



Ordinary Meeting of Council

to be held at

Council Administration Centre

180 Mort Street, Lithgow

on

Monday 26 May 2025

at 6:30 PM

Business Paper

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Acknowledgement of Country

Acknowledgement of Country

Lithgow City Council acknowledges Wiradjuri Elders past and present of the Wiradjuri nation - the original custodians of the land on which the Lithgow's communities reside. The Council also extends our respects to our neighbouring nations.

Declaration of Webcasting

I inform all those in attendance at this meeting, that the meeting is being webcast and that those in attendance should refrain from making any defamatory statements concerning any person, Councillor or employee, and refrain from discussing those matters subject to Closed Council proceedings as indicated in clause 14.1 of the code of meeting practice.

Present

Apologies

Declaration of Interest

Ethical Decision Making and Conflicts of Interest

A guiding checklist for Councillors, officers and community committees

Oath or Affirmation of Office

Councillors are reminded of the Oath or Affirmation taken of office, made under section 233A of the *Local Government Act 1993* when elected.

Ethical decision making

- Is the decision or conduct legal?
- Is it consistent with Government policy, Council's objectives and Code of Conduct?
- What will the outcome be for you, your colleagues, the Council, anyone else?
- Does it raise a conflict of interest?
- Do you stand to gain personally at public expense?
- Can the decision be justified in terms of public interest?
- Would it withstand public scrutiny?

Conflict of interest

A conflict of interest is a clash between private interest and public duty. The test for conflict of interest:

- Is it likely I could be influenced by personal interest in carrying out my public duty?
- Would a fair and reasonable person believe I could be so influenced?
- Conflict of interest is closely tied to the layperson's definition of 'corruption' – using public office for private gain.
- Important to consider public perceptions of whether you have a conflict of interest.

There are two types of conflict:

- **Pecuniary** – regulated by the *Local Government Act 1993* and Office of Local Government. A person with a pecuniary interest should at least disclose and not vote, but it would also in these cases be appropriate to leave the chamber.
 - **Non-pecuniary** – regulated by Codes of Conduct and policy. ICAC, Ombudsman, Office of Local Government (advice only). If declaring a Non-Pecuniary Conflict of Interest, a person with a non-pecuniary interest can choose to either disclose and vote, disclose and not vote or leave the Chamber.
 - Local Government Act 1993 and Model Code of Conduct
-

For more detailed definitions refer to the *Local Government Act 1993*, Chapter 14 Honesty and Disclosure of Interest and adopted Code of Conduct.

Identifying problems

1st Do I have private interests affected by a matter I am officially involved in? **2nd** Is my official role one of influence or perceived influence over the matter? **3rd** Do my private interests conflict with my official role?

Disclosure of pecuniary interests / non-pecuniary interests

Under the provisions of Section 440AAA(3) of the *Local Government Act 1993* (pecuniary interests) and the Model Code of Conduct it is necessary for you to disclose the nature of the interest when making a disclosure of a pecuniary interest or a non-pecuniary conflict of interest at a meeting.

A Declaration form should be completed and handed to the General Manager as soon as practicable once the interest is identified. Declarations are made at Item 3 of the Agenda: Declarations - Pecuniary, Non-Pecuniary and Political Donation Disclosures, and prior to each Item being discussed: The Declaration Form can be downloaded at

Confirmation of Minutes

Confirmation of the Minutes of the Ordinary Meeting of Council held 28th April 2025.

Commemorations and Announcements

On behalf of Lithgow City Council the Mayor expressed sincere sympathy and condolences to families who had lost loved ones since the last council meeting.

Public Forum

Any person registered to speak during Public Forum on a matters included in the business paper and registered via the Council website prior to 12 Noon on the day of the meeting will have the opportunity to speak. There will be only two speakers for and against, on each matter on the business paper.

Public forum will be allocated half an hour time in total with each speaker having 3 minutes to speak.

Speaker not registered for public forum will have an opportunity to speak on matters on the business paper if time permits.

1. **Mayoral Minutes**

1.1. **Mayoral Minute - 26/05/2025 - Congratulations to Andrew Gee**

Report by Mayor – Councillor Cassandra Coleman

Commentary

In Australia every three years we vote for who is going to represent us on the federal stage.

The most important part of any election, in my opinion, is the candidates. Without candidates we don't have a contest. Without candidates we don't have the option of choice.

It takes courage, commitment and sacrifice to run for public office and they should all be commended.

The other important part of elections is the electoral system. The preferential system was first used in Australia in 1919, and it has served us well. It ensures that no vote is wasted.

The Federal Election 2025 result for Calare is in and I note that Andrew Gee won as an Independent on a two-candidate preferred vote of 56.49%

Lithgow Local Government area sits within the Division of Calare which The Hon Andrew Gee MP has held in the House of Representatives since 2016.

Attachments

Nil

Recommendation

THAT Lithgow City Council officially congratulate The Hon Andrew Robert Gee on his re-election to the seat of Calare at the 2025 federal election, and that we look forward to working with him on matters that benefit the residents of the Lithgow Local Government Area.

2. Administration Reports

2.1. GM - 26/05/2025 - Leave of Absence - Councillor M Statham

Strategic Context for this matter:

Responsible Governance & Civic Leadership To develop community confidence in the organisation by the way it is directed, controlled and managed.

Author: Ross Gurney - General Manager

Responsible Officer: Ross Gurney - General Manager

Executive Summary

Councillor Statham has requested a leave of absence from Councillor duties to 2 June 2025.

Administration's Recommendation

THAT Councillor Statham be granted leave of absence for the Ordinary Meeting held on 26 May 2025.

Attachments

Nil

Reference to any relevant previous minute

N/A

Background and discussion

A leave of absence is a formal permission granted by way of Council resolution to a Councillor excusing that Councillor's attendance at a particular meeting. It is sought by way of application to the Council and is recognised in the Code of Meeting Practice, as set out below.

5.4 Where a councillor is unable to attend one or more ordinary meetings of the council, the councillor should request that the council grant them a leave of absence from those meetings. This clause does not prevent a councillor from making an apology if they are unable to attend a meeting. However, the acceptance of such an apology does not constitute the granting of a leave of absence for the purposes of this code and the Act.

5.5 A councillor's request for leave of absence from council meetings should, if practicable, identify (by date) the meetings from which the councillor intends to be absent and the grounds upon which the leave of absence is being sought.

5.6 The council must act reasonably when considering whether to grant a councillor's request for a leave of absence.

Councillor Statham is seeking leave of absence for the Council meeting held on 26 May 2025 on medical grounds.

Consultation and Communication

N/A

Policy

The Code of Meeting Practice sets the requirements for attendance by Councillors at meetings.

Legal

The subject matter of this report is a function of Council conferred by the NSW Local Government Act 1993.

Risk Management

N/A

Financial

N/A

2.2. GM - 26/05/2025 - Local Government Remuneration Tribunal Determination 2025

Strategic Context for this matter:

Responsible Governance & Civic Leadership: To develop community confidence in the organisation by the way it is directed, controlled and managed

Author: Vanessa Browning - Director Finance and Governance

Responsible Officer: Ross Gurney - General Manager

Executive Summary

The Local Government Remuneration Tribunal (the Tribunal) is established under Chapter 9, Part 2, Division 4 of the Local Government Act. The Tribunal's role is to determine categories of Councils then to determine the maximum and minimum amounts of fees to be paid to Mayors and Councillors in each of the categories.

The Tribunal has recently determined the Mayoral and Councillor fees for the 2025/26 financial year. This report recommends that the Mayoral and Councillor fees be set for the 2025/26 year, with consideration of the determination.

The Tribunal's Annual Determination Report is included as an attachment.

Administration's Recommendation

THAT Council:

1. Set the remuneration in 2025/26 for Councillors (2024/25 is \$15,000).
2. Set the remuneration in 2025/26 for the Mayor (2024/25 is \$31,765).
3. Set the 2025/26 car lease payable by the Mayor (2024/25 is nil).

Attachments

1. LGR T-2025- Annual- Determination [2.2.1 - 47 pages]

Reference to any relevant previous minute

Ordinary Meeting of Council held 24 June 2024

24 -133 RESOLVED

THAT Council:

1. Set the remuneration in 2024/25 for Councillors at \$15,000.
2. Set the remuneration in 2024/25 for the Mayor at \$31,765.
3. Set the 2024/25 car lease payable by the Mayor at Nil.

Background and discussion

Allocation of Councils into Categories

Section 239 of the Local Government Act (LG Act) requires the Tribunal to determine the categories of councils and mayoral offices at least once every 3 years. A review of categories was last carried out by the Tribunal in 2023.

The categories of general purposes councils are as follows:

Metropolitan	Non-Metropolitan
Principal CBD	Major Regional City
Major CBD	Major Strategic Area
Metropolitan Major	Regional Strategic Area
Metropolitan Large	Regional Centre
Metropolitan Medium	Regional Rural
Metropolitan Small	Rural Large
	Rural

Under the classifications, Lithgow Council is classified as Regional Rural.

The current population criteria thresholds for non-metropolitan councils are outlined in the table below. The 2023 review resulted in the Tribunal determining the creation of two new categories, being Metropolitan Major and Rural Large.

The Tribunal reviewed population and data relating to Council operations to determine if the categorisations of Councils was consistent with the current criteria.

Category	Population Criteria
Rural	<20,000
Regional Rural	>20,000
Regional Centre	>40,000
Regional Strategic Area	>200,000
Major Strategic Area	>300,000

Tribunal's Annual Review

The Tribunal's annual review commenced in October 2024 when it wrote to all Councils inviting submissions regarding fees. The Tribunal noted that it is only required to review the categories every three years and will next consider the model, the criteria applicable to each category and the allocation of councils in the 2026 Annual Review.

The Tribunal's Determination Report includes details of written submissions, some from Councils requesting re-categorisation or changes to current category criteria. LGNSW also advocated for changes to factors affecting categorisation of councils.

The current state of the remuneration structure continues to be a key issue of concern raised in submissions. A significant number of submissions received provide commentary on the structure, including examples of how it could be improved. Suggested improvements included:

- Fees for Deputy Mayors.
- Changes to the role of Mayors and Councillors.
- Regional and Rural mayors and councillors (inadequacy of the remuneration structure).
- Issues of fees being set by Councils.
- A review of the Remuneration Structure.

LGNSW's submission to the Tribunal advocated for an increase in the minimum and maximum fees payable to mayors and councillors of at least 4%.

Determination of Fees

The Tribunal has determined a **3%** increase in the minimum and maximum fees applicable to each category from 1 July 2025.

Currently the Tribunal, consistent with its obligations set out in the LG Act, determines a minimum and maximum remuneration range for Councillors and Mayors. It is then up to individual Councils, to fix the annual fee for Councillors and Mayors. Furthermore, the tribunal does not have the authority to determine a fixed mandatory fee.

The Tribunal considered a range of factors in determining the amount to increase minimum and maximum fees payable to Councillors and Mayors. This included economic data, including:

- Consumer Price Index for the 12 months to December,
- Wage Price Index for the 12 months to December,
- Full-time average weekly ordinary time earnings for the 12 months to November,
- NSW Public Sector Salaries increases,
- Local Government State Award increases,
- IPART Rate Peg Base Cost Change,
- Public Service Senior Executive remuneration determinations, by the Statutory and Other Offices Remuneration Tribunal, and
- State Members of Parliament Basic Salary remuneration determinations by the Parliamentary Remuneration Tribunal.

Minimum and maximum fees are set out in the table below:

General Purpose Councils - Non-Metropolitan

Councillor/Member Annual Fee (\$) effective 1 July 2025

Category	Minimum	Maximum
Major Regional City	21,120	36,690
Major Strategic Area	21,120	36,690
Regional Strategic Area	21,120	34,820
Regional Centre	15,830	27,860
Regional Rural	10,530	23,220
Rural Large	10,530	18,890
Rural	10,530	13,930

Mayor/Chairperson Additional Fee* (\$) effective 1 July 2025

Category	Minimum	Maximum
Major Regional City	44,840	114,300
Major Strategic Area	44,840	114,300
Regional Strategic Area	44,840	101,470
Regional Centre	32,940	68,800
Regional Rural	22,420	50,680
Rural Large	16,820	40,530
Rural	11,210	30,390

Setting of Fees

The Local Government Act requires:

248 Fixing and payment of annual fees for councillors

- (1) A council must pay each councillor an annual fee.*
- (2) A council may fix the annual fee and, if it does so, it must fix the annual fee in accordance with the appropriate determination of the Remuneration Tribunal.*
- (3) The annual fee so fixed must be the same for each councillor.*
- (4) A council that does not fix the annual fee must pay the appropriate minimum fee determined by the Remuneration Tribunal.*

In addition to the above fees, Council also provides the Mayor with a motor vehicle which is available for private use. No lease fee is currently payable for this.

Councils set Councillor and Mayoral fees for each financial year based on the Tribunal's determination. The level of fees accords with each Council's category as set by the Tribunal.

In 2024, the Council's increased the Mayoral and Councillor fees towards the mid-range of the Regional Rural category. The fees had historically been set at the lower end of the annual fee range. Since 1 July 2022, Councillors have received superannuation contributions as determined by Council (Min. No. 22-42 Ordinary Meeting of Council held on 2 March 2022). From 1 July 2025, the superannuation guarantee percentage increases to 12%.

Below are the current Councillor and Mayoral fees and the amounts with the addition of a 3% increase:

- Councillors fees - 2024/25 being \$15,000 and 3% increase being \$15,450.
- Mayoral fee - 2024/25 being \$31,765 and 3% increase being \$32,718.
- Car lease payable by the Mayor - 2024/25 being nil.

Consultation and Communication

N/A

Policy

Nil

Legal

Council is required under the Local Government Act 1993 to pay the remuneration in accordance with the limits set by the Tribunal.

Risk Management

N/A

Financial

- Draft 2025/26 budget - \$156,318 (plus 12% superannuation) would be required to fund a 3% increase on 2024/25 fees.
- Cost centre - PJ 800154 Governance.
- Expended to date - nil for 2025/26
- Future potential impact - N/A

2.3. P&P - 26/05/2025 - DA033/25 - Centre Based Child Care Facility- 20 Curtin Place Lithgow

Strategic Direction:	Developing Our Built Environment To provide a choice of effective public and private transport options, suitable entertainment and recreational facilities, and lifestyle choices while enhancing the existing rural areas, villages and towns that make up the Lithgow LGA.
Author:	Jessica Ramsden – Development Planner
Department:	Development
Responsible Officer:	Shaun Elwood - Director People and Place
Property Details	Lot 1 DP568331- 20 Curtin Place LITHGOW 2790
Property Owner	Monique Wilson and Denise Read
Applicant	Monique Wilson

Executive Summary

This report is submitted to Council for information on Development Application DA033/25 for a 39 place Centre Based Child Care Facility at 20 Curtin Place, Lithgow.

The Development Application was 'Called in' on 17 April 2024 by Councillors Coleman and Ring. Clause 2 of Council's Policy 7.7 Calling In of Development Applications requires that the application be reported to the 'next available Ordinary Meeting for the information of Council'. Therefore, the purpose of this report is to inform the elected Council of the 'Called in' Development Application.

A subsequent report will be provided once assessment has been completed in accordance with the *Environmental Planning & Assessment Act 1979*.

The subject site is zoned R1 General Residential pursuant to Lithgow Local Environmental Plan 2014. The proposal is for a 39 place Centre Based Child Care Facility which is permissible under the Land Use Table for R1 General Residential, subject to development consent.

It is to be noted that unauthorised works to convert the building to a Centre Based Child Care Facility and driveway construction have been undertaken on the site without prior consent of Council. This issue is being addressed separate to the Development Application process.

The site is 1327m² with an existing dwelling and retaining wall along the Musket Parade boundary. Existing access to the site is via Curtin Place.

The development requires referral to NSW Department of Education under Section 3.22 of State Environmental Planning Policy (Transport and Infrastructure) 2021 *and* Water NSW under Section 6.64 of State Environmental Planning Policy (Biodiversity and Conservation) 2021.

In accordance with the Lithgow Community Participation Plan, the Application was notified to adjoining and adjacent landowners for a minimum period of 21 days, commencing 9 April 2025 to 7 May 2025.

Administration's Recommendation

THAT Council:

1. Note the information provided on Development Application DA033/25 for Centre Based Child Care Facility at 20 Curtin Place Lithgow.
2. Note that a report on the final assessment and recommendation will be furnished to a future Council meeting for determination of DA033/25 for Centre Based Child Care Facility at 20 Curtin Place Lithgow.
3. Determine whether an on-site visit is to be held.

Attachments

1. Attachment A - Plans- Centre Based Child Care- 20 Curtin Place Lithgow [2.3.1 - 3 pages]
2. Attachment B - Statement of Environmental Effects - Centre Based Child Care Facility 20 Curtin Place Lithgow [2.3.2 - 7 pages]

Reference to any relevant previous minute

Nil.

Background and discussion

The existing dwelling at 20 Curtin Place is proposed to be modified (further than already completed without approval) to facilitate a 39 place childcare centre which includes:

- Playroom A – 10 children aged 2- 3 years and
- Playroom B – 29 children aged 3 to 5 years and a total staff onsite of 5 per day.

The proposal does not include food preparation onsite, with children attending the daycare providing their own packed meals. Proposed changes to the site and building include demolition of internal walls, changed to bathroom configuration, implementation of air conditioning units, access, changes to wall openings, enclosing of garage, instalment of play equipment, sandpit, synthetic grass, carparking and landscaping.

Operating hours are proposed to be:

- 7am to 6pm Monday to Friday and
- closed public holidays

Attachment A provides a copy of proposed site plan and floor plans. Attachment B provides a copy of the Statement of Environmental Effects.

Consultation and Communication

The proposed development has been on public exhibition in accordance with the Lithgow Community Participation Plan and nearby landowners were notified of the proposal for a period of 21 days.

Policy

Lithgow Community Participation Plan

The proposed development has been placed on public exhibition in accordance with the Lithgow Community Participation Plan and nearby landowners and occupiers were notified of the proposal. The submitted documents were placed on public exhibition for 21 days in accordance with the Participation Plan.

Policy 7.7 Calling In of Development Applications by Councillors

Council's Policy 7.7 is applicable as the application was 'called in' on the 17 April 2025 by Councillor Coleman and 28 April 2025 by Councillor Ring. The purpose of this report is to satisfy Clause 3 which requires an information report be furnished to the next Council Meeting. A subsequent report will be provided once assessment is finalised by all government authorities and internal staff.

Legal

The subject matter of this report is a function of Council conferred by the *Environmental Planning and Assessment Act 1979* and under the *Lithgow Local Environmental Plan 2014*.

The proposed development requires consent in accordance with the *Environmental Planning and Assessment Act 1979* and under the *Lithgow Local Environmental Plan 2014*. In determining a development application, Council as the consent authority is required to take into consideration the matters of relevance under Section 4.15 of the Act. This will be addressed for a subsequent Council meeting.

Risk Management

N/A

Financial

- Budget approved - N/A for the assessment of the development application.
- Cost centre - N/A for the assessment of the development application.
- Expended to date - N/A for the assessment of the development application.
- Future potential impact - N/A for the assessment of the development application.

2.4. P&P - 26/05/2025 - DA169/24 - 31 Malvern Street, Lithgow

Strategic Direction: **Developing Our Built Environment** To provide a choice of effective public and private transport options, suitable entertainment and recreational facilities, and lifestyle choices while enhancing the existing rural areas, villages and towns that make up the Lithgow LGA.

Author: Sandra Politi – Development Manager

Department: Development

Responsible Officer: Shaun Elwood - Director People and Places

Property Details 31 Malvern Street, Lithgow – Lot 1 in DP221773

Property Owner Tom Evangelidis

Applicant Tom Evangelidis

Executive Summary

This report concerns Development Application DA169/24, which seeks consent for alterations and additions to a dwelling and demolition of an existing garage at 31 Malvern Street, Lithgow being Lot 1 in DP221773.

The applicant is a Councillor and accordingly Council's policy 7.6 'Development Applications by Councillors and Staff or on Council Owned Land' is invoked. Clause 1.a of the policy states:

"... the following development applications shall be referred to Council for consideration and determination:

- a. *Any development application lodged where the applicant is a Councillor or a member of Council's Executive staff or immediate family thereof."*

Therefore, DA169/24 is required to be considered and determined by Council.

The development assessment report (Attachment 1) provides a comprehensive review of the development application against the relevant plannings controls. The report identifies the legislation, environmental planning instruments, standards and controls that apply to this development and are required to be considered as part of the assessment.

The subject land directly adjoins and relates to "Wenvoe", 26 Ordnance Avenue, Lot 2 in DP221773.

"Wenvoe" is listed in Schedule 5 of the Lithgow Local Environmental Plan 2014 (**Lithgow LEP**) as a Heritage Item. While the listing refers to Lot 2 only, it is understood that Lot 1 (31 Malvern Street, Lithgow) was intended to be included, but was inadvertently omitted due to an administrative error at the time. The Heritage Inventory Sheet (Attachment 3) references both lots and expressly states that the gardener's cottage is part of "Wenvoe". Regardless, the development application triggers heritage controls whether the subject property is itself deemed a heritage item or is in the vicinity of a heritage item.

As can be seen from the development assessment report (Attachment 1), it is recommended that the application as submitted be refused as the proposal is deemed to not comply with the heritage

planning controls under the Lithgow LEP and the Lithgow Development Control Plan 2021 due to concerns with the location, scale and design of the proposed addition. While some development of the site would be suitable, it is considered that the development as proposed is not suitable for the site.

Council's heritage advisor has suggested suitable alternatives to the location, scale and design of the proposal; however, the applicant does not wish to consider the suggested alternative options.

For the reasons outlined in the development assessment report (Attachment 1), it is recommended that DA169/24 be refused.

Administration's Recommendation

THAT :

1. Development application DA169/24 be REFUSED for the reasons detailed in the DA Assessment report.
2. A DIVISION be called in accordance with the requirements of Section 375A(3) of the Local Government Act, 1993.

Attachments

1. D A 169.24 - Assessment Report (signed 09.05.25) [2.4.1 - 22 pages]
2. Architectural plans [2.4.2 - 10 pages]
3. Heritage inventory sheet I 263 [2.4.3 - 4 pages]

Reference to any relevant previous minute

Nil

Background and discussion

This report concerns Development Application DA169/24, which seeks consent for alterations and additions to a dwelling and demolition of an existing garage at 31 Malvern Street, Lithgow being Lot 1 in DP221773.

The applicant is a Councillor, and therefore the development application must be considered and determined by Council in accordance with clause 1.a of Council Policy 7.6 'Development Applications by Councillors and Staff or on Council Owned Land'.

The following documents are attached to this report to assist Council with its consideration and determination of the development application:

1. Attachment 1 – Development assessment report titled 'Section 4.15 Evaluation'
2. Attachment 2 - Architectural drawings submitted with the application
3. Attachment 3 – Heritage Information Sheet I263

This business paper provides an overview of the proposal and broadly identifies the reasons for recommending that the development application be refused, which are solely heritage related.

A comprehensive evaluation of the development application against all relevant planning controls is provided in the development assessment report (Attachment 1), and there is no need to repeat them in this business paper.

The site

The subject site is formally known as Lot 1 DP 221773, 31 Malvern Street, Lithgow. It is zoned R1 General Residential, has a regular shape and a site area of 1079m².

The adjoining and adjacent properties consist predominantly of residential lots. The site has frontage and access to Malvern Street.

The property currently contains a dwelling, garage and sheds. The subject dwelling on Lot 1 was originally used as a gardener's cottage directly in association with "Wenvoe".

The development proposal

The development application is for alterations and additions to a dwelling and demolition of an existing garage.

The alterations to the dwelling include demolition of some internal walls, demolition of later additions to the original dwelling and demolition of an attached garage.

The additions consist of a new building with a linked connection to the original dwelling. The new building will contain a bedroom with ensuite, combined kitchen/dining/living area and a single car garage. The roof is a skillion roof and extends over the existing pathway to the original dwelling.

Heritage listing

The site adjoins 26 Ordnance Avenue, Lithgow being Lot 2 in DP221773 "Wenvoe", as can be seen on the image provided below.



"Wenvoe" is listed as a Heritage Item in Schedule 5 of the Lithgow Local Environmental Plan 2014 (**Lithgow LEP**). While the listing refers to Lot 2 only, Lot 1 (31 Malvern Street, Lithgow) was intended to be included, but was inadvertently omitted due to an administrative error at the time. (This oversight will be rectified during the next LEP review.) Regardless, the development application

triggers heritage controls whether the subject property is itself declared a heritage item or is in the vicinity of a heritage item.

For all intents and purposes, Lot 1 was intended to be included in Schedule 5. This is demonstrated by the Heritage Inventory Sheet I263 which refers to “Wenvoe” as being on lots 1 and 2 and refers to the gardener’s cottage as being part of “Wenvoe”. For example, the Heritage Inventory Sheet includes the following paragraphs:

*“The wealthy owner of Bracey’s department store in Lithgow, H E S Bracey (known as Major Bracey), a local magistrate and twice mayor, bought eight lots on the corner of Ordnance Avenue and Malvern Street and in 1913 commissioned the prominent Sydney architects Spain, Cosh and Dods to **build Wenvoe on lots 1 and 2**: the house was completed in 1914. It contained three major downstairs rooms, four principal bedrooms, maid’s accommodation, a huge attic and a substantial cellar. **In the garden there was a substantial building to house vehicles with a gardener’s flat attached.**”*

....

*“The garage and flat building in the garden was converted by John Bracey in 1950 into a cottage for the maid and gardener: with the passing of domestic staff, it is now rented to tenants, **but remains part of Wenvoe.**”*

Due to the heritage significance of “Wenvoe” the application was referred to Council’s heritage advisor.

Council’s heritage advisor raised concerns with the proposed design of the alterations due to the location and scale of the proposed addition relative to the location and scale of the existing dwelling which forms part of “Wenvoe”.

Concerns were also raised with the heritage impact statement provided with the development application which attempts to dismiss the heritage connection and significance. This has led to a design that has placed little to no weight on the heritage significance of the site.

The development assessment report (Attachment 1) provides an overview of all communications regarding heritage attributes and an evaluation of the relevant heritage controls.

A summary of the heritage controls that are required to be considered in the assessment of a development application that is a heritage item or is in the vicinity of a heritage item is provided below.

Heritage – planning controls

Lithgow Local Environmental Plan 2014

Under the provisions of the Lithgow LEP the land is zoned 2(a) residential and the proposal is permissible with consent.

The heritage provisions of the Lithgow LEP apply.

Clause 5.10(1) of the Lithgow LEP lists the objectives regarding heritage items as follows:

(1) **Objectives**

The objectives of this clause are as follows:

(a) *to conserve the environmental heritage of Lithgow,*

- (b) *to conserve the heritage significance of heritage items and heritage conservation areas, including associated fabric, settings and views,*
- (c) *to conserve archaeological sites,*
- (d) *to conserve Aboriginal objects and Aboriginal places of heritage significance.*

Clause 5.10(4) of the Lithgow LEP explains that a consent authority must consider heritage impacts before granting consent in respect of a heritage item:

(4) *Effect of proposed development on heritage significance*

The consent authority must, before granting consent under this clause in respect of a heritage item or heritage conservation area, consider the effect of the proposed development on the heritage significance of the item or area concerned. This subclause applies regardless of whether a heritage management document is prepared under subclause (5) or a heritage conservation management plan is submitted under subclause (6).

The development assessment report (Attachment 1) demonstrates that the development application as submitted does not appropriately respond to the unique heritage significance of the site in its relationship to "Wenvoe". (See page 15 of development assessment report at Attachment 1.)

Lithgow Development Control Plan 2021

Clause 4.3 of the Lithgow DCP provides the general objectives and controls that apply to development on land in the vicinity of heritage items. For the purposes of the Lithgow DCP "vicinity" means land adjoining or located within the visual catchment of a heritage item or heritage conservation area.

Clause 4.3 provides several controls to be considered in relation to heritage items or development on land in the vicinity of heritage times. The controls relevant to the subject development application are:

- Design and character (clause 4.3.2)
- Scale and form (clause 4.3.3)
- Siting and setbacks (clause 4.3.4)
- Detailing (clause 4.3.5)
- Materials, finishes and colour schemes (clause 4.3.6)
- Roofs and chimneys (clause 4.3.7)
- Verandahs and balconies (clause 4.3.8)
- Garages, carports, car spaces and driveways (clause 4.3.9)
- Fences (clause 4.3.10)
- Gardens, garden elements and swimming pools (clause 4.3.11)
- Access and mobility (clause 4.3.12)
- Service and new technologies (clause 4.3.14)

The development assessment report (Attachment 1) demonstrates that the development application as submitted does not comply with most of the controls listed above. (See pages 18-19 of the development assessment report at Attachment 1.)

Evaluation of heritage controls - outcome

An evaluation of the development application against the heritage controls conclude that the proposal does not satisfy the heritage controls and is therefore not in the public interest (a consideration under section 4.15(e) of the *Environmental Planning and Assessment Act 1979*).

Consequently, it is recommended that DA169/24 be refused.>

Consultation and Communication

The application has been notified in accordance with the Lithgow Community Participation Plan. During the notification period no submissions were received.

Policy

Policy 7.6 - Development Applications by Councillors and Staff or on Council Owned Land

Council's Policy 7.6 'Development Applications by Councillors and Staff or on Council Owned Land' requires that development applications lodged where the applicant is a Councillor or a member of Council's Executive staff or immediate family thereof shall be referred to Council for consideration and determination.

Lithgow Community Participation Plan

The application has been notified in accordance with the Lithgow Community Participation Plan. During the notification period no submissions were received. >

Legal

The subject matter of this report is a function of Council conferred by the *Environmental Planning and Assessment Act 1979*.

Risk Management

This business paper relates to a development application involving an applicant who is a Councillor. Therefore, the Councillor has a non-pecuniary interest in the matter (and potentially a pecuniary interest in the matter).

The requirements of Council's Code of Conduct must be observed and enforced to ensure there is no impropriety and no perception of impropriety.

Council's Code of Conduct adopted August 2022 applies to council officials. A Council official includes councillors, members of staff of a council, administrators, council committee members, delegates of council and, for the purposes of clause 4.16, council adviser.

In relation to Land use planning, development assessment and other regulatory functions, the Code of Conduct states:

- 3.13 You must ensure that land use planning, development assessment and other regulatory decisions are properly made, and that all parties are dealt with fairly. You must avoid any occasion for suspicion of improper conduct in the exercise of land use planning, development assessment and other regulatory functions.
- 3.14 In exercising land use planning, development assessment and other regulatory functions, you must ensure that no action, statement or communication between yourself and others conveys any suggestion of willingness to improperly provide concessions or preferential or unduly unfavourable treatment.

In relation to significant non-pecuniary conflicts of interest, Council's Code of Conduct states:

- 5.10 Significant non-pecuniary conflicts of interest must be managed in one of two ways:

- a) by not participating in consideration of, or decision making in relation to, the matter in which you have the significant non-pecuniary conflict of interest and the matter being allocated to another person for consideration or determination, or
- b) if the significant non-pecuniary conflict of interest arises in relation to a matter under consideration at a council or committee meeting, by managing the conflict of interest as if you had a pecuniary interest in the matter by complying with **clauses 4.28 and 4.29**

Clauses 4.28 and 4.29 state:

4.28 A councillor or a council committee member who has a pecuniary interest in any matter with which the council is concerned, and who is present at a meeting of the council or committee at which the matter is being considered, must disclose the nature of the interest to the meeting as soon as practicable.

4.29 **The councillor or council committee member must not be present at, or in sight of, the meeting of the council or committee:**

- (a) at any time during which the matter is being considered or discussed by the council or committee, or**
- (b) at any time during which the council or committee is voting on any question in relation to the matter.**

Financial

N/A for the assessment of the development application.

2.5. F&G - 26/05/2025 - Investment Report April 2025**Strategic Context for this matter:**

Responsible Governance & Civic Leadership To develop community confidence in the organisation by the way it is directed, controlled and managed.

Author: Jonathon Reid – Financial Services Manager

Responsible Officer: Vanessa Browning - Director Finance and Governance

Executive Summary

The purpose of this report is to advise Council of investments held at 30 April 2025 and to note the certification of the Responsible Accounting Officer that funds have been invested in accordance with legislation, regulations and Council Policy.

The report also provides commentary on the cash and investments balance compared with the funding required for internally and externally restricted reserves. A key aspect of the report is that while Council has total investments and cash of \$61.6M, most of this amount is restricted (internally and externally). Therefore, those funds are not available for any purpose beyond that for which they have been restricted. The balance of \$2.1M is Council's working capital.

Administration's Recommendation

THAT:

1. Investments of \$58,003,616 and cash of \$3,589,871 (which is mostly restricted for specific purposes) for the period ending 30 April 2025 be noted.
2. The enclosed certificate of the Responsible Accounting Officer be noted.
3. The commentary on cashflow and funding requirements for restricted reserves be noted.

Attachments

1. Investment Report Attachment - April 2025 [2.5.1 - 1 page]

Reference to any relevant previous minute

Min No 25-119 Ordinary Meeting of Council held on 28 April 2025.

Background and discussion**Movements in the Cash and Investments Balance**

Council's total investment portfolio as at 30 April 2025, when compared to 31 March 2025, has decreased from \$66,193,738 to \$58,003,616 Cash in Council's bank account increased from \$435,486 to \$3,589,871.

April is usually a cashflow negative month, with grant income being the main funding source. In April 2025, there were normal cash outflows relating to supplier payments.

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

The movements in Investments for the month of April 2025 were as follows:

Opening Balance of cash and investments as 1 April 2025	\$66,629,224
Plus New Investments – April 2025	\$9,154,384
Less Investments redeemed – April 2025	\$14,190,121
Closing Balance of cash and investments as at 30 April 2025	\$61,593,487

The attachment to this report provides an overview of the current market value of investments held with each financial institution. The difference between the value quoted in in the attachment and within the report relate to the recognition of interest earned, but not yet received by Council.

Responsible Accounting Officer comment on the cash and investments balance – there was a \$5.0M decrease in cash and investments in April 2025. Low cash inflows combined with regular payments to suppliers (\$5M) has resulted in a decreased cash balance. Cash outflows continue to be managed to ensure that the timing of grant funding milestones matches the pace of works undertaken.

High value supplier payments included:

- \$685K Flood damage rehabilitation Hampton Road, Hampton (grant funded),
- \$527K Sewer Mains realignment (grant and Sewer Reserve funded),
- \$344K Gangbenang Road Repairs and Stabilisation (SRV funded),
- \$381K Footpath upgrade of Main St Lithgow (reserve and grant funded),
- \$261K for domestic waste collection for March (Waste income funded),
- \$170K Wolgan Valley Access Road design and project management (DRFA funded),
- \$139K Wolgan Road Biodiversity Survey (DRFA funded),
- \$138K Sewer Pumping Various Locations (wastewater fund) and
- \$112K for Energy Consumption Various Council Buildings (general fund).

Funding Requirements for Restricted Reserves

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, Sewer, Domestic Waste) 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.

Responsible Accounting Officer comment on restricted reserves – Council had sufficient cash and investments at 30 April 2025 to fund \$50.4M of externally restricted reserves and \$9.2M of internally restricted reserves. The balance of the \$33.8M advance payment for natural disaster restoration works has been included in the Special Purpose Grants Reserve.

The Council's working capital position (used to fund outgoing payments) was \$2.1M at 30 April 2025. The decrease in working capital from \$2.6M at the end of March to \$2.1M at the end of April is due to the timing of cash flows. April had standard cash outflows with a decrease of cash due to no significant cash inflows, which has decreased the working capital balance.

Cash and Investments Statement (\$'000)					
	30 June 2024	30 Sep 2024	31 Dec 2024	31 March 2025	30 April 2025
	Position	Position	Position	Position	Position
Externally Restricted					
Developer Contributions	1,851	1,741	1,937	1,891	1,912
Special Purpose Grants	44,441	42,429	37,213	34,496	32,428
Water Supplies	4,712	4,913	4,525	4,523	4,018
Sewerage Services	6,419	5,505	4,943	3,793	2,557
Domestic Waste	8,261	9,774	9,660	9,501	9,237
Unexpended Loans	1,342	754	241	217	217
	67,027	65,117	58,520	55,420	50,370
Internally Restricted					
Land & Buildings	2,184	2,184	2,184	2,184	2,184
FAGS	5,410	4,260	4,245	1,352	902
Plant & Equipment	643	643	297	97	44
Bonds, Deposits & Retentions	539	523	477	471	468
Works in Progress	637	637	637	637	637
Carry Over Works	407	117	76	64	63
Commercial Waste	1,405	306	681	2,580	2,667
ELE	668	754	754	754	754
Election	175	175	175	175	175
Other	2,332	2,332	2,018	1,310	1,268
Total Internally Restricted	14,401	11,933	11,542	9,624	9,160
Unrestricted (working capital)	-	3,302	118	2,584	2,064
Total Cash and Investments	81,428	80,251	70,180	66,629	61,593

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.

Both internally and externally restricted reserves are managed in accordance with legislation, regulation, Council resolutions and Council's endorsed budget allocations to / from reserves.

Vanessa Browning
Director Finance and Governance - Responsible Accounting Officer

Consultation and Communication

N/A

Policy

Investments are held in accordance with the Lithgow City Council's Investment Policy at the date of investing funds. On 24 March 2025, Council adopted a revised Investment Policy which includes the Minister's Investment Order of 12 January 2011.

Legal

Council's Investment Policy complies with the Minister's Investment Order of 12 January 2011.

Risk Management

Risk is managed by taking a conservative approach to managing Council's investments and only investing in term deposits.

Financial

- Interest income budget approved \$3,828,500 (full year)
- Cost centre 3259
- YTD Income to date \$3,281,819
- Future potential impact Nil.

Council's budgeted investment interest income for 2024/25 is \$3.8M, approximately \$800k more than 2023/24 actual interest received. During April, rates achieved on average are 4.65%. Council's average investment balance for 2024/25 has been \$74M, which is mainly due to the balance of the \$5.4M 80% upfront payment of the 2024/25 Financial Assistance Grant, the \$13.8M natural disaster works payment and the \$33.8M advance payment for natural disaster restoration works. In April, the cash and reserves balance decreased to \$61.6M with decreased cash inflows.

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.

2.6. F&G - 26/05/2025 - March 2025 Quarterly Budget Review

Strategic Direction: Responsible Governance & Civic Leadership: To develop community confidence in the organisation by the way it is directed, controlled and managed

Author: Jonathan Reid – Finance Services Manager

Responsible Officer: Vanessa Browning - Director Finance and Governance

Executive Summary

This report provides the Quarterly Performance Report on the 2024/25 Operational Plan for the period of 1 January 2025 to 31 March 2025 with a recommendation that variations to income, expenditure and capital budget estimates are adopted and that the revised financial result of a (\$2.1M) consolidated operating deficit (before capital grants) be noted.

The Director Finance & Governance, as Responsible Accounting Officer, has reviewed the report and advises that Council's projected financial position at 30 June 2025 will be unsatisfactory compared with the original budget.

The report also provides an update on the capital expenditure budget, cashflow and reserve balances.

Administration's Recommendation

THAT Council:

1. Note the contents of the report and the projected consolidated operating result (before capital) of (\$2.1M) deficit for the 2024/25 Operational Plan as detailed in the Quarterly Budget Review Report for the period 1 January 2025 to 31 March 2025.
2. Note the commentary on the capital expenditure budget, cashflow and reserve balances.
3. Adopt the income, expenditure and capital budget variations to the 2024/25 Council budget as outlined in the attached Quarterly Budget Review Report.

Attachments

1. March 2025 Quarterly Budget Review [2.6.1 - 19 pages]

Reference to any relevant previous minute

N/A

Background and discussion

Commentary

The Director Finance & Governance, as Responsible Accounting Officer, has stated in the Quarterly Performance Report that Council's projected financial position at 30 June 2025 will be unsatisfactory, having regard to the original budget position.

Council’s projected position at 30 June 2025 has changed from an operating result (before capital) of \$749K surplus (original budget) to an expected (\$2.1M) deficit (Quarter Three review). The following factors were considered in determining Council’s projected financial position at 30 June 2025 to be unsatisfactory:

1. The main reason for the change in Council’s projected operating result (before capital) from original budget \$749K surplus to \$2.1M deficit relates to a change in accounting treatment for the Local & Regional Roads Repair Program (LRRRP) grant, as advised by the NSW Audit Office. It has resulted in a \$700K reduction in revenue which was required to be recognised upon receipt in the 2023/24 Financial Year with a cash reserve to be expensed over 2 years. The expenditure program has also been increased by \$2.6M in 2024/25 to bring forward necessary works.
2. Progress is being made towards achieving Council’s 2024/25 employment cost savings target of \$1M with \$415K (42% YTD) net of savings taken up for the 9 months.

The unsatisfactory projected financial position relates to the timing of grant receipts (in 2023/24) while most of the expenditure is being recorded in subsequent years (2045/25 onwards). Without these impacts, the projected financial position would be an **operating surplus of \$1.2M** and therefore would be satisfactory. This is necessary to scale the LRRRP over several years, whilst the grant was paid in full at the start of the program. It does not indicate a deterioration in the Council’s financial sustainability.

Summary of the January to March Quarterly Budget Review Report

Details of the January to March Quarterly Budget Review Report are provided in the attachment to the Business Paper. Below is a summary table:

Budget	Operating Result (incl. Capital)
	\$'000
Original Budget	10,673
September Review	13,030
December Review	14,662
March Review	13,131

Reasons for Changes in Revenue and Expenditure Projections (Including Capital)

Projected total revenue to 30 June 2025 has reduced by (\$397K) during Quarter Three, mainly due to the following reasons:

- \$345K new grant funding from National Priority Fund for Adaptive Skills Hub.
- (\$250K) deferral for grant funding associated with timing of delivery for ABCD Inc Community Hall.
- (\$150K) reduction in investment returns due to lower interest rates.
- (\$117K) reduction for grant funding associated with timing of delivery for Geordie Street Causeway.

Projected total operating expenditure to 30 June 2025 has increased by \$1.1M during Quarter Three, mainly due to the following reasons:

- \$450K increase for Adaptive Skills Hub, funded by SRV and National Priority Fund.
- \$410K increase in the LRRRP delivery (Pothole Repair).
- \$129K increase for Natural Disaster Management.
- \$100K increase for the Kremer Park Retaining Wall investigation.

The net effect of the increase in projected total revenue, together with the increase in projected total expenditure is a change in the expected consolidated operating result from a surplus of \$10.7M (original budget) to a surplus of \$13.1M as at 30 June 2025 (including capital grants and carryovers).

Projected End of Year Result (Before Capital)

The operating result before capital grants is a key Office of Local Government performance measure with a benchmark of a balanced operating result (i.e. nil surplus / deficit). Capital grants are excluded from the performance measure as they do not contribute towards funding Council's operations.

In its response to the Inquiry into the ability of local governments to fund infrastructure and services, the NSW Government has stated that the Office of Local Government has removed performance ratios from the Code of Accounting Practice for the 2024/25 financial year while a broader review is conducted.

Council's revised consolidated operating result (before capital grants) as at 30 June 2025 is projected to be a (\$2.1M) deficit, which is below the OLG benchmark. The deficit amount is largely due to a change in accounting treatment for the LRRRP grant, as advised by the NSW Audit Office. It has resulted in a (\$700K) reduction in revenue which was required to be recognised upon receipt in the 2023/24 Financial Year with a cash reserve to be expensed over 2 years.

At the end of Quarter Three 2024/25, it is projected that as at the 30 June 2025:

- The General Fund will have a deficit operating result (before capital grants) of (\$2.2M);
- The Water Fund will have a deficit operating result (before capital grants) of (\$17K); and
- The Sewer Fund will have a surplus operating result (before capital grants) of \$111K.

Capital Expenditure Budget

The original budget for the 2024/25 Capital Works Program was \$29.4M. \$3.0M of carryovers, \$4.4M of Quarter One variations, and \$5.9M of Quarter Two variations were added to bring the total program to \$42.7M.

The Quarter Three review of the Capital Works Program has resulted in net reduction in the program of \$4.5M, resulting in a total of \$38.2M.

The material changes (>\$250K) to the Capital Works Program in Quarter Three are:

- (\$800K) reduction for the multi-year New Sewerage Pumping Station, South Bowenfels in line with projected delivery.
- (\$600K) reduction for multi-year Sewer Mains Capital Works in line with projected delivery.
- (\$350K) reduction for the multi-year Lithgow Solid Waste Facility Gatehouse and Weighbridge in line with projected delivery.
- (\$300K) reduction for implementation of capital works relating to Waste Strategy in line with projected delivery.
- (\$250K) reduction for ABCD Inc Community Hall in line with projected delivery.
- \$220K increase for the long-term Clarence to Wallerawang Pipeline project in line with projected delivery.

Capital Expenditure Budget Savings

Savings of \$1.7M have been taken up at the Quarter Three review for completed 2024/25 capital works projects.

Savings of >\$100K have been achieved on 9 projects:

- Sewer Pumping Stations - \$260K.
- Oakey Park NBN connection to flow meter - \$235K.
- Lithgow Street - \$217K.
- Reservoirs Capital Works - \$200K.
- Musket Parade - \$193K.
- Lithgow Store Construction - \$156K.
- Limestreet Creek Road, Portland - \$135K.
- Blackmans Creek Road, Hartley - \$125K.
- High Street, Portland - \$101K.

Cash and Investments / Reserve Balances / Cashflow

The Cash and Investments Statement as at 31 March 2025 is shown in the table below.

Cash and Investments Statement (\$'000)				
	30 June 2024	30 September 2024	31 December 2024	31 March 2025
	Position	Position	Position	Position
Externally Restricted				
Developer Contributions	1,851	1,741	1,937	1,891
Special Purpose Grants	44,441	42,429	37,213	34,496
Water Supplies	4,712	4,913	4,525	4,523
Sewerage Services	6,419	5,505	4,943	3,793
Domestic Waste	8,261	9,774	9,660	9,501
Unexpended Loans	1,342	754	241	217
	67,027	65,117	58,520	54,420
Internally Restricted				
Land & Buildings	2,184	2,184	2,184	2,184
FAGS	5,410	4,260	4,245	1,352
Plant & Equipment	643	643	297	97
Bonds, Deposits & Retentions	539	523	477	471
Works in Progress	637	637	637	637
Carry Over Works	407	117	76	64
Commercial Waste	1,405	306	681	2,580
ELE	668	754	754	754
Election	175	175	175	175
Other	2,332	2,332	2,018	1,310
Total Internally Restricted	14,401	11,933	11,542	9,624
Unrestricted (working capital)	-	3,302	118	2,585
Total Cash and Investments	81,428	80,251	70,180	66,629

There is sufficient cash and investments to fund Council's external and internal restrictions.

The majority of the \$34M balance of the special purpose grants reserve relates to advance payments for natural disaster grants. Cashflow continues to be carefully managed to ensure that Council has sufficient liquid funds available to make payments on time. The action taken by management has ensured that cash inflows can match cash outflows.

Consultation and Communication

N/A

Policy

Nil

Legal

The Local Government Act 1993 and Local Government (General) Regulation 2021 sets out the requirements for the quarterly reporting of the achievement of performance targets and the submission of a budget review statement after the end of each quarter.

Risk Management

The Quarterly Performance Report provides assurance that Council has effective financial management practices in place.

Financial

As detailed in this report.

2.7. F&G - 26/05/2025 - Draft Policy - Categorisation of Land as Farmland for Rating

Strategic Context for this matter:

Responsible Governance & Civic Leadership: To develop community confidence in the organisation by the way it is directed, controlled and managed.

Author: Rhiannan Whiteley - Senior Revenue Officer - Rates & Revenue
Responsible Officer: Vanessa Browning - Director Finance and Governance

Executive Summary

The draft Categorisation of Land as Farmland for Rating Purposes Policy (draft Policy) is new to the Council and its purpose is to establish clear guidelines and procedures to enable the categorisation of properties as Farmland for rating purposes in a consistent manner, compliant with the Local Government Act, 1993 (the Act).

Historically, Council adopted the approach of categorising properties as farmland based on land size without any consideration of the criteria required under the Act. The adoption of the draft Policy and the establishment of an application / assessment process are consistent with contemporary practice for local government.

The draft Policy, as attached, will ensure a uniform and transparent approach is used when determining the categorisation of land for ratepayers. The draft Policy has been set in accordance with Section 515 of the Local Government Act. An application form will be used to assess properties to determine if the use of the property is consistent with Farmland categorisation for rating.

The purpose of the Policy is to continue to support primary producers within the Local Government Area and to ensure that all ratepayers are rated fairly and in accordance with legislation.

The draft policy has been placed on public exhibition for an extended period.

Administration's Recommendation

THAT Council:

1. Adopt the Categorisation of Land as Farmland for Rating Purposes Policy.
2. Endorse the policy implementation plan included in this report.

Attachments

1. Draft Policy - Categorisation of Land as Farmland for Rating Purposes [2.7.1 - 6 pages]
2. Application for farmland rating 28 04 25 [2.7.2 - 7 pages]
3. Farmland FAQ sheet [2.7.3 - 4 pages]

Reference to any relevant previous minute

Min No: 24-265 – Ordinary Meeting of Council held 25 November 2024.

Background and discussion

Council is required to categorise all land as one of the following categories;

- Farmland;
- Residential;
- Business; or
- Mining

Section 515 of the Local Government Act 1993 provides;

“Categorisation as farmland

- (1) *Land is to be categorised as farmland if it is a parcel of rateable land valued as one assessment and its dominant use is for farming (that is, the business or industry of grazing, animal feedlots, dairying, pig-farming, poultry farming, viticulture, orcharding, bee-keeping, horticulture, vegetable growing, the growing of crops of any kind, forestry or aquaculture within the meaning of the Fisheries Management Act 1994, or any combination of those businesses or industries) which;*
 - a) *Has a significant and substantial commercial purpose or character, and*
 - b) *Is engaged in for the purpose of profit on a continuous or repetitive basis (whether or not a profit is actually made).*
- (2) *Land is not to be categorised as farmland if it is rural residential land*
- (3) *The regulations may prescribe circumstances in which land is or is not to be categorised as farmland.”*

The draft Policy has been developed based on better practice, including reviewing policies from other NSW Councils and is in line with the criteria set out within the Act. Each application will be assessed on a case-by-case basis using the criteria relevant to the type of farming being undertaken.

If an applicant refuses to complete an application form or to provide sufficient information to enable a determination of the categorisation, the property shall be considered ineligible for farmland rating and will be recategorised as Residential – Other.

All applicants will be notified of an outcome within a suitable time frame. Applicants then have 30 days to appeal if not satisfied with the decision. There is an opportunity for a review if further information is supplied which may establish farmland categorisation. In some instances, a property inspection may be required. If an applicant chooses to appeal to the Land and Environment Court against the categorisation, Council may seek independent advice in relation to the application.

The adoption of this policy will support the Administration in determining eligibility and ensuring that ratepayers are being rated correctly and fairly.

The Council should note that, in the event that the policy is not adopted, the Administration will still need to act to ensure that rating categorisation is compliant with Section 515 of the Local Government Act 1993.

Consultation and Communication

Council resolved at the November 2024 Council meeting to put the Draft Categorisation of Land as Farmland for Rating Purposes Policy and the Application Form on public exhibition until the end of January 2025 (56 days compared to the usual 28 days). Based on public feedback, Council then extended the Exhibition period by a further 4 weeks.

One on One Community sessions (by appointment) were also held:

- 13 February 2025 – Hampton
- 19 February 2025 – After hours @ Council
- 20 February 2025 – Capertee
- 21 February 2025 – Tarana

Council received 30 submissions during the Exhibition period; the main issues covered in submissions included:

- Privacy and the detail that is required on the application,
- Services being provided to rural properties,
- Questions regarding whether this generates additional income for Council,
- Questions regarding the process during the establishment of a farm,
- Questions regarding what occurs when farming is discontinued on a property,
- Questions regarding why horses are not eligible, and
- Concerns regarding impacts of neighbours providing short-term accommodation and not managing weeds effectively.

Submission Outcomes

The submissions and feedback received during the consultation process were considered and a range of changes were made to both the Application Form and the draft Policy, mostly to enhance clarity regarding the categorisation criteria and to ease the completion of the application form, and are summarised below:

- Only the main agricultural equipment and infrastructure is now required to be provided, this is to determine whether substantial farming activity is occurring. The original application asked for all equipment and infrastructure and some felt this was too intrusive.
- Section 2.2 of the Policy has been updated so that once a property has been deemed eligible, they will only be required to complete a Farmland declaration confirming that details have not changed and not undertake the whole application process again.
- The information summary sheet has been updated so that the review timelines are consistent.
- Given the number of applications that will be received during the review process Section 1.9 of the Policy has been changed to 90 days.
- Section 3 of the Policy has been amended to provide further clarification around the minimum amounts and changed from a requirement to a guide.

Whilst consideration has been given to the concerns raised by residents throughout the consultation period, the information that is required in the application is necessary to determine whether the criteria as set out in the Local Government Act is met.

Any impact that changing of category has on an individual in terms of state-imposed taxes is not relevant. The Local Government is very specific in what is required, and Council cannot categorise a property based on anything other than the dominant use and criteria set out in the act. There is no consideration of the owner being registered as a primary producer.

Inspections will only be required if a determination cannot be made from the information provided in the application or supporting documentation cannot be provided.

Impact on Rates

It is important to note that the change to ensure that properties categorised as Farmland meet the legislative requirements, does not increase Council's overall rating income.

The main impact will be on property owners where the rating categorisation does not meet the criteria of Farmland. These properties will be recategorised as Residential – Other, which will result in an increase in the rates applicable to most properties. The increase in rates will relate to the property value, with higher valued properties having a higher increase than lower valued properties.

The table below provides an overview of the difference in annual rates between properties rated as Farmland and properties rated as Residential – Other, based on the draft 2025/2026 rating structure currently on exhibition.

Property Value	Farmland Rates	Residential – Other Rates	Annual Difference
(Lowest Value) \$37,300	\$658.61	\$448.01	(\$210.60)
\$500,000	\$1,500.82	\$1,634.33	\$133.51
\$1,000,000	\$1,820.20	\$2,410.92	\$590.72
\$1,500,000	\$3,321.02	\$4,198.23	\$877.21
\$2,000,000	\$4,231.12	\$5,480.18	\$1,249.06
\$2,500,000	\$5,141.22	\$6,762.13	\$1,620.91
\$3,000,000	\$6,051.32	\$8,044.08	\$1,992.76
(Highest Value) \$14,500,000	\$26,983.62	\$37,528.93	\$10,545.31

For properties valued at or below \$320,000 in land value there would be a reduction in rates if not categorised as Farmland, which could apply to 21 properties, or 2% of properties currently categorised as Farmland. The potential annual decrease ranges from \$1.10 to \$210.60.

For properties valued over \$320,000 in land value there would be an increase in rates if not categorised as Farmland, the increases possible and the number of properties that could be impacted are summarised in the table below.

Increase if not Farmland	Number of Properties	% of Properties
\$0-\$500	797	68%
\$501-\$1,000	205	18%
\$1,001-\$1,500	75	6.4%
\$1,501-\$2,000	24	2.1%
\$2,001 and above	46	3.9%

As demonstrated above, 86% of properties if not categorised as Farmland will have an annual increase in rates of \$1,000 or less.

Strategic Planning Comments

While both the *NSW Local Government Act 1993* and the *Environmental Planning and Assessment Act 1979* play roles in identifying land use, the rating categories established under the *Local Government Act 1993* generally operate independently of the land use planning definitions set out

in the *Environmental Planning and Assessment Act 1979*. These legislative frameworks serve distinct purposes within local governance and planning.

At the Ordinary Meeting of Council on 28 March 2022, Council was recommended to review its application of the farmland rating category to ensure compliance with section 515 of the *Local Government Act 1993*, thereby avoiding potential future challenges in the Land and Environment Court regarding land use definitions proposed under the agritourism Standard Instrument Order.

Agritourism refers to tourism-related experiences or products that connect visitors with agricultural produce, people, or places on a working farm. The definition of agritourism was introduced into the *Lithgow Local Environmental Plan 2014* (LLEP 2014) on 1 December 2022, following state-wide reforms to the *Standard Instrument – Principal Local Environmental Plan 2006* and the *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008* (Codes SEPP).

These amendments allow agritourism activities to be assessed and approved as either exempt development, complying development, or local development applications, subject to compliance with specific development standards. Agritourism can include the following land use types:

- **Farm gate premises** – where visitors interact with produce from the farm, such as fruit picking, sales, tastings, workshops, and cafés.
- **Farm experience premises** – where visitors can experience life on a farm, including tours, horse riding, weddings, functions, and retreats.
- **Farm stay accommodation** – where visitors can stay in buildings or moveable dwellings, including tents and caravans, on a farm.

The objective of the planning reforms is to enable legitimate commercial farmers to diversify and complement their agricultural operations with tourism-related activities. This aims to increase the economic resilience of agricultural enterprises—particularly in response to natural disasters—and to support regional tourism by expanding local experiences and accommodation offerings.

Pursuant to the LLEP 2014, all land use activities that fall under the agritourism definition must be undertaken on a commercial farm. The term **Commercial Farm**, as defined in the dictionary of the LLEP 2014 (as stated below), allows agritourism activities to be considered on any land within the Lithgow LGA that is rated by Council as ‘farmland’:

commercial farm means a farm on which agriculture is undertaken that is—

- (a) on land categorised as farmland under the *Local Government Act 1993*, section 515, or
- (b) a primary production business within the meaning of the *Income Tax Assessment Act 1997* of the Commonwealth, or part of a primary production business, including a business that—
 - (i) was a primary production business, and
 - (ii) has temporarily ceased to be a primary production business because of a natural disaster, including a drought, flood, or bush fire.

In reviewing the spatial distribution of Council’s farmland and intensive farmland rating categories, it is apparent that a significant proportion of these properties are primarily used for “rural residential/lifestyle” or “hobby farm” purposes, and therefore do not conform to the requirements of section 515 of the *Local Government Act 1993* in relation to farmland rating categorisation. It is the administration’s position that this outcome does not reflect the intent of the planning changes, and may lead to a proliferation of agritourism uses on land not used for primary production.

A comprehensive review of agritourism-related land uses and their implementation within the *LLEP 2014* and the *Lithgow Development Control Plan 2021* will be considered as part of the upcoming Growth Management Strategy.

Implementation of Policy

It is proposed that the following steps will be undertaken to implement the draft Policy and become compliant with legislation:

1. Applications that have already been received as part of this process will be assessed. Necessary changes will be made and property owners notified.
2. Applications will be sent to all other properties that are currently categorised as Farmland in early July requesting to apply to retain Farmland categorisation within 90 days. Properties where an application is not received will be recategorised as Residential – Other, with the change to apply from the following rating quarter. Amended rates notices will be issued where a change in category applies.
3. The rates structure will be comprehensively reviewed in consultation with Councillors, taking into consideration land valuations to be released in late 2025, and the changes to the number of Farmland properties to determine the total amount of rates that each rating category is to contribute to Council's overall rates collected.

Policy

If the Policy is adopted, this will be a new Policy for Council and will enable a more transparent and consistent process for the categorisation of properties as Farmland for the purposes of rating.

Legal

Eligibility will be determined in accordance with Section 515 of the Local Government Act 1993. If an applicant is not satisfied with Council's decision nor the decision of an independent reviewer, they may apply to the Land & Environment Court.

Council is required under legislation to determine a properties rating category based on the criteria set out in the Local Government Act, regardless of whether a policy exists.

Risk Management

If Council does not review the categorisation of properties and adopt the Policy, Council risks breaching legislation or reputation risks associated with inconsistent determination of applications.

Financial

The draft Policy does not add or subtract from total rates income. Changes to the number of properties within rating categories will result in changes in the total income collected from each category but overall will still be capped at the Notional Yield, as set by the Rates Peg issued by the Independent Pricing and Regulatory Tribunal each year.

2.8. F&G - 26/05/2025 - Review on Communications of Main Street Footpath Revitalisation Building Better Regions Grant

Strategic Context for this matter:

Responsible Governance & Civic Leadership: To develop community confidence in the organisation by the way it is directed, controlled and managed.

Author: Vanessa Browning - Director Finance and Governance

Responsible Officer: Vanessa Browning - Director Finance and Governance

Executive Summary

The purpose of this report is to provide an overview of the timeline of communications in relation to the loss of the Building Better Regions Fund (BBRF) grant for the revitalisation of the Main Street Footpath and the actions taken to mitigate the risk of future grant losses.

In accordance with Council resolutions and recommendations from the Audit, Risk and Improvement Committee (ARIC), an internal management review has been undertaken on the communications between Council Officers and Councillors regarding the loss of the grant funding between May 2024 and August 2024. The review undertaken involved interviewing relevant Council Officers and reviewing all emails associated with the Main Street Footpath Revitalisation project.

The main finding of the review was that the lack of a project management framework, which would have determined the level of risk at which Councillors are advised of a potential issue in project delivery, led to a delay in communicating the loss of the grant funding to Council. Council was advised in writing by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts (the funding body) on 5 June 2024 that the extension of time to complete the project Council had requested would not be granted.

Further correspondence indicated that an extension may then have been possible until final confirmation was received from the funding body on 11 June 2024, which was not formally communicated to Councillors until 20 August 2024. There are a range of other contributing factors to this delay, which are outlined within this report. Throughout this period, management was hopeful that the grant would be reinstated, as the actions of the funding body were unprecedented. By the time of the August Ordinary Meeting, the only avenue for appeal was directly to the responsible Minister.

A range of actions have been identified and some implemented to reduce the risk of grant funding being lost in future, including:

- implementation of a Project Delivery Oversight Group (PDOG), which meets monthly to review the progress of projects,
- inclusion of project progress reporting at the Infrastructure and Finance Committee meetings,
- an initial review of Policy 8.9 External Grant Funding was undertaken and recommended that the policy be expanded to incorporate the management, monitoring and reporting of grant funded projects,
- commencement of a review of the software used to monitor and report on project risks and progress, and
- a recommendation from ARIC to incorporate an internal audit on Council's project management framework to be undertaken as part of the 2025/2026 Internal Audit Program.

It is the Administration's view that the implementation of the actions outlined above will reduce the potential for future grant losses to a minimal level and significantly enhance the communications around project delivery.

Administration's Recommendation

THAT Council:

1. Note the findings of the management review undertaken on the communications in relation to the loss of the Building Better Regions Fund grant for the revitalisation of the Main Street Footpath.
2. Note the actions identified and implemented to date to reduce the risk of grant funding being lost in future.

Attachments

1. Detailed Timeline of Events and Communications of the loss of BBRF grant funding relating to the Mai [2.8.1 - 4 pages]

Reference to any relevant previous minute

Min. No. 24-179 Ordinary Meeting of Council held on 26 August 2024.

Min. No. 25-126 Ordinary Meeting of Council held on 28 April 2025.

Background and discussion

At the 26 August 2024 Council Meeting, it was resolved:

THAT Council write to responsible Ministers, on behalf of the Lithgow community, for the following:

- A. The Commonwealth government to reinstate \$1,938,911 funding to enable the completion of the Main Street CBD Stage 2 Footpath Revitalisation program; and
- B. The State Government to ensure their commitment of \$1,500,000 funding to enable the completion of the Main Street CBD Stage 2 Footpath Revitalisation program is secure.
- C. That item 3.11 is referred to the ARIC Committee to review the management of this project and to report back to the next Council.

In accordance with item C of this Council resolution, a report was tabled at the 26 March 2025 ARIC Meeting. At the 28 April 2025 meeting, Council resolved to note the Minutes of the 26 March 2025 ARIC Meeting.

The ARIC meeting minutes included the following recommendation:

THAT the Committee:

1. Request an internal audit be held on Council's project management framework that would include the Main Street Revitalisation Project as part of the sample; and
2. Acknowledging that the findings from above internal audit won't be available for some time, requests an internal management review be undertaken in the interim by the Director of Finance and Governance to determine the timeline of Management/Councillor communications between May 2024 (when Council received notice that the BBRF Grant Agreement was due to expire) and August 2024 (when the matter was reported to Council).

In accordance with Council resolutions and recommendations from the Audit, Risk and Improvement Committee (ARIC), an internal management review was undertaken on the communications

between the funding body, Council Officers and Councillors regarding the loss of the grant funding between May 2024 and August 2024. The review undertaken involved interviewing relevant Council Officers and reviewing all emails associated with the Main Street Footpath Revitalisation project.

Internal Management Review

A detailed timeline of the communications and relevant events in relation to the BBRF grant loss is provided as an attachment, with key items outlined below:

- Friday, 3 May 2024 – email from funding body to Assets & Infrastructure Planning Manager following up on request of extension of time. Advice provided that if project is not able to be completed by 31 December 2024, the request could not be considered, and balance of grant would be forfeited.
- Wednesday, 5 June 2024 – email from funding body to Assets & Infrastructure Planning Manager and Director of Infrastructure & Economy confirming that as the entire project was not going to be completed by 31 December 2024, an end of project report to claim expenses incurred to date was required by 6 June 2024 and that the balance of the grant would no longer be available.
- Wednesday, 5 June 2024 – email from Director of Infrastructure & Economy to the funding body outlining that the BBRF grant was only part of the funding to be used for the project and the funds could be expended by 31 December 2024. The email also outlined the importance of this grant funding.
- Thursday, 6 June 2024 – email from funding body to Assets & Infrastructure Planning Manager and Director of Infrastructure & Economy that the entire project needed to be completed by 31 December 2024, not just the grant funded portion.
- Tuesday, 11 June 2024, email from funding body to Assets & Infrastructure Planning Manager and Director of Infrastructure & Economy confirming that the grant agreement expired 8 June 2024 and that no grant funds are payable to Lithgow Council.
- Monday, 1 July 2024 – Ross Gurney commenced as the General Manager.
- Monday, 1 July 2024 to 23 July 2024 – key Council Officers on leave.
- Wednesday, 31 July 2024 – 4:00pm meeting held between General Manager, Director Infrastructure and Economy and Assets & Infrastructure Planning Manager regarding grant funding changes for Main Street Footpath Revitalisation project.
- Monday, 5 August 2024 – Executive Leadership Team Meeting held, the Minutes indicate that there was a chance that Council will lose both funding sources for the Main Street Project, as there are no extensions of time allowed. It was agreed that an update would be provided in the August Council Meeting, including recommendation that Council writes letters asking for support to keep the grant funding. The Director of Infrastructure & Economy was an apology for this meeting.
- Friday, 16 August 2024 - email from Director of Infrastructure & Economy with a copy to General Manager regarding inclusion of a report to be tabled at the August 2024 Council Meeting regarding the loss of the grant funding.
- Monday, 19 August 2024 - email confirming which grant was lost in relation to the Main Street Footpath Revitalisation Project at the request of the General Manager from the Director of Infrastructure & Economy
- Tuesday, 20 August 2024 – General Manager discussed the August meeting Council report with former Mayor Statham during a driving trip to meetings in Canberra.

Interviews with relevant Council Officers identified that while the written correspondence advised that the grant funding had been lost, verbal communication with the funding body indicated that there was still a possibility to successfully apply for an extension. This led to delays in the reporting of the grant loss to the Executive Leadership Team and Council. There is also evidence that there was

confusion regarding the two grants being used to delivery this project, being the BRRF and the Resources for Regions – Round 8 (R4R8), as both required extensions of time.

As outlined in the August 2024 Council Meeting, there were a range of issues encountered with the delivery of this project, including:

- The inability to retain a dedicated Project Manager for the entirety of the project. The project has been managed by three different Project Managers, two of whom were internally recruited and have since resigned from the Council. To move the project forward with haste, Council engaged a contracted, external project manager and still, this person resigned from their employer before completion of the works.
- The impacts of several natural disasters relating to floods, bushfires and the COVID-19 pandemic impacting the ability of Council to maintain a flow for the project to progress in a speedy manner. Combined with the difficulty of attracting an ongoing project manager, this has contributed to ongoing challenges in maintaining compliance with grant conditions for BRRF and R4R8.

Findings of Internal Management Review

The main finding in relation to the internal management review undertaken was that the root cause of the delay in the communication of the loss of grant funding related to the lack of a formal Project Management Framework. A Project Management Framework provides key direction in relation to:

- The decision-making matrix to determine the priority and feasibility of projects, to ensure that projects are viable, within Council's risk appetite and can be delivered within available resourcing and on time;
- The governance and oversight of projects, to ensure challenges encountered with project delivery are identified early and appropriate action taken;
- The determination and monitoring of risks associated with each project and the level of risk at which projects would be reported to governance and oversight teams; and
- The determination of the regularity of project delivery reporting, based on the complexity and risk profile of the project.

With a Project Management Framework in place, the challenges associated with resourcing the project management, the economic environment in place at the time the project was developed and to be delivered within, the requirements of each of two grant funding allocations, and the risk of losing the grant funding would have been reported to a governance / oversight group and actions taken earlier to mitigate this risk.

Subsequent to the loss of the grant funding, the General Manager directed that an analysis be undertaken with a range of actions recommended, including some by Council and Committees, and these are in progress of being implemented.

A Project Delivery Oversight Group (PDOG) has been established, which consists of key Project Managers, each Director and the Corporate Strategy & Communications Support Officer. PDOG meets monthly and reviews the progress of projects, identifies projects that are at risk of non-delivery or with funding issues and recommends action to address risks identified. The minutes of PDOG are circulated to the Executive Leadership Team.

The progress of projects is included as regular items for the Finance Committee and Infrastructure Committee meetings. Regular updates on projects identified as high significance or with higher risk profiles are also provided to these Committee meetings, to ARIC and to Council.

Council is currently working with Centim, the appointed Internal Audit Service Provider, to include in the 2025/2026 Internal Audit Plan, Council's project management framework, incorporating the Main Street Revitalisation Project as part of the sample. This internal audit will provide recommendations in line with better practice from which Management Actions will be developed for implementation. Progress on Management Actions will be monitored as part of quarterly ARIC meetings.

The Administration is currently reviewing project management software options to optimise and streamline project management and reporting. A review of the structure and reporting formats used within the current software is also underway, with improvements being made arising from recommendations from PDOG.

An initial review of Policy 8.9 External Grant Funding has been undertaken, with a recommendation to the 20 May 2025 Finance Committee to rescind this policy and replace it with an expanded version to incorporate the management, monitoring and reporting of grant funded projects. The Policy will still include the approval mechanism for applying for grants to fund projects that are not within an adopted Operational Plan.

It is the Administration's view that the implementation of the actions outlined above will reduce the risk future grant losses to a minimal level and significantly enhance the communications around project delivery.

Consultation and Communication

Nil.

Policy

As outlined within this report, it has been recommended to the Finance Committee on 20 May 2025 that Policy 8.9 External Grant Funding be rescinded and replaced with a Grants Management Policy incorporating an expanded scope in relation to the approval for grant applications, and the management and reporting of grant funded works and programs.

Legal

Nil

Risk Management

This report provides an overview of actions undertaken and further actions to be taken to reduce the reputational and financial risks associated with the loss of grant funding.

Financial

This report does not have direct financial implications.

2.9. I&E - 26/05/2025 - Main Street Footpath Renewal Update

Strategic Context for this matter:

Caring for Our Community To retain, respect and strengthen both our overall sense of community, and the unique linked communities of groups, rural areas, villages and towns that make up the Lithgow LGA.

Developing Our Built Environment To provide a choice of effective public and private transport options, suitable entertainment and recreational facilities, and lifestyle choices while enhancing the existing rural areas, villages and towns that make up the Lithgow LGA.

Strengthening Our Economy To provide for sustainable and planned growth through the diversification of the economic base, the development of diverse job opportunities and the provision of a broad range of formal and non-formal educational services.

Author: Jonathon Edgecombe - Director of Infrastructure and Economy
Responsible Officer: Jonathon Edgecombe - Director of Infrastructure and Economy

Executive Summary

This report seeks to provide the Council with a brief update regarding the progress of the Main Street Footpath Renewal project to date, and an understanding of how the next stages of the project will progress.

Whilst there is no specific resolution in the March Ordinary Meeting of Council Minutes, this report is provided to align with a commitment made at that meeting that this progress update be reported to the May Ordinary Meeting of Council.

Administration's Recommendation

THAT Council note the progress update relating to the Main Street Footpath Renewal project, between Bridge Street and Eskbank Street.

Attachments

1. Segment Map - South Main Street [2.9.1 - 1 page]
2. Segment Schedule [2.9.2 - 1 page]

Reference to any relevant previous minute

- Min. No.: 24-232 – Ordinary Meeting of Council held on 28 October 2024 (I&E - 28/10/2024 Tender Evaluation - TEN17/24 - Main Street CBD Footpath Improvements Stage 2)
- Min. No.: 25-125 – Ordinary Meeting of Council held on 28 April 2025 (I&E - 28/04/2025 - TEN17/24 Main Street CBD Footpath Improvements Stage 2b - Variation Request)

Background and discussion

The following progress update is provided relating to the Main Street Footpath Renewal project:

1. Stage 2(a) - Northern footpath between Eskbank Street and Bridge Street

Concrete footpath, along with driveway access to Hometown Café has been placed and finished from Higgins Solicitors to the northern side of Hometown Café entrance. Civil Constructions has now completed Bluestone pavers and recycled brick paving bands from Cosier Solicitors to midway of Hometown Café shop front.

Section of concrete footpath has been prepared and placed from Cosier Solicitors to paving band between Cosier Solicitors and Hometown Café.

Starting 14 May 2025, the footpath substrate and paving bands will be excavated and prepared for concrete pours on 15 May 2025, weather permitting, from newly poured concrete to next paving band.

Smaller sections are being prepared and poured to reduce the inconvenience & trading impact to Hometown Café.

Council's project managers have engaged with Jeff Devjac (Telstra contractor) regarding a site visit to review and assess Telstra pits for height, locations etc. The Telstra representative has advised that they require a formal Request for Quotation prior to attending site. This has been arranged and the Telstra representative will attend the site on 16 May 2025.

2. Stage 2(b) - Southern footpath between Eskbank Street and Bridge Street

Two attachments are provided to this report. The first attachment is a "Segment Map". It breaks the whole of the southern side of Main Street into 30-metre segments, each colour coded. The second attachment is the corresponding schedule which matches the colours of the map segments for ease of reference. As a summary, starting at the old Grand Central on 19 May, each 30-metre segment will take two weeks (weather permitting). Key dates, weather permitting, are:

Lot 12	CH290 – CH260	May 19 – May 30, 2025
Lot 13	CH260 – CH230	Jun 2 – Jun 13, 2025
Lot 14	CH230 – CH200	Jun 16 – Jun 27, 2025
Lot 15	CH200 – CH170	Jun 30 – Jul 11, 2025
Lot 16	CH170 – CH140	Jul 14 – Jul 25, 2025
Lot 17	CH140 – CH110	Jul 28 – Aug 13, 2025
Lot 18	CH110 – CH90	Aug 14 – Aug 29, 2025
Lot 19a	CH90 – CH75	Sep 1 – Sep 12, 2025
Lot 19b	CH75 – CH60	Sep 15 – Sep 26, 2025
Lot 20	CH60 – CH30	Sep 29 – Oct 10, 2025
Lot 21	CH30 – CH0	Oct 13 – Oct 24, 2025
Lot 22	CH0 – CH-30	Oct 27 – Nov 7, 2025
Lot 23	CH-30 – CH-60	Nov 10 – Nov 29, 2025

Practical completion is expected in early December.

It is noted that, at the recent Events Working Party meeting, a draft program for the Halloween Festival was presented. This program will see the signature Main Street event occur on (or around) Saturday 25 October. The project team will work closely with event organisers (detailed notifications already sent) to ensure that there are no open trenches and that the street is completely open for the Halloween event, even if Stage 2(b) of the Main Street renewal is not yet complete.

Consultation and Communication

Council's project managers have visited the businesses to be impacted by the upcoming works. They visited businesses from the optometrist down to the dry cleaners, introducing themselves and outlining a brief scope of works to be carried out and approximate dates. All stakeholders were positive regarding the works to be carried out and appreciative of the prior notice and a personal visit. No negative feedback was received.

Policy

Nil.

Legal

The subject matter of this report is a function of Council conferred by Section 55 of the Local Government Act 1993 and Part 7 the Local Government (General) Regulation 2021.

The project is subject to a thorough assessment of key environmental issues by way of formal Review of Environmental Factors, to ensure compliance with the Environmental Planning and Assessment Act 1979.

Risk Management

Council's Project Manager has undertaken a risk assessment of the project and identified real and perceived risks and treatment strategies have been applied. The risk register will be updated over the course of the project.

Financial

- Budget approved - \$3,796,799 (expenditure only, including variations adopted at Council Meeting held 28 April 2025)
- Cost centre - 100832
- Expended to date - \$2,220,223 (including \$1,984,880 in commitments)
- Future potential impact - Full expenditure of project budget.

3. Council Committee Reports

3.1. I&E - 26/05/2025 - Emerging Economy Committee Meeting Minutes - 16th April 2025

Strategic Context for this matter:

Author: Kaitlin Cibulka - Cemeteries and Administration Supervisor
Responsible Officer: Jonathon Edgecombe - Director of Infrastructure and Economy

Executive Summary

This report provides details of the minutes of the Emerging Economy Meeting held on 16 April 2025.

Administration's Recommendation

THAT Council:

1. Note the minutes of the Emerging Economy Meeting held on 16 April 2025.
2. Endorse the Emerging Economy Committee establishing a working party to work with current proponents to explore options for establishing a stable workforce for their proposals and the potential activation of the Three Tree Precinct of other suitable Council land to assist.

Attachments

1. DRAFT Minutes Emerging Economy Committee Meeting Minutes 16 th April 2025 [3.1.1 - 4 pages]

Reference to any relevant previous minute

Nil

Background and discussion

At the Emerging Economy Committee held on 16 April 2025, there were two presentations provided to the committee, one being from Cr Steve Ring and the other by the LEEP team. The presentations concerned workforce accommodation and the potential activation of the Three Tree Precinct of other suitable Council land to assist.

The Committee made the following recommendation to Council:

THAT the Emerging Economy Committee establish a working party to work with current proponents to explore options for establishing a stable workforce for their proposals and the potential activation of the Three Tree Precinct of other suitable Council land to assist.

Financial

Nil.

3.2. FIN - 26/05/205 - Finance Committee Meeting Minutes - 22 April 2025**Strategic Context for this matter:**

Responsible Governance & Civic Leadership: To develop community confidence in the organisation by the way it is directed, controlled and managed.

Author: Trinity Newton – Executive Assistant to the Office of the General Manager and Mayor

Responsible Officer: Vanessa Browning - Director Finance and Governance

Executive Summary

This report provides a summary of matters discussed and considered at the Finance Committee Meeting held on 22 April 2025 and recommends that the Council note the minutes.

Administration's Recommendation

THAT Council note the minutes of the Finance Committee meeting held on 22 April 2025 and the business paper recommendations endorsed by the Committee.

Attachments

1. Draft Minutes Finance Meeting 22 April 2025 [3.2.1 - 5 pages]

Reference to any relevant previous minute

Min 25-94 Ordinary Meeting of Council 24 March 2025

Background and discussion

At the 22 April 2025 Finance Committee Meeting, the following reports were discussed by the Committee:

- Update and further discussion on the draft 2025/26 budget, and
- Initial discussion on the draft Delegations Register.

The following business paper recommendations were endorsed by the Committee:

5.1. Update and further discussion on the draft 2025/26 budget.

THAT the Committee receive and note the update on the 2025/2026 draft Budget.

5.2. Initial discussion on the draft Delegations Register.

THAT the draft Delegations Register be amended in line with the discussions held and brought back to the next Finance Committee Meeting, prior to tabling at a Council Meeting.

Financial

As detailed in the Finance Committee meeting minutes.

3.3. P & P - 26/05/2025 - Seven Valley Tourism Committee Meeting Minutes 30 April 2025

Strategic Context for this matter:

Caring for Our Community To retain, respect and strengthen both our overall sense of community, and the unique linked communities of groups, rural areas, villages and towns that make up the Lithgow LGA.

Author: Simon Francis – Tourism Manager
Responsible Officer: Shaun Elwood - Director People and Place

Executive Summary

This report provides details of the minutes of the Seven Valley Tourism Committee meetings held on 25 March 2025 and 30 April 2025.

Administration's Recommendation

THAT Council note the minutes of the Seven Valley Tourism Committee meetings held on 25 March 2025 and 30 April 2025.

Attachments

1. Seven Valleys Tourism Committee Meeting Minutes - 25 March 2025 [3.3.1 - 6 pages]
2. Seven Valleys Tourism Committee Meeting DRAFT Minutes 30 April 2025 [3.3.2 - 7 pages]

Reference to any relevant previous minute

Nil

Background and discussion

At the Seven Valley Tourism Committee Meeting held on 25 March 2025 the following items were discussed:

- Appointment of Chair and Deputy Chairperson – carried over to 30 April due to lack of voting members.
- Update on Gardens of Stone SCA.
- Seven Valleys Brand Marketing Update – carried over to 30 April due to lack of voting members.
- Events Program – also carried over due to lack of voting members.
- Role and focus of the Seven Valleys Tourism Committee – carried over due to lack of voting members.

At the Seven Valley Tourism Committee Meeting held on 30 April 2025 the following items were discussed:

- Appointment of Chair and Deputy Chairperson.
- Events Program.
- Role and focus of the Seven Valleys Tourism Committee.
- Seven Valleys branding and social media.

- General Business.
 - Rydal Showground Fees.
 - Camping at Tony Luchetti Showground.
 - New indigenous art gallery shop at 80 Main Street Lithgow.
 - Issue of Meadow Flat 'golden' Poplars.

Financial

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

3.4. I&S - 26/05/2025 - TALC Minutes 1 May 2025

Strategic Context for this matter: Developing Our Built Environment: To plan for suitable infrastructure to promote sustainable and planned growth, while enhancing the existing identity of the towns, villages and rural areas of the local government area

Author: Penny Way – Executive Assistant

Responsible Officer: Jonathon Edgecombe - Director Infrastructure and Economy

Executive Summary

This report provides details of the Minutes of the TALC Committee Meeting held on 1 May 2025.

Administration's Recommendation

THAT

1. Council note the minutes of the TALC Committee Meeting held on 1 May 2025; and
2. an investigation into the traffic crash history, traffic movement, and volume on Padley Street be undertaken. The results, along with possible alternative options, be reported back to the next TALC meeting for further consideration.

Attachments

1. Draft Minutes - TALC Committee Meeting - 1 st May 2025 [3.4.1 - 5 pages]

Reference to any relevant previous minute

Nil.

Background and discussion

At the TALC Committee meeting held on 1 May 2025, the following item was discussed by the Committee, however this item is outside the Committee's delegations and requires Council to formally approve the recommendation.

- Padley Street Angled Parking

Since the recent TALC meeting, the findings of the traffic review have been received and distributed to the Mayor and Deputy Mayor, in anticipation of the upcoming TALC meeting.

Financial

Nil.

3.5. W&WW - 26/05/2025 - Infrastructure Committee Meeting Minutes - 6 May 2025

Strategic Context for this matter: [Caring for Our Community](#) To retain, respect and strengthen both our overall sense of community, and the unique linked communities of groups, rural areas, villages and towns that make up the Lithgow LGA.

Author: Matthew Trapp - Executive Manager Water, Wastewater and Waste
Responsible Officer: Matthew Trapp - Executive Manager Water, Wastewater and Waste

Executive Summary

This report provides details of the minutes of the WWW&W Infrastructure Committee Meeting held on 6 May 2025.

Administration's Recommendation

THAT Council note the Minutes of the WWW&W Infrastructure Committee Meeting held 6 May 2025.

Attachments

1. Infrastructure Committee Meeting WWW 6 May 2025 Draft Minutes [3.5.1 - 6 pages]

Reference to any relevant previous minute

Min. No. 25-60 Ordinary Meeting of Council held on 24 February 2025.

Background and discussion

The Committee discussed a number of standing agenda items relating to strategy and potential future impacts to Council and community arising from water, sewerage and waste management and strategies. A number of subjects were discussed such as biosolids management, waste strategy, common sewerage lines and their ongoing removal.

One key recommendation from general business was relating to the Great Western Highway median strip maintenance:

- Recommends that Council enter into discussions with Transport NSW to seek clarification on arrangements and hand back maintenance responsibility for the Great Western Highway median strip.

Financial

As detailed in the meeting minutes.

4. Questions with Notice

4.1. QWN - 26/05/2025 - Councillor M Ticehurst - Advertising Financial Information

Report by Councillor Martin Ticehurst

Question

Could the Lithgow City Council's General Manager and Senior Council staff advise Councillors, ratepayers and residents of the following financial information:

1. All Lithgow City Council financial expenses incurred from the 1 January 2024 to 31 December 2024 for the weekly publication of the full-page Lithgow City 'Council Column' in the Lithgow Mercury Newspaper?
2. All Lithgow City Council financial expenses incurred from the 1 January 2024 to 31 December 2024 for the weekly publication of the full-page Lithgow City 'Council Column' in the Central West Village Voice Newspaper?
3. All Lithgow City Council financial expenses incurred from the 1 January 2024 to 31 December 2024 for all other additional weekly advertising in the Lithgow Mercury Newspaper?
4. All Lithgow City Council financial expenses incurred from the 1 January 2024 to 31 December 2024 for all other additional weekly advertising in the Central West Village Voice Newspaper?
5. All Lithgow City Council financial expenses incurred from the 1 January 2024 to 31 December 2024 for all advertising on Radio 90 2LT and Move FM?

Attachments

Nil

Management Response

The financial information requested is included in the table below. It is to be noted that the format may slightly differ from the structure of the questions within the Notice of Motion due to the way invoices are provided by the relevant supplier.

Supplier	Purpose	Cost
Lithgow Mercury Newspaper	Council Column	\$21,440
	Event Promotion	\$6,306
	Other Advertising	\$6,568
Central West Village Voice Newspaper	Council Column	\$30,805
	Event Promotion	\$4,723
	Other Advertising	\$2,836
Radio 90 2LT and Move FM	Council Updates	\$26,516
	Event Promotion	\$3,707

Advertising in newspapers is one of many methods used to inform the community and can be a legislative requirement for certain functions of Council. Examples of communication included in Other Advertising include road closures, recruitment, school holiday programs, community programs,

expressions of interest, promotion of Financial Assistance Grant Program, and sale of land for unpaid rates.

4.2. QWN - 26/05/2025 - Councillor M Ticehurst - 26/05/2025 - WSU intent to cease operations**Report by** Councillor Martin Ticehurst**Question**

Following on from the Western Sydney University publicly indicating that it is to cease operations of their Lithgow Transformation Hub on 30 June 2025, could the General Manager and Senior Council staff advise Councillors, ratepayers and residents of the following information:

1. What are the current Property Lease arrangements between the Lithgow City Council and the Western Sydney University for their use since about 2011 of the Council's Old Lithgow Library / Lithgow Transformation Hub?
2. The past and current financial arrangements (annual rental, maintenance, etc.) for the Property Lease arrangements between the Lithgow City Council and the Western Sydney University for their use since about 2011 of the Council's Old Lithgow Library / Lithgow Transformation Hub?

Attachments

Nil

Management ResponseCurrent Property Lease arrangements between the Lithgow City Council and the Western Sydney University

The current lease of the Charles Hoskins Memorial Building is commenced on 1/9/12 for a period of 20 years to 31/8/32. The lease includes an option to renew for a period of five years and further period of five years.

The University may terminate the lease at any time on giving at least six months written notice to the Council. The University has requested early termination of the lease on 30 June 2025. Financial implications are being considered before responding to the University's request.

Past and current financial arrangements

There is nil lease fee payable to Council by the University.

The University is responsible for keeping the premises in good repair and working condition throughout the term of the lease. The building and grounds have been maintained to a good standard.

The University has advised of operating maintenance costs of \$117K to \$128K in each of the three most recent years. The detail of each operating expense is currently being reviewed by Council staff to ascertain the ongoing operating maintenance costs to Council. Future costs to the Council will depend on the usage of the building, i.e. whether it is leased (in part or in full) or whether it is utilised by the Council.

4.3. QWN - 26/05/205 - Councillor M Ticehurst -Lithgow Golf Club Lease

Report by Councillor Martin Ticehurst

Question

Following on from the resolution at the Lithgow City Council Meeting held on the 25 November 2024 detailing the financial information pertaining to the operation of the property lease with Lithgow Golf Club Limited during the 2023/24 FY which was summarised as:

- Lithgow Golf Club Limited generated a profit of \$39,828 and recorded net assets of \$414,433, including \$268,460 in cash and cash equivalents for the financial year ended 30 June 2024.
- In accordance with the lease agreement, 20% of any profit is to be paid to Council and \$7,965.60 was received during 2024/2025.
- Council received \$9,795.50 in rental income from Lithgow Golf Club and received \$3,802.71 in fees and water and sewer charges.
- Council remains responsible for the maintenance of the grounds and retains ownership of the assets, incurring \$567,351.86 in maintenance costs, depreciation and rates and annual charges and as Lithgow City Council's ratepayers and residents eagerly await the same financial information update for the current 2024/25 financial year, I am asking the Council to confirm;-

Q. What is the proposed Council Budget financial information pertaining to the operation of the Council's property lease with Lithgow Golf Club Limited during forthcoming 2025/2026 Financial Year – noting that given the previous over \$550,000 maintenance costs, it does not appear to have been included in the currently advertised 2025/26 Draft Operational Plan on Public Exhibition?

Attachments

Nil

Management Response

The 2025/2026 draft Budget is currently on exhibition until 3 June 2025. When developing a budget, key assumptions are applied based on known information and applied to prior year actuals and amended by changes in operations or strategies.

Currently, the budget is not maintained on a site-specific basis and therefore the question will be answered based on extrapolation of the 2023/2024 actuals and assumptions applied to the draft 2025/2026 Budget. Additionally, the extrapolation is based on the continuation of the current lease arrangements, which are currently under review. It is to be noted that any material change to the conditions within the lease may impact upon the actual costs incurred by Council.

The extrapolated financial information pertaining to the Lithgow Golf Club is provided below.

Income	2025/26
Rental Income	\$ 10,685.81
Inspection Fees	\$ 527.99
Water & Sewer Charges	\$ 3,676.30
Total	\$ 14,890.10

Expenses

Wages Paid	\$ 179,753.69
Materials	\$ 18,369.33
Repairs & Maintenance	\$ 2,824.95
Fire Inspections	\$ 9,719.61
Tree Removal	\$ 6,400.00
Internal Plant Hire	\$ 280,434.91
Depreciation	\$ 89,764.43
Total	\$ 587,266.93
Net Cost	\$ 572,376.83
Contribution	\$ 8,244.40
Net Cost to Council	\$ 564,132.43

It is to be noted that Council is moving to a service-based approach in future, which will provide more specific site-specific information.

Vanessa Browning
Director Finance & Governance

4.4. QWN - 26/05/2025 - Councillor E Mahony - Future Use of Council Buildings - Charles Hoskins Memorial Institute Building and former Centrelink Building

Report by Councillor Eric Mahony

Question

Given Western Sydney University has advised Lithgow City Council it would be vacating the Charles Hoskins Memorial Institute Building, which has been operating as the Transformation Hub, on Monday, June 30th, 2025, can the administration advise the Council of potential implications and options for the future use of Council buildings Charles Hoskins Memorial Institute Building and the former Centrelink Building.

Attachments

Nil

Management Comment

The Administration is currently gathering information on options for the future use of the Charles Hoskins Memorial Institute Building and the 176 Mort Street building. 176 Mort Street is currently used by the LEEP team, the Adaptive Skills Hub (with rental income) and as an internal meeting space.

The Administration is also consulting with stakeholders, including the higher education sector, a current tenant with a sub-lease and regular venue hirers.

It is proposed to present the future use options for both buildings to a Councillor Information Session ASAP, for discussion, prior to preparing a staff report to the Council.

There may be financial implications depending on the future use of both buildings. Western Sydney University has advised of operating maintenance costs of \$117K to \$128K in each of the three most recent years for the Charles Hoskins Memorial Institute Building. The detail of each operating expense is currently being reviewed by Council staff to ascertain the ongoing operating maintenance costs to Council. Future costs / revenue to the Council will depend on the usage of the buildings, i.e. whether they are leased (in part or in full) or whether they are utilised by the Council.

5. Notices of Motion

5.1. NOM - 26/05/2025 - Councillor M Ticehurst - Council's public position on multiple Wind Farms in LGA

Report by Councillor Martin Ticehurst

Commentary

At the Ordinary Meeting of the Lithgow City Council on Monday 28 October 2024, the newly elected Councillors for the next 4-year Term formally resolved by Council Resolution:

24 -207:

THAT Lithgow City Council opposes an energy from waste facility within our local government area.

MOVED: Councillor T Evangelidis SECONDED: Councillor E Fredericks

CARRIED.

A DIVISION was called by Councillor C Coleman

Divisions

FOR: Councillor M Statham, Councillor C Coleman, Councillor M Ticehurst, Councillor E Fredericks, Councillor R Smith and Councillor E Mahony (and not minuted, Councillor T Evangelidis)

AGAINST: Councillor D Goodwin and Councillor S Ring

24 -208:

That Lithgow City Council oppose any Pumped Hydro project facilities within our Local Government area.

MOVED: Councillor M Ticehurst SECONDED: Councillor E Fredericks

CARRIED

A DIVISION was called by Councillor M Ticehurst

Divisions

FOR: Councillor M Statham, Councillor C Coleman, Councillor M Ticehurst, Councillor T Evangelidis, Councillor E Fredericks, Councillor R Smith, Councillor D Goodwin and Councillor E Mahony

AGAINST: Councillor S Ring

With the recent Federal Election now completed, it is timely that the Lithgow City Council similarly confirms its public position to our community, in particular those in our smaller Towns, Villages and Rural areas on the multiple proposals for the building of Wind Farms right across our LGA and our adjoining neighbouring Bathurst Regional Council and Oberon Shire Council LGA's.

Attachments

Nil

Recommendation

THAT Council confirms its public position to our community, in particular those in our smaller Towns, Villages and Rural areas on the multiple proposals for the building of Wind Farms right across our LGA.

Management Comment**Policy Implications**

The following resolutions are relevant to the Council's consideration of the Notice of Motion.

Ordinary Meeting of Council held on 24 March 2025 - NOM - Councillor M Ticehurst - Wind Turbine projects in the Lithgow City Council LGA

25 -75 RESOLVED

That the Lithgow City Council:

1. Work with the community when an Environmental Impact Statement (EIS) is submitted to the NSW Government to ensure the views of all residents are taken into consideration in the Council submission.
2. Request the incoming new Federal Government to hold an urgent, open and transparent Royal Commission into the current electricity and gas systems and market across Australia, so as to ensure Australians, in future, have access to affordable, secure and reliable energy.

Ordinary Meeting of Council held on 28 April 2025 - NOM - Councillor E Fredericks - Proposed Ben Bullen / Palmers Oaky Wind Farm.

25 -106 RESOLVED

That Council:

1. Note the proposed Ben Bullen / Palmers Oaky / Sunny Corner Wind Farms, which are in addition to the recently announced numerous other NSW Labor Government Net Zero Energy Projects to be located within and around the Lithgow City Council LGA.
2. Seek an information session with both groups, those for and against the projects and with Someva & Tetris, and any other renewable companies that may come forward with proposals.

17.6 of the adopted Code of Meeting Practice states:

A notice of motion to alter or rescind a resolution, and a notice of motion which has the same effect as a motion which has been lost, must be signed by three (3) Councillors if less than three (3) months has elapsed since the resolution was passed, or the motion was lost.

Ross Gurney
General Manager

5.2. NOM - 26/05/2025 - Councillor E Mahony - Investigation of workforce accommodation options as part of the development of Lithgow City Council's Housing Strategy.

Report by Councillor Eric Mahony

Commentary

Background

The Lithgow City Council's Growth Plan, as outlined in its Strategic Plan, aims to provide a local framework for the future development of the Lithgow Local Government Area (LGA).

Lithgow City Council is currently planning to commence the development of Lithgow City Council's Housing Strategy as part of Lithgow City Council's Growth Plan.

Discussion

A central consideration for Lithgow City Council's housing strategy which is currently planned for completion is the need to address the capacity of current residential, motel/hotel, and other emerging workforce accommodation options to support several approved and other potential major projects to provide short and long term accommodation for the associated workforce.

Council's strategy also needs to emphasise the importance of the development of affordable housing across the Greater Lithgow Area to support a diverse and resilient workforce and community, acknowledging the importance of such housing to current community needs whilst providing for emerging workforce accommodation capacity.

Access to appropriate housing is a fundamental prerequisite for workforce participation in regional communities like ours. Without suitable accommodation options, individuals are unable to live and work in the Lithgow area.

Our future housing needs to provide a diverse range of housing opportunities and types to support the potential changes and growth of our population.

As part of this approach, Lithgow City Council should explore partnership opportunities with the NSW State and Federal Governments to develop a coordinated, whole-of-government response to our local housing needs, providing for increased housing supply and diversity.

This includes leveraging the expertise and resources of the NSW Housing Taskforce to address local workforce housing needs, support local economic development, and align with local strategic planning and community engagement initiatives.

Recognising the strain that large infrastructure projects can place on local housing markets, the NSW Government through the NSW Housing Taskforce has implemented reforms to streamline the delivery of construction worker accommodation. These reforms aim to provide clear planning pathways and support councils in managing large numbers of temporary workers moving into regional centres.

Furthermore, there is a growing emphasis on transitioning short-term worker accommodations into long-term housing solutions such as assisted living and other affordable housing options to benefit the broader local community.

At a local existing business and employment level by delivering affordable housing we make it easier for both essential workers to find suitable housing and local businesses to attract and keep their staff

These initiatives should collectively aim to enhance workforce accommodation across the Lithgow local council area, ensuring that housing development aligns with the needs of the community, industry, workers that supports the region's economic and social objectives and aspirations.

Attachments

Nil

Recommendation

THAT the Lithgow City Council Housing Strategy currently planned for completion take account of the following recommendations;

1. That workforce accommodation options should be investigated at all scales, including larger industry scaled opportunities in both the urban centres of Wallerawang and Lithgow.
2. That workforce accommodation options are favoured that demonstrate the capacity to transition into housing types that address existing and future gaps in housing needs across the broader local community.
3. That a Local Housing Forum be delivered as part of the consultation process in the development of the Lithgow City Council Housing Strategy.

Management Comment

The Council is currently conducting procurement of services to undertake and develop the Growth Management Strategy (GMS) for the LGA. The GMS is one of the primary documents required to support the review of the current 2014 Lithgow Local Environment Plan (LEP). The GMS includes detailed review and analysis of current population and development forecasts and trends to inform the Rural lands, Rural Residential and Housing Strategies, which will be components of the GMS.

The Housing Strategy will consider current and forecast demand trends and projections including residential, commercial, short-stay and worker generated housing demand. Community and business engagement will inform the development and proposals of the GMS (including the Housing Strategy). Engagement will include a range of online, forum and community located 'drop in' sessions.

Shaun Elwood
Director People & Places

6. Business of Great Urgency

The General Manager / Acting General Manager publicly confirms, that before and during this Ordinary / Extra-Ordinary Meeting of the Lithgow City Council, that they have provided all Councillors with full access to all relevant information necessary for the performance of their official functions and necessary to effectively discharge their official functions.

The General Manager / Acting General Manager is aware that Council Staff Members have provided full and timely relevant information to all Councillors, sufficient to enable them to exercise their official functions and in accordance with Council Procedures.

Ross Gurney
General Manager

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

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