed face and general nervous excitability. He returned to Australia 15 May 1917 and was discharged as being permanently unfit for military service on 9 Jun 1917.

HALLAM, Arthur Robert. Born Pyrmont, Sydney in 1882 he was living with his wife, Sarah, at Hassans Walls Road, Lithgow when he enlisted on 16 Aug 1915 at Holsworthy, Sydney. Serving with the 3rd Field Artillery Brigade he was wounded in action on 8 Aug 1918. He suffered severe multiple gunshot wounds to the chest and face and had his left arm amputated. In hospitals in England prior to his return to Australia on 14 Mar 1919.

JONES, Ernest Hector. Born Lithgow 1884 his address when he enlisted in Lithgow 5 May 1917 was Bowenfels Road, Bowenfels. Serving with the 34th Battalion on 28 May 1918 he was wounded in action. A medical report states 'A penetrating gunshot wound to the right knee. The lower half of the patella blown away. Wound was washed out and sewn up. Movements of knee joint now very limited.' After stays in hospital he returned to Australia 6 Jan 1919.

These are just a few samples I picked at random. What was the quality of life of these men, and their families, like after they returned? **Should they remain forgotten?**

..... **OOO**

NAMES TO GO ON PROPOSED LITHGOW MEMORIAL

21.

NAMES TO GO ON PROPOSED LITHGOW MEMORIAL (693) (+ 4 NAVY (Page 19) = 696) (3 WOMEN included)

WITH 66 FROM HARTLEY ADDED (1 NAVY 1 WOMAN 11 KIA) 696 + 66 = 762 (72 DIED)

NAME	NUMBER	RANK	AWARDS (37)	OTHER MEMS.	FROM
ABIGAIL Thomas Gerard	19036	GUNNER	MIL. MEDAL		3 (2)
ADAMS Frederick John	4745	CPL			3 (1)
ALBON George William (KIA)	2052	PTE			3 (1)
ALLAN Alexander	2356	SAPPER			2 (5)
ALLAN Henry	2331	PTE			2 (2)
ALLAN James Austin	3550	SAPPER			3 (1)
ALLAN John (KIA)	2518	PTE			3 (1)
AMBROSE Alfred Joseph	550	R.Q.M.SGT			2 (2)
ANTHES Frederick Neil	4974	PTE			2 (4)
ARBUCKLE Archibald (KIA)	704	PTE			3 (1)
ARKINSTALL Roy William (KIA)	2185	PTE			2 (2)
ARMOUR George	4972	CPL			2 (4)
ASH Ben	6518	PTE			2 (5)
ASHMORE Joseph	2856	PTE			2 (5)
ATKINSON Frederick	593A	PTE			2 (2)
ATKINSON William (KIA)	93A	SGT	DIS.CONDUCT MEDAL		2 (2)
ATTWOOD Percy	4973	PTE			2 (4)
AUSBURN William John	20724	SAPPER			2 (4)
AWCOCK Ernest	4979	PTE			2 (4)
BAGGS Charles John Stevenson	6723	PTE			2 (2)
BAILEY Mark	5295	PTE			2 (4)
BAIN Hugh	7738	DRIVER			3 (1)
BAKER Alfred Walter	895	PTE			2 (5)
BAKER Charles William (KIA)	1618	PTE			2 (4)
BAKER Harold Raymond	50837	PTE			2 (3)
BAKER James Aaron (KIA)	555	PTE			2 (5)
BAKER Joe Fonser	3759	PTE	MIL.MEDAL		2 (4)
BAKER Norman Stanley	2129	PTE			2 (4)
BAKER Percy William	3032	SAPPER			2 (2)
BANKS Peter (KIA)	6221	PTE			3 (1)
BARHAM Roy Brickwood	2376	PTE			2 (5)
BARHAM Sidney James	50382	TROOPER			2 (4)
BARHAM William Howard	3774	PTE			2 (4)
BARLOW Joseph Reginald	6799	PTE			3 (1)
BARNES Alfred John	3761	L/CPL			3 (2)

NAMES TO GO ON PROPOSED LITHGOW MEMORIAL (Continued)

22.

BARNES Edward	4358	SGT	MIL.MEDAL	2 (2)
BARRETT George Alan	1426	SGT		2 (5)
BARWELL James	6520	PTE		2 (5)
BASHFORTH George Thorpe (KIA)	1789	PTE		3 (1)
BASSER Maurice	5979	LIEUT		2 (5)
BAXTER George William	3013	PTE		2 (2)
BAXTER Stanley Roy	2867	PTE		2 (2)
BAYLISS Kenneth Herbert	1131	PTE		2 (2)
BAYLISS Leslie	1132	PTE		2 (2)
BEATTIE Ernest Frederick	2292	PTE		2 (5)
BEATTIE James Emanuel	591	PTE		2 (5)
BEEDLE John Charles	6777	SAPPER		2 (5)
BELJON Llewellyn	17	2/SGT		2 (2)
BELJON Robin Ernest	30907	GUNNER		2 (2)
BELL Laurence	4000	PTE		2 (5)
BELLCHAMBERS Adrian Henry	3270	PTE		2 (4)
BERRY Harold	451	SGT		2 (5)
BESLEY Stanley George	66091	PTE		2 (4)
BIRRELL Thomas Melville	3607	PTE		3 (1)
BLACKLEY Robert Hamilton	3646	A/SGT		HART
BLAKE Ernest Ferdinand	489	PTE		2 (5)
BLAKE Leslie Robert	4980	PTE		2 (4)
BLAND Charles Bulteel	1878	PTE		2 (5)
BLYTH William (KIA)	6385	PTE		2 (5)
BOHLSSEN Christian Herbert Gerald	59288	PTE		2 (5)
BOON Arthur Daniel Roy	2858	PTE		2 (5)
BOON Eric David John	4981	A/CPL		2 (4)
BOUDET Henry Charles	2370	PTE		2 (4)
BOURKE Charles (KIA)	699	CPL		2 (5)
BOURKE Joseph James	5342	PTE		HART
BOWDEN Robert John	4352	LIEUT	Meritorious Service Medal	HART
BOYD George Herbert	7895	PTE	AMV	HART
BRACEY Eric Oswald	33852	GUNNER		2 (2)
BRADDOCK Victor Roy	49	PTE		2 (5)
BRADDOCK Walter Ernest	4989	PTE		2 (4)
BRADY Herbert George	94	SNR.Q.M.SGT		2 (2)
BRALEY Harold Benjamin Colin	499	PTE		2 (5)
BRETTEL Albert Ernest Victor	1886	PTE	AMV	2 (4)
BRIGGS Horace	11039	DRIVER		3 (1)
BROAD Frederick Henry	1617	PTE		2 (4)
BROCKBANK James	1525	PTE	H	2 (5)

NAMES TO GO ON PROPOSED LITHGOW MEMORIAL (Continued)

23.

BROCKBANK Joseph Henry	2153	SAPPER		2 (5)
BROOKS Reginald Charles Arthur	2347	PTE		2 (3)
BROWN Edward	53912	PTE		2 (4)
BROWN Edward McCarter	3307A	PTE		2 (5)
BROWN George Hartley	7691	T/SGT	AMV	HART
BROWN George Vivian	2764	L/CPL		HART
BROWN Horace Parker (KIA)	589	CAPT	M.I.D.	2 (2)
BROWN Howard Kemish	1672	PTE		2 (2)
BROWN James Samuel	3765	SAPPER	MIL.MEDAL	2 (4)
BROWN Kenneth Laurence	39360	GUNNER		2 (2)
BROWN Louis Nivin	2616	PTE		2 (5)
BRYANT George	2481A	PTE		3 (1)
BRYANT William Henry	51220	PTE		2 (4)
BRYER Bertie Henry	631	PTE		2 (3)
BRYER Norman Harold Albert	5307	PTE		2 (3)
BUCHOLTZ Ferdinand Anthony	3470	PTE		2 (4)
BUCK George Francis	7450	PTE		2 (4)
BULLEN Kenneth	118	TROOPER		3 (1)
BURNS Edward	3469	TROOPER		3 (1)
BURRETT Athol Frederick	568	MAJOR	D.S.O. & M.I.D.	2 (5)
BUTTERWORTH Samuel	2624	PTE		3 (1)
BYE Charles Edmund	1174	PTE		2 (5)
CAMBRIDGE Charlie	5	SGT	AMV	HART
CAMBRIDGE Colin	9289	PTE	AMV	HART
CAMERON Finlay (KIA)	3723	PTE	SC	2 (5)
CAMERON Lachlan Duncan	690	PTE		2 (2)
CAMERON Peter Alfred	3794	PTE		2 (5)
CAMPBELL Alexander Loftus	2983	PTE		2 (5)
CAMPBELL Robert	4746	PTE		2 (5)
CAMPBELL Robert Neil	3253	PTE		2 (5)
CANAVAN Herbert Victor	14432	SGT		2 (4)
CARROLL Phillip Joseph	335 & 3414	CPL		2 (5)
CASSELS Francis	7226	PTE		3 (1)
CASSEY Charles	2979	CPL		HART
CASSEY Peter	2980	PTE		HART
CHAMBERLAIN Francis Ezra	407	PTE		2 (5)
CHAMBERLAIN Ralph James	14 & 59844	PTE		2 (5)
CHANDLER Henry Augustus	4385	PTE	MIL.MEDAL & BAR	3 (1)
CHAPMAN William	5714	PTE		2 (4)
CHEATER Alfred Conrad	59296	GUNNER		2 (4)
CHEATER Frank	207	STAFF Q.M.SGT	Medaille Militaire France	2 (5)

NAMES TO GO ON PROPOSED LITHGOW MEMORIAL (Continued)**24.**

CHENHALL Elizah Michael Race	4167	PTE		2 (5)
CHRISTENSEN Lars Peter	510	PTE		2 (5)
CHUDLEIGH John William	2134	PTE		2 (5)
CHUDLEIGH Stanley Joe	27293	DRIVER		2 (2)
CLANCY Francis Gregory	5556	PTE	MIL. MEDAL	2 (5)
CLARK James Pringle	2458	CPL		HART
CLARKE Francis George	10245	GUNNER		2 (5)
CLARKE Patrick Alexander	771	PTE		2 (4)
CLARKE Spencer Frederick (LOVE William)	470	TROOPER		3 (1)
CLIFF Victor A.G.	73	SAPPER		3 (1)
CLIMPSON Leonard	6713	CPL	MIL. MEDAL	2 (5)
COATES Ernest	4289	L/CPL		3 (1)
COATES Herbert Henry	3761	CPL		3 (1)
COLLINS Arthur Ernest	2010	DRIVER		HART
COLLINS Cecil Joseph	932,4748 & 66332	PTE		2 (3)
COMMENS Christopher Addie	637	DRIVER		HART
COMMENS Harold Russell	5551	SGT	MIL. MEDAL	HART
CONDON John Campbell	1379	PTE		2 (4)
CONRAN James Leonard	3028	PTE		2 (5)
CONRAN Thomas Augustus	3029	PTE		2 (5)
CONWAY James	2392	DRIVER		2 (5)
COOK Edward Joseph Thomas	2154	PTE		2 (5)
COOK George Sydney	-	MAJOR	M.I.D.	2 (5)
COOK John Robert Wilson	67838	PTE	H	2 (4)
COOK John William	4780	ER2 CPL		2 (4)
COOMB Frank	2766	2 ND CPL		2 (2)
COOPER Lester Clifford	2881	PTE		2 (5)
COPPING Benjamin James	728	PTE		2 (5)
CONNOR Charles Stewart	1035	PTE		3 (1)
COOTE Wilfred Arthur	19038	PTE		3 (1)
CORDEROY Arthur Gordon	396	SGT		HART
CORDEROY Douglas Keith	4763	PTE		2 (5)
CORMACK John Ernest	1529	PTE		2 (2)
CORMACK Lyle	4684	PTE		2 (5)
CORNEY Henry David	147	PTE		3 (1)
CORNISH George Thomas	1089	TROOPER		3 (1)
COSTELLO Alfred Joel Thomas	1681	PTE		3 (1)
COSTELLO Daniel Gill	349	PTE		HART
COSTELLO Frank	4380	PTE		2 (2)
COSTELLO Harold William	3997	PTE		3 (1)
COSTELLO Henry Clarence	3700	PTE		2 (2)

NAMES TO GO ON PROPOSED LITHGOW MEMORIAL (Continued)

25.

COULCHER Aubrey Silver	39409	GUNNER		3 (1)
COULCHER Harold Horatio Ernest	7077	GUNNER		3 (1)
COWAN William	348	PTE		3 (1)
COX Arthur John	85	REGT.SGT.MAJ.	DIS. CONDUCT MEDAL	2 (5)
COX William Henry	1022	PTE		2 (4)
CRAWFORD David McCall	N31093	GUNNER		HART
CRAWFORD Harold McLean Grant	676	PTE		2 (2)
CRANE Richard	1174	PTE		2 (5)
CRANE William Henry	3799	PTE		2 (4)
CROCKER James Arnold	2874A	SGT		HART
CROWL Richard	4497	CPL		3 (1)
CROUSEN William John	400	DRIVER		HART
CURRAN Michael	1895	PTE		2 (4)
CURREY James Henry	5557	ARMS SGT		2 (5)
CURRIE John	4015	PTE		2 (4)
CURRIE Robert	2376	PTE		2 (4)
CURTIS Henry	4283	L/CPL		3 (1)
CUTHILL Alexander (KIA)	7581	PTE		2 (4)
DAVEY Richard Alfred Heath	54299	PTE		2 (4)
DAVIES David (KIA)	2894	PTE		2 (4)
DAVIES David	4764	PTE		2 (4)
DAVIS Roy George (or Colin & or Campbell)	720	TROOPER		3 (1)
DAVY Thomas William	31232	DRIVER		2 (5)
DAWES James Frederick (KIA)	1 & 2661	CPL		2 (5)
DAWSON Henry Constantine (KIA)	2720	PTE		2 (2)
DAWSON John Owen	19362	SAPPER		2 (2)
DAWSON William John	5337	PTE		2 (4)
DEAN Sylvester	5343	DRIVER		2 (4)
DELANEY Albert Nicholas	1716	PTE	H	2 (5)
DELANEY Howard Arthur	21438	SAPPER		2 (2)
DELANEY Sidney Herbert (KIA)	1638	PTE	T	2 (5)
DELANEY, William	1317	SGT	Croix de Guerre – France	2 (5)
DENHAM John Campbell	54081	PTE		2 (4)
DENNY Henry William Russell	4954	PTE		2 (4)
DETMERS Oscar Waldemar Frank (KIA)	5488	PTE		3 (1)
DICKSON Frederick	1668	TROOPER		3 (1)
DICKSON George Jacob	3009	PTE		3 (1)
DICKSON Walter	1019	PTE		3 (1)
DIGGINS Frederick Lyndsay	2883	PTE		3 (1)
DOCWRA Alfred Leopold James	614	PTE		2 (5)
DOIG Leslie John	3831	PTE		2 (3)

NAMES TO GO ON PROPOSED LITHGOW MEMORIAL (Continued)**26.**

DONALD George Patterson	20381	SAPPER		3 (1)
DONNELLY Thomas	2633	PTE	H	2 (4)
DOWDESWELL Charles William	3032A	PTE		3 (2)
DOWELL William Hugh	2569	SGT		2 (5)
DOWLING Clarence John (Born Clarence)	58552	GUNNER		2 (3)
DOWLING Fred	1388	TEMP.STAFF Q.M. SGT		2 (4)
DOWLING Percy Robert	58553	GUNNER		2 (3)
DREWETT Sydney Alfred (Sidney in ER)	6502	PTE		3 (1)
DUDLEY Frederick Moore	5005	CPL		2 (4)
DUFF Cecil Lewis	1704	PTE		2 (4)
DUFF John Lewis	1795	PTE		HART
DUKE Joseph Sinnott	297 & 1844	CO.Q.M.SGT		2 (5)
DUKES Cecil Mervyn	340	PTE		2 (5)
DUNCAN John	1708	PTE		HART
DUNCAN Leslie John	914	PTE		2 (2)
DUNCAN Sydney George	4605	PTE		2 (2)
DUNN Charles William	5564	PTE		2 (4)
DUNN Robert	409	PTE		2 (2)
DURKIN George Albert	1641	PTE		3 (1)
DWYER James Michael (Born Bell)	60202	PTE		3 (1)
DWYER Joseph Benedict (Born Clarence)	18452	GUNNER		3 (1)
EASTLEY William Oscar	2493	PTE		2 (5)
EATHER Gordon Cecil	2900	PTE		2 (2)
EATHER Percy Douglas	16967	SAPPER		HART
EATHER Stanley Robert	1871	PTE		2 (3)
EDENS Charles Frederick	2634	SAPPER		3 (1)
EDENS Francis Raymond	62	PTE		3 (1)
EDWARDS Henry Joseph	1926	PTE		3 (1)
EDWARDS Thomas William (KIA)	2187	PTE		2 (2)
EGAN Stewart Roy	11958	SGT		3 (1)
ELLIS Ernest	682 & 6541	PTE		2 (5)
ELLIS John Carr	2854	PTE		2 (2)
ELVIN Leonard Roy (KIA)	2828	SGT		2 (5)
ELVIN Richard Horatio	2827	CPL		2 (5)
EMERY Arthur (KIA)	782	PTE		3 (1)
EVANS Albert Edward	1644	PTE		2 (2)
EVANS Frederick William	433	SGT		2 (2)
EVANS John Thomas	2366	R.Q.M.SGT		2 (2)
EVANS Philip Manderson	53600	GUNNER		2 (2)
EVANS Walter Edward Leslie (KIA)	25592	GUNNER		2 (2)
EVANS William Abraham	14201	PTE		2 (2)

NAMES TO GO ON PROPOSED LITHGOW MEMORIAL (Continued)**27.**

EVERITT Walter Henry	19884	L/CPL		2 (2)
EVERITT Wolsley Henry	2559	PTE		3 (1)
FALKNER Lionel George Loftus	3043	PTE		3 (1)
FARRELL Thomas	1618	PTE		3 (1)
FARRIMOND Harold Leslie	1215	PTE	H	2 (5)
FARRIMOND Stanley Hibbert	3765	PTE	H	2 (5)
FELL John Walter	2894	DRIVER		HART
FELLOWES William Henry	68	CPL		3 (1)
FERNIE John Duff	3420	TROOPER		3 (1)
FIELD George	6014	PTE		HART
FIELD Sydney Arthur	2907A	CPL		2 (5)
FINLAY Roderick Thomas	3842	PTE		2 (4)
FITCHETT James.	2913	PTE		2 (5)
FITZGERALD William John	653	PTE		3 (1)
FLACK Frederick Herbert	968	CAPT		3 (1)
FLACK John William	2800	PTE		3 (1)
FLEMING Harry	2383	PTE		2 (2)
FLEMING Joseph Harold	54422	DRIVER		2 (3)
FORD Henry	539	PTE		2 (5)
FORD John	619	PTE		2 (5)
FORSYTH Edmond Liddell	7131	PTE		HART
FOSTER Herbert Harry	6740	L/CPL		2 (5)
FOSTER William	19238	SAPPER		2 (5)
FOWLER John James	27278	DRIVER		3 (1)
FOX Charles James	864	SAPPER	CB	2 (5)
FRANCIS William Charles	6928	PTE		2 (4)
FRAZER Edmund Francis	486 & 5020	PTE		2 (5)
FRAZER John Gladstone	5014	PTE		2 (4)
FRYER Thomas Edward (KIA)	3048	L/CPL		HART
GALE William Joseph Aubrey	6562	PTE		2 (2)
GALLAGHER James	3671	TROOPER		3 (2)
GARDINER Leslie James	3842	PTE		2 (5)
GARNETT Ernest James	5599	PTE		2 (4)
GARRATT Arthur Joseph	292	PTE		2 (2)
GARRATT John William	1671B & 86078	PTE		2 (3)
GARRATT Joseph Henry	1691	PTE		2 (4)
GEARY Edmund (KIA)	739	PTE		2 (5)
GEORGE Frank Edwin	3181	PTE		2 (5)
GEORGE Frederick Lance	3376	PTE		2 (5)
GIBSON John Russell	2931	PTE		3 (1)
GILL Carlton Lyle	6510	L/CPL		2 (5)

NAMES TO GO ON PROPOSED LITHGOW MEMORIAL (Continued)

28.

GILL Joseph	1207	PTE		2 (2)
GILL William	328	PTE		2 (2)
GILLIES Alexander Frederick	1879	DRIVER		2 (2)
GLEDHILL Harry Rainsford	3378	SGT	MIL.MEDAL	2 (2)
GLENDINNING Robert	781	SAPPER	MIL. MEDAL	2 (2)
GLEW William James	137	PTE		3 (1)
GLOVER Harold Arthur	4125	PTE		2 (5)
GODDEN Albert Edward	1661	L/CPL		2 (4)
GOODE George Norman (KIA)	329	SGT		2 (5)
GOONAN Patrick (KIA)	7561	PTE		2 (5)
GORDON Arthur Stanley	897	PTE		2 (5)
GOSS Timothy	1667	PTE		2 (2)
GOULD Arthur	5021	PTE		2 (4)
GRACE Reginald	1783	SGT		HART
GRACE Victor Charles	67866	PTE		2 (2)
GRACE William Herbert	5022	CPL		2 (3)
GRAHAM William	51108	PTE		2 (5)
GRANGER Arthur	2168	PTE		2 (5)
GREEN Edward Alfred	2915	PTE		2 (5)
GREEN Francis Theodore	6309	PTE		2 (5)
GRENFELL Percy Edward	1746	PTE		3 (1)
GRIFFITHS Reginald Charles Ernest	3516	PTE		3 (1)
GRIFFITHS William Frederick	1887	PTE		2 (4)
GRIFFITHS William Leslie	6425	PTE		2 (5)
GRIMSHAW William	718	GUNNER		3 (1)
GUEST Alfred Claude	702	PTE		2 (5)
HALL Ellis (Born Bell)	1311	TROOPER		3 (1)
HALL Henry Joseph	3031	PTE		2 (5)
HALL William (Born Bell)	4136	PTE		3 (1)
HALLAM Arthur Robert	1133	GUNNER		2 (5)
HAMILTON Alan John	1921	L/CPL		2 (4)
HAMILTON Irwin Creasy G.	1491	L/CPL BUGLAR		2 (5)
HAMILTON John James	58577	PTE		2 (3)
HAMILTON John Patrick	943	LIEUT	VICTORIA CROSS	2 (5)
HAMILTON William Harold	7488	PTE		2 (5)
HAMMELL Arthur Ernest	7744	PTE		2 (5)
HAMPSON Lightfoot Lamonby	4790	GUNNER		2 (5)
HANLEY John	2049	PTE		HART
HANMER David George	2413	PTE		2 (5)
HANNAN Stephen James	5027	PTE		2 (4)
HARDING Bertrand Andrew	1630	2 ND CPL		2 (4)

NAMES TO GO ON PROPOSED LITHGOW MEMORIAL (Continued)

29.

HARGREAVES Arthur	858	PTE		2 (5)
HARPER Clarence Oswald	7260	PTE		3 (1)
HARPER John Wilfred	3140	PTE		3 (1)
HARRIES Ernest Llewellyn	2863A	PTE		3 (1)
HARRIS Allan	1191	CPL		2 (2)
HARRISON John Charles	7838	SAPPER		2 (2)
HART Thomas Arthur	6312	PTE		2 (5)
HATTON Alfred Charles	1672	L/CPL		2 (4)
HAWKEN Francis North	100	A/SGT		3 (1)
HAYES Albert Martyn	2912	PTE		3 (1)
HEFFERNAN Sidney Arthur	297 & 2487	PTE	P	2 (5)
HEGARTY James	7747	PTE		2 (2)
HEGARTY Joseph	1932B	PTE		HART
HEGARTY William	2452	CPL		2 (2)
HEMSLEY Herbert Ross	3014	PTE		2 (5)
HENDERSON Charles William	3611	CPL		2 (5)
HENDERSON Isabel	1162	SISTER		2 (5)
HENDERSON John Watson	22202	SAPPER		2 (5)
HENDERSON William Robert	7754	PTE		2 (2)
HENDREN Albert Victor	4144	PTE		2 (4)
HENNESSY Darcy Harold	6569	PTE		2 (5)
HENNING William George	89	PTE		2 (2)
HEPPLE Thomas James	2911	PTE		3 (1)
HESLOP John	1606 & 38779	PTE		2 (5)
HEWITSON Edward Stacey	1956	SAPPER		3 (1)
HEWITSON George Arthur	3058	PTE		3 (1)
HEWITSON Joseph Ernest	617	PTE		3 (1)
HIELMAN Randolph	4138 & 18544	PTE		2 (5)
HILL Eric Percival	29286	2 nd Class CLERK		3 (1)
HILL Harry	136	SGT		2 (2)
HILL Harry (AKA WHITE George William)	583	PTE		3 (1)
HILTON John Kippax	1541	SGT		2 (5)
HINCKS Alexander (KIA)	797	PTE		HART
HOARE Archie Frederick Alfonsus	13257	DRIVER		2 (5)
HODDER Stephen	788	PTE		3 (1)
HODGE Francis Stephen (KIA)	2147	PTE		2 (2)
HODSON Charles	106	PTE		3 (1)
HODSON John	2927	PTE		2 (5)
HOGAN John Joseph	59745	GUNNER		2 (4)
HOGUE Alexander George	19893	SAPPER		3 (1)

NAMES TO GO ON PROPOSED LITHGOW MEMORIAL (Continued)

30.

HOMER George Vincent	2919	PTE		2 (5)
HONEY Geard Bernal	7743	PTE		2 (5)
HOPKINS Robert	1700	SGT		2 (3)
HOWARD Edward	6754	DRIVER		3 (1)
HOWARD James Colin	35524	GUNNER		2 (2)
HOY Harry	1134	PTE		2 (5)
HOY Herrick Oliver (or Herick)	1786	SGT		2 (2)
HOYLAND William James	792	PTE		3 (1)
HUBBARD William John	7477	PTE		2 (4)
HUGHES Joseph	1102	TROOPER		HART
HUMPHREYS Harrie	3324	LIEUT		HART
HURFORD George James (KIA)	6988	PTE		2 (5)
HURLAM Albert	2926	PTE		2 (5)
HUTCHISON Leslie Victor	6759	PTE	ACB	2 (5)
HUXTABLE James	1217	ACT.SGT.MAJ.		2 (5)
HYDE Charlotte Louisa	-	SISTER		3 (1)
IRELAND Edmund George (KIA)	529	PTE		2 (2)
ISLEY Eric Ernest	67190	PTE		2 (4)
JACK Alexander	2846	PTE		3 (1)
JAMES Leslie Simon	1399A	GUNNER		2 (2)
JAMES Phillip William	1138 & 9804	SGT	MIL. MEDAL	2 (5)
JAMES Robert Jamieson	5037	PTE	AR	2 (3)
JANES James Frederick	4609	PTE		2 (3)
JANES William Arthur	6767	PTE		2 (2)
JEFFERY Walter Othneil	7490	PTE		2 (5)
JEFFERYS Ernest Howard (KIA)	747	2 nd LIEUT		HART
JENKINS Arthur Stephen	59986	PTE		2 (4)
JENKINS Edward James	7145	L/CPL		2 (4)
JENKINS William James	5039	L/CPL		2 (4)
JEWELL Richard Greenwood (KIA)	23	PTE		2 (5)
JOHNSON Frank Murray	135	CAPT		3 (1)
JOHNSON John	59984	PTE		2 (4)
JOHNSON Laurence Leonard	53469	PTE		2 (4)
JONES Augustine James	2581	L/CPL	M.I.D.	3 (1)
JONES Daniel William	643	PTE	MV	2 (5)
JONES Ernest Hector	7493	PTE		2 (3)
JONES Frederick Stanley	370 & 2096	CO.SGT.MJR .	DIS. CONDUCT MEDAL	HART
JONES George Arthur (KIA)	450	PTE		2 (5)
JONES Horace Robert	3660	PTE		2 (4)
JONES Horace Roy	873	PTE		2 (5)
JONES Isaac	3361	PTE		2 (5)

NAMES TO GO ON PROPOSED LITHGOW MEMORIAL (Continued)

31.

JONES John Henry	6503	PTE			2 (2)
JONES Murray Ward	4458	PTE			3 (1)
JONES Robert	1386	PTE			2 (2)
JONES Ronald Arthur	3552	PTE			3 (1)
JONES Stanley Clifford	461	SGT			2 (2)
KEEGAN George Edward	2046	DRIVER			2 (2)
KELLY Herbert James	6343	T/CPL			3 (1)
KELLY Thomas Alexander	1700	PTE			2 (5)
KENNEDY Robert Montgomery	9169	PTE			HART
KENT James Harris	4001	PTE			2 (3)
KERSHAW James William	3358	SGT			2 (2)
KIRK Sydney William George	2438	PTE			3 (1)
KIRKLAND DR Hugh Edward (KIA)	-	CAPT	MIL. CROSS		2 (5)
KIRKWOOD Albert	1549	SGT	M.I.D.	H	2 (5)
KIRKWOOD John Leslie	950	SGT		H	2 (5)
KISSELL George Henry	2634	PTE			2 (5)
KLINE John Henry	21801	PTE			2 (4)
KNIGHT Leonard George	7513	CPL			2 (4)
LACEY George Albert	4540	PTE			3 (1)
LACEY Sidney Joseph Martin	2198	PTE			3 (1)
LAMB William Clifford Manning	1971	2 ND CPL			2 (2)
LAMB William Percy (KIA)	3670	PTE		H	2 (5)
LAMERTON Bertram James	2379	PTE			3 (1)
LANCASTER George	8430	PTE	MIL. MEDAL		3 (1)
LANSDELL George Harry	3409	PTE			3 (1)
LAVENDER Arthur	332	PTE			2 (5)
LAWSON Edward	5582	DRIVER			3 (1)
LAZENBY James Sydney	4902 & 6577	PTE			2 (4)
LEAHEY Charles Walter Leslie	472	DRIVER	MIL.MEDAL		2 (4)
LEE Lionel Gordon	33859	GUNNER			3 (1)
LEE Thomas Charles	123	PTE			3 (1)
LEGGETT Benjamin	5148	PTE			2 (5)
LEGGETT William Thomas (KIA)	2880	CPL			2 (5)
LESLIE William	6071	PTE			2 (4)
LEWIN John Lithgow	3870	PTE			3 (1)
LEWIS Claude Oliver	3889	PTE			2 (3)
LIGHTFOOT George	1176	PTE			3 (1)
LITTLE Eric Ralph	3584	SGT	D.C.MEDAL		2 (2)
LOCHENS William	269	SGT	MIL. MEDAL		3 (1)
LOMBARD John William	3524	PTE			HART
LOTHIAN Jack	14208	PTE			2 (5)

NAMES TO GO ON PROPOSED LITHGOW MEMORIAL (Continued)**32.**

LOTHIAN William Wilson	37889	GUNNER	2 (5)
LOVETT Bert	1682	PTE	HART
LOWNDES Mark	720	PTE	3 (1)
LOXHAM Frederick	3622	PTE	2 (5)
MADELL Edward Rupert (KIA)	-	2/LIEUT	2 (2)
MADELL Oswald Keith	-	LIEUT	2 (2)
MADELL Robert Wrangles	59774	PTE	2 (2)
MAJOR Tom	4192	PTE	2 (4)
MANTLE William	6125	PTE	2 (2)
MANTLE William John	1554	SGT	2 (2)
MANUELL George Edward	2851	PTE	HART
MARNEY Albert Edward	4473	PTE	2 (5)
MARSLAND Charles Wagstaff	1424	T/CPL	2 (2)
MARSLAND James Louis	52	PTE	2 (2)
MARTIN Ernest Frederick	467	DRIVER	3 (1)
MARTIN Thomas Edward (KIA)	269	PTE	HART
MARTYN Albert Keith	284	SGT	HART
MARTYN Leslie David	5364	PTE	2 (2)
MATHERS George	5380	PTE	2 (4)
MATTHEWS Frederick James	5062	PTE	2 (4)
MATTHEWS Thomas James	3869	PTE	2 (5)
MATTHEWS William John	3391	PTE	2 (5)
MAWSON Lancelot Ernest Adrian	52723	PTE	2 (3)
MAWSON Roy	3721	PTE	2 (4)
MAXWELL William Marley	1154	SGT	2 (5)
MAXSON Harry Paul	2441	SGT	2 (4)
MAYNE Arlun James	32915	GUNNER	3 (1)
MAYO Robert Frederick	6103	PTE	2 (2)
McAULEY James Clarence (KIA)	2969	PTE	2 (5)
McCLINTOCK Sidney Herbert	1946	PTE	3 (1)
McCOLGAN Thomas (KIA)	4484	PTE	2 (5)
McCUTCHEON John	4612	PTE	2 (5)
McDONALD Alexander	6412	PTE	2 (5)
McDONALD Donald Patrick	1783	L/CPL	2 (2)
McDONALD Valentine	2874	PTE	2 (2)
McDOUGALL Cecil Norman	2808	PTE	3 (1)
McGANN Herbert Patrick	7576	CO.SGT MAJ.	2 (2)
McGARRITY Robert	54544	PTE	2 (4)
McGEECHAN John	393 & 1272	L/SGT	H 2 (5)
McGILLIVAY John (MACGILLIVRAY?)	1430	PTE	2 (4)
McGUINNES Sidney Patrick	1164	PTE	2 (5)

NAMES TO GO ON PROPOSED LITHGOW MEMORIAL (Continued)

33.

McINNES Allan Edward	4614	PTE			3 (1)
McKENZIE Bertie Neil	1963	PTE			2 (2)
McKENZIE Herbert Alexander	2963	PTE			3 (1)
McKENZIE James Robert Leslie	2257	2 ND CPL			2 (2)
McKENZIE Sidney Edward	2928	PTE			2 (4)
McKEOWN William	2949	PTE			2 (5)
McKINNON Robert David	3157	PTE			2 (5)
McLAUCHLAN Edward Alfred	4253	PTE	MIL. MEDAL		HART
McLAUGHLAN Leslie John	60008	PTE			2 (4)
McLAUGHLIN Eric Frederick Leatham	3876	PTE			2 (2)
McLAUGHLIN Herbert Timothy	3127	GUNNER			2 (2)
McLEAN Andrew	3346	PTE			HART
McLEAN Andrew Beattie	2820	PTE			2 (5)
McLEOD James (KIA)	2582	2/LIEUT			2 (5)
MacPHEE Kenneth Milton (KIA)	1777	CPL			2 (5)
MEREDITH Amos Clement (KIA)	464	PTE			HART
MESSINGER Reginald	3426	TROOPER			2 (5)
MILLER Albert Edward	487	L/CPL			3 (2)
MILTON Stanley William	58880	PTE			2 (4)
MINGAY Oswald Francis	7087	CPL	M.I.D.		2 (5)
MINJOY Joseph Walter	2851	PTE			2 (5)
MOON Ernest Denniston	7204	GUNNER			3 (1)
MOORE Sidney Lawrence	3902	PTE			2 (3)
MORRIS John Robert Pendlebury	83	PTE			2 (2)
MORRIS Percy James (John)	10060	DRIVER			HART
MORRIS Robert Harold	12584	PTE			2 (2)
MORRIS Thomas Albert	5198	L/CPL			2 (2)
MORRIS Victor	R195	DRIVER			2 (5)
MORTON George	4209	PTE			2 (3)
MOYSTYN Alfred James	3081	L/CPL	MIL.MEDAL		2 (2)
MUIR Alexander Kethel	20588	SAPPER			3 (1)
MULDOON Harold Joseph	9	PTE			2 (2)
MULLINS Archibald John	50	PTE		P	2 (5)
MULLINS Joseph Allan	14270	SAPPER	M.I.D.	P	2 (5)
MULLINS William James	766	SGT		CB	2 (5)
MURKINS Oliver Henry	1793	PTE			2 (4)
MURPHY Lyle Patrick	15473	DRIVER			3 (1)
MURRAY John	6773	PTE			3 (1)
MURRAY Martin Bruce	2450	CPL			2 (5)
MURRAY Randolph William	631	DRIVER			2 (2)
MYLECHARANE William (KIA)	3153	PTE		H	2 (5)

NAMES TO GO ON PROPOSED LITHGOW MEMORIAL (Continued)

34.

NASH Robert Stanley	1842	PTE		2 (2)
NEAL George William	3433	CPL	MIL. MEDAL	3 (1)
NEWMAN Frederick Joseph	3189	CPL		3 (1)
NICHOLS William Henry Bede	13	PTE		3 (1)
NIXON Samuel	8157	SAPPER		2 (4)
NOAD William Henry	3762	PTE		2 (4)
NOBLE Clarence Kingsley	2940	PTE		2 (5)
NOONAN John Joseph	4255	PTE	C	2 (5)
NORRIS Matilda	-	SISTER		HART
NOTT Hubert Henry	15446	DRIVER		2 (5)
OATS Clifford Malcolm	32739	GUNNER		2 (5)
O'LOUGHLIN John	665	PTE		2 (5)
O'NEIL John James	3165	PTE		3 (1)
O'NEILL John	164	PTE		3 (1)
OSBORNE Alfred	5125	PTE		2 (4)
OSBORNE James Clwydd	4059	PTE		2 (2)
OWEN Hugh (KIA)	2199	PTE		2 (2)
OWEN William	3456	PTE		3 (1)
OWENS Leslie Richard	15347	SAPPER		2 (2)
PALMER Arthur	1783	DRIVER		2 (2)
PARKINS Alfred James	773 & 3492	PTE/TROOPER		2 (5)
PARRY Joseph William Henry	1429	GUNNER		2 (4)
PARSONS Christopher	263	SGT		HART
PATRICK Jacob	1711	PTE		2 (4)
PAUL Edward Thomas Sutcliffe Mort	6321	PTE		3 (1)
PEACHMAN William Edward (KIA)	1725 & 6125	PTE		HART
PERKINS James	4875	PTE		3 (1)
PERKINS Joseph (KIA)	6083 & 1352	PTE		3 (1)
PERRY Frederick William	1677	TROOPER		2 (5)
PHILLIPS Harold Albert	16091	PTE		3 (1)
PHILLIPS Harold Victor	2685	PTE		2 (2)
PHILPOT William	624	LIEUT		2 (5)
PIDDICK William James	1371	PTE		2 (5)
PIGGOTT David William	2996	SAPPER		2 (5)
PILKINGTON Stanley Howard (KIA)	1283	2 ND LIEUT		2 (5)
POLL Cecil William	2236	PTE		2 (2)
POMEROY Leslie John	2954	PTE		2 (5)
POWER Alfred James	1730	PTE		3 (1)
POWER Ernest Joseph	2659	PTE		3 (1)
POWER Walter	1104	PTE		2 (5)
PRESTON Herbert Hughes	2675	PTE		2 (5)

NAMES TO GO ON PROPOSED LITHGOW MEMORIAL (Continued)

35.

PRICE Benjamin William	2835	PTE		3 (1)
PRICE Philip Murray	5605	CPL	M.I.D.	3 (1)
PRICE Walter Stanley	1632	PTE		2 (5)
PUGSLEY William Roy (KIA)	1791	PTE		2 (2)
QUINN Henry John (KIA)	5397	PTE	AMV	HART
RAFFAN Alfred James	290A	CPL		2 (5)
RANDALL William Joseph	3367	PTE		2 (4)
RAY Albert Adams	3937	PTE		HART
RAYMOND Robert	18921	GUNNER		2 (2)
REDMAN Arthur (KIA)	18529	GUNNER	H	2 (5)
REILLY Thomas (KIA)	6307	PTE		2 (5)
RICHARDS Ernest John (KIA)	4279 or 4179	PTE		3 (1)
RICHARDSON Septimus	1721	PTE		2 (4)
RIDDLE George (KIA)	1373	PTE		2 (2)
RIDLEY Albert William	3309	DRIVER		2 (5)
RIDLEY Frank	1620	PTE		3 (1)
RISK Robert James	1917	DRIVER		2 (5)
ROBB Alan Chauncy	7748	LIEUT	M.I.D.	3 (1)
ROBERTS Josiah Henry	5100	PTE		2 (4)
ROBERTS Ralph	1217	L/CPL		2 (5)
ROBERTSON Alexander Hinchcliffe	2963	PTE		2 (5)
ROBERTSON William (KIA)	6816	PTE		HART
ROBY Charles Frederick (KIA)	545	SGT	MIL.MEDAL	3 (1)
RODHAM Thomas	2192	SGT		2 (2)
ROGERS Albert George	54	PTE		2 (5)
ROGERS William Leo	2467	PTE		2 (5)
ROPER Albert James	-	CAPT		2 (5)
ROSEWARNE Ernest Samuel	686	PTE		HART
ROSS Donald	1993	CPL		2 (5)
ROSS Duncan	6172	PTE		HART
ROWAN John Thomas	5083	PTE		2 (4)
ROWE Albert Edwin	677	LIEUT		2 (2)
ROWE Daniel	1412	TROOPER		2 (3)
ROWE Leonard	9959	SAPPER		2 (2)
RUMBLE Rupert Elliot	58629	CPL		2 (4)
RUSSELL Arthur (KIA)	4299	PTE		2 (5)
RUSSELL William (KIA)	4300	SGT		2 (5)
RYAN Edward James	672	2 ND CPL		2 (5)
RYAN Edward Patrick	7818	PTE		2 (5)
RYAN Frank Joseph	3213	PTE		2 (5)
RYAN John George	3733	DRIVER		2 (4)

NAMES TO GO ON PROPOSED LITHGOW MEMORIAL (Continued)**36.**

RYAN Richard Harold	2807A	PTE		2 (5)
RYDER Frederick Ewart	942	2 nd Class AIR.MECH		3 (1)
SAUNDERS William Thomas	515	L/CPL		3 (1)
SAVAGE Eric Cecil	12060	L/CPL		2 (2)
SAVAGE William	1923	L/CPL		2 (3)
SCHULSTAD Rudolph John	55	PTE		2 (5)
SCOTT Horace Roy	5782	SGT		3 (1)
SCOTT William	1430	PTE		2 (4)
SCOTT William Frederick Charles	1918	PTE		2 (5)
SEABROOK Raymond Theo	57349	PTE		2 (5)
SELMES Robert James Gordon	6095	PTE	W	2 (4)
SHANAHAN William Charles	5131	PTE		2 (4)
SHARP Ray Toupholme	1919	PTE		3 (1)
SHARPE George Augustine	7554	PTE		3 (1)
SHARROCK Henry William (KIA)	3662	GUNNER		2 (5)
SHEPPARD Edward Montgomery	4710	PTE		2 (4)
SHIPHARD George Gavin	903	PTE		2 (5)
SIMPSON Arthur Daniel	1230	CPL	AMV & ACB	HART
SIMPSON John Arthur	168	1 ST AIR MECH.		2 (4)
SIMPSON Sidney	539	PTE	AMV	2 (3)
SIMPSON Thomas	3179	PTE		3 (1)
SKEEN John (KIA)	2732	PTE		HART
SKEEN Percival James	5241	PTE		2 (5)
SLOANE Neil	285	PTE		3 (1)
SMITH Alfred	3233	PTE		HART
SMITH Arthur Charles Jeffray	39487	GUNNER		3 (1)
SMITH Bertie Lancelot	3253	T/SGT	AMV	HART
SMITH Cyril Clement	19353	CPL		2 (3)
SMITH Edward George	4886	PTE		3 (1)
SMITH James Charles	3615	TROOPER		2 (2)
SMITH John	263	SGT	MIL.MEDAL & BAR	3 (1)
SMITH Leslie James	54040	PTE		2 (4)
SMITH Percival Claude	6228	DRIVER		2 (3)
SOUTER Alexander	283	SAPPER		2 (5)
SPOONER John Stanley	7295	PTE		2 (2)
SQUIRES Gilbert	1741	PTE		2 (4)
STAFFORD Arthur Ruddick	796	L/CPL		2 (2)
STAFFORD Robert Bruce	5791	W.O.1		2 (2)
STAFFORD Stanley Owen (KIA)	789	PTE		2 (2)
STAIT Oscar Ernest	2986	PTE	AP	2 (5)
STANTON Joseph	2972	PTE		2 (5)

NAMES TO GO ON PROPOSED LITHGOW MEMORIAL (Continued)

37.

STEELE Herbert	6413	PTE		3 (1)
STEELE Herbert Basil	1996	PTE		2 (4)
STEPHENSON Anthony Edward	54044	DRIVER		2 (4)
STEWART William	397	PTE		3 (1)
STREAMER Horace Gerald	66525	PTE		2 (4)
STUBBS Robert Ernest	4539	PTE		HART
SUMMONS John Everett	1795	SGT		2 (2)
SUTHERLAND Robert Frederick	54513	PTE		2 (2)
SUTTON Thomas	12493	SGT		3 (1)
SYME John William (KIA)	279	PTE		2 (5)
SYME Peter McInnes (KIA)	2830	PTE		2 (5)
TAIT James Thickett	7142	PTE		2 (3)
TAYLOR William	16842	SAPPER		HART
TEAGUE Norman Oscar	1614	SGT		3 (1)
TEMPLETON James Mitchell	8159	SAPPER		2 (4)
THEW Leslie Livingstone	3954	GUNNER	AR	HART
THEW William Stanley	958	LIEUT		2 (2)
THOMAS Harold Skarratt	DOCTOR	CAPT		3 (1)
THOMAS Reginald Lindsay	1286	PTE		2 (2)
THOMPSON Arthur	2102	GUNNER		2 (4)
THORN Edward George	4922	PTE		2 (4)
THORNTON John William	6837	PTE		2 (5)
THROWER Hubert Bede	743	CPL	M.I.D.	2 (5)
THROWER William Ignatius (KIA)	999	PTE		2 (5)
TODD Timothy	54747	DRIVER		2 (4)
TOMLINSON John Henry Edwin	1830	PTE		2 (2)
TOMLINSON Stanley Bertie	3496	PTE		2 (2)
TONER Daniel	665	PTE		2 (5)
TORRENS William Alexander	2942	PTE		2 (5)
TOUGHER James Livingstone	6947	PTE		3 (1)
TREGLOWN Phillip Henry	3390	PTE		2 (5)
TREHARNE Morgan	4385	PTE		HART
TREHARNE William	5127	L/CPL	MIL. MEDAL	HART
TREVAN William James	6138	PTE		2 (5)
TRUSCOTT Henry	7541	PTE		3 (1)
TRUSCOTT James Henry	6128	L/CPL		3 (1)
TUNNEY Andrew	5407	PTE		2 (4)
TURBIT William	3134	PTE		2 (4)
TURLEY Benjamin Leslie Wilmot (KIA)	4924	PTE		HART
TURLEY Herbert George	2818	DRIVER		2 (2)
UPTON Errol Phineas Congreve	1234	LIEUT	M.I.D.	2 (5)

NAMES TO GO ON PROPOSED LITHGOW MEMORIAL (Continued)

38.

UPTON Thomas Charles Egbert	430	CPL	MIL. MEDAL & BAR	2 (5)
UPTON Vivian Clyde	7588	CPL		2 (5)
VENESS Frederick William Atkins	6944	SAPPER		2 (4)
VENTEMAN Francis George	6138	PTE		3 (1)
VINCENT Kenrick William	16641	SAPPER		2 (2)
VOUGHT James	5246	PTE		2 (2)
VOUGHT Robert	5247	PTE		2 (2)
WADDICK James Henry	2323	PTE		3 (1)
WADE Albert	352	PTE		2 (5)
WADE Joshua Bramham	20357	SAPPER		3 (1)
WAINWRIGHT George	6664	PTE		2 (4)
WALKER George	2979	L/CPL		3 (1)
WALKER George Clarence	588 & 86336	TROOPER		3 (1)
WALKER John Martin (KIA)	4620	PTE		3 (1)
WALLACE Arthur Albert	33845	CPL		3 (1)
WALLACE Ernest William	295 & 29372	PTE/GUNNER		3 (1)
WALLACE Frederick David	424 & 58916	GUNNER		2 (2)
WALLACE John William (KIA)	6840	PTE		3 (1)
WALLACE Walter Charles	33940	GUNNER		3 (1)
WATSON Alexander	2751	PTE		2 (2)
WATT Roy	2985	PTE		2 (5)
WELDRICK Joseph	67064	PTE		2 (4)
WESTBROOK Leslie	38399	GUNNER		2 (5)
WHEELER Henry Ernest	2168	TROOPER		2 (5)
WHICHELLO Albert George	4089	L/CPL		2 (4)
WHITE Henry James Harold	691	PTE		2 (2)
WHITE Sidney William	3910	PTE		2 (2)
WIGGAN Thomas	28912	GUNNER		2 (5)
WILCOCKSON Alfred Harold	2786	PTE		2 (5)
WILCOCKSON Joseph Daniel	4065	SAPPER		2 (5)
WILLIAMS Arthur	563	PTE	MIL.MEDAL	2 (3)
WILLIAMS Charles	6162	PTE		2 (5)
WILLIAMS Frederick	1870	L/CPL	H	2 (5)
WILLIAMS Frederick Samuel	6640	PTE		2 (5)
WILLIAMS George Nicholas (KIA)	1482	PTE		3 (1)
WILLIAMS Harold	4084	PTE	H	2 (4)
WILLIAMS James Francis	2998	PTE		2 (5)
WILLIAMS Joseph William	4083	PTE	H	2 (5)
WILLIAMS Percy Albert	1822A	BOMBARDIER		2 (3)
WILLIAMS Richard John	4938	PTE		2 (5)
WILLIS Ernest James	256	2 ND CPL		2 (5)

NAMES TO GO ON PROPOSED LITHGOW MEMORIAL (Continued)**39.**

WILSON Albert	4659	PTE	H	2 (4)
WILSON Alexander Campbell	6619	SAPPER		HART
WILSON Briton Sexton	17408	CPL		3 (1)
WILSON Charles Augustus Robert	2496	2 ND CPL		2 (2)
WILSON Clarrie (KIA)	583	PTE		3 (1)
WILSON Edison William	1498	SGT		3 (1)
WILSON Frank Irwin	3198	PTE		3 (1)
WILSON John (KIA)	2190	PTE		HART
WILSON Samuel Ward	1190	PTE		2 (5)
WINDER Stanley Hamilton (KIA)	852	L/CPL		2 (2)
WINSTED Clarence Roy	1920	SAPPER		2 (4)
WINTER Eric Lindsay	2884	PTE	MIL.MEDAL	2 (2)
WISEMAN Mabel Gladys	-	SISTER		2 (2)
WITCOMBE Clive Lithgow	1718	PTE		3 (1)
WOOD Stanley	2809	PTE		2 (5)
WOODFORTH Robert	5426	PTE		2 (4)
WRIGHT Ernest John William	2501	PTE		2 (5)
WYLIE Henry George	3614A & 1829	SAPPER/PTE		3 (1)
YATES Frederick	12720	DRIVER		3 (1)
YATES George	59619	PTE		2 (4)
YATES William	4613	PTE		2 (4)
YOUNG Alexander Daniel	1806	PTE		HART
YOUNG David James	875	PTE		2 (5)
YOUNG Herbert Vincent George	54858	PTE		2 (5)
YOUNG James	64116	A/SGT	SYDNEY	3 (1)
YOUNGER Edward	3376	TROOPER		3 (1)

SERVED IN THE NAVY (5)

AUBREY Charles Walter	2432	Leading Telegraphist		NAVY
ELDRIDGE Albert Edward	306718	Snr Petty Officer		HART
JONES Thomas Stanley	3462	Petty Officer		NAVY
NOLDART Francis James	6300	Stoker		NAVY
ROBY Alfred	7777	Chief Stoker		NAVY



TURLEY HG
 UPTON EPG MID
 UPTON TCE MM&BAR
 UPTON VC
 VENESS FWA
 VENTEMAN FG
 VINCENT KW
 VOUGHT J
 VOUGHT R
 WADDICK JH
 WADE A
 WADE JB
 WAINWRIGHT G
 WALKER G
 WALKER GC
 + WALKER JM
 WALLACE AA
 WALLACE EW
 WALLACE FD
 + WALLACE JW
 WALLACE WC
 WATSON A
 WATT R
 WELDRICK J
 WESTBROOK L
 WHEELER H
 WHICHELLO AG
 WHITE HHJ
 WHITE SW
 WIGGAN T
 WILLIAMS A MM
 WILLIAMS C
 WILLIAMS F
 WILLIAMS FS
 + WILLIAMS GN
 WILLIAMS H
 WILLIAMS JF
 WILLIAMS JW
 WILLIAMS PA
 WILLIAMS RJ
 WILLIS EJ
 WILSON A
 WILSON AC
 WILSON BS
 WILSON CAR
 + WILSON C
 WILSON EW
 WILSON FI
 + WILSON J
 WILSON SW
 + WINDER SH
 WINSTED CR
 WINTER EL
 WISEMAN Mabel
 WHITCOMBE CL
 WOOD S
 WOODFORTH R
 WRIGHT EJW
 WYLIE HG
 YATES F
 YATES G
 YATES W
 YOUNG AD
 YOUNG DJ
 YOUNG HVG
 YOUNG J
 YOUNGER E

Information on people named on this Memorial can be obtained from the Lithgow Library, the Lithgow City RSL Sub-Branch or the Lithgow & District Family History Society Inc.

RETURNED AND SERVICES LEAGUE



LITHGOW CITY SUB-BRANCH

All Correspondence to be addressed to
The HON. SECRETARY
PO Box 53, LITHGOW, NSW, 2790
PH/FAX 02 6351 2498
Office Hours: Tues, Wed, Thurs – 1000 – 1400hrs
LithgowSB@rslnsw.org.au

ABN 88 887 745 894

7/06/2018

Dear Ian,

At our most recent meeting your project was again discussed and after some lengthy discussion, it was resolved that we support the project, however the members have made **one** stipulation for our support and that is:

That no-one who arrived in Lithgow until after the First World War is to go upon the plaque

We acknowledge and applaud you for the hard work you have undertaken to find the names for the plaque, however, the members have stated and are adamant, that if anyone goes onto the plaque who did not arrive in Lithgow until after the war, our support will be withdrawn immediately.

The office will be closed down from 17 May – 06 Jun, therefore it would be appropriate to liaise with Council regarding the construction and placement of the plaque, and I have sent copy of this letter to Matthew Johnson at Council.

We hope that the plaque will turn out successfully and we look forward to it being unveiled in November.

Sincerely



Michael Cuthbert JP
Honorary Secretary

*The Price of Liberty Is Eternal Vigilance
Lest We Forget*



The Returned & Services League of Australia
(New South Wales Branch)
PORTLAND RSL SUB-BRANCH

Inaugurated January 1918
ABN 45596584214 CFN 10810

All communications to be addressed to:
The Secretary
PORTLAND RSL SUB-BRANCH
PO BOX 201 PORTLAND NSW 2847
Phone/Fax: (02) 6355 5050
Email: enquiries@portlandrslsb.org.au
Email: PortlandSB@rslnsw.org.au



Lithgow City Council
Scanned ☐

01 JUN 2018

28 May 2018

Mr Andrew Muir
Lithgow City Council
180 Mort Street
LITHGOW NSW 2790

Doc Set ID.....
GA Ref.....
Years

Dear Mr Muir,

Re: WORLD WAR ONE PLAQUE

I refer to a letter dated 21 May 2018 which was delivered to you by Ian Burrett, the Secretary of the Lithgow WWI Commemorative Plaque Project Inc., of which I'm the Treasurer.

The letter refers to a meeting at Council, held mid-March 2018, which was attended by the Executive of the Lithgow RSL, the General Manager, Mayor, Cr Ring and myself in my capacity as President of the Portland RSL sub-Branch.

The meeting decided that the Australian Defence Force Academy (ADFA) be requested 'as to the possibility of obtaining assistance of Officer Cadets with the final verification of the names to go onto the plaque'. I understand that you sent a letter to the ADFA and local politicians requesting that they encourage the ADFA to support the request.

In his letter to you Mr Burrett outlined reasons why he felt the above course of action was ill-conceived. After discussions with Mr Burrett I agree with him that it is unlikely that the request would have got to first base and, even if it did, there was no chance of the Cadets performing the task within the time frame required.

I am aware that the Lithgow City RSL sub-Branch now supports the project. This was after the Secretary, Michael Cuthbert, spent a couple of weeks looking at the nearly 500 pages of research. Because the research was so comprehensive Mr Cuthbert decided that it was possible for him to verify it. He stated to Mr Burrett that he could find no fault with the research.

Because of the above I, in my capacity as President of the Portland sub-Branch, withdraw my support that the ADFA be requested to assist.

Yours sincerely,

Norm Richardson
President



4. COMMUNITY LIAISON

Policy 4.6

Customer Service and Unreasonable Complainants Policy

Version 4

4. COMMUNITY LIAISON

4.6 CUSTOMER SERVICE AND UNREASONABLE COMPLAINANTS POLICY

OBJECTIVES:

- To provide guidance for staff and Councillors in dealing with customers
- To ensure that Council resources are used efficiently and effectively when dealing with customers
- To ensure that all customers are treated fairly and reasonably
- To provide a mechanism for dealing with unreasonable complainants, having regard to staff wellbeing and safety

LEGISLATION AND REGULATORY FRAMEWORK

The following legislation and regulatory framework is applicable to this policy:

- Local Government Act 1993
- Government Information (Public Access) Act 2009
- Freedom of Information Act, 1982 (Federal)
- Lithgow City Council Code of Conduct
- State Records Act 1998
- NSW Ombudsman Unreasonable Complainant Conduct Guidelines

COUNCIL POLICIES

The following Council policies should be referred to in conjunction with this policy:

- Policy 9.16 Corporate Image

COMMUNITY STRATEGIC PLAN

This policy supports the sentiments expressed by the community during the preparation of the Community Strategic Plan ~ Our Place, Our Future that "Council focuses on strong civic leadership, organisational development and effective governance with an engaged community actively participating in decision making processes affecting their future".

- GL3 We are all valued citizens
- GL3.1 We provide prompt, knowledgeable, friendly and helpful advice.

POLICY:

1. SERVICE COMMITMENT

- 1.1 Council staff and Councillors will meet the needs of our customers in a professional and ethical manner with courteous and efficient service.

- 1.2 Council's service commitment:
 - a) Treat you fairly and with respect;
 - b) Offer friendly and polite service;
 - c) Deal with your comments, suggestions and complaints positively;
 - d) Respond to your enquiries promptly and efficiently;
 - e) Act with integrity and honesty;
 - f) Focus on solutions for you, the customers where possible; and
 - g) Value your personal information by maintaining your confidentiality.
- 1.3 Council staff will strive to respond to all correspondence received from customers within fourteen (14) days. An acknowledgement letter may be sent where investigations are such that more than 14 days are required to respond.
- 1.4 All mail correspondence will be sent to Council's Records Section for recording.
- 1.5 Telephone calls to Council's switchboard will be answered as quickly and efficiently as possible.
- 1.6 Council staff will answer incoming calls by clearly stating their name, department and/or position. Unanswered calls will divert to another member of staff or to voice mail. Voice mail messages will receive a response within 24 hours.
- 1.7 Staff making outgoing calls will identify themselves by name and department and/or position, and shall clearly outline the purpose of the call.
- 1.8 Reception area and customer service centre staff will greet customers as quickly as possible and in a professional and helpful manner.
- 1.9 Staff required to visit a customer external to Council facilities will attempt to contact the customer first and make an appointment. At the beginning of a Council visit, staff will clearly identify themselves and the purpose of the visit.
- 1.10 Staff will comply with Council's Code of Conduct in their dealings with customers and in particular conduct their exchanges with regard to the key principles in the Code of integrity, objectivity, accountability, openness and respect. Decisions and advice should be premised on relevant legislation and Council's administrative procedures.

2. CUSTOMER SERVICE RESPONSIBILITY

- 2.1 All Councillors, staff, contractors and volunteers are responsible for the provision of quality customer service. They should perform their duties in a professional and responsible manner and treat members of the public fairly, respectfully and consistently, in a non-discriminatory manner and with proper regard for rights and obligations.
- 2.2 Each staff member is accountable for the quality of customer service delivered through their own work or the quality of output of any project or work team(s) of which they are a member.
- 2.3 Directors, Managers, Team Leaders and Supervisors are responsible for working in consultation with their teams to develop and implement customer focused systems and processes that respond to and satisfy internal and external customer needs and expectations.
- 2.4 Staff will be provided with the appropriate tools, information and training to provide quality customer service.

3. UNREASONABLE COMPLAINANTS

- 3.1 Unreasonable complainants are individuals or groups who behave in ways that are inappropriate and unacceptable, despite Council's best efforts to assist them. Unreasonable complainant conduct is any behavior by a current or former complainant which, because of its nature or frequency raises substantial health, safety, resource or equity issues for Council, our staff, other service users and complainants or the complainant.
- 3.2 Unreasonable complainants conduct may be divided into the following categories:
- a) Unreasonable persistence - continued, incessant or unrelenting conduct by a complainant that has a disproportionate and unreasonable impact on Council, staff, services, time and/or resources;
 - b) Unreasonable demands - demands (expressed or implied) that are made by a complainant that have a disproportionate and unreasonable impact on Council, staff, services, time and/or resources;
 - c) Unreasonable lack of cooperation - an unwillingness and/or inability by a complainant to cooperate with Council and/or Council's customer service and complaint resolution processes;
 - d) Unreasonable arguments - any complaints that are not based on reason or logic, incomprehensible, false, inflammatory, trivial or vexatious; and/or
 - e) Unreasonable behaviors - conduct that compromises the health, safety and security of Councillors and/or Council officers including abuse, threats or harm directed towards them.

4. UNREASONABLE COMPLAINANTS – GUIDELINES

- 4.1 As per the NSW Ombudsman's guidelines, unreasonable complainants will generally be managed by limiting or adapting the ways that complainants can interact with Council and/or access council services including:
- a) Limiting contact person(s) – e.g. appointing a sole contact person in Council for the complainant for the particular complaint;
 - b) Restricting subject matter – e.g. limiting the subject matter of communications that will be considered and responded to under the complaint;
 - c) Limiting contact times – e.g. limiting a complainant's contact to a particular time, day, length of time, or curbing the frequency;
 - d) Limiting contact locations – e.g. limiting the locations where we will conduct face-to-face interviews to secured facilities or areas of the office; and/or
 - d) Limiting contact channels – e.g. limiting or modifying the forms of contact that the complainant can have with Council including face-to-face interviews, telephone and written communications, prohibiting access to Council premises, and making contact through a representative only.
- 4.2 A decision may be made to:
- a) Take no further action on the complaint;
 - b) Terminate Council services altogether;
 - c) Decline to acknowledge or take action on any future complaints; and/or
 - d) Have no further contact with complainant.

- 4.3 A decision to have no further contact with a complainant will only be made if it appears that the complainant is unlikely to modify their conduct and/or their conduct poses a significant risk for our staff or other parties that may include:
- a) Acts of aggression, verbal and/or physical abuse, threats of harm, harassment, intimidation, stalking, assault, etc.;
 - b) Damage to property while on our premises;
 - c) Threats with a weapon or common office items that can be used to harm another person or themselves;
 - d) Physically preventing a staff member from moving around freely, either within their office or during an off-site visit – e.g. entrapping them in their home; and/or
 - e) conduct that is otherwise unlawful.
- 4.4 Under this Policy all decisions made to limit, withdraw, change or restrict a complainant's access to Council services must be approved by the General Manager. The following actions may be taken:
- a) The General Manager may write to the customer advising them of Council's concern and requesting that they limit and focus their requests and that if the customer continues to place unreasonable demands on the organisation Council may:
 - i) not respond to any future correspondence and only take action where, in the opinion of the General Manager the correspondence raises specific, substantial and serious issues; or
 - ii) only respond to a certain number of requests in a given period.
 - b) The customer shall be given an opportunity to make representations about Council's proposed course of action and will be referred to Council's Code of Conduct for options available to them by way of formal complaint about particular staff or via submissions they might make to the NSW Ombudsman, Office of Local Government or ICAC.
 - c) If the customer continues to contact Council after being advised of Council's proposed course of action, the General Manager may, after considering any representations from the customer, advise the customer that either or both of points i) - ii) above will now apply.
- 4.5 Complainants are entitled to one appeal of a decision to change/restrict their access to our services. This review will be undertaken by a Director who was not involved in the original decision to change or restrict the complainant's access. This Director will consider the complainant's arguments along with all relevant records regarding the complainant's past conduct. They will advise the complainant of the outcome of their appeal by letter which must be signed off by the reviewing Director. Any materials/records relating to the appeal are to be kept in the appropriate file.
- 4.6 If a complainant continues to be dissatisfied after the appeal process, they may seek an external review from an oversight agency such as the Ombudsman. The Ombudsman may accept the review (in accordance with its administrative jurisdiction) to ensure that Council has acted fairly, reasonably and consistently and have observed the principles of good administrative practice including, procedural fairness.

5. VEXATIOUS COMPLAINTS

- 5.1 If in the opinion of the General Manager a person continues to make representation by way of correspondence, telephone, e-mail or personal representation, that has no basis in fact and/or is considered to be

undertaken in with frivolous or mischievous motives then the General Manager may declare such person to be a vexatious complainant. The General Manager may then take the same action as outlined in 'Unreasonable Complainants - Guidelines' clause 4.4.

6. GENERAL

6.1 In all of the situations referred to in this policy, adequate documentary records must be made and maintained on the appropriate Council file.

6.2 Where the General Manager determines to limit a customer's access to Council in any of the ways specified in this policy, the General Manager must advise the Council, ICAC, the Office of Local Government and the NSW Ombudsman for their information.

Maintained by Department:	Corporate & Community	Approved by:	Council	Exhibition: 21 Dec06 23 April 2018	
Reference:	Dataworks: Policy Register	Council Policy No:	4.6	Effective Date:	4 Nov 08
Min No:	07-52 V1 P08-136 V2 V3- 14-62 V4 -	Version No:	4	Reviewed Date:	Nov 2009 Aug 2013 Feb 2014 April 2018
Attachments:					



4. COMMUNITY LIAISON

Policy 4.10

Community Engagement and Communications Policy

Version 1

4. COMMUNITY LIAISON

4.10 Community Engagement and Communications

PURPOSE:

To ensure that Lithgow City Council conducts appropriate community engagement and communication which, at a minimum, meets legislative requirements and encourages community participation in decision making.

This policy clarifies an open and transparent process for informing, involving and engaging the community and the role of Councillors, management and staff.

OBJECTIVES:

- To offer opportunities for the community to participate in the decisions made by council;
- To provide an effective two-way flow of information between Council and the community;
- To ensure local decision-making is transparent and works in the interest of the community and considers its many and diverse stakeholders; and
- To ensure that effective internal processes and controls exist within Council to ensure good governance and effective community representation.

POLICY:

Lithgow City Council recognises that effective community engagement and communication has benefit to Council and the community. Such benefits include:

- Better outcomes through understanding needs and views of the community and customers;
- Outcomes that are broadly supported by the community;
- Increased satisfaction with Council services, operations, staff and Councillors;
- Increased awareness, understanding and acceptance of decisions made;
- Development of solutions to local issues through Council/community partnerships; and
- Increased community understanding of Council processes and responsibilities.

Community engagement planning will be informed by the Public Participation spectrum developed by the International Association for Public Participation (IAP2) which outlines five levels of public participation; inform, consult, involve, collaborate and empower.

Council will consider the level of impact and complexity of a project prior to conducting a community engagement process and prepare a community engagement plan and determine appropriate methods for engagement that align with the determined level of impact.

Council will utilise Council owned channels and platforms to inform the community of opportunities for engagement and to communicate Council services, programs and decisions.

1 LEGISLATION

The following legislation is applicable to this policy:

- Local Government Act, 1993
- Local Government Amendment (Planning and Reporting) Act 2009
- Local Government Regulation (2005)
- Environmental Planning and Assessment Act, 1979 and Regulation
- Government Information (Public Access) Act 2009
- Freedom of Information Act, 1982 (Federal)
- National Parks and Wildlife Act 1974 (NPW Act)
- Copyright Act 1968
- Defamation Act, NSW 1974
- Privacy Act, 1988
- Lithgow City Council policies
- Lithgow City Council Code of Conduct
- Workplace Surveillance Act.

2 COUNCIL POLICIES

The following Council policies should be referred to in conjunction with this policy:

- Policy 4.6 Customer Service Policy
- Policy 4.8 Consultation with indigenous people
- Policy 7.5 Notification of Development Applications
- Policy 9.10 Councillor Workshops and Briefing Sessions
- Policy 9.12 Media and Social Media Policy

3 COMMUNITY STRATEGIC PLAN

This policy supports the sentiments expressed by the community during the preparation of the *Community Strategic Plan ~ Our Place, Our Future* that "Council focuses on strong civic leadership, organisational development and effective governance with an engaged community actively participating in decision making processes affecting their future".

- GL1 Our Council works with the community

- GL1.1 our community is involved in the planning and decision making processes of Council.
- GL3 We are all valued citizens
 - We provide prompt, knowledgeable, friendly and helpful advice.

4 SCOPE

This policy applies to all Council operations and functions. This extends to all Council representatives and staff involved in the process of community engagement and communications.

5 DEFINITIONS

Community Engagement is the process of Council and groups of people working cooperatively around an issue prior to Council determining a decision or a direction on that issue.

Engagement can include:

- Gather and provision of information;
- Consultation; and / or
- Participation.

Communication is a process for informing the community about Council services, programs and decisions. Communication may be formal and structured or informal and less structured to meet the needs of a particular audience. Communication is a vital component of community engagement.

Community refers to all stakeholders including but not limited to residents, ratepayers, interest groups, organisations and individuals with an interest in the Lithgow Local Government Area and the services, functions and future direction of Lithgow City Council.

6 PRINCIPLES FOR COMMUNITY ENGAGEMENT

As part of this commitment, Council has adopted the following principles which provide the framework through which all community engagement will be considered and delivered:

1. Council's community engagement activities are based on the belief that those who are potentially affected negatively or positively by a decision have a right to be involved in the decision-making process.
2. Council recognises that in a system of representative democracy, it is neither practical nor possible to undertake extensive community engagement on every issue, however, when a decision has the potential to impact the local community significantly, Council will seek out and facilitate the involvement of those potentially affected by or with an interest in a decision.
3. When undertaking community engagement, Council staff will present their views and professional recommendations in an open and respectful manner

to inform the community and assist in the achievement of a knowledgeable outcome from each engagement opportunity.

4. All materials and methods developed by council to support community engagement will be genuine, unbiased, understandable and appropriate to ensure the community can participate in a meaningful way.
5. When undertaking community engagement (consultation and higher on the spectrum), Council's commitment is that the community's contribution will influence the decision. Council will also communicate to engagement participants, where practicable, how their input can and did affect the decisions.

These principles are adapted from the International Association for Public Participation Core Values for Public Participation (IAP2 © 2007 www.iap2.org) and are reflective of the philosophy of the NSW Local Government Amendment (Planning and Reporting) Act 2009.

When undertaking community engagement and communicating with the community Council will:

- Inform the community about Council's decision-making processes with regard to strategic planning, asset management and service delivery;
- Ensure that participation processes are clear about the decision to be made and the level of influence the community can have on the decision;
- Communicate clearly the context and objectives of community engagement processes;
- Provide community members with all appropriate and relevant information about the background to the issue, including existing policies, legislative requirements opportunities and constraints;
- Use community engagement methods appropriate for the targeted community groups;
- Ensure allocation of adequate resources, including time and skills as well as funding, to participation processes;
- Be respectfully curious about community views and perspectives, free from bias; and
- Where appropriate, report on, consider, respond to and act on community input received as part of the Council decision making process.

7 WHEN COUNCIL SHOULD ENGAGE

Different issues under consideration by Council will have varying requirements for community engagement. Council representatives and staff are responsible for determining if, and to what extent community engagement is required as appropriate to their role and function.

Council will undertake a formal community engagement process in the following circumstances:

- Where there is a legislative/statutory requirement;
- When Council resolves to undertake community consultation;
- On issues that have the potential to affect the delivery of services or facilities that contribute to community well-being, growth and prosperity;

- When identifying and understanding the needs and priorities of the community for the purposes of strategic planning; and / or
- To monitor and evaluate community satisfaction with Council or Council services.

Under the Local Government Act 1993 Council is required to publicly exhibit certain information for a set period of time. Notification in respect to Development Applications is governed by the Environmental Planning and Assessment Act 1979. Any statutory obligations must be adhered to. Procedures for the notification of Development Applications are detailed in Policy 7.5 – Notification of Development Applications.

8 PREPARING A COMMUNITY ENGAGEMENT PLAN

Council staff will ensure the following steps are followed when planning and undertaking community engagement:

1. Define the project;
2. Determine the level of impact and influence;
3. Determine type of participation;
4. Review stakeholder and select appropriate engagement methods (participation methods must consider accessibility for intended audience);
5. Develop timeframe and resources; and
6. Consider feedback, reporting and evaluating.

9 COMPLIANCE WITH COUNCIL POLICY AND RESPECTIVE LEGISLATION

To comply with Council Policy and respective legislation the following special considerations apply:

1. Submissions

In circumstances where Council seeks written submissions from the public, all submissions received will be regarded as public and available for general access unless the writer specifically requests that they want their personal details to be suppressed.

Written submissions include correspondence received in person, email, completion of online form or other paper based submission form.

Submissions must be addressed to the General Manager.

2. Surveys

Use of surveys including online surveys, polls and questionnaires are to be undertaken in line with the Privacy Act and Council's Information Management Policies. This includes:

- Securely storing recipients personal information;
- Disclosing how and why personal information is being collected and how it will be used;
- Clearly identifying the survey as being undertaken by or on behalf of Lithgow City Council;
- Developing and publicising any terms or conditions for the award of participation incentives;

- When utilising online collection tools, action should be taken to restrict multiple entries from the same user; and
- Telephone surveys must be completed in accordance with the 'do not call register'.

3. Public Exhibition

Changes to relevant council procedures, policies, and tenders must go on public exhibition in accordance with the relevant legislation.

10 LEVEL OF ENGAGEMENT

Council will call for different levels of engagement depending on the issue, and its immediate or long term impact on the community and at different stages of a project.

The five levels of engagement outlined in the International Association of Public Participation Spectrum shown below will be utilised:

Inform: To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.

Consult: To obtain public feedback on analysis, alternatives and/or decisions.

Involve: To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.

Collaborate: To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.

Empower: To place final decision-making in the hands of the public.

The identified level of engagement and its financial implication for each project will be noted in Council Committee Papers and Council Business Papers. The level will be determined in consultation with the appropriate Manager and Director.

11 ROLES AND RESPONSIBILITIES

There is a need to ensure that everyone in Council is aware of their responsibilities to ensure that Community Engagement and Communication is used successfully by Council.

Councillors should ensure that all new proposals that are brought to their attention have appropriate community engagement completed (or specified as part of the project brief). Councillors should encourage a positive attitude to involving the community at the appropriate level.

The Executive Management Team should support the community engagement and communications process and encourage the appropriate level of engagement by all staff.

Council employees need to be aware of the importance of community engagement and staff directly involved in major projects should be trained to the appropriate level

of the community engagement techniques and practices (or should have access to trained advisers).

A Councillor's role is to listen to the community and consider various views when making decisions at Council. Community Engagement provides valuable opportunities for Councillors to hear and understand the voice of the community and ensure that this voice is properly represented when Council meets and makes resolutions which impact the future of our community.

A Council staff member's role in Community Engagement is to organise and facilitate the discussion, record, provide feedback, evaluate the engagement and consider the community's views when making unbiased recommendations to Council or committees.

Both Councillors and Council staff are encouraged not to dominate or direct community discussions, nor to dismiss the community's input. Instead, Councillors and staff should allow discussions to move forward in an open, respectful and inclusive way.

Key responsibilities

Position	Responsibility
Mayor	To lead Councillors in their understanding of and compliance with this Policy and Procedures.
General Manager	To lead employees (either directly or through delegated authority) in their understanding of and compliance with the Policy and Procedures. To approve resources to develop, implement and review this Policy and Procedures.
Responsible Officer	As the "Principal Officer" under the Government Information (Public Access) Act (GIPA), The General Manager has delegated his/her responsibility to other Council employees as outlined below. The GIPA employees are responsible for making initial decisions regarding release of information within the time periods stipulated in the GIPA Act. In this function, the GIPA employees may deal with prospective applicants and liaise with organisation units regarding access to information.
Executive Management Team	To communicate, implement and comply with this Policy and related Procedures. To lead employees in their understanding of and compliance with this Policy and Procedures.
Corporate Strategy & Communications	Facilitate the provision of regular training to all Council officials on their role and responsibilities in relation to the Policy and related Procedures.
All Council employees	To comply with this policy and related procedures. Prepare communications plans as part of planning processes for projects which impact the community.

Maintained by Department:	Corporate Strategy & Communications	Approved by:	Council	Exhibition:	23 April 2018
Reference:	Dataworks: Policy Register	Council Policy No:	4.10	Effective Date:	
Min No:		Version No:	1	Reviewed Date:	
Attachments:					



9. GOVERNANCE

Policy 9.10

COUNCIL WORKSHOPS AND BRIEFING SESSIONS

Version 3

9. GOVERNANCE

9.10 COUNCIL WORKSHOPS AND BRIEFING SESSIONS

OBJECTIVE:

To allow the mayor, elected councillors and senior management staff to:

- Exchange information (sometimes confidential) on proposals that are being worked on by staff or proposals that councillors would like to see investigated.
- Provide a forum for discussion on proposed staff initiatives and discuss options for engaging the community in determining Council's strategic corporate direction.
- Assist councillors/executive staff in team building.
- Help develop trust and understanding between those who attend the workshops.

LEGISLATION

The following legislation is applicable to this policy:

- Local Government Act 1993
- Government Information (Public Access) Act 2009
- Freedom of Information Act, 1982 (Federal)
- Lithgow City Council Code of Conduct
- Code of Meeting Practice
- State Records Act 1998

COUNCIL POLICIES

The following Council policies should be referred to in conjunction with this policy:

- Policy 4.10 Community Engagement and Communications

COMMUNITY STRATEGIC PLAN

This policy supports the sentiments expressed by the community during the preparation of the *Community Strategic Plan ~ Our Place, Our Future* that "Council focuses on strong civic leadership, organisational development and effective governance with an engaged community actively participating in decision making processes affecting their future".

- GL3 We are all valued citizens
 - GL3.1 we provide prompt, knowledgeable, friendly and helpful advice.

POLICY:

The Council has resolved to hold regular workshops and briefing sessions to ensure effective communications and information flow between staff and councillors.

Under the Local Government Act 1993, a council can hold a workshop (or sometimes called a briefing session) under its general powers as a body corporate. Workshops are informal gatherings and can provide useful background information to councillors on the business of council. Workshops may involve councillors, council staff and invited participants.

DECISIONS

Under the terms of the NSW Local Government Act 1993 and the Meetings Practice Guidelines issued by the Department of Local Government, workshops or briefing sessions CANNOT make a decision or issue a direction to staff or councillors.

FORMAT

- The workshops are to be chaired in rotation and in alphabetical order by councillors.
- There will be no standing orders or formal meeting procedures.
- Those attending the workshop should be respectful and show courtesy for the person that is talking.

The General Manager, Directors and other staff will provide a brief update on their responsibility area(s).

REPORT

A report shall be kept of matters discussed.

Maintained by Department:	Executive	Approved by:	Council	Exhibition Date:	23 April 2018
Reference:	Policy Register	Council Policy No:	9.10	Effective Date:	27 January 2009
Min No:	V1 -016-09 V2 - 14-130	Version No:	3	Reviewed Date:	Jan 2010 Sept 2013 April 2018
Attachments:					



9. GOVERNANCE

Policy 9.12

MEDIA AND SOCIAL MEDIA POLICY

Version 3

9. GOVERNANCE

9.12 MEDIA AND SOCIAL MEDIA POLICY

OBJECTIVES:

- a) To provide a policy for the release of information relating to Council business through media outlets.
- b) To endorse Council's use of social media for the dissemination of information and to facilitate discussion as part of a community engagement strategy.
- c) To ensure the media receives accurate information in a timely manner.
- d) To ensure the community and other stakeholders are kept abreast and informed about Council decision, developments, policies and major projects.
- e) To clearly identify authorised spokespersons on behalf of Council and provide guidelines when making statements regarding Council business.
- f) To clearly identify roles and responsibilities for Council staff in terms of media management and pro-active promotion of Council's service, events and activities.
- g) To ensure media spokespersons are skilled and feel confident to present to the community with print, online and broadcast media.

DEFINITIONS

Media

The term commonly given to various means of communication that reaches a broad cross-section of the community such as television, radio and newspaper.

Social media

The term commonly given to web-based tools that allow users to interact with each other in some way – by sharing information, opinions, knowledge and interests online. As the name implies, social media involves the building of online communities or networks to encourage participation and engagement.

This includes blogs, message boards, social networking websites (such as Facebook, twitter, LinkedIn, MySpace) content sharing websites (such as Flickr, YouTube) and many other similar online channels.

Worker

As defined in the Work Health and Safety Act 2011 and varied to include councillors.
A worker is:

- A councillor, or

- An employee, or
- A contractor or subcontractor, or
- An employee of a contractor or subcontractor, or
- An employee of a labour hire company who has been assigned to work in the person's business or undertaking, or
- An outworker, or
- An apprentice or trainee, or
- A student gaining work experience, or
- A volunteer.

PURPOSE

Communicating with the media and on social media is an important part of achieving Council's broader objectives and commitment to transparency and open, honest communication with the public. Media coverage is a key driver of organisational reputation – hence the need for a positive framework for interaction and engagement.

The purpose of this policy is to:

- Inform the community of Lithgow City Council's use of media and social media platforms for the distribution of information and community consultation pertaining to the business of Council.
- Outline the responsibilities of Councillors and Council workers with regarding to engaging the media and use of social media.

This policy has been developed to ensure that the interface between Council and the media is managed appropriately to maximise the benefits for Council and to minimise the risk of adverse publicity and misunderstanding due to inaccurate information or inappropriate sharing of information.

BACKGROUND

Lithgow City Council is committed to making the best use of all available media to improve communication with the public. This includes using all reasonable and cost-effective means to improve the way we communicate, reach out and interact with the different communities we serve.

Social media and the media are the Council's most important channels of communication with the community. They are effective mediums which the Council works with to provide factual and positive information on policies, initiatives, performances and achievements.

It is important that any potential risks are managed through a common-sense approach and framework as well as proactively monitoring the development of such applications.

It is important that the Council builds on its relationship with the media and the community and continues to issue timely, informative and interesting media releases and to provide other information as necessary.

It is also important that each media release and the distribution of information through social media is approved through the correct Council channels.

SCOPE

This policy applies to the Mayor, all Councillors and Council staff when representing Council in the media. This policy applies to verbal and written comments in the media, public speaking engagements, media releases and the use of social media.

POLICY

Council Workers (not including Councillors)

1. Any comment made to a journalist or member of a media organisation is to be consistent with Council's Code of Conduct and accurately reflect the decisions and values of Council.
2. The Mayor and General Manager are the official spokespeople on Council affairs, as per the NSW Local Government Act (1993).
3. All media enquiries received by workers without media delegation should be directed in the first instance to the General Manager.
 - a. Approval as an authorised spokesperson will be made on a case by case basis according to the subject matter of the inquiry. Approval may be granted by the General Manager.
 - b. Only the General Manager, Mayor, Directors or authorised spokespersons have permission to speak to the media.
 - c. Council workers with a professional expertise are allowed to speak to the media on a specific subject within their field – on specified occasions – with the permission of the General Manager and in consultation with the relevant Director.
 - d. No contractor employed by council is allowed to speak to the media regarding Council business without the express permission of the General Manager.
4. Council workers have an obligation to support Council decisions and shall not use the media to damage Councils reputation, undermine public confidence in the Council or local government generally.
5. As members of the community, council workers are entitled to offer their personal views on matters which are the subject of community engagement, bearing in mind point 4 above. Workers who are uncertain in this matter should seek the guidance from their Supervisor, Director or the General Manager.

6. Council workers must not make political or controversial statements in or to the media relating to Council affairs, decisions and/or events, or about council officials that are likely to generate negative publicity and damage the reputation of Council.
7. The Personal Assistant to the General Manager and Mayor is responsible for distributing media releases, articles, columns, statements and other media material on behalf of the Mayor and Council.
8. The Media and Social Media Policy also applies in emergency and public alert situations.

Councillors

1. Councillors may openly discuss matters of interest with the media and on social media unless disclosure of certain information contravenes Council's obligations of confidentiality or privacy, duty of care, or could infringe other laws or regulations' that govern its operations.
2. The Mayor and the General Manager are the official spokespeople on Council affairs, as per the NSW Local Government Act (1993).
3. Councillors have an obligation to support Council decisions and shall not use the media to damage Council's reputation, undermine public confidence in the Council or local government generally.
4. As members of the community, Councillors are entitle to offer their personal views on matters which are the subject of community engagement, always bearing in mind how that may be perceived given their substantive role with Council. Councillors who are uncertain in this matter should seek guidance from the General Manager or Directors.

Position	Role
Mayor	To lead councillors in their understanding of, and compliance with, this policy and related guidelines.
General Manager	To lead workers (either directly or through delegated authority) in their understanding of, and compliance with, this policy and related guidelines.
Directors and Managers	To communicate, implement and comply with this policy and related guidelines.
Supervisors and Team Leaders	To support workers in their understanding of, and compliance with, this policy.
All Council workers	To implement this policy.
Council Committees	To be aware of, and adhere to this policy.

Council recognises the important role the media plays in informing the public about the work of the organisation and its facilities and businesses. Subject to operational and legal constraints, Council provides the media with as much information as is practical and possible about this work, as long as it is clearly in the public interest for such matters to be known.

Council will not, for operational and legal reasons, comment on any matter that is the subject of an ongoing investigation or consideration, or where it is not in the public interest for the matter (or the details of the matter) to become publicly known, in some cases, the issue may be subjected to the public interest test (GIPA Act) to determine what information should/can be released, or information may be withheld to avoid potential defamation/privacy breaches.

Confidential Information

The integrity and security of confidential documents or information in an authorised media spokesperson's possession, or for which the spokesperson is responsible, must be maintained and managed in line with Council's Code of Conduct.

Confidential information will not be released by Council via any form of media or social media.

Defamation

Council staff and elected officials should be aware of defamation laws when commenting in the media.

As a guide, under *Defamation Act 2005*, published material that identifies a person (not necessarily by name) and meets any of the below criteria may be considered defamatory:

1. Exposes a person to ridicule,
2. Lowers the person's reputation in the eyes of members of the community, or
3. Causes people to shun or avoid the person, or
4. Injures the person's professional reputation.

Legislation

Actions and comments are governed by various legislative and Council requirements.

Councillors and staff members may expose themselves to legal action or sanctions under these requirements unless complying with this policy and relevant Standard Working Procedures.

The following legislation is applicable to this policy:

- Government Information (Public Access) Act 2009
- Freedom of Information Act, 1982 (Federal)
- Copyright Act 1968
- Defamation Act, NSW 1974

- Privacy Act, 1988
- Lithgow City Council policies
- Lithgow City Council Code of Conduct
- Workplace Surveillance Act.
- State Records Act 1998
- Anti-Discrimination Act 1991

Council Policies

The following Council policies should be referred to in conjunction with this policy:

- Policy 4.6 Customer Service Policy
- Policy 4.8 Consultation with Indigenous People
- Policy 4.10 Community Engagement and Communications
- Policy 9.10 Councillor Workshops and Briefing Sessions

Community Strategic Plan

This policy supports the sentiments expressed by the community during the preparation of the *Community Strategic Plan ~ Our Place, Our Future* that "Council focuses on strong civic leadership, organisational development and effective governance with an engaged community actively participating in decision making processes affecting their future".

- GL1 Our Council works with the community
 - GL1.1 our community is involved in the planning and decision making processes of Council.
- GL3 We are all valued citizens
 - GL3.1 we provide prompt, knowledgeable, friendly and helpful advice.

Protocols relating to Council Business

1. Council and Committee Meetings

Council Officers will draft media releases relating to the outcomes of Council and Committee Meetings. These media release are issued as soon as practicable after the meeting.

Approval must be sought from the Supervisor, Manager, Director, General Manager and Mayor prior to release by the PA to the General Manager & Mayor.

2. Reports before Committees/Council

Council Officers are not permitted (unless authorised) to comment publicly on information and recommendations contained in reports that are before committees and Council:

Requests from media for staff to publicly comment on a particular item in the Business Papers must be brought to the attention of the General Manager.

Reports prepared for Council and Committees are public documents and may be reported on in the media.

3. Tenders

As a general rule, it is inappropriate to comment on a tender until it has been awarded by Council. When there is media interest in a tender, the media may be advised of the following:

- The tender closing date and project details;
- The number of tenders received by Council, the names of companies that submitted tenders and when Council will determine the tender;
- The outcome of the tendering process following a Council resolution.

In order to maintain probity to any tender process, no further comment will/should be made.

Maintained by Department:	Corporate Strategy & Communications	Approved by:	Council	Exhibition Date:	23/7/12 23/4/18
Reference:	Policy Register	Council Policy No:	9.12	Effective Date:	3/9/12
Min No:	12-328 14-140	Version No:	3	Reviewed Date: Next Review Date:	July 2013 July 2017 April 2018
Attachments:					



9. GOVERNANCE

Policy 9.17

Corporate Image Policy

Version 1

9. GOVERNANCE

9. Corporate Image Policy

PURPOSE:

Lithgow City Council has a clear Corporate Brand that is recognisable and presents Council as a professional, credible and progressive organisation. This policy aims to protect the image and reputation of Council by clearly defining how the Corporate Brand can be used and establishing the framework to govern activities which ensure that Council is professionally presented in a unified, consistent and positive manner.

OBJECTIVES

A clear and consistent corporate identity enables the public to recognise Lithgow City Council and can assist with effective service delivery by raising awareness of policy, regulation, services and activities.

- To ensure Lithgow City Council's brand is represented in a professional, unified, consistent and positive manner.
- To ensure application of Council's corporate identity is consistent across all Council community and business activities, programs, communications, assets and facilities.
- To ensure all corporate communication undertaken or produced by Council is of a high standard, consistent, accurate, and represents the Corporation as a professional and highly regarded local government body.
- To ensure staff behave in a way that enhances public confidence in the integrity of Lithgow City Council and local government.

LEGISLATION

The following legislation is applicable to this policy:

- Local Government Act 1993
- Government Information (Public Access) Act 2009
- Freedom of Information Act, 1982 (Federal)
- Copyright Act 1968
- Lithgow City Council Code of Conduct
- State Records Act 1998
- Trade Marks Act 1995
- Intellectual Property Laws Amendment Act 2006

COUNCIL POLICIES

The following Council policies should be referred to in conjunction with this policy:

- Policy 4.6 Customer Service
- Policy 4.8 Consultation with Indigenous People
- Policy 4.6 Community Engagement and Communications
- Policy 9.10 Councillor Workshops and Briefing Sessions

COMMUNITY STRATEGIC PLAN

This policy supports the sentiments expressed by the community during the preparation of the *Community Strategic Plan ~ Our Place, Our Future* that "Council focuses on strong civic leadership, organisational development and effective governance with an engaged community actively participating in decision making processes affecting their future".

- GL1 Our Council works with the community
 - GL1.1 our community is involved in the planning and decision making processes of Council.

SCOPE

This policy applies to:

- All employees of Lithgow City Council, Councillors, Council volunteers, contractors, interns and casual and part-time employees;
- All areas where Council's brand is required to be displayed to the general public;
- All communications and community engagement activities conducted on behalf of Lithgow City Council; and
- All communications materials produced on behalf of Council.

DEFINITIONS

Corporate Brand is a set of perceptions and images that represent a company, product or service. Elements of the corporate brand include the corporate logo, word mark, templates and design examples.

The **logo** is a graphic mark or emblem, which may include a tagline.

Corporate image is the reputation Council seeks to establish for itself in the mind of the community and other important stakeholders, created and reinforced by the Executive Management Team.

Corporate Logos include all Lithgow City Council logos and trademarks including those representing projects, businesses and facilities.

POLICY

All elected representatives and staff employed by Lithgow City Council have responsibility to ensure that any materials produced on behalf of Council/or any

communications activities undertaken representing Council project a consistent corporate image and that the Corporate Brand is applied uniformly throughout Council.

In addition, Councillors and Council staff are to conduct themselves in a manner that reflects positively on both Council and the city, towns and villages in the Lithgow Local Government Area, in accordance with Council's Code of Conduct.

Lithgow City Council Brand Framework and Style Guide

The Lithgow City Council Brand Framework and Style Guide define the appropriate use of the Council logo including the symbol, word mark and fonts and the correct use and application of the Council logo.

Use of the Corporate Logo

- Altering the existing artwork of any corporate logo is not permitted;
- All logos must be used in accordance with their specific brand mark guidelines
- Council's corporate logos cannot be reproduced by external parties on any published material or resource without the approval of the IT Manager and/or Corporate Strategy and Communications Officer as the responsible Council officers for ensuring all terms and conditions of the Brand Guidelines are adhered to; and
- Where Lithgow City Council co-operates with other councils to co-brand, materials should always be in accordance with the specific brand mark policy.

Council facilities and campaign brands and logos

Council recognises that a range of Council businesses, facilities and special communications projects utilise separate logos and visual identify. Such facilities and projects are to be clearly identified as associated with Lithgow City Council by utilising the Council log or a tagline stating: *"A business/facility/project/initiative of Lithgow City Council"*.

Corporate logos may not be used to provide or imply endorsement or promotion of third party products or service, or class of products or service, or be associated with commercial interests unless permission is granted by the General Manager. In the first instance, advice is to be sought from the Corporate Strategy & Communications Officer and/or the IT Manager.

Additional corporate brands, trademarks, logos

Approval must be obtained from the Executive Management Team for the development of additional corporate brands, trademarks or logos. All requests are to be managed through the Corporate Strategy & Communications Officer and/or IT Manager to ensure they comply with appropriate legislation and industry standards such as copyright and intellectual property laws.

Additional corporate brands are to be managed in line with separate brand guidelines.

Photography, footage and image use

To use photos, footage and complementary graphic elements and images is supported by Council to support effective design of communication material.

Council staff must ensure that the permission of all subjects is gained when taking/publishing photographs or videos on behalf of Lithgow City Council, using the

Photography Consent Form. Images representing (but not limited to) legal matters, contracts or construction projects must be filed in line with the *State Records Act* and Council's Records procedures.

Copyright laws apply to all articles, graphics, or data on the internet. Unauthorised use of a third party's graphic, photo, HTML or text with permission may be in breach of copyright. Staff should not download images/material from the internet for use in communication material including presentation and printed collateral.

Managing corporate brand through corporate communications

Lithgow City council has a responsibility to ensure that accurate and relevant information is disseminated or made available to the public in a timely manner. In addition, clear and consistent branding enables the public to recognise Council activities, improving awareness of and access to information about policies, programs, services and events. Maintaining high standards of communications result in the public having more confidence in the credibility and the authority of information that clearly identifies Council as its source.

Graphic design services

The Corporate Strategy & Communications Officer and IT Manager can assist with in-house graphic design. To ensure consistency, adherence to Brand Guidelines, compliance with this policy all major communications documents should be approved by one of these officers.

This policy advocates a balance of 'flexibility within guidelines', whereby Council Divisions have autonomy to conduct their particular communications activities, but in doing so must meet the requirements of this Policy and other related policies and procedures.

Appropriate Content

Communications activities should not have political purpose (unless authorised by the General Manager and Mayor). Communications should be presented in unbiased and objective language, grammatically correct and in line with the Policy, and all related policies, documents and legislation including approval procedures.

Corporate Style

Corporate design, style and content must protect the integrity of Council's corporate brand by delivering professional, accurate and authorised images, design and information.

RESPONSIBILITIES

The Executive Management Team has overall accountability for Council's Corporate Image which is the way Lithgow City Council is perceived by stakeholders and the community. The Corporate Strategy & Communications Officer and IT Manager have direct responsibility in areas of Corporate Identity and branding, media and public relations, websites and on-line presence and communications.

The Corporate Strategy & Communications Officer and IT Manager also act as a central point of contact for staff who wish to promote their activities, services, programs or events to the community through the production of communications material that requires graphic design.

The Corporate Strategy & Communications Officer and IT Manager also provide service to managers and project leaders to ensure the community and stakeholder

groups are informed of projects, services and decisions that may affect them. Ensuring the community receives the most accurate information is produced in accordance with this Policy is a management accountability of all branches and Divisions of Council.

The Corporate Strategy & Communications Officer and IT Manager advise approvals required for communication collateral using the below table as a guide:

ITEMS	APPROVAL REQUIRED
Advertising of Council services, projects and initiatives (print, radio, online)	Respective Manager
Invitations/certificates/banners/promotional material	Respective Manager
Community notices/project fact sheets/regular newsletters/regulation signs	Respective Director
Building Signage	Respective Director
Plaques, interpretative signage, annual report, annual publications, LGA wide guides or collateral	General Manager

Maintained by Department:	Corporate Strategy & Communications	Approved by:	Council	Exhibition:	23/4/18
Reference:	Dataworks: Policy Register	Council Policy No:	9.16	Effective Date:	
Min No:		Version No:	1	Reviewed Date:	
Attachments:					



Minutes

Crime Prevention Committee Meeting

Date: Monday 21 May 2018

Venue: Committee Room

Time: 3:30pm

Lithgow Crime Prevention Committee	
Item Number	Agenda
1	Present and Apologies
2	Previous Minutes
3	Business Arising from Previous Minutes
4	BOCSAR Quarterly Recorded Crime Statistics
5	Police Report
6	Alcohol Free Zones
7	Public Safety On Newnes Plateau
8	General Business

ITEM: 1 PRESENT AND APOLOGIES

Present: Mayor Lesslie, Councillor Coleman, Inspector Chris Sammut, Senior Constable Sue Rose, Kath Compton, Jill Cusack, Jeff Smith, Simon Schmitzer and Danny Whitty

Apologies: Clr Goodwin

Officers: Matthew Johnson

Declaration of Interests: NIL

ACTION

THAT the Welcome and Apologies and Declarations of Interest be noted.

MOVED: Jeff Smith

SECONDED: Mayor Lesslie

ITEM: 2 PREVIOUS MINUTES

SUMMARY

The previous minutes were reported to Council on 26 February 2018.

ACTION

That the reporting of the previous minutes to Council on 26 February 2018 be noted.

MOVED: Mayor Lesslie

SECONDED: Kath Compton

ITEM: 3 BUSINESS ARISING FROM PREVIOUS MINUTES

SUMMARY

3.1 Inclusion of financial and cyber security matters in the Library's Tech Savy Seniors program. The Library has advised that financial and cyber security matters are included in the Library's Tech Savy Seniors program.

3.2 Liquor Accord

The existing Lithgow Liquor accord has not met for some time. Inspector Sammut spoke about the benefits of having a functioning Liquor Accord including that they provide opportunities for keeping licensees up to date with current legislation and other trends, to share information on good practice and to identify common risks.

3.3 CCTV at Railway

Simon Schmitzer advised the Committee that additional CCTV cameras will be installed in the Railway Parade Bus Interchange in the near future.

There was further discussion on the need for additional safety measures in and around the Lithgow Railway Station including additional Help Points on

**Minutes
Crime Prevention Committee Dated 21 May 2018**

the station concourse and Bus Interchange, and a review of lighting and CCTV coverage between the concourse and Main Street.

The Committee also recommended that because of the Railway Station and Bus Interchanges being a high crime activity area, Council write to the CEO of Sydney Trains requesting that consideration be given to sharing the existing Sydney Trains CCTV feed with Council and Police to facilitate a quick local response in emergencies.

3.4 Lighting along Barton Street to James Pde Wallerawang – The committee asked that this matter be followed up and that an assessment be undertaken of some of the trees in this location.

ACTION

That

1. That Council staff follow up the matter of lighting and public safety along Barton street to James Pde Wallerawang and that an assessment be undertaken of some of the trees in this location.
2. That Council staff contact Senior Constable Alan Beattie of Bathurst Police to discuss reactivating the Liquor Accord.
3. Council write to Mr Howard Collins, CEO of Sydney Trains, requesting that additional Help Points be installed on the station concourse and Bus Interchange and further requesting that consideration be given to sharing the existing Sydney Trains CCTV feed with Council and Police.
4. Council and Sydney Trains undertake an audit of lighting and CCTV coverage from the end of the railway concourse to the Main Street entrance.

MOVED: Mayor Lesslie

SECONDED: Danny Whitty

ITEM: 4 BOCSAR QUARTERLY RECORDED CRIME STATISTICS

SUMMARY

The latest NSW Bureau of Crime Statistics and Research (BOCSAR) Recorded Crime Statistics Quarterly Report to December 2017 was provided for the committee's consideration.

COMMENTARY

The BOCSAR Quarterly Crime Statistics report dated December 2017 gives the following data on Lithgow.

1. Trends in recorded Criminal Incidents in Lithgow LGA for major offences over the 24 months to December 2017

There was a 50% reduction in Break and Enter Non- Dwelling offences and a 16.5% reduction in Malicious Damage to Property offences in the 24 months to December 2017. All other offences were stable.

2. **Ratio to NSW rate (per 100,000 population) of recorded criminal incidents for major offences for 12 months to December 2017.**
 - Break And Enter Dwelling offences were 1.5 times the NSW rate
 - Break And Enter Non- Dwelling offences were 1.6 times the NSW rate
3. **Actual number of recorded criminal incidents in Lithgow LGA for major offences over 12 months to December 2017 compared to the 12 months to December 2016.**

	Actual Number of Recorded Offences Lithgow	
	12 months to December 2017	12 months to December 2016
Murder	0	2
Assault (Domestic Violence Related)	99	85
Assault (Non- Domestic Violence Related)	123	125
Sexual assault	21	15
Indecent assault etc.	21	22
Break And Enter Dwelling	118	129
Break And Enter Non- Dwelling	46	92
Motor vehicle theft	41	52
Steal From Motor Vehicle	74	92
Steal from retail store	36	45
Steal From Dwelling	87	95
Fraud	138	150
Malicious Damage	264	316

ACTION

THAT

The discussion on the latest NSW Bureau of Crime Statistics and Research (BOCSAR) Recorded Crime Statistics Quarterly Report to December 2017 be noted.

MOVED: Danny Whitty

SECONDED: Kath Compton

SUMMARY

A report was provided by the Police on local crime and Policing activities.

COMMENTARY

Domestic Violence Related Assault

Lithgow Police have achieved a 78% Legal Action Rate in relation to reported domestic violence incidents. This is above the NSW rate of 60% and reflects a zero tolerance by local Police to domestic violence.

Local rates of DV for the past three months were: February 26, March 40 and April 30.

The Chifley Command has two Domestic Violence Liaison Officers operating from Bathurst who provide a victim support role to domestic violence affected families through the court process as well as community education.

Non- Domestic Violence Related Assault

Local rates of Non- Domestic Violence Related Assault for the past three months were: February 16, March 7 and April 4.

Break and Enter Offences

Rates of Break and Enter Dwelling and Non-Dwelling Offences are down.

Malicious Damage

Local rates of Malicious Damage for the past three months were: February 23, March 21 and April 12.

Target Hardening

Inspector Sammut spoke of the importance of not leaving valuables in motor vehicles as much crime is opportunistic.

Drug Use

Inspector Sammut advised that drug use does occur, but Lithgow doesn't have a big drug problem.

ACTION

THAT

The Police Report be noted.

MOVED: Inspector Sammut

SECONDED: Simon Schmitzer

SUMMARY

The Committee discussed the current Alcohol Free Zones across the LGA

COMMENTARY

The current Alcohol Free Zones in the Lithgow, Portland and Wallerawang CBD areas are current until March 2021 and were last reviewed by Council in early 2017.

Council has powers under Sections 644 of the local Government Act 1993 to establish Alcohol Free Zones on roads, footpaths and public carparks. The establishment of an Alcohol Free Zone gives powers to the Police to seize, tip out or otherwise dispose of open containers of alcohol. The Police may also issue a warning or where a person does not cooperate with the Police, they can be charged with obstruction under Section 660 of the Local Government Act 1993.

Council may also establish Alcohol Prohibited Areas under Section 632A of the Local Government Act in public places (other than roads, footpaths and public carparks) such as parks, as for example Council has done in Queen Elizabeth Park and a number of other parks. Alcohol Prohibited Areas may operate without time limit. Offences and penalties are consistent with those that apply in Alcohol Free Zones.

Alcohol Free Zones may operate for a maximum period of 4 years after which Councils are required to consider whether they are still required or if they should be re-established for a further period.

Copies of maps are attached.

ACTION**THAT**

The discussion on Alcohol Free Zones be noted.

MOVED: Jeff Smith

SECONDED: Simon Schmitzer

ITEM: 7 PUBLIC SAFETY ON NEWNES PLATEAU

SUMMARY

The committee discussed public safety issues on Newnes Plateau

COMMENTARY

Inspector Sammut spoke about ongoing public safety concerns with unregistered vehicles and unlicensed drivers, including children, riding motor bikes and other vehicles on the plateau. Large numbers of people use the area, especially on weekends, posing a risk to themselves and other users.

The Police try to patrol the area but do not have the resources to cover the whole area.

ACTION

THAT

The Police and Council issue a joint media release warning of the risks and of the penalties that apply to unregistered vehicles and unlicensed drivers

MOVED: Mayor Lesslie

SECONDED: Inspector Sammut

ITEM: 8 GENERAL BUSINESS

1. Neighbourhood Watch

In response to a question from the Committee, the Police representatives advised that none are operating in the Chifley Command District and are unsure if any are operating elsewhere.

2. Flying of drones

In response to a question from the Committee, it was advised that the legislation applying to the flying of drones in public places is covered by the Civil Aviation Safety Authority which specifies where drones can be flown, maximum height and prohibited areas etc.

ACTION

THAT the discussion under General Business be noted.

MOVED: Jeff Smith

SECONDED: Jill Cusack

Meeting Closed 4:50pm

Minutes

Operations Committee

4th June 2018

4.00pm

Operations Committee	
Item Number	Agenda
1	Welcome/Present/Apologies
2	Confirmation of Minutes
3	Declaration of Interests
4	Business Arising From The Minutes
5	Cullen Bullen Sewerage Scheme – Update
6	CBD Revitalisation Project – Update
7	Progress on Asset Management System
8	Asbestos Register
9	Operations Review Report
10	Lidsdale Footpath Construction – Revised Report
11	Portland Sewerage Treatment Plant Augmentation – Update
12	General Business
13	Next Meeting

ITEM 1: PRESENT AND APOLOGIES

PRESENT: Cllr Lesslie, Cllr McAndrew, Cllr S Ring, Cllr R Thompson, Cllr Goodsell, G Faulkner

APOLOGIES: NIL

OFFICERS: J Edgecombe, R Brownlow, E Trudgett

ITEM 2: CONFIRMATION OF MINUTES FROM THE PREVIOUS MEETING

The Minutes were presented to the Council on 23rd April 2018.

ACTION

THAT the Committee note the Minutes of the meeting of 9th April 2018.

MOVED: Cllr Ring

SECONDED: Cllr Thompson

ITEM 3: DECLARATION OF INTERESTS

NIL

ITEM 4: BUSINESS ARISING FROM THE MINUTES

NIL

ITEM 5: CULLEN BULLEN SEWERAGE SCHEME - UPDATE

SUMMARY

Cullen Bullen Sewerage Scheme is currently at the EOI stage with proposals closing on 5th June 2018. Following the EOI and assessment of proposals a selective tender will be established and consultants that meet the requirements of the evaluations panel will be able to provide a full tender for the concept design of the sewerage scheme.

FINANCIAL IMPLICATIONS

- **Budget approved** - Yes
- **Cost centre** - 300034
- **Expended to date** - Nil
- **Future potential impact** – this project will service the Cullen Bullen community through a reticulated sewerage network.

ACTION/RECOMMENDATION

THAT Council note the update of the Cullen Bullen Sewerage Scheme.

MOVED: Clr Thompson

SECONDED: Clr Ring

ITEM 6: CBD REVITALISATION PROJECT - UPDATE

SUMMARY

The attached report provides an update on the progress of construction work for Stage 1 of the Lithgow CBD Revitalisation Project.

DISCUSSION – Concerns regarding businesses that are struggling due to the work undertaken on the CBD. Advised that a full debrief will follow once work has been completed and will address these concerns.

FINANCIAL IMPLICATIONS

- **Budget approved** - \$2,899,000.00
- **Cost centre** - 100007
- **Expended to date** - \$2,111,847.00
- **Future potential impact** – Nil

ACTION/RECOMMENDATION

THAT Council note the progress made to date on the Lithgow CBD Revitalisation Project.

MOVED: Clr Thompson

SECONDED: Clr Ring

ITEM 7: PROGRESS ON THE ASSET MANAGEMENT SYSTEM

SUMMARY

The project is on track for data being imported and linked, training of staff is to be completed, and ready to go live on 6 November 2018, with the project milestones being:

Milestone	Completion Due	Status
Solution Overview	8/3/2018	Completed
Site Specific Templates	9/4/2018	Completed
SDD Workshop	27/3/2018	Completed
Solution Load	29/03/2018	Completed
SDD Write-up	6/04/2018	Completed
Site Specific Configuration	19/04/2018	Completed
SDD Sign Off	26/04/2018	Completed
Data Migration Workshop	7/05/2018	Completed
Data Migration Sample Load testing	15/05/2018	Completed
KUT	25/06/2018	
Fleet KUT	17/07/2018	
Write Test Plans	24/07/2018	
Refresh UAT with copy of PRODUCTION	25/07/2018	
KUT Sign Off	25/07/2018	
Move Configuration from TRAINING to UAT	26/07/2018	
Data Migration Complete	3/08/2018	
UAT Round 1	10/08/2018	
Remediation	14/08/2018	
UAT Round 2	20/08/2018	
Remediation	22/08/2018	

UAT Sign Off	23/08/2018	
Move Configuration to PRODUCTION	27/08/2018	
Data Migration to PRODUCTION	31/08/2018	
Prepare End User Training Manuals	30/09/2018	
End User Training	31/10/2018	
Sign Off Go/No Go	28/09/2018	
Go Live	6/11/2018	

Council's Project Team have been working closely with the Tech One Consultants to transition the operational and financial data efficiently and effectively, with deadlines set according to availability of staff resources, factoring in leave and end of financial year reporting.

Operations Specific Progress:

Category	Create Asset Load Sheet Template	Create GIS Layer	Populate Raw Data	Create Asset Detail sheet for conversion	Create Asset Type sheet for conversion	Import conversions into Test System	Review Data / Gap Analysis	Manually Link Asset Physical Location to GIS Layer	Publish GIS Layer	Final Draft Raw Data	Import Asset Data to GIS Layer
Deadline	12/7/18	12/7/18	13/7/18	13/7/18	13/7/18	13/7/18	3/8/18	10/8/18	12/8/18	17/8/18	25/8/18
Overall Completion	90%	90%	40%	80%	80%		10%	40%			
Buildings	✓	✓	60%	✓	✓		10%	60%			
Land	✓	✓	90%	✓	✓		10%	90%			
Open Spaces	✓	✓	20%	✓	✓		10%	20%			
Stormwater	✓	✓	80%	✓	✓		10%	80%			
Transport	✓	✓	40%	✓	✓		10%	40%			
Water	✓	✓	40%				10%	40%			
Sewer	✓	✓	20%				10%	20%			
Waste Facilities											

Once the bulk asset import is made into the test system (13/7/18), the asset data report will show the data that is required to be collected (gap analysis), and this can be worked on up until the conversion from Test System to Production (27/8/18).

In September/October the introduction, training and user manuals will be created, ready for the system to be used from 6 November 2018

FINANCIAL IMPLICATIONS

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

ACTION/RECOMMENDATION

THAT Council note the information on the progress of the Asset Management System.

MOVED: Cllr Ring

SECONDED: Cllr Lesslie

ITEM 8: ASBESTOS REGISTER

SUMMARY

Progress is being made on reviewing Council's existing Asbestos Register to include additional information raised through the Asbestos Awareness Training course staff recently completed.

This involves expanding the current register to include:

- Form of ACM
- Specific location of ACM
- Approximate area of ACM
- Type of ACM
- Sample Results
- Condition
- Accessibility
- Airborne Potential
- Exposure
- Hazard Level
- Health Risk; and
- Action Priority

The Register also expands and provides specific details as the Asbestos Management Plan for each asset (determined by Action Priority).

A priority ranking for inspection of assumed ACM sites is also currently being finalised as part of this review, and will enable Council to expedite any high risk assets.

Also included as in the Asbestos Register is a list of buildings where no asbestos has been identified, as well as a list of facilities where Asbestos Clearance Certificates have been issued (due to the removal of asbestos containing materials).

Once completed, this new register will be published on Council's Intranet, displayed in all buildings, provided to all relevant Contractors/Consultants, and provided to all staff.



Asbestos Register

Asset Name: Administration Building
 Asset ID: 9001-10
 Asset Address: 180 Mort Street, LITHGOW NSW 2790
 Asset Manager: Jim Nichols

Date of ID	Form	Location	Approx. m ²	Type	Sample Result	Condition	Accessibility	Airborne Potential	Exposure	Hazard Level	Health Risk	Action Priority
	Floor Tiles	Downstairs Corridor		Non-Friable	Assumed	Good	High	High?	Moderate	36	Moderate	Priority 2
	Floor Tiles	Upstairs Corridor		Non-Friable	Assumed	Good	High	High?	Moderate	36	Moderate	Priority 2
	Floor Tiles	Upstairs Break Room		Non-Friable	Assumed	Good	High	High?	Moderate	36	Moderate	Priority 2

Asbestos Management Plan

It is noted that where asbestos containing materials are to be removed, the removal must occur in accordance with the procedures identified in Council's Asbestos Policy 7.11. If renovation or demolition works are to occur, the asbestos based materials which are likely to be disturbed should be removed prior to works commencing. If asbestos based products are disturbed, the area should be isolated and an assessment by qualified Council staff should be undertaken. Work Health and Safety Regulation 2017 R428 R429 requires that the Management Plan must be controlled by a person who is in control of the workplace. The nominated Asset Manager is responsible for ensuring that the management plan is kept up to date, including documenting asbestos removal works, subsequent damage and if new asbestos products are identified on-site.

Location:	Downstairs Corridor Floor Tiles				
Risk Priority:	2	Label Required:	Yes	Warning Sign Required:	No
Action:	No remedial action required, unless disturbed				
Recommendation:	<ul style="list-style-type: none">Undertake a complete Asbestos Survey (photos, sample, location, extent, type, condition) of the ACM assumed for the asset within 2 years (Priority 2) and update the Asbestos Register accordingly.Undertake labelling of identified or assumed asbestos (including where the asbestos is not readily accessible) within 2 years (Priority 2) and update the Asbestos Register accordingly.Prior to the commencement of any site works, remove ACM under controlled conditions where any demolition or refurbishment works will likely impact on ACM				
Legislative Requirements:	<ul style="list-style-type: none">Labels and / or warning signs should be installed.Avoid mechanical damage and abrasion.Remove ACM if refurbishment, structural alteration or demolition is to be carried out in this area.Re-inspect every 12 months or earlier in accordance with the WHS Act 2011 & or Management and Control of Asbestos in Workplaces [NOHSC: 2018 (2005)].All remedial/removal repairs require a Clearance Inspection & Certificate to be recorded by an approved/competent assessor.				

FINANCIAL IMPLICATIONS

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

ACTION/RECOMMENDATION

THAT Council note the progress of the Asbestos Register.

MOVED: Cllr Thompson

SECONDED: Cllr Lesslie

ITEM 9: OPERATIONS REVIEW REPORT

SUMMARY

Please see attached draft discussion paper for further information.

DISCUSSION – The Final Report has been received by the General Manager and copies have been distributed to all Councillors. It was advised that the options are only recommendations and the General Manager will be raising the report at the June Council Meeting.

FINANCIAL IMPLICATIONS

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

ACTION/RECOMMENDATION

THAT Council note the Draft Operations Review Report.

MOVED: Cllr Thompson

SECONDED: Cllr Ring

ITEM 10: LIDSDALE FOOTPATH CONSTRUCTION – REVISED REPORT

SUMMARY

The attached report seeks a resolution from Council with regard to requests from the public to construct a footpath on Wolgan Road, Lidsdale from

FINANCIAL IMPLICATIONS

- **Budget approved - N/A**
- **Cost centre - N/A**

- **Expended to date** - N/A
- **Future potential impact** - \$170,400.00 including additional recurrent maintenance expenses.

ACTION/RECOMMENDATION

THAT Council consider the allocation of \$170,400.00 to the construction of a footpath on Wolgan Road, Lidsdale subject to an assessment of current project priorities within the draft 2018/19 Operational Plan.

MOVED: Clr Thompson

SECONDED: Clr Ring

ITEM 11: PORTLAND SEWERAGE TREATMENT PLANT AUGMENTATION - UPDATE

SUMMARY

Portland Sewerage Treatment Plant is currently in the final stages of the augmentation process. The new plant has been running with no exceedance in any pollutants thus far from effluent testing. The major construction of the sludge tanks is nearing completion with only minor construction works to be undertaken going forward with a completion date of mid-August.

DISCUSSION – It was advised that demolition has been undertaken and the construction of stage 2 is 50% complete. It is projected that the opening of the plant will be held mid-August/early-September 2018.

FINANCIAL IMPLICATIONS

- **Budget approved** - Yes
- **Cost centre** - 300014
- **Expended to date** - \$8,740,270.00
- **Future potential impact** – this will improve the treatment process to a tertiary level in the Portland sewer scheme.

ACTION/RECOMMENDATION

THAT Council note the update regarding the Portland STP.

MOVED: Clr Ring

SECONDED: Clr Thompson

ITEM 12: GENERAL BUSINESS

SUMMARY

Disabled Access Concern – Marjorie Jackson Oval, Lithgow

It was advised that the chain currently in place at Marjorie Jackson Oval will be removed once the bollards have been received. Work to install the bollard will commence immediately once bollards have been received.

Main Street, Portland – Bark Issue

Following the issue of bark washing onto the footpath in Main Street, Portland, Council staff will clear nearby stormwater drainage which has been blocked and caused the water to wash the bark onto the paths. The bark will not be replaced whilst Council is investigating costs and design of grates.

Tourism Signage for Wallerawang and Portland

Council is to contact the RMS regarding the placement of tourism signage (brown & white signs) along the Castlereagh Highway and Great Western Highway directing the public to the towns of Wallerawang and Portland. Council will advise Councillors of any updates received.

FINANCIAL IMPLICATIONS

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

ACTION/RECOMMENDATION

THAT appropriate actions and reporting be undertaken in relation to the items raised during general business

MOVED: Cllr Thompson

SECONDED: Cllr Ring

ITEM 13: NEXT MEETING

Next Meeting: Monday, 2nd July at 4:00pm
Committee Room, Administration Building,
180 Mort Street LITHGOW NSW 2790

There being no further business the meeting closed at 4.45pm

Minutes

Sports Advisory Committee

13th June 2018
5.00pm

Operations Committee	
Item Number	Agenda
1	Welcome/Present/Apologies
2	Confirmation of Minutes
3	Business Arising From The Minutes
4	Financial Assistance Requests
5	2018 LJ Hooker Reg Cowden Sports Star Of The Year Awards
6	Booking Requests
7	New Members
8	General Business
9	Next Meeting

ITEM: 1 PRESENT AND APOLOGIES

PRESENT: Cllr S Lesslie, D Whitty, R Whitty, P Glasson, G Ryan, M Wren, P Evans, N Lloyd, S Morris, A Magus

APOLOGIES: Cllr J Smith, Cllr D Goodwin, L Kearney, R Marjoram

OFFICERS: J Edgecombe, P Fitzpatrick, E Trudgett

DECLARATION OF INTERESTS: NIL

ITEM: 2 CONFIRMATION OF MINUTES FROM THE PREVIOUS MEETING

The minutes were presented to the Council on 28th May 2018.

ACTION

THAT the Minutes of the meeting of 9th May 2018 be noted.

MOVED: G Ryan

SECONDED: D Whitty

ITEM: 3 BUSINESS ARISING FROM THE MINUTES

NIL

ITEM: 4 FINANCIAL ASSISTANCE REQUESTS

SUMMARY

There were no complying financial assistance requests received in May 2018.

ACTION

THAT the information regarding financial assistance be noted.

MOVED: M Wren

SECONDED: S Morris

ITEM: 5 2018 LJ HOOKER REG COWDEN MEMORIAL SPORTS STAR OF THE YEAR AWARDS

SUMMARY

Junior nominations for the month of May 2018 were received from:

- Lucy Green (Tennis) – Lucy achieved selection in the 14 & 16 under State Teams, was a semi-finalist in the Bathurst Junior Pro (Gold Event), winner of the Bathurst Junior Tour Gold Tournament U12 girls doubles, and has moved up in the Australian Open Women's Rankings from 723 to 672 as a result of playing in these tournaments. Please note that this nomination is supported and endorsed by the Lithgow City Tennis Club.

Senior nominations for the month of May 2018 were received from:

- Lithgow Workmen's Valley Women's Bowling Club (Bowls) – after advancing through as Western District Champions and winning the Number 2 pennant, the Workies Ladies had to contest the zone playoffs against the Lower Mountains Number 2 pennant winners – Springwood – at Hazelbrook. Springwood were much fancies however the Lithgow Ladies won through and will now contest the State Title in August at the Central Coast against other districts.

MONTH	JUNIOR RECIPIENT(S)	SENIOR RECIPIENT(S)
December/January	Emily Watts (Cycling)	Lachlan Sharp (Hockey)
February	No Nominations Received	No Nominations Received
March	Lucy Green (Tennis) Lithgow Lightning (Cricket) – Team Winner	No Nominations Received
April	No Nominations	David Palmer
May	No Nominations	Lithgow Workmen's Valley Women's Bowling Club
June		
July		
August		
September		
October		
November		

ACTION

THAT

1. Lucy Green's nomination be noted due to receiving the March 2018 award; and
2. The 2018 LJ Hooker Reg Cowden Memorial Senior Sports Star of the Year Award for May 2018 be awarded to the Lithgow Workmen's Valley Women's Bowling Club

MOVED: D Whitty

SECONDED: A Magus

ITEM: 6 BOOKING REQUESTS**SUMMARY**

The following bookings were received between 9th May 2018 and 13th June 2018, and do not conflict with any other approved bookings.

Marjorie Jackson Oval, Lithgow			
User	Dates / Times	Purpose	Comments
Lithgow Public School	Between 11am and 2pm on Friday, 8 th June 2018.	Lithgow Public V Zig Zag Small Schools Soccer Game	Approved subject to standard condition.
Tony Luchetti Sportsground, Lithgow			
User	Dates / Times	Purpose	Comments
Lithgow Storm JRLFC	Between 4pm and 6pm on Saturday, 19 th May 2018.	Lithgow Storm JRLFC Training Run	Approved subject to standard condition.
Lithgow Public School	Between 9am and 3pm on Thursday, 26 th July 2018.	LPS Athletics Carnival	Approved subject to standard condition.
Jim Monaghan Athletics Oval, Lithgow			
User	Dates / Times	Purpose	Comments
Lithgow Public School	Between 9am and 3pm on Thursday, 26 th July 2018.	LPS Athletics Carnival	Approved subject to standard condition.

CANCELLATIONS

NIL

ACTION**THAT**

1. All bookings detailed in Item 6 be approved.

MOVED: P Glasson

SECONDED: S Morris

ITEM 7: NEW MEMBERS

NIL

ITEM 8: GENERAL BUSINESS

SUMMARY

Requests for Additional Keys

There have been multiple sporting bodies requesting additional keys for the sporting facilities. Council staff advise that before any decision is to be made on distributing additional keys, sporting bodies need to advise who holds keys within their organisation to establish how many sets are currently in circulation.

Appreciation

Thanks were extended to Council staff for the installation of seating and a bollard at Marjorie Jackson Oval, Lithgow.

On behalf of the Sports Advisory Committee, the Mayor is to send an appreciation letter to Mr. Iain Stewart and Mr. Terry Nolan for their many years' service and support to the Sports Advisory Committee and Council.

FINANCIAL IMPLICATIONS

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

ACTION/RECOMMENDATION

THAT appropriate actions and reporting be undertaken in relation to the items raised during general business

MOVED: M Wren

SECONDED: D Whitty

ITEM 9: NEXT MEETING:

Next Meeting: Wednesday, 11th July at 5:00pm
Committee Room, Administration Building,
180 Mort Street LITHGOW NSW 2790

There being no further business the meeting closed at 5.25pm



MINUTES

Finance Committee

13 June 2018

4:30 p.m.

Name of Committee	
Item Number	Agenda
1	Welcome/present/ apologies
2	Confirmation of Minutes – May Meeting
3	Special Rate Variation Application - Update
4	May Performance Reporting to OLG
5	May 2018 MTD & YTD Financial Results & Budget Variances
6	2017/18 Carryover Requests
7	May 2018 Investment Report
8	June Council Meeting – Review of Finance & Assets Reports
9	Audit Action List
10	General Business
11	Next meeting – 9 July 2018

MINUTES – FINANCE COMMITTEE MEETING – 13 JUNE 2018



ITEM: 1 PRESENT AND APOLOGIES

PRESENT: Cr Thompson, Cr Ring, Cr Lesslie, Cr Statham

APOLOGIES: Cr McAndrew

OFFICERS: Graeme Faulkner- General Manager, Ross Gurney - Chief Financial Officer, Trinity Newton - Minutes.

DECLARATION OF INTERESTS: Nil

ITEM: 2 CONFIRMATION OF MINUTES FROM THE PREVIOUS MEETING

The minutes of the Finance Committee Meeting held on 14 May 2018 were endorsed by Council on 28 May 2018 with the resolution number 18-141.

MOVED: Councillor Lesslie

SECONDED: Councillor Ring

ITEM: 3 SPECIAL RATE VARIATION APPLICATION - UPDATE

SUMMARY

The next stage is community consultation which commences in July and continues into August

.

The Committee noted the report:

MOVED: Councillor Lesslie

SECONDED: Councillor Ring

ITEM: 4 MAY PERFORMANCE REPORTING TO OLG

SUMMARY

The Committee reviewed the May Performance Reporting to OLG.

The report was noted by the Committee

MOVED: Councillor Ring

SECONDED: Councillor Lesslie

ITEM: 5 MAY 2018 MTD & YTD FINANCIAL RESULTS & BUDGET VARIANCES

SUMMARY

The Committee reviewed the Financial Results and Budgets Variances Report.

The information in the report was noted by the committee.

MOVED: Councillor Thompson

SECONDED: Councillor Ring

ITEM: 6 2017/18 CARRYOVER REQUESTS

SUMMARY

The Committee reviewed the Carryover requests as at June 2018. Operational carryovers / revotes should be carefully considered to minimise the impact on the 2018/19 operating result.

MOVED: Councillor Thompson

SECONDED: Councillor Ring

ITEM 7: MAY 2018 INVESTMENT REPORT

SUMMARY

The Committee reviewed the May 2018 Investment Report. The increase in the investments balance and change to interest income were noted.

FINANCIAL IMPLICATIONS

- YTD Budget approved – \$586,667
- Cost centre - 3259
- YTD Income to date - \$545,863
- Future potential impact – Nil

RECOMMENDATION

THAT the Committee endorse the May 2018 Investment Report recommendations:

THAT

1. Investments of \$28,925,000.00 and cash of \$783,899.82 for the period ending 31 May 2018 be noted.
2. The enclosed certificate of the Responsible Accounting Officer be noted.

MOVED: Councillor Ring

SECONDED: Councillor Thompson

ITEM 8: JUNE COUNCIL MEETING – REVIEW OF FINANCE & ASSETS REPORTS

SUMMARY

The following report being presented to the Council meeting by Finance and Assets were discussed and recommended for approval at the Council meeting on 25 June 2018.

ACTION/RECOMMENDATION

Rate Relief - Drought Affected Farmers

FINANCIAL IMPLICATIONS

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

THAT Council note:

1. The summary of the response from Federal Member, Mr Andrew Gee, with regard to lobbying the Federal Government to reinstate the Standing Council on Primary Industries.
2. The availability of rate relief for drought affected farmers within the provisions of Council's adopted Hardship Policy.

MOVED: Councillor Ring

SECONDED: General Manager

ITEM 9: AUDIT ACTION LIST

The Audit Action List was discussed. All actions will be completed by 30/6/18.

MOVED: Councillor Ring

SECONDED: Councillor Thompson

ITEM 10: GENERAL BUSINESS

There was no general business.

ITEM 11 NEXT MEETING

Next Meeting: 9 July 2018 at 4:30 pm
The Committee Room

There being no further business the meeting closed at 5.17pm

ITEM FIN - 25/06/18 - COUNCIL INVESTMENT REPORT - MAY 2018

REPORT BY: CHIEF FINANCIAL & INFORMATION OFFICER

REFERENCE

Min No 18-141: Ordinary meeting of Council held on 28 May 2018.

SUMMARY

To advise Council of investments held as at 31 May 2018 and to note the certification of the Responsible Accounting Officer that funds have been invested in accordance with legislation, regulations and Council policy.

COMMENTARY

Council's total investment portfolio, as at 31 May 2018 when compared to 30 April 2018, has increased by \$1,735,000 from \$27,190,000 to \$28,925,000. Cash in Council's bank account increased by \$379,334.38 from \$404,565.44 to \$783,899.82.

There is an overall increase in cash and investments of \$2,114,334.38 since 30 April 2018, this is due to the fourth rates instalment due on 31 May 2018 and the Financial Assistance Grant payment.

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 May 2018 were as follows:

Opening Balance of cash and investments as 01 May 2018	\$27,594,565.44
Plus New Investments – May 2018	\$11,614,334.38
Less Investments redeemed – May 2018	-\$9,500,000.00
Closing Balance of cash and investments as at 31 May 2018	\$29,708,899.82

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 14 August 2017, Council adopted a revised Investment Policy which includes the Minister's Investment Order of 12 January 2011

FINANCIAL IMPLICATIONS

- YTD Budget approved – \$586,667
- Cost centre - 3259
- YTD Income to date - \$545,863
- Future potential impact – Nil

The Council's interest income is currently \$40,804 under budget due to the reversal of a \$132,000 interest accrual at the 30 June 2017. It is expected that interest revenue for the 2017/18 financial year will be approximately \$640,000.

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 14 August 2017 Council adopted a revised Investment Policy and investments comply with this Policy.

CERTIFICATION OF THE RESPONSIBLE ACCOUNTING OFFICER

I hereby certify that the investments listed in the report have been made in accordance with Section 625 of the Local Government Act 1993, clause 212 of the Local Government (General) Regulation 2005 and Council's Investments Policy.

Ross Gurney
Chief Financial and Information Officer (Responsible Accounting Officer)

ATTACHMENTS

1. Investment Register 2017/18

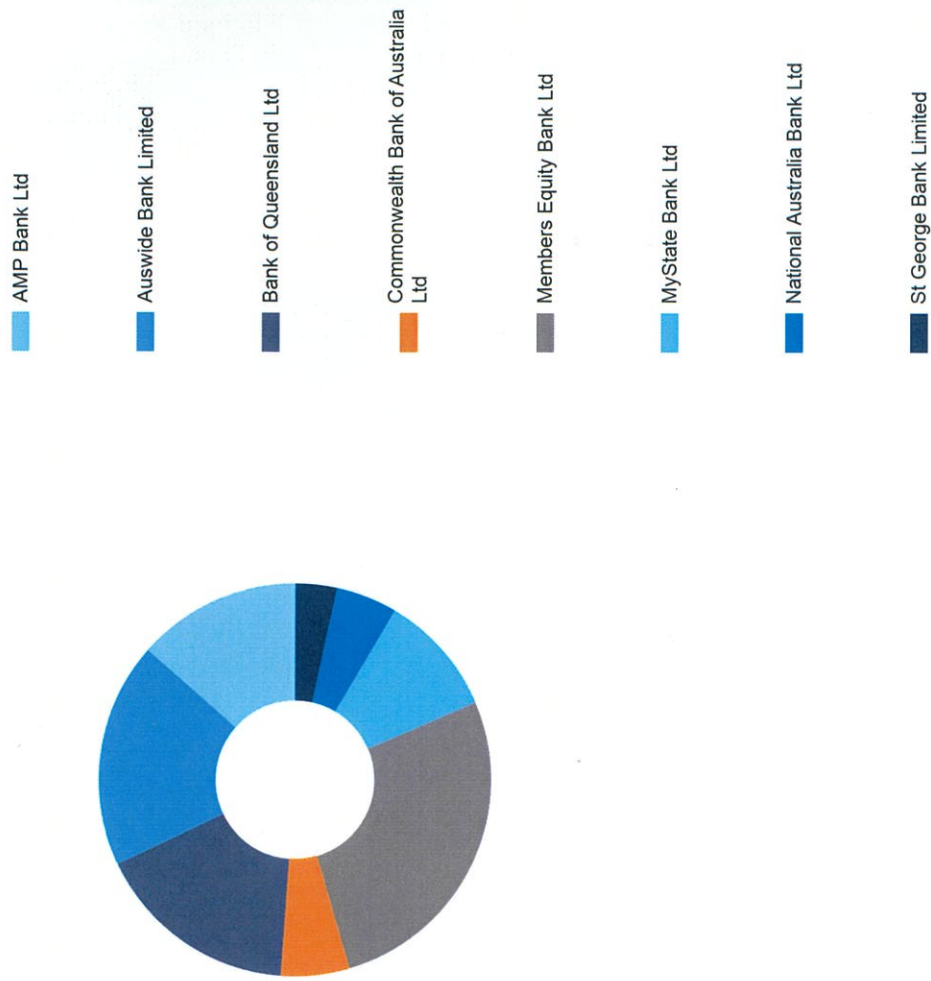
RECOMMENDATION

THAT

1. Investments of \$28,925,000.00 and cash of \$783,899.82 for the period ending 31 May 2018 be noted.
2. The enclosed certificate of the Responsible Accounting Officer be noted.

Issuer	Market Value	% Total Value
AMP Bank Ltd	4,039,035.61	13.54%
Auswide Bank Limited	5,530,654.79	18.54%
Bank of Queensland Ltd	5,025,953.42	16.84%
Commonwealth Bank of Australia Ltd	1,675,000.00	5.61%
Members Equity Bank Ltd	8,040,894.52	26.95%
MyState Bank Ltd	3,012,652.05	10.10%
National Australia Bank Ltd	1,507,586.30	5.05%
St George Bank Limited	1,004,882.19	3.37%
Portfolio Total	29,836,658.88	100.00%

Market Value by Issuer



ITEM FIN - 25/06/2018 - RATE RELIEF - DROUGHT AFFECTED FARMERS

REPORT BY: CHIEF FINANCIAL AND INFORMATION OFFICER

REFERENCE

Min 18-146: Ordinary Meeting of Council 28 May 2018

SUMMARY

This report advises Council on the response from Federal Member, Mr Andrew Gee, with regard to lobbying the Federal Government to reinstate the Standing Council on Primary Industries. The report also responds to a request from Mr Gee that Council consider assisting drought affected farmers by offering rate relief.

COMMENTARY

At the Ordinary Meeting of Council held 28 May 2018 Council resolved (Min 18-146):

THAT Council request the General Manager of Lithgow City Council, Mr Graeme Faulkner write to the Federal Member, Mr Andrew Gee seeking Mr Gee to lobby the Federal Government to reinstate the Standing Council on Primary Industries.

Mr Gee responded to Council's letter on 31 May 2018. In his response, Mr Gee outlined a range of measure to assist drought affected farmers. Mr Gee also clarified the arrangements and responsibilities with regard to standing committees on primary industries. Further, Mr Gee requested that Council consider assisting drought affected farmers by offering rate relief.

Hardship Policy

The Council adopted an updated Hardship Policy at the Ordinary Meeting of Council held 23 October 2017 (Min 17-311).

The objective of the Hardship Policy is: *to provide assistance to ratepayers suffering financial hardship, with outstanding debts due to council and to provide an administration process to determine applications promptly.*

Farmers affected by the current drought can apply for assistance available to ratepayers as set out in the Hardship Policy. The Hardship Policy (in accordance with the NSW Local Government Act 1993) permits Council to enter into payment agreements with ratepayers who cannot meet their normal instalment payments. Accrued interest on rates and charges may also be written off in cases of hardship.

Drought affected farmers may apply for hardship relief on Council's Hardship Application Form.

POLICY IMPLICATIONS

This report refers to Policy 8.6 Hardship Policy.

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. Policy 8.6 Hardship Policy

RECOMMENDATION**THAT** Council note:

1. The summary of the response from Federal Member, Mr Andrew Gee, with regard to lobbying the Federal Government to reinstate the Standing Council on Primary Industries.
2. The availability of rate relief for drought affected farmers within the provisions of Council's adopted Hardship Policy.



8. FINANCE

Policy 8.6

HARDSHIP POLICY

Version 5

8. FINANCE

8.6 HARDSHIP POLICY

OBJECTIVE:

To provide assistance to ratepayers suffering financial hardship, with outstanding debts due to council and to provide an administration process to determine applications promptly.

POLICY:

A debtor who cannot pay a debt due to Council for the reason of financial hardship can apply for assistance at any time.

Each individual case will be considered on its merits. The criteria for assessment is contained in the Hardship Application form, attachment 1, including but not limited to, the following:

- The amount of any rate increase when compared to the average rate increase for the rate category
- Income from all sources
- Living expenses
- Reason for financial hardship
- Length of occupancy

The assistance provided will be determined under the legal requirements of the Local Government Act 1993.

DEFINITIONS

- LGA, 1993 - refers to the Local Government Act 1993.
- Pensioner - means an eligible pensioner as defined in clause 135 of the Local Government (General) regulations 2005.
- Hardship Application form will be used for the purpose of applying for assistance under this policy.
- Hardship Committee will review hardship applications and will include the Finance Manager and a Rating Officer.
- The workgroup will make recommendations to the Chief Financial and Information Officer (CFIO) and prepare reports to Council if amounts exceed the General Manager's delegations.

HARDSHIP PROVISIONS

The Local Government Act 1993 provides Council with three (3) options for providing assistance to ratepayers who are finding it difficult to pay their rates and charges because of financial hardship. A summary of the options is as follows:

Section 601 LGA 1993

Any ratepayer who incurs a rate increase in the first year following a revaluation of land values can apply to Council for rate relief if the increase in the amount of rates payable would cause them substantial hardship.

Council has discretion to waive, reduce or defer the payment of the whole or any part of the increase in the amount of the rate payable.

Council can set the period of time for when applications can be made under this Section.

Applications under Section 601 LGA 1993 must be made during the first year a new land value is used for rating purposes. Where an application is made in the first year, an application can also be made in subsequent years of the valuation base date.

Section 582 LGA 1993

Council can provide assistance to pensioners under this Section. Council may defer payment of all or part of the rates and charges payable after rebates have been deducted.

Sections 564 and 567 LGA 1993

Council can enter into payment agreements with rate payers, who cannot meet their normal instalment payments as provided by the LGA 1993.

- Council will provide an application form for the purpose of applying for assistance
- The Hardship Committee will review the application and recommend to the CFIO any offer of assistance as provided by the Local Government Act 1993 having regard to the circumstances of the applicant
- The CFIO can approve or not approve the Committee's recommendation
- The ratepayer will be informed of Council's decision in writing and if not satisfied with the outcome can request the Council to reconsider its decision
- After the Council considers the application and makes a decision the ratepayer has no further right to appeal.

Delegated Officers of Council can enter into payment agreements with ratepayers (Sections 564 and 567 LGA 1993).

Accrued interest on rates and charges may be written off where payment of the accrued interest would cause the person hardship. The Hardship Committee may request the ratepayer to come to an interview if it is necessary to understand the issues causing hardship.

HARDSHIP RESULTING FROM A GENERAL REVALUATION GOVERNMENT AREA

In accordance with Section 601 of the Local Government Act a rate payer that suffers substantial hardship as the consequence of the making and levying of a rate on the most recent valuation, may apply to Council for relief. Assistance is only available in the first year new valuations are used to calculate rates. The criteria used to determine eligibility are:

- The rates payable must be more than 5% of the gross household income
- The applicant must be an owner and an occupier of the property to which the rates relate and the dwelling must be the applicants sole or principle place of living

- The ordinary rate increase must be more in percentage terms than the amount determined by Council at each revaluation. The ordinary rate increase is calculated as the ordinary rates payable for the new rating year (being the first year in which revaluations are used) minus the ordinary rates payable in the previous rating year increased by the allowed rate pegging increase for the year
- The maximum amount of assistance in aggregate for all ratepayers is \$20,000.

Only applications on the approved Hardship Application form, attachment 1, with certified supporting documentation will be considered. Applications with insufficient documentation will be referred back to the applicant. Completed applications will be assessed within 10 working days from lodgement with Council. Applications will be considered by the Hardship Committee. A ratepayer dissatisfied with a decision of the CFIO may have that decision reviewed by the General Manager. If an application is refused, the applicant will be provided with reasons for such refusal by the CFIO. Applicants may appeal, in writing, to the General Manager.

PRIVACY

Privacy in relation to any consideration of hardship will be preserved in accordance with Council's Privacy Management Plan.

ATTACHMENTS

- 1 Hardship Application Form

Maintained by Department:	Finance and Assets	Approved by:	Council		
Reference:	Dataworks: Policy Register	Council Policy No:	8.6	Effective Date:	23 October 2017
Min No:	V1 - 06-349 V2 - 008-165 V3 - 12-49 V4 - 14-367 V5 - 17-311	Version No:	5	Review Date:	Feb 2013 Oct 2013 Sept 2014 Oct 2018
Attachments:	Hardship Application Form				